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David L. Nicholson
Circuit Court Clerk
Hall of Justice, 600 W. Jefferson St.
2nd Floor, Suite 2008
Louisville, KY 40202
(502) 595-3055
Fax: (502) 595-4629

Chief of Staff
Kevin Connell

Chief Deputy, Innovation, Technology
& Operations
Chris Alexander

Chief Deputy, Strategic Initiatives &
Administration
Bryan Lawson

Chief Deputy, Legal Affairs
Kevin Smalley

Chief Financial Officer
Leonard Watkins

CHIEF DEPUTIES

Chief Deputy, Employee Development & External Processes, Ray Harris

Chief Deputy, Internal Processes, Kelly Long

Chief Deputy, Criminal District, Brad Garpetti

Chief Deputy, Civil District, John Fischer

Chief Deputy, Circuit Court, Danielle Jones

Chief Deputy, Family Court, Tonya Moore

Chief Deputy, Driver’s License, Angela McCoy

Chief Deputy/Director, Human Resources, Lisa Dorsey

Chief Deputy, Community/Government Affairs, Steven Rush
The Administrative Office of the Circuit Clerk consists of the Chief of Staff, Chief Deputy of Innovation, Technology & Operations, Chief Deputy of Strategic Initiatives & Administration, Chief Deputy of Legal Affairs, Chief Financial Officer, the Chief Deputy of Community/Government Affairs, the Chief Deputies for each division, and their support staffs.

The Administrative Office:

- Serves as the initial contact for all departments of the Office of Circuit Court Clerk. Many inquiries are received from the public requesting information about procedures for the Clerk’s office. The public is referred to the proper department for assistance.

- Is the direct contact for the Administrative Office of the Courts staff.

- Handles all administrative functions for the Circuit Court Clerk relating to all agencies that do business in the judicial system.

- Acts as ombudsman for the Office of Circuit Court Clerk.

- Designs and implements training for all deputy clerks.

- Monitors all computer activity, cash register transactions, and other issues.

- Serves as the liaison with the Trust for Life Foundation, the organ and tissue donation awareness organization and other community initiatives.

- Handles media inquiries and responses.
# SUPERVISORS
(by Department)

