

Message to the Members of the Louisville Bar Association:

Pursuant to Supreme Court Order 2020-16, the Kentucky Supreme Court outlined very limited exceptions where court dockets can continue, and otherwise noted that all judicial facilities will be closed to in-person services. It further noted that all filings shall be mailed, eFiled, or conventionally filed utilizing drop boxes. The Office of the Circuit Court Clerk (OCCC) is providing the following information for all regarding services being offered at this time.

### **General Information**

- E-Filing: The Chief Justice's Order encourages all attorneys to eFile. Information about signing up for eFiling can be found on the Court of Justice's website at [kycourts.gov](http://kycourts.gov). Some immediate benefits include receiving notifications of filing as well as being able to see the respective images in CourtNet 2.0 after acceptance.
- U.S. Mail: Pleadings or documents may be mailed to the Hall of Justice, 600 West Jefferson Street, Louisville, KY 40202. Please include a cover letter or clearly label where the pleadings are to be delivered internally.
- Drop boxes: The drop boxes are checked every hour (Monday through Friday from 8:30 to 4:30) to process the documents deposited. The Jefferson County Sheriff's Office (JCSO) ensures the security of the drop boxes. The JCSO has phone numbers of the respective OCCC divisions if an individual wishes to have unusual or emergency filings addressed.
  - The District Court drop box is located inside the main entrance of the Hall of Justice (HOJ), 600 West Jefferson Street. It is for all District Civil or District Criminal pleadings.
  - The Circuit and Family Court drop box is located inside the main entrance of the Judicial Center, 700 West Jefferson Street.
- Limited access to the HOJ is allowed for 1) filing domestic violence petitions/interpersonal protective order petitions, 2) posting bail, or 3) filing involuntary hospitalization petitions. The HOJ and Judicial Center are also open to attorneys and necessary witnesses for scheduled court proceedings.
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### **District Criminal**

- In-custody matters are proceeding via video conferencing or teleconferencing to ensure statutory timelines are met.
- Out-of-custody matters are being rescheduled for future docket dates.
- Remote payments may be made. For those cases in Jefferson District Court, in which a defendant might owe court costs and/or fines, the defendant has an additional 60 days from the date which the fine was due to pay. Additionally, these are approved methods of payment:
  - Online at [kycourts.gov/payments](http://kycourts.gov/payments)
  - By phone at 1-866-396-1751, available 24/7
  - Credit and debit cards are required to pay online or by phone.

### **District Civil**

- Civil Cases ("C" cases) - default judgments will continue to be reviewed off-docket. Hearings will be rescheduled to a date to be determined.
- Small Claims Cases ("S" cases) are being rescheduled to a date to be determined.
- Per the Supreme Court Order, the OCCC will not accept eviction filings.

- Probate: Probate cases ("P" cases) and pleadings will continue to be reviewed off-docket. Telephonic emergency matters will be scheduled for Wednesday mornings. A limited number of Petitions for Appointment will also be held during the Wednesday morning time slot. Do not mail these documents; instead, deposit all of the necessary documents in the slot designated for Probate in the drop box. To request to be placed on the Wednesday morning Probate docket, email Chief District Court Judge Anne Haynie at [annehaynie@kycourts.net](mailto:annehaynie@kycourts.net). Please be mindful that emergency appointments will receive priority in scheduling.
- Mental Health Cases ("H" cases): Involuntary Hospitalization hearings are currently being conducted telephonically on Tuesdays and Thursdays. Guardianship bench trials will resume telephonically the week of April 13th. The court has contacted the respective parties to set the trial schedules.
- Interpersonal Protective Order hearings and motions are being heard on Wednesday afternoons.

#### **Circuit Court**

- The judiciary is reviewing all motions and pleadings tendered to determine if a decision can be made without a hearing (processing off-docket), whether a telephonic hearing can be accomplished, or whether it must be scheduled for a later date. In-custody matters are proceeding via video conferencing or teleconferencing to ensure statutory timelines are met. Please include the best available phone number for you in the event you are contacted by the court to set a telephonic hearing date.

#### **Family Court**

- Emergency proceedings are still occurring, such as domestic violence hearings.
- The judiciary is reviewing all motions and pleadings tendered to determine if a decision can be made without a hearing (processing off-docket), whether a telephonic hearing can be accomplished, or whether it must be scheduled for a later date. Please include the best available phone number for you in the event you are contacted by the court to set a telephonic hearing date.

Court dates may be verified through your CourtNet 2.0 access, or by visiting the Kentucky Court of Justice website at [kycourts.gov](http://kycourts.gov). Additional information will be shared as the specific processes are vetted and finalized (by KCOJ, AOC, and Chief Judges). There are rapid changes impacting the court system daily, and every effort is being made to create interim solutions that are not only sound, but sustainable. Thank you for your patience as we all work together to get through this. Stay healthy! David