

**IN THE TWENTY-FIFTH JUDICIAL CIRCUIT OF MISSOURI  
COUNTIES OF MARIES, PHELPS, PULASKI AND TEXAS**

**ADMINISTRATIVE ORDER NUMBER 21**

**JAIL LIST PROCEDURE FOR TWENTY-FIFTH JUDICIAL CIRCUIT  
(Effective 9/11/2013)**

In order to assist in assuring that each person incarcerated within the Twenty-Fifth Judicial Circuit is afforded timely justice, it is hereby ORDERED, ADJUDGED, and DECREED as follows:

1. The sheriff of each county in the judicial circuit shall maintain a jail list giving the name of each person then in the custody of such sheriff, including each person incarcerated in such county's jail and each person incarcerated in any other jail at such sheriff's direction. The list shall be in Microsoft Excel format. The list shall contain a separate row for each warrant or detainer under which such person is held. For each such warrant or detainer, the list shall give the case number, date of incarceration, next court date, the final trial date, and the judge assigned to the case.
2. The sheriff shall update the list each business day, and shall email the list daily to the circuit clerk of such sheriff's county.
3. The circuit clerk shall review the jail list for accuracy. If an entry is inaccurate or fails to provide complete information, then the circuit clerk shall promptly provide the necessary information to the sheriff, who shall then reflect the change or changes in the next daily update.
4. With respect to a case assigned that has no future court date scheduled, unless otherwise instructed by the judge assigned to the case, the circuit clerk shall place the case on such judge's docket for case review on the earliest date available for such judge. If the judge has no available date within five business days, then the clerk shall contact the judge or judge's designee for further directions with respect to such case, giving the date of incarceration, case name and number, and the reason shown in the court file that the warrant was issued.
5. The sheriff shall email the jail list to each judge of the Twenty-Fifth Judicial Circuit or such judge's designee at the frequency requested by such judge.
6. The sheriff and circuit clerk may delegate the tasks set forth in this Order, but shall retain the ultimate responsibility for performance of such tasks.