

**COURT EN BANC MINUTES**  
**Tuesday, February 7, 2023 at 5:00 p.m.**  
**Law Library**  
**Boone County Courthouse**

**Judges & Commissioners Present:**

Brouck Jacobs, Kevin Crane, Josh Devine, Chris Wilson, Sue Crane, Sara Miller, Tracy Gonzalez, Stephanie Morrell, and Casey Clevenger.

**Others Present:** Court Administrator Cindy Garrett, Boone County Circuit Clerk Christy Blakemore, Boone County Circuit Clerk Unit Manager Sherry Terrell, Adult Court Services Supervisor Diana Winn, Boone County Assistant Prosecutor Nick Komorowski, Corporal Marshal Mike Franks, and Deputy Court Administrator Derek Hux.

**1. Call to Order / Welcome**

The meeting was called to order by Judge Brouck Jacobs at 5:04PM.

**2. Introduction of All Guests**

There were no guests present.

**3. Approval of minutes from January 10, 2022**

Judge Brouck Jacobs asked if there were additions or corrections to the prior meeting's minutes. Deputy Court Administrator Derek Hux stated the minutes incorrectly had Judge Stephanie Morrell making the motion to adjourn when it was Judge Tracy Gonzalez. Judge Tracy Gonzalez moved to approve the minutes with that correction, seconded by Judge Kevin Crane. The amended minutes were approved by unanimous vote.

**4. Orders of Destruction of Confidential Records**

Deputy Court Administrator Derek Hux discussed the thirty pages of destruction requests. There was a correction that needed to be made to Page 10 of the meeting materials to remove 2021 Grand Jury records from the list, and an Amended Page 10 was presented that did not list those record. Motion to approve destruction of records including the Amended Page 10 was made by Judge Stephanie Morrell, seconded by Judge Tracy Gonzalez. Order of Destruction approved by unanimous vote.

**5. 2023 Major Work Objectives**

Court Administrator Cindy Garrett reviewed some of the major objectives for 2023 which included updating the Policies & Procedures manual, reviewing Administrative Orders, planned technology updates for Ceremonial Courtroom and Jury Assembly Room, training for the new phone system, researching a Family Treatment Court for Boone County, examining use of eHawk phone app in Juvenile Office and Treatment Court, reviewing costs of home detention, addressing difficulties due to “Raise the Age” and JJC, moving into the Callaway Justice Center, updating the website, finishing disposal of books from Boone and Callaway law libraries, and purchasing additional pew cushions for Ceremonial and 3 West.

**6. Missouri Lawyers Weekly Newspaper Subscription**

Deputy Court Administrator Derek Hux stated Missouri Lawyers Weekly ended their weekly printed paper and now offers an electronic website subscription with a printed monthly magazine at the same subscription price. The 13<sup>th</sup> Circuit presently has two subscriptions for Boone County and one for Callaway County. Discussion was had and consensus was that we would see how our current subscriptions worked since that was what was already budgeted for 2023, and in the future Boone County might consider reducing to one subscription.

**7. Alcohol/Drug Related Traffic Report**

Deputy Court Administrator Derek Hux reviewed the municipal court alcohol and drug related offenses for July through December 2022. No action was needed, this review was part of the Circuit’s municipal court oversight.

**8. Electronic Signatures**

Boone County Circuit Clerk Christy Blakemore asked if any judges would like to use an electronic signature image on warrants. Judge Brouck Jacobs previously tested the use of an electronic signature image and it has worked well. Blakemore explained this came up at a conference that our Circuit was an outlier with the way capias warrants are done. Per Supreme Court Rule, the judges signature needs to be an actual signature, stamp, or image of the signature and not an “/s/ name”. Clerk staff would like, once given authorization from the judge, to use an image of the judge’s signature in the appropriate box. Discussion was had and it all judges were in favor of this change.

**9. Other**

Related to Case.net documents being publicly accessible in July, Judge

Stephanie Morrell stated two of the big concerns in Probate and Family are that financial documents do not have security codes at the correct security level. A Committee of Probate Judges are submitting proposals to the Records Committee to have certain documents at a raised security level automatically. The Records Committee is asking for all information about documents which should be set to a higher security level to them before their April 1 meeting so they can get OSCA to raise those without having to seek Supreme Court approval.

Boone County Circuit Clerk Christy Blakemore showed some of the old items that were found when they were clearing out underground security.

**10. Comments from the Public**

There were no comments from the public.

**11. Next Meeting Date**

The next meeting of Court En Banc will be on Tuesday, March 14, 2023, in Boone County.

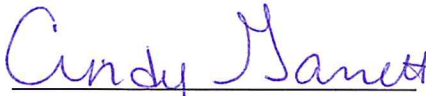
Judge Brouck Jacobs asked for unanimous consent to be adjourned. Hearing no one opposed, meeting was adjourned at 5:35PM.

Prepared by:



Derek Hux  
Deputy Court Administrator

Submitted by:



Cindy Garrett  
Court Administrator

Distributed on:

March 13, 2013