

**IN THE CIRCUIT COURT OF BENTON COUNTY  
STATE OF MISSOURI  
WARSAW MUNICIPAL DIVISION**

**In Re: COVID-19**

**ADMINISTRATIVE ORDER**

**WHEREAS** the Centers for Disease Control and Prevention has declared that the outbreak of COVID-19 is a worldwide pandemic and, accordingly, federal and state official have declared a state of emergency;

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

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

**IT IS HEREBY ORDERED**, that effective Monday, March 16, 2020, until further order of this Court, that the following persons shall not attend to any court related functions by entering the areas of the Court and City Municipal Court Clerk’s office at the Warsaw Community Building in Benton County Missouri:

- Persons who have traveled to any foreign county 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 tested positive, been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19; and
- Persons with fevers, unexplained coughs or shortness of breath.

Anyone attempting to enter in violation of these protocols will be denied entry and or removed from the area by court security.

Any attorney or party shall immediately notify the Court and any opposing counsel if they reasonably suspect that a participant in any court proceeding fits within any above listed category and would therefore be not authorized by this Court’s Administrative Order.

If you have a scheduled appointment or you are otherwise required to appear in Warsaw Municipal Court in Warsaw Missouri, and you are unable to appear because of the restrictions listed above, you should proceed as follows:

- If you are represented by an attorney, please contact your attorney;
- If you are scheduled to appear in Court, or need information about your case, please visit [www.vourts.mo.gov](http://www.vourts.mo.gov) and consult Casenet about upcoming dockets and rescheduling of those dockets;
- If you need information about the status of your case, please contact the Court Clerk's Office at 660-438-5522.
- If you need to speak with the Prosecuting Attorney, please call Cale Haddock at 660-223-5152;
- For Warsaw Police Department matters, if you have an emergency dial 911 otherwise please call the non-emergency 911Center at 660-438-9555.

For safety reasons, these restrictions will remain in place until further order of this Court. Those individuals who think that they may have been exposed to COVID-19 should contact their healthcare provider immediately.

To view this Administrative Order online, please visit the City's website: [www.welcometowarsaw.com](http://www.welcometowarsaw.com).

If you have any questions about this Administrative Order, please contact the Clerk of the Municipal Court, Kathy King, at 660-438-5522

**IT IS SO ORDERED.**

March 16, 2020



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Michael Hendrickson  
Presiding Judge, 30<sup>th</sup> Circuit  
Benton County, Missouri