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<th>Department</th>
<th>Supervisor/Contact</th>
<th>Telephone No.</th>
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<td>A</td>
<td>Fawnda French</td>
<td>595-4018</td>
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<tr>
<td>Accounting</td>
<td>Debbie Heim</td>
<td>595-3042</td>
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<td>Archives and Records</td>
<td>Tiaka Wise</td>
<td>595-3606</td>
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<td>C</td>
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<tr>
<td>Circuit Criminal</td>
<td>Glenn Weissrock</td>
<td>595-3033</td>
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<tr>
<td>Civil Circuit Bench/Stepping Clerks</td>
<td>Dara Sanders</td>
<td>595-4475</td>
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<tr>
<td>Civil District/Small Claims</td>
<td>Cathy Habeeb</td>
<td>595-4587</td>
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<tr>
<td>Criminal Traffic 1st Shift</td>
<td>Staci O’Neil</td>
<td>595-3060</td>
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<tr>
<td>Criminal Traffic 1st Shift</td>
<td>Brandon Lykins</td>
<td>595-4428</td>
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<tr>
<td>Criminal Traffic 2nd Shift</td>
<td>Kathy Clark</td>
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<tr>
<td>Criminal Traffic 3rd Shift</td>
<td>Lawrence Ingram</td>
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<tr>
<td>Driver’s License, Bowman Field</td>
<td>Marsha Summitt</td>
<td>595-4405</td>
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<tr>
<td>Driver’s License, Dixie Highway</td>
<td>Patricia Bryant</td>
<td>595-4703</td>
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<tr>
<td>Driver’s License, Downtown</td>
<td>Sandy Ross</td>
<td>595-4924</td>
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<tr>
<td>Driver’s License, Middletown - Tammy Hoskinson</td>
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<td>244-6097</td>
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<tr>
<td>Driver’s License, Outer Loop</td>
<td>Monica Lacroix</td>
<td>239-4292</td>
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<tr>
<td>Driver’s License, West</td>
<td>Alice Gee</td>
<td>775-5122</td>
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<tr>
<td>DVIC (Domestic Violence Intake Center)</td>
<td>John Simpson</td>
<td>595-3024</td>
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<tr>
<td>Expungements &amp; Information Processing</td>
<td>Susan Torrance</td>
<td>595-3071</td>
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<tr>
<td>Family Court Stepping Clerks</td>
<td>Deborah Belt</td>
<td>595-3025</td>
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<tr>
<td>Family Court Front Counter/Support Staff</td>
<td>John Bowling</td>
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<tr>
<td>Family Court Bench Clerks</td>
<td>Samantha Graves</td>
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<tr>
<td>Human Resources Director</td>
<td>Lisa Dorsey</td>
<td>595-3052</td>
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<tr>
<td>Juvenile Court/Non-Support</td>
<td>Melanie Chesser</td>
<td>595-3117</td>
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<tr>
<td>Mailroom</td>
<td>Doug Hall</td>
<td>595-4199</td>
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<tr>
<td>Mental Inquest/Disability</td>
<td>Kathy Hoffman</td>
<td>595-4933</td>
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<tr>
<td>Probate Court</td>
<td>Skye Powell</td>
<td>595-4525</td>
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<tr>
<td>Purchasing/Logistics</td>
<td>Michael Feldman</td>
<td>595-3049</td>
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<tr>
<td>Suit Desk/File Room</td>
<td>Shirley Bingham</td>
<td>595-3007</td>
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Accounting

Hall of Justice, 2nd Floor, Room 2018
Chief Financial Officer: Leonard Watkins
Supervisor: Fawnda French
(502) 595-4018
Fax: (502) 595-0830

Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Bond Refunds: Monday through Friday, 8:30 a.m. to 4 p.m.

The Accounting Department records the financial transactions for the organization. This includes all bookkeeping and monthly reporting. The Accounting Department also processes all funds transferred out, maintains all the financial information and stores the accounting records. This Department also provides general support to other departments regarding computers, cash registers, and other accounting-related problems. All departments receive their deposit slips, manual receipts and deposit bags from Accounting.

The following are some of the major functions provided by the Accounting Department:

**Restitution Payments**
Circuit Court restitution calls should be directed to the Accounting Department. Juvenile Court Restitution calls should be directed to Juvenile Court at (502) 595-4433 (information is confidential). District Court restitution calls should be directed to the County Attorney’s Office at (502) 574-6336.

**Bail Bonds**
Houses bond cards and refunds bail money back to the surety or defendant when ordered by the court. All calls needing bail bond information should be directed to the court where the bond was posted. Case numbers should be transferred as follows:

- Circuit Court has “CR” – Ext. 3009
- District Court has “T,” “M” and “F” – Ext. 4428
- Juvenile Court has “J7,” “F-7” and “NS” – Ext. 3116
- Family Court has “FC,” “FV,” “J5,” “FP,” “PA,” and “UR” – Ext. 3025

**Jury Checks**
Issues and mails checks to the individuals who serve on jury duty.
Returned Checks (NSF)
Receives returned checks and returns the check to appropriate department for collection. The Accounting Department handles only returned checks given to the Circuit Court Clerk’s Office for payments such as fines, filing fees, etc. All calls needing information on processing returned checks to businesses or individuals should be directed to the County Attorney’s Office at (502) 574-6336.

Money Paid Into Court
Funds cannot be disbursed by Accounting until ordered by the appropriate court. All calls should be directed to the office where the case is filed.

