

COURT EN BANC MINUTES
Tuesday, March 15, 2022 – 5:00PM
Law Library – Boone County Courthouse

Judges Present: Judges Brouck Jacobs, Kevin Crane, Josh Devine, Kimberly Shaw, Carol England, Tracy Gonzalez, Leslie Schneider, and Stephanie Morrell. Commissioners Sara Miller and Casey Clevenger.

Others Present: Court Administrator Cindy Garrett, Boone Circuit Clerk Christy Blakemore, Court Marshal Andy Bell, Adult Court Services Supervisor Brandon Walker, Court Reporters Jennifer Bosh and Julia Paulus, Jury Supervisor Martin Hoy, Judge's Office Clerk Amanda Old, and Deputy Court Administrator Derek Hux.

1. Call to Order / Welcome

The meeting was called to order by Judge Brouck Jacobs at 5:00PM.

2. Introduction of All Guests

No special guests attended.

3. Approval of January 25, 2022 Minutes

No comments about prior minutes. Minutes approved by unanimous consent.

4. Order of Destruction of Records

Deputy Court Administrator Derek Hux introduced the document destruction requests from the Boone Circuit Clerk's Office. Hux pointed out a typo on Page 6 where a box incorrectly listed date as "1919" instead of "1995", the box identifier "MF-1637" was correct as written.

Judge Tracy Gonzalez moved to approve disposal of these records, Judge Kevin Crane seconded. Motion passed unanimously.

5. 13th Circuit Blue Plastic Disks in Records Center

Deputy Court Administrator Derek Hux reminded the Court about prior meeting's discussion related to the blue plastic disks dated from 1950s that were in Boone County records storage. After more investigation, it is now believed those were used with a Dictavox Recorder, and neither Mizzou or other historical organizations in central Missouri have equipment which can play these disks. The University of Missouri Kansas City Library system includes the Marr Sound Archive, and they believe they have equipment which can see if any audio is recoverable. Rather than Circuit 13 paying the

fee of \$25 per side, they proposed us donating the records to them, we would receive digital files of any audio when they are made, and we would retain the right to request files not to be included in their “open to the public” section if some audio turned out to be sensitive. After discussion, Judge Kevin Crane moved that these records be donated to Marr Sound Archives at MUKC Libraries, seconded by Judge Stephanie Morrell. Motion passed unanimously.

6. Administrative Order – Writing Off Old Debt

Boone Circuit Clerk Christy Blakemore asked for an order to purge debt that was older than 10 years. Discussion was had whether the Court wanted warrants associated with those cases to be recalled, consensus was the warrant “may” be recalled if warrant was caused by unpaid fine or court costs. Approved by unanimous consent.

7. Juror Questionnaire

Court Administrator Cindy Garrett described how on February 18th the jury portal was updated from eJuror to Show-Me Jury. With those updates came a few changes to the Show-Me Jury portal and written forms. Jury Supervisor Martin Hoy described the jury portal contains questions which were not previously included in our physical mailer -- #1 whether someone had previously been a grand juror, and #2 whether they were a foreperson. No opposition to updating the paper questionnaire to match the online questionnaire.

Court Administrator Cindy Garrett then described recent jury feedback that jurors were not aware they could bring reading material. Garrett described the wording on the Circuit 13 website regarding reading materials for jurors, and asked whether that language should also be included on the summons so that it has potential to be seen by more jurors. During discussion Judge Stephanie Morrell raised the option of including on the summons a link to the jury information on the Circuit 13 website. Judge Brouck Jacobs raised the possibility of removing the language about potentially prejudicial reading materials being cleared with the marshal. Judge Kimberly Shaw raised the issue that a newspaper would be problematic. Garrett proposed language like “reading materials allowed except for local newspapers”. There was no opposition to that change.

Court Administrator Cindy Garrett then described the current jury summons still contained language about masking. Judge Kimberly Shaw recommended that the first lines about “following CDC recommendations based on local

health conditions” remain and everything else about masking be removed so that it can be flexible if needed. There was no opposition to that change.

8. Six-Month Municipal Alcohol/Drug Related Traffic Report

Deputy Court Administrator Derek Hux presented the 6-month report about alcohol and drug related tickets & arrests happening within our circuit’s municipal courts. Columbia municipal is the only one with significant activity, from July to December last year they filed 80 cases and disposed of 75, ending the year with 262 active cases. No comments or discussion.

9. Law Library Disposal

Deputy Court Administrator Derek Hux started a discussion about which books in the Boone County Law Library are useful and used, and which can be cleared out as part of the cleaning of the courthouse. During discussion, Judge Brouck Jacobs said his preference was that we would keep the old reporters. Judge Stephanie Morrell recommended we keep a set of the older Missouri Approved Instructions. Court Administrator Cindy Garrett added that there would need to be an order to dispose of any books because they were purchased with court funds. Garrett suggested this topic be tabled to the next meeting and requested Hux would check with each division individually to see which books are used.

