

COVID-19 INFORMATION SHEET
Springfield Municipal Court
September 14, 2020

In the interest of public health, the Springfield Municipal Court continues to take measures to reduce exposure to, and transmission of, COVID-19. Effective immediately and until further notice, most cases will be continued to a later date as the Springfield Municipal Division reverts from Phase 2 to Phase 1 as defined by the Supreme Court of Missouri's May 4, 2020 "Operational Directives" in response to the COVID-19 pandemic. You will be notified of the new court date. If you feel your case is critical to the extent that an in-person hearing is needed immediately, please see the instructions for making such a request on the "Notice and Order" given to you with this Information Sheet.

New court dates will be mailed to defendants at the address on file. If you have a pending case, you must keep your address updated with the court. To update your address, please e-mail the court at municourt@springfieldmo.gov or call 417-864-1890. Please provide your full name, date of birth, and ticket number in all communication. Due to an expected high call volume, please leave a voice mail if your call is not answered live and a court clerk will return your call.

Non-scheduled matters ("walk-ins") are cancelled until further notice. Inquiries may be made as directed immediately above.

Probationers should contact their probation officer for possible alternatives to in-person reporting. The probation office may be contacted by email at jdeppe@springfieldmo.gov or by phone at 417-864-1895.

Victims or City witnesses should contact the City Prosecutor's Office for information. You may contact the City's Prosecutor's Office by phone at 417-864-1899.

Credit card payments may be made by calling 417-864-1890. Voice mail is available, and a clerk will return your call if you leave a message.

The court has a 24-hour complimentary payment drop box located outside the lobby doors. Payment envelopes may be obtained from the bailiff at the door. **Please write contact information on all envelopes or correspondence including: 1. Name 2. Phone Number 3. Ticket Number.**

Correspondence or payments may also be mailed to the Springfield Municipal Court at 625 N. Benton Ave, Springfield, MO. 65806.

**IN THE SPRINGFIELD, MISSOURI MUNICIPAL DIVISION OF THE
31ST JUDICIAL CIRCUIT COURT**

**IN RE: COVID-19 (September 2020)
Return to Phase 1))**

NOTICE AND ORDER

WHEREAS, the Centers for Disease Control and Prevention has declared that the outbreak of COVID-19 is a worldwide pandemic, and;

WHEREAS, effective September 14, 2020, Presiding Judge Michael Cordonnier of Missouri’s 31st Judicial Circuit has ordered this court to move from “Operating Phase Two” to “Operating Phase One” as directed and defined by the Supreme Court of Missouri’s May 4, 2020 Order addressing COVID-19, and;

WHEREAS, the Supreme Court of Missouri’s May 4, 2020 Order instructs all courts of this state “to consider resuming only the most critical in-person proceedings” during “Operating Phase One” of resuming court activities, and;

WHEREAS, the Supreme Court of Missouri has ordered that its May 4, 2020 order be interpreted broadly for the protection of the public from the risks associated with COVID-19, and;

WHEREAS, in following this interpretive directive, the judges of this court have identified no class of case that could reasonably be considered “critical” under present circumstances surrounding COVID-19, and;

WHEREAS, the Supreme Court of Missouri’s Order further encourages “judges and court staff to continue utilizing 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.”

IT IS HEREBY ORDERED, effective immediately and until further order of this court, that:

NO PERSONS shall enter this courthouse without prior written permission, and;

UNDER NO CIRCUMSTANCE shall the following persons enter this courthouse:

- Persons who have traveled to any foreign country within the last 14 days;
- Persons who reside or have had close contact with someone who has travelled to any foreign country within the last 14 days.
- Persons who have been asked to self-quarantine by any doctor, hospital or health agency until the conclusion of that quarantine period.
- Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19 until the conclusion of the appropriate quarantine period.
- Persons with unexplained fever, cough, shortness of breath, chills, muscle pain, sore throat, or a new loss of taste or smell, and;

ANYONE ATTEMPTING to enter in violation of these protocols will be denied entry by court security. Individuals not authorized to enter the premises because of the restrictions listed above are to be provided by court security the most “Information Sheet” containing court-contact information, and;

THE FOLLOWING TYPES OF CASES, to the extent feasible based on all relevant circumstances including the willingness and ability of parties to so engage, shall be handled remotely via available technologies – including teleconferencing and video conferencing – to avoid in-person courtroom appearances:

- Reappearances
- Pre-trial conferences
- Matters involving vulnerable individuals defined by the CDC [Center for Disease Control] as “individuals 65 years or older or individuals with underlying medical conditions, particularly if not well controlled, including those who suffer from chronic lung disease, moderate to severe asthma, serious heart conditions, immune disorders, obesity, diabetes, or chronic kidney or liver disease”
- Other cases as may be determined from time to time, and;

ANY PARTY OR PERSON WHO FEELS THAT THEIR CASE OR MATTER IS “CRITICAL” to the extent that an in-person proceeding is necessary and outweighs the health risks of such an in-person proceeding shall submit the request in writing. The written request shall be sent to the Springfield Municipal Court at 625 N. Benton, Springfield, MO 65804, or via e-mail at

municourt@springfieldmo.gov. The request shall include: (1) the nature of the request, including the case number and the name of the defendant, and; (2) why the matter cannot be reasonably set to a later date, and; (3) why the matter cannot be reasonably addressed via available technologies – including teleconferencing and video conferencing – to avoid the health risks inherent in conducting an in-person proceeding, and;

IN THE RARE CIRCUMSTANCE where a matter is found to be “critical” requiring an in-person proceeding, the public is hereby informed that this court has implemented the following strategies to minimize COVID-19 transmission:

-Security checkpoint protocol to include, as circumstances allow, temperature checks and screening questions before any non-employee may enter the courthouse.

-Occupancy limits of:

- 10 persons in courtroom “A” (the large courtroom)
- 5 persons in courtroom “B” (the small courtroom)
- 10 persons in the lobby and foyer area

“Persons” includes judges, court staff, and prosecutor staff.

-Social distancing protocols mandating that an individual in the public areas of the courthouse (including courtrooms) is located at one, and only one, of these areas:

- Sitting on a blue “X,” or
- Standing at or on a blue “X,” or
- Moving toward a blue “X.”

The blue “X’s” are a minimum of 6 feet apart.

-Personal face mask or covering to be appropriately worn by anyone entering the courthouse unless a medical or other condition substantially inhibiting such use is alleged to, and verified by, court security. Any disputes in this regard shall be immediately brought to a judge by court security and the dispute shall be resolved before the objecting person enters the courthouse, if at all. Masks and face coverings may be personal or court-supplied. Court-supplied masks shall be “one-use” only.

-Heightened sanitation and disinfection of common and high-traffic areas including additional hand sanitizers and wipes (as available), sanitizing stations, and cleaning solutions, and;

THESE RESTRICTIONS shall remain in place until further notice. Persons who think they may have been exposed to COVID-19 should contact their healthcare provider immediately. If you have any questions about this Order, please contact Court Administrator Kyle O'Dell at 417-864-1360.

SO ORDERED.



Todd Thornhill
Chief Judge

9-14-20
Date