Accounting-Related Supplies
Deposit books, manual receipts and deposit bags are available in the Accounting Department.
Archives and Records

Old Jail Building, 514 W. Liberty St.
Chief Deputy: Bryan Lawson
Supervisor: Debbie Heim
(502) 595-3042
Fax: (502) 595-0893

Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Archives and Records provide access to all closed court cases and are responsible for the storage of closed court cases as follows:

- District Court
- Circuit Criminal
- Family Court

Also available from Archives & Records on micrographic media:

- Circuit Civil from 1700s – Present
- Circuit Criminal from 1953 – 1985
- All Judges’ Dockets

Closed cases can be received via U.S. mail through this department for a charge of $10 for up to 18 pages or in person at $.25 per page. Requests made by state government agencies are not charged a fee. Additionally, an internal daily responsibility of this office is to manage the distribution and return of closed cases that are requested for current court proceedings. Cases not stored locally are sent to Kentucky Department of Libraries and Archives (KDLA) or the Records Center in Frankfort for storage, but can be returned to Jefferson County through a request from this department.
Audio/Video

Judicial Center, 2nd Floor, Room 231
Chief Deputy: Bryan Lawson
Assistant Supervisor: Tiaka Wise
(502) 595-4209, (502) 595-3606

Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

The Audio/Video Department is responsible for logging and storing all audio and video recordings of court proceedings. All 13 Circuit Court divisions, 10 Family Court divisions and 17 District Court divisions are equipped to record both audio and video.

This department provides access to the recordings as follows: (Charges apply to the public.)

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<td>1991 – Present</td>
<td>$20 Videotape/DVD</td>
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The department will make audio/video copies of court proceedings for customers who complete a request form providing the case number, the court division number, the date of the recording, the style of the case, and the type of recording and payment. (Turn-around time is two to four days)

Also, this department logs all proceeding into software that allows for search and retrieval. In addition, the department provides general audio and video support to the courtrooms.
Circuit Criminal and Civil

Judicial Center, 3rd Floor, Room 309
Chief Deputy: Danielle Jones
(502) 595-1223
Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Bench Clerks/Support Clerks
Supervisor: Dara Sanders
Fax: (502) 595-4128

Circuit Criminal Office
Supervisor: Glenn Weissrock
(502) 595-3009, (502) 595-3010, (502) 595-4320
Fax: (502) 595-4128

Circuit Civil Suit Office
Supervisor: Shirley Bingham
(502) 595-3007
Fax: (502) 595-1195

Circuit Court is a court of general jurisdiction that hears civil matters involving more than $5,000, land dispute title cases, contested probate cases, criminal matters, including capital offenses and felonies, and appeals from District Court and administrative agencies.

Circuit Criminal Division – Room 331
The Circuit Court Criminal Division creates all criminal cases in which the defendants have been indicted by the Jefferson County Grand Jury or have been processed through the Commonwealth Attorney’s “rocket docket” program. The Criminal Division processes criminal cases when juveniles are indicted as adults. The division also collects payments for fines, fees, costs, probation supervision fees, and restitution payments. In addition, the Criminal Division processes the Circuit Court warrants and houses Circuit Criminal cases.

Circuit Civil Division – Room 309
This division provides bench clerks/support clerks for all divisions of Circuit Court and processes all paperwork for the courts – for both civil and criminal cases.

Circuit Suit Desk – Room 309
The Circuit Suit Desk processes the filing of new lawsuits and collection of fees for Circuit Civil actions. This division houses the Circuit Civil case files for 10 years, appoints warning order attorneys for Circuit Court, as well as processing numerous other civil pleadings, for example foreign judgments, writs of mandamus, and writs of habeas corpus. This division processes appeals from state administrative boards – for example, Worker’s Compensation Board, Board of Doctors, Board of Dentistry, Board of Nurses, Board of Lawyers, etc. The Suit Desk also administers appeals from District Court that are heard in Circuit Court and appeals from Circuit Court decisions to higher courts.
**Miscellaneous:**
All miscellaneous pleadings and orders for court are time-stamped (aka “clocked and dropped”) in division boxes.
Criminal District/Traffic