10. Virtual Court on Courthouse Closure Days

Court Administrator Cindy Garrett discussed the court’s ability to conduct court virtually on inclement weather days. Discussion was had that cases which involved FTR would not be able to be done purely virtually. Judge Brouck Jacobs added that his preference would be for courts to stay open, but that it is difficult to do so when county offices and city offices are closed and the news reports are recommending people to stay off the roads. Jacobs encouraged all divisions to speak to him about the closure policy. Judge Tracy Gonzalez expressed her support of giving everyone notice that court would be in session virtually rather than citizens and staff being put at risk trying to get to the courthouse. It was agreed this topic will be further discussed of a future meeting.

11. DOC Video

Court Administrator Cindy Garrett reported DOC plans to transition to Webex, and will require scheduling of dockets to have Webex access to the facility. Judge Stephanie Morrell had the suggestion to change the DOC docket to where DOC facilities would be divided between divisions so that a judge would hear all the defendants at an individual facility. Judge Brock Jacobs

asked everyone to be more judicious about what gets set for video, that if nothing of substance is going to happen that we don't need it to take scheduled time. Judge Josh Devine mentioned that he had a recent conversation with the Public Defender's office about this issue because the PD thought the court wanted to be able to see the defendants each month. Discussion continued regarding whether all facilities will start statewide or whether it will be a rolling release, and whether each facility will have only one camera or multiple. This agenda item will be taken up again as new information becomes available.

12. Timeline for Updated Technology in 3WEST

Court Administrator Cindy Garrett explained that courtrooms 3 West and 2 South are scheduled for technology upgrades this year. On February 15 a meeting was held with Worldwide Technology to discuss our needs. They have a state contract, which will save time by not having to complete the RFP process. Technology is still really delayed in shipping and may be 6+ months out once approved to proceed.

13. 2022 Court Administration Goals

Court Administrator Cindy Garrett reviewed general goals court administration has set for 2022: updating manuals, review administrative orders, analyze courthouse space needs, monitor reports for O'Toole award, courthouse technology needs, Callaway Justice Center, update annual evaluation process, explore additional ways to post vacant positions, change annual awards to be quarterly awards, update the Circuit 13 website, organize the courthouse and courtrooms, and organize electronic documents. Garrett requested judges let court administration know if there are other areas they would like attention to be paid.

14. Court Facebook Page

Court Administrator Cindy Garrett explained we are trying to find better ways to promote the Circuit, especially regarding job openings. On Indeed, people have made negative comments about the juvenile justice center especially, and this would be a way to highlight the good things and show a positive face to the public. Deputy Court Administrator Derek Hux briefly reviewed his suggestions for how twitter and Facebook pages could be organized to get more traffic. During discussion several people expressed concerns. Judge Josh Devine raised the first amendment issue that deleted comments could be considered suppressing viewpoints. Judge Kimberly Shaw stated she would be more in favor if there was a way to be strictly information and not allow any comments. Commissioner Sara Miller added

there was a local lawsuit about viewpoint discrimination that had this very issue at its center. With no positive comments towards this proposal, Judge Brouck Jacobs stated this would not be something we would move forward on without universal support from all divisions.

15. Other

Under the idea of courtroom and courthouse organization discussed previously, Boone Circuit Clerk Christy Blakemore wanted to take a moment to talk about what forms were wanted in each courtroom. Judge Kimberly Shaw suggested that we organize a time where clerks and judges and administration staff can review each courtroom to remove out of date forms and make a list of what forms need to be on hand.

Boone Circuit Clerk Christy Blakemore wanted to remind that Casenet will soon allow for the public to view all documents filed on a case. When that is turned on, it will then be from that date forward.

Boone Circuit Clerk Christy Blakemore said that she is losing two more clerks this summer as they will be attending law school. She was hopeful the recent raise will help with recruiting.

Lastly, Boone Circuit Clerk Christy Blakemore described a recent meeting with Missouri Chief Justice Wilson and others about adding a Circuit Clerk on the Circuit Court Budget Committee. She stated a few days ago she received a phone call asking her to serve as the first Clerk on that committee.

Adult Court Services Supervisor Brandon Walker commented that he had spent the day at the inaugural pre-trial administrators meeting at OSCA. He said this will become a regular meeting as more circuits are exploring adding pre-trial supervision and OSCA has committed to providing support such as training and software.

16. Comments from the Public

No comments from the public.

17. Next Meeting Date

The next meeting is scheduled for April 19, 2022 at 5PM, in Callaway County.

Judge Brouck Jacobs said a photo will be taken of the Court en Banc at this meeting.

Judge Stephanie Morrell moved to adjourn. Judge Kevin Crane seconded.
The motion passed unanimously. Meeting adjourned at 6:16PM.

Prepared by:



Derek Hux
Deputy Court Administrator

Submitted by:



Cindy Garrett
Court Administrator

Distributed on:


