

CIRCUIT CLERK GENTLE REMINDERS

DISTRICT CRIMINAL

Motions should be submitted in the e-Queue prior to 3pm, because there is a time lag. Also, if it is submitted in the evening or weekend prior to the next day, it may not make the docket.

CIRCUIT CRIMINAL

Please remember those cut off times for filing motions.

Do not put a date on the Shock Motions that is at the discretion of the court.

BOOKKEEPING

Remember for jury refunds, we need case number, division, address to send.

Jury refund checks not cashed.

APPEALS

Counsel must electronically file the Notice of Appeal to prevent deadline situations.

Please file the Designation of Record with the Notice of Appeal to streamline process.

CIRCUIT CIVIL

Noticed Motions w/ Tendered Documents - The motion needs to be sustained first before they can Tender the Order.

Language directing the Clerk to issue summons – counsel shall complete the summons and pay the fees. The clerk cannot issue a summons from an exhibit. Counsel should file the Amended Complaint after the Judge signed the order.

Deadlines for submission of motions - Civil - Monday before that Friday & Family - 10 days which would be by Wednesday for the following week.

PROBATE

Submit the fiduciary bond as a tendered/proposed order or document to route them to the judge's queue

Submit the order & bond before court date or preferably when filing the new case

Certificate of Service: Counsel will sometimes put parties on the Certificate of Service that we do not have as parties in the case. Counsel will need to send to outside parties themselves.

DISTRICT CIVIL

Prefers the Orders to be filed WITH the motion as our Judge's will sign on the bench in court but as an exhibit.

DOMESTIC VIOLENCE

E-filing of Motions and Orders in all case types with multiple trailer numbers or companion cases, an attorney must file in each case and/or trailer number by submitting separate envelopes. Even if multiple trailer numbers are listed on a pleading, it will only be e-filed under the exact case number/trailer number within the envelope number as submitted by an attorney.

Information contained on Agreed Orders for Domestic Violence cases are not entered into the Law Information Network of Kentucky (LINK) until amendments are on the AOC Form. Law enforcement officers and dispatchers only review information in LINK. If information in LINK is not accurate, it can result in a petitioner not having a protective order or a respondent being arrested for a violation of a protective order.

Any proposed orders must be submitted as a tendered document. The e-filing system will only send tendered orders to the current judge for review and electronic signature. The e-filing system does not accept “Agreed Orders” in Domestic Violence cases; therefore, parties shall submit those as “Other/Order”. The clerk can change “Other/Order” to “Agreed Order” when the envelope is processed.

Per the Local Family Court rules, if parties enter an Agreed Order in the Domestic Violence case, or in any other civil matter, that amends the terms of, or dismisses, an existing EPO/TIPO/DVO/IPO, counsel shall file the Agreed order in all relevant cases including the Domestic Violence case and tender a new Order on the appropriate AOC DVO Order form reflecting the agreed upon terms to be signed by the court. *If amendments or dismissals are not submitted on the AOC form, it will delay amending and/or dismissing Emergency Protective Orders, Temporary Interpersonal Protective Orders, Domestic Violence Order. The AOC forms can be located on the Kentucky Court of Justice website.*

All Domestic Violence cases must have a disposition. Even though Emergency Protective Orders and Temporary Interpersonal Protective Orders have an expiration date, we must have a disposition, so it is properly disposed out of LINK/NCIC. If by an Agreed order, counsel have agreed to let an emergency order expire after 6 months, we must have a final disposition after the expiration date. It will still show as an active case in our case management system and LINK.

By statute, the address of a petitioner and any minor children is confidential. We are not permitted to give out the address of the petitioner and/or minor child(ren) to counsel representing a respondent. If the attorney does not know the petitioner’s address to send notification of motions or orders, the clerk will send documents to the petitioner.

Warrants that have been served upon a respondent cannot be recalled. Once a warrant is served, we need a separate Order to Release that is sent to the jail. Warrants can only be recalled prior to an arrest.

Motions and other pleadings should be timely filed.