Hall of Justice, 1st Floor, Room 1127, 1146
Chief Deputy: Brad Garpetti

First Shift Supervisor: Staci O’Neil (M-F, 8 a.m. – 4 p.m.)
First Shift Supervisor: Brandon Lykins (M-F, 7:30 a.m. – 3:30 p.m.)
Second Shift Supervisor: Kathy Clark (3:30 – 11:30 p.m.)
Third Shift Supervisor: Lawrence Ingram (11:30 p.m. – 7:30 a.m.)
(502) 595-3060, (502) 595-4428, (502) 595-4587
Fax: (502) 595-4147

Hours of Operation: 24x7x365 (24 hours a day, seven days a week, 365 days a year)***

The Criminal/Traffic Division is the largest in the Circuit Court Clerk’s office. This Division provides bench clerks for all District Court criminal and traffic cases, including In-Custody Arraignment and night courts. The Division maintains all the open case files for these courts. In addition, it houses all District and Family court warrants, FTA/DOT (Failure to Appear) cases, and unserved summons and provides warrant verification for law enforcement.

The following is an abbreviated list of transactions that may be handled in the Criminal/Traffic Division Monday through Saturday 7:30 a.m. to 11:30 p.m.

- Accepts fines (both court-ordered and citations)
- Accepts proof for citation offenses
- Set up and re-schedule court dates
- Accepts proof of completed Volunteer Work in lieu of fine payments
- Assists people seeking information pertaining to the arrest of family members and/or friends, either by phone or at the counter

Note: All types of bonds may be posted 24 x 7 x 365 with the exception of property bonds, which may only be posted Monday through Friday 7:30 a.m. to 4 p.m.

In addition to the above, the Criminal/Traffic Division handles filings for Emergency Mental Inquest Warrants (MIW) on weekdays from 4 p.m. to 8:30 a.m., and 24 hours a day on holidays and weekends.

***Note: Reduced services (MIWs and posting of bonds) are offered on third shift Monday through Saturday, with reduced services on all shifts on Sunday.
Civil District/Small Claims

Hall of Justice, 3rd Floor, Room 3012
Chief Deputy: John Fischer
Supervisor: Cathy Habeeb
(502) 595-4475
Fax: (502) 595-3024

Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

This department provides bench clerks for the Small Claims and Civil District Divisions of District Court. In addition, all filings and open case files for the following cases are processed through and maintained by this office. This division has scanning technology and stores records electronically.

Small Claims
Complaints are filed for damages up to $2,500. Forms required to file this action are available in this office and online. Most cases are filed pro se (for oneself/on one’s own behalf – without a private attorney.)

Civil District
Complaints are filed for damages up to $5,000. The complaint is drafted by the party or his/her private attorney.

Forcible Entry & Detainer (Evictions)
Petitions for evictions are filed through this office.

Concealed Deadly Weapons
Complaints in which the license to carry a concealed weapon has been confiscated may be filed here.

Petition to Cremate
Petitions to request a court order for cremation may be filed here.

Petition to Prevent Cremation
Complaints in which a crematory or next of kin of a person who has filed a pre-need cremation form may file to stop the cremation.

Permission to Marry
Juveniles may request to obtain judicial permission to marry without parental consent.
**Petition for damages pertaining to childhood abuse/assault**
A civil action for recovery of damages for injury or illness suffered as a result of childhood sexual abuse or childhood sexual assault (May be sealed/confidential by the court).

Criminal complaints for sexual assault may be filed in District or Circuit court.

**Health Department Cases**
When a defendant has stopped taking medication, the Health Department can file a petition to require the individual to take his/her medications (Sealed cases).

