

IN THE CIRCUIT COURT OF PHELPS COUNTY, MISSOURI
ROLLA MUNICIPAL DIVISION

COURT OPERATIONS UNDER THE
EXIGENT CIRCUMSTANCES CREATED
BY THE OUTBREAK OF COVID 19 a/k/a
CORONAVIRUS

DATE: 20 APRIL 2020

GENERAL ORDER

WHEREAS, the Missouri Supreme Court suspended all in-person proceedings in all appellate and circuit courts – including all associate, family, juvenile, municipal, and probate divisions – as well as grand jury proceedings – in the entire state of Missouri until May 15, 2020; and

WHEREAS, in all of their orders in response to the COVID-19 pandemic, the Missouri Supreme Court and the Presiding Judge of the 25th Judicial Circuit have directed this Court to remain open and conduct business in every way it can; and

WHEREAS, this Court has the imperative obligation to take reasonable and necessary steps to protect the health and safety of all participants, employees of the City of Rolla, all judicial officers and all attorneys who have Court hearings or other business in this Division, while also balancing the rights of all these individuals by keeping the Courts open to the citizens of our community to ensure justice and access to judicial services.

IT IS, THEREFORE, ORDERED, ADJUDGED AND DECREED:

1. Unless modified herein, this Court's General Orders dated March 17, 2020, March 26, 2020 and April 2, 2020 remain in effect unless modified herein.
2. Effective Tuesday, March 17, 2020, and continuing through Friday, May 15, 2020, unless modified or extended by a subsequent order, the Rolla Municipal Division of the 25th Judicial Circuit of the State of Missouri, will remain open, with the following modifications to its operations.
3. The cases scheduled for the dates and times as set forth on Exhibit "A" will be rescheduled as set forth therein.
4. The Chief Division Clerk has the discretion to change the date and/or time of any of the cases on Exhibit "A", without further order from the Court, if requested by any party or attorney or in order to group any of said cases with any other cases not on Exhibit "A" involving the same defendant.
5. In the event that it becomes necessary to completely close the City Hall, this Court shall continue to remain open and to operate in service to the public.

6. The Chief Division Clerk shall arrange for call forwarding and email so that telephone calls and emails normally received at the City Hall are received by court personnel at home or on mobile devices.

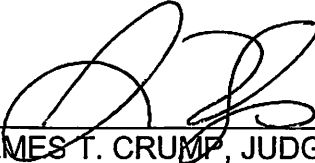
7. The Chief Division Clerk shall arrange for daily receipt of regular mail and for its processing.

8. The Chief Division Clerk shall arrange for remote electronic access so that data entry, docket entries, acceptance of documents for e-filing (if any), participation in virtual court sessions (if any) and other work requiring computer access continue without interruption to the extent possible during the period of such closure.

9. Pro se defendants and others wishing to file paper documents will be able to file such documents at the Rolla Police Department or some other location designated by the Chief Division Clerk.

10. A notice of closure will be prepared by the Municipal Judge for posting at each entrance to City Hall, and shall be provided to the Missouri Supreme Court, Presiding Judge of the 25th Judicial Circuit and local media. The notice will give (a) the telephone number(s) and email address(es) to call or write in order to obtain assistance with a court-related matter; and (b) the location of the office for filing paper documents with the court during the courthouse closure.

11. In the event the Chief Division Clerk is unable to perform any of the duties or exercise the authority, then the Deputy Division Clerk shall have the authority and power to perform said specific tasks set forth hereinabove.

 20 April 2020

JAMES T. CRUMP, JUDGE OF THE CIRCUIT
COURT OF PHELPS COUNTY, MISSOURI,
ROLLA MUNICIPAL DIVISION