

In re:

ST. LOUIS COUNTY CIRCUIT COURT

ADMINISTRATIVE ORDER

In accordance with Court Operating Rule 18, the following procedure is adopted.

Any individual who claims he or she has been subject to bias or prejudice of any type including, but not limited to, bias or prejudice based upon race, sex, religion, national origin, disability, or age by an employee of the Circuit Court shall file a complaint. Any complaint shall be in a letter with legible writing (typewriting preferred) detailing the alleged act of bias or prejudice. No e-mails are allowed or accepted as a complaint. The complaint shall be filed with the Presiding Judge or, in the case of an employee of the Circuit Clerk's office, the complaint shall be filed with the Circuit Clerk. The Presiding Judge or Circuit Clerk shall take whatever investigation necessary and if the complaint is found to have merit, to take whatever lawful action is necessary to correct the problem or discipline the employee, including termination of employment.

The records of any investigation or action shall be confidential pursuant to Chapter 610.012(3). However, the Presiding Judge or Circuit Clerk may inform the

complainant of any remedial action without disclosing personal information.

SO ORDERED:

Maura B. McShane  
Maura B. McShane  
Presiding Judge

7/17/14  
Date