**Appeals**
Handles appeals from various local administrative boards
Community/Government Affairs

Hall of Justice, 2nd Floor, Room 2011
Chief Deputy: Steven Rush
(502) 595-3373
Fax: (502) 595-3017
Cell: (502) 819-7874
Media email: JeffersonOCCMedia@kycourts.net

Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m. Working media on deadline may also contact Steven Rush on his cell phone or via email during non-office hours.

The Community/Government Affairs Office handles legislative affairs and community outreach as they pertain to the Office of the Circuit Court Clerk, and schedules outside speaking requests.

Media inquiries, responses and official OCCC statements are handled through this department, which also processes requests for copies of citations and other open records available to the public.

This division manages interactions with judicial partners, government agencies, local schools and community organizations, including the Kentucky Circuit Court Clerks’ Trust For Life.

All publications including brochures, flyers, the quarterly OCCC employee newsletter and the OCCC Annual Report are produced by this department. In addition, this division handles special community initiatives, such as the employee-driven OC3 Cares committee, which holds fund-raisers and special events to raise money for local charities.
Driver’s License

Chief Deputy: Angela McCoy
(502) 595-3055

This department is responsible for the issuance of Kentucky Driver’s licenses and permits for motor vehicles, commercial vehicles and motorcycles, the issuance of identification cards and the collection of traffic citation payments. Other services offered include voter and selective service registration. Through this division, the Circuit Court Clerk makes possible the opportunity to place your name on the statewide organ donor registry and to donate $1 to the Kentucky Trust For Life, whose efforts promote organ and tissue donation, when you obtain or renew your driver’s license.

Locations and Hours of Operation:

Bowman Field Branch
Supervisor: Marsha Summit
3501 Roger E. Schupp St.
Monday, 8 a.m. – 6 p.m.
Tuesday – Friday, 8 a.m. – 4 p.m.
Saturday, 8:30 a.m. – 12:30 p.m.
(502) 595-4405; Fax (502) 595-3602

Testing conducted by Kentucky State Police:
    Monday, 8 a.m. – 5:30 p.m. (written test hours)
    Tuesday – Friday, 8 a.m. – 3:30 p.m.
(502) 454-3327 (road tests must be scheduled in advance)

Downtown Branch
Assistant Supervisor: Sandra Ross
514 W. Liberty St. (Old Jail Building)
Monday, 8:30 a.m. – 4:30 p.m.
(502) 595-4924; Fax (502) 595-1285

Middletown Branch
Supervisor: Tammy Hoskinson
East Government Center
200 Juneau Drive
Monday, 8:30 a.m. – 6 p.m.
Tuesday – Friday, 8:30 a.m. – 4:30 p.m.
(502) 244-6097; Fax (502) 254-1778

Outer Loop/Highview Branch
Supervisor: Monica LaCroix
7509 Outer Loop
Monday, 8:30 a.m. – 6 p.m.
Tuesday – Friday, 8:30 a.m. – 4:30 p.m.
(502) 239-4292; Fax (502) 239-3351

**Southwest Branch**
Supervisor: Patricia Bryant
4917 Dixie Highway, Suite E
Monday, 8:30 a.m. – 6 p.m.
Tuesday – Friday, 8:30 a.m. – 4:30 p.m.
Saturday, 8:30 a.m. – 12:30 p.m.
(502) 595-4703; Fax (502) 595-3604

**West Louisville Branch**
Supervisor: Alice Gee
Nia Center
2900 West Broadway, Suite 001 Box 42
Monday, 8:30 a.m. – 4:30 p.m.
Tuesday, 8:30 a.m. – 6 p.m.
Wednesday – Friday, 8:30 a.m. – 4:30 p.m.
(502) 775-5125; Fax (502) 775-5181

**Reinstatements**
The Circuit Court Clerk’s deputies do not have the authority to reinstate a suspended license; that duty is reserved for the Kentucky Transportation Cabinet (KYTC). The reinstatement fee is $40. The KYTC regional office is located