

**IN THE 30<sup>th</sup> JUDICIAL CIRCUIT  
HUMANSVILLE MUNICIPAL DIVISION  
STATE OF MISSOURI**

**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 Polk 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 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 Humansville City Hall in Humansville, Polk 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 tested positive, been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19; and
- Persons with fevers, or unexplained coughs or shortness of breath.

Anyone attempting to enter in violation of these protocols will be denied entry and removed from the building by City Police.

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

If you have a scheduled appointment or you are otherwise required to appear at one of the court offices or courtroom of the Humansville Municipal Division 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 before the Municipal Court Judge, the Municipal Division Court Clerk may have information about both the upcoming dockets and the rescheduling of those dockets. You can contact the Division Clerk, Bobbie Morgan, directly at 417-754-9271;
- If you need information about the status of your case, contact the Municipal Clerk's Office at 417-754-9271;
- To speak with the Prosecuting Attorney, Mel Gilbert, please call 417-345-5543;
- For Police matters, please call the Urbana Police Department main line at 417-754-8110.

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.

If you have any questions as to this Administrative Order, please contact the Clerk of the Municipal Court, Bobbie Morgan, at 417-754-9271.

**IT IS SO ORDERED.**

March 16, 2020



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Michael O. Hendrickson  
Presiding Judge  
30<sup>th</sup> Judicial Circuit