



RACHEL L. BRINGER SHEPHERD
PRESIDING JUDGE
TENTH JUDICIAL CIRCUIT

573-221-0579

Marion County Courthouse
100 South Main
Palmyra, MO 63461

Marion County Courthouse
906 Broadway
Hannibal, MO 63401

Monroe County Courthouse
300 North Main
Paris, MO 65275

Ralls County Courthouse
311 South Main
New London, MO 63459

September 21, 2020

ADMINISTRATIVE ORDER 20-10

EFFECTIVE September 22, 2020

IN RE COURT OPERATIONS IN LIGHT OF THE MISSOURI GOVERNOR'S ORDER OF MARCH 21, 2020 AND THE ORDERS OF THE SUPREME COURT DATED MARCH 22, 2020, APRIL 1, 2020, April 17, 2020, May 4, 2020, and July 24, 2020

1. Effective September 22, 2020, the Circuit Courts of Marion County, Missouri, and its divisions, and Ralls County Missouri, and its divisions, will be returning to Operating Phase Two, as described in the Missouri Supreme Court order dated May 4, 2020 and July 24, 2020 and subject to the guidelines set forth below. Marion, Monroe, and Ralls Counties shall be subject to the additional guidelines set forth below during Operating Phase Two.
2. Judges shall use all available technologies – including teleconferencing and video conferencing – whenever possible to limit in-person courtroom appearances to the extent not prohibited by constitutional or statutory provisions. Attorneys and litigants are encourage to appear by teleconference or videoconference whenever possible.

3. Occupancy of courtrooms, common areas, and rotundas is restricted to no more than ten individuals. Judges and attorneys are directed to ask litigants, witnesses, or other court participants to wait outside of the courthouses until the case for which they are appearing is called for hearing.

4. Strict social distancing protocols must be maintained. All participants in court proceedings, including litigants, attorneys, judges, clerks, bailiffs, witnesses, court partners, spectators, members of the press, members of the public, and courthouse staff must wear masks or face coverings in a proper manner. All Court participants will be subject to a temperature check prior to entering the courthouse. The judge presiding over the proceeding shall arrange the manner in which temperature checks are conducted. During testimony or argument, face masks may be removed at the discretion of the judge. The judge presiding over the proceeding will take action to mark six-foot distances at various locations in the courtroom for use by litigants, attorneys, and court personnel.

5. Vulnerable litigants, witnesses, victims, attorneys, and other individuals involved in court proceedings will be permitted to participate in the proceedings remotely or have their cases continued or postponed at the discretion of the judge.

6. Any payment to be made to the Circuit Clerk's offices for court costs, fee deposits, garnishment returns, fines, or any other payment shall be made by mail, online, or through the dropboxes outside the courthouses. The Courthouse doors will be posted to notify payors of this order.

7. Receipt and completion of order of protection applications or 96 hour mental health applications shall occur outside of the courthouse building. Completed order of protection forms or 96 hours hold forms shall be placed in the dropboxes located outside of each courthouse. The Courthouse doors will be posted to notify applicants of this procedure.

8. The provisions of prior administrative orders not amended by this order remain in effect.

9. The following individuals are **prohibited** from entering the courthouse:

1. Persons who have traveled to any foreign country within the last 14 days;

2. Persons who reside or have had close contact with someone who has travelled to any foreign country within the last 14 days;
3. Persons who have been asked to self-quarantine by any doctor, hospital or health agency;
4. Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19, and have not been released from quarantine by a medical provider; and
5. Persons with unexplained fever, lost of sense of taste or smell, cough or shortness of breath;
6. Persons with symptoms of respiratory illness which includes congestion, runny nose, cough, sore throat, fever, body aches, or fatigue must stay home until they recover and are free of fever (100.4° F [37.8° C]) or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

If you are unable to enter the courthouse for these or any other reason, please contact the clerk immediately to receive instructions about your court proceeding.

10. Failure to follow the guidelines set forth above will be grounds for removal from the courthouse.

SO ORDERED.

September 21, 2020



Rachel Bringer Shepherd
Presiding Judge
Tenth Judicial Circuit

A copy of this order has been emailed to:

The Marion County Commission
The Monroe County Commission
The Ralls County Commission
Members of the Tenth Circuit Bar Association
The Marion County Sheriff

The Monroe County Sheriff

The Ralls County Sheriff

Valerie Munzlinger, Marion County Circuit Clerk, District 1

Christine Tate, Marion County Circuit Clerk, District 2

Heather Wheeler, Monroe County Circuit Clerk

Gina Jameson, Ralls County Circuit Clerk

The Missouri Supreme Court