

CREVE COEUR MUNICIPAL DIVISION
21ST JUDICIAL CIRCUIT
ST LOUIS COUNTY



ORDER OF THE COURT
Administrative Order 10
-updated April 2, 2020

Due to the current situation regarding the COVID-19 virus outbreak, it is in the best interest of justice and public safety to issue the following actions and notations regarding municipal court operations.

- The Court Office shall be closed for in-person transactions, inquiries and filings thru Friday, May 1, 2020; after which time this policy will be reviewed and adjusted to comply with any local, state or national guidelines.

- The Court office shall remain open for telephone contact and electronic case processing as long as staffing is available and the Creve Coeur Government Center remains open. Individuals may continue to make payments utilizing the court's websites, 24 hour drop box, mail and by phone. Please view the Municipal Court page on the City website www.crevecoeurmo.gov

- Individuals are encouraged to utilize the online payment options of the Court. Those individuals with "Recommendations" issued by the Office of the Municipal Prosecutor may fax their copies to the Court or utilize the Court's email at courts@crevecoeurmo.gov **PRIOR** to making payment. After submitting your signed copy to the Court, please wait at least 1-2 business day before making your payment*.

**NOTE: As entering the data into the system may take additional time due to the volume of filings, please be sure the information on your Recommendation appears correctly on your case as listed on the website PRIOR to making payment. Failure to do so may result in a guilty plea or conviction being entered on your case.*

- Attorney's entering on & filing documentation for cases issued after June 5, 2019 *shall* utilize the Missouri CaseNet system. For those cases issued prior to June 5, 2019, entries and filings will be accepted via US mail, fax, or drop box.

300 N. New Ballas Road
Creve Coeur, MO
63141

PHONE
FAX
EMAIL
WEBSITE

314-432-8844
314-432-1962
courts@crevecoeurmo.gov
www.creve-coeur.org

CREVE COEUR MUNICIPAL DIVISION
21ST JUDICIAL CIRCUIT
ST LOUIS COUNTY



Administrative Order 10 cont.

- In the event a court date is canceled, notices shall be mailed to the last known address on file for the defendant. Attorneys of Record shall be notified by mail only if their client's case is not a CaseNet filing. As the delivering of mail is not a guarantee, individuals are responsible for reviewing their court date status on either of the websites listed or by contacting the court office.

- Due to the fluid nature of the current events, it shall be in the best interest of individuals with violations filed with the Municipal Court to ensure they have a current address on file with the Court. Individuals may view their current case information on the sites listed below. If an address needs to be corrected, individuals may locate the appropriate form on the Court's page of the City of Creve Coeur website www.crevecoeurmo.gov

Tickets issued **PRIOR** to June 5, 2019 www.municourt.net

Tickets issued **AFTER** June 5, 2019 www.courts.mo.gov/casenet

- Clerks of the Court shall be granted the ability to immediately withdraw a municipal warrant when contacted by an individual or an individual acting on their behalf. Individuals who have violations which require a court appearance, may have their warrant withdrawn and docketed for the current date being utilized by the Court at the time of contacting the Court Office.

- Individuals wishing to dispose of their violation either thru payment of their violation in accordance the current Uniform Violations Bureau Schedule or those who have previous assessments who wish to make payment arrangements with the Court, may do so accordingly in order to dispose of their violation outside of court proceedings to minimize future contact with additional individuals in a court appearance setting. **The Court Office shall be closed for in-person payments thru May 1, 2020.** Payments are to be made electronically or via US mail.

So Ordered this 2nd day of April, 2020

[Signature]
Municipal Judge

300 N. New Ballas Road
Creve Coeur, MO
63141

PHONE
FAX
EMAIL
WEBSITE

314-432-8844
314-432-1962
courts@crevecoeurmo.gov
www.creve-coeur.org