

IN THE 15<sup>th</sup> JUDICIAL CIRCUIT OF THE STATE OF MISSOURI

IN RE: ELECTRONIC RESOURCES NOT AVAILABLE PROCEDURES

ADMINISTRATIVE ORDER

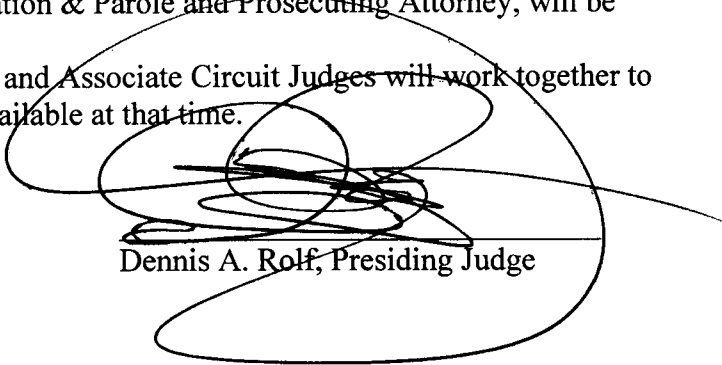
WHEREAS, the 15<sup>th</sup> Judicial Circuit is implementing the Missouri eFiling System on or about October 1, 2014.

WHEREAS, it is necessary to establish a procedure in the event electronic resources are not available.

IT IS THEREFORE ORDERED that the following procedures will be implemented to prepare for and to proceed when electronic resources are not available for court operations:

1. A paper court calendar will always be printed the day prior to court being held and will be made available to all court staff and attorneys.
2. Use the paper court calendar to call the docket and manage court activities, including manually recording case activities in the courtroom.
3. Hear cases not requiring a complete review of the case file, including the use of paper case records of parties or attorneys present in court as needed to conduct the hearing.
4. Cancel and reschedule court or selected cases according to the decision of the Judge.
5. Issue a manual receipt initialed by the clerk accepting the payment and verified and initialed by a second clerk to any person wishing to make a payment and electronically receipt the payment once the power is restored.
6. Circuit Clerk will notify OSCA helpdesk of the problem and keep in contact as to the situation/status.
7. Outside agencies, i.e. Sheriff, Probation & Parole and Prosecuting Attorney, will be contacted.
8. The Circuit Clerk, Presiding Judge, and Associate Circuit Judges will work together to determine other possible options available at that time.

Dated: September 16, 2014



Dennis A. Rolf, Presiding Judge