

**IN THE CIRCUIT COURT OF ST. LOUIS COUNTY (21<sup>st</sup>)**  
**STATE OF MISSOURI**  
**BELFONTAINE NEIGHBORS MUNICIPAL COURTS DIVISION**  
**In Re:COVID-19 ADMINISTRATIVE ORDER**

**Whereas**, the Centers for Disease Control and Prevention have declared that the outbreak of COVID-19 is a worldwide pandemic, and the St. Louis County Executive has, accordingly, declared a state of emergency;

**Whereas**, the **Missouri Supreme Court** has instructed courts in this state to “prepare for potential infection in their communities”;

**Whereas**, the **Missouri Supreme Court** has directed its courts to “consider strategies to prevent the spread of respiratory germs into, within, and between facilities.”

**Whereas**, the **21<sup>ST</sup> Judicial Circuit Presiding Judge**, Hon. Michael Burton has issued Administrative Order #14;

**THEREFORE, IT IS HEREBY ORDERED, effective Friday, March 27, 2020**, and until further order of this Court, that the following persons shall not enter **the City of Bellefontaine Neighbors Municipal Courts Division**, [www.cityofbn.com](http://www.cityofbn.com) in St. Louis County, Missouri:

- 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 traveled to any foreign country within the last 14 days;
- Persons who have been asked to self-quarantine by any doctor, hospital or health agency;
- Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19 (Coronavirus); or persons with unexplained fever, cough or shortness of breath.
- Any attorney or party **shall** promptly notify opposing counsel and the court if they reasonably suspect that a participant in any proceeding authorized by this Court’s Administrative Order 14 may come within any of the above listed categories.

If you have a scheduled appointment or you are otherwise required to appear at Bellefontaine Neighbors Municipal Courts Division and you are unable to appear because of the restrictions listed above, you should proceed as follows: **(All appearances will be virtual, further instructions will be in your notification)**.

- If you are represented by an attorney, please contact your attorney.
- If you are an attorney scheduled to appear, all court sessions have been rescheduled.
- All litigants to the case, will receive a court date notice in the mail rescheduling those dates at your last known address on record with the court.
- MUNICOURT.NET: You can track your case or check on court/payment dates. <https://www.municourt.net>.
- If you need information about the status of your case, please contact the clerk at 314-867-0076.
- Court fines may be paid by one of the following methods:
- Some Traffic Tickets may be payable online at <https://www.ipaycourt.com/cityofbn>
- Payments cannot be accepted over the phone.
- Mail payments in the form of a check or money order, made payable to the City of Bellefontaine Neighbors, to:  
**City of Bellefontaine Neighbors / Court**  
**9641 Bellefontaine Road**  
**St. Louis, MO 63137**

These restrictions will remain in place temporarily until it is determined to be safe to remove them. People who think they may have been exposed to COVID-19 (Coronavirus) should contact their healthcare provider immediately.

If you have any questions as to this Administrative Order, please contact the Clerk of the Court, 314-867-0076.

SO ORDERED: September 1, 2020

*Electronically Signed- JPD*

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Judy P. Draper, Chief Judge, Bellefontaine Neighbors Municipal Division