



IN THE CIRCUIT COURT OF GREENE COUNTY, MISSOURI
31ST JUDICIAL CIRCUIT

In Re: COVID-19

ADMINISTRATIVE ORDER #2021-AO08

ORDER REGARDING NON-LAWYER FILING

WHEREAS, during the emergence of COVID-19 and its spread into a global pandemic, Missouri courts must take all appropriate steps to protect the health and safety of all Court employees, judicial officers, attorneys, litigants, victims, witnesses, prospective jurors, members of the general public, and any other individuals or entities who have business with the Court; and

WHEREAS, with full consideration to the concerns stated above, the Court has also consistently considered the performance of its constitutional duties as the judicial branch of government, considering and balancing the rights of all parties and litigants to have their cases, hearings, disputes and matters heard and adjudicated; and

WHEREAS, the Supreme Court of Missouri, and this Circuit Court have issued several Orders regarding court operations, the most recent of which includes Operational Directives related not only to considering strategies to prevent the spread of COVID-19, but also directives which provide for a phased approach toward easing or tightening restrictions related to court operations depending on enumerated factors within the Courts and within the community; and

WHEREAS, the Supreme Court of Missouri has also provided that courts in this state should “adopt measures . . . ensuring timely filing by pro se litigants who lack access to Missouri’s e-filing system;” and

THEREFORE, IT IS HEREBY ORDERED, effective immediately and continuing until rescinded, amended, modified, or extended in a subsequent order of this court, that self-represented parties may file pleadings, papers, exhibits, and other documents in this court as follows:

- **Mail**, at the following address:
 - Greene County Circuit Clerk
1010 N Boonville
Springfield, Mo. 65802
- **Facsimile transmission**, provided the document does not exceed 50 pages, at the following numbers:
 - Criminal: 417-868-4186
 - Civil & Domestic: 417-868-4883
- **E-mail attachment**** at the following address:
 - GRE-transfer@courts.mo.gov

**If the proposed e-mail filing or attachment exceeds the size limit of 7 mb (approximately 20 typewritten pages,) the system may not accept the filing. In that event, the filer will be required to submit the filing in multiple parts.

All filings shall include the caption of the case (names of parties), case number, and the name of the party filing the document. All filings must also include the e-mail address and phone number of the party filing the document. All e-mail attachments shall be in a “portable document format” (PDF). The Greene County Circuit Clerk may refuse to accept and return any filing that is illegible or fails to comply with the above criteria.

The initial filing in each case must be made in person in the office of the Greene County Circuit Clerk or through the United States Postal Service or other commercial expediated services to the attention of the Greene County Circuit Clerk at the address above. All initial filings must include the appropriate filing fee. A filing fee schedule may be reviewed on the Clerk’s website, or in the Clerk’s office.

An application for an order of protection must be made in person either during court business hours in the Clerk’s office, or during non-business hours at the Greene County Sheriff’s Office or the Springfield Police Department. No fee is required when filing an application for order of protection.

All filings after the initial filing may be accomplished either in person, by mail, by facsimile or by e-mail.

The Office of the Greene County Circuit Clerk is open for filing between 8:00 a.m. and 5:00 p.m. on court business days. The facsimile transmission numbers and e-mail addresses will be checked between 8:00 a.m. and 5:00 p.m. on court business days. Facsimile or e-mail filings received by the Clerk on or before 11:59:59 p.m. will be considered filed as of that day. Time of receipt will be the time printed on the document by the court’s facsimile machine or recorded on the e-mail by the court’s e-mail server.

Procedures for use of facsimile or e-mail methods of filing documents, will be posted in the Office of the Greene County Circuit Clerk and published to the Court's website at www.greenecountycourts.org.

IT IS SO ORDERED.

Dated: February 10, 2021



Michael J. Cordonnier
Presiding Judge
31st Judicial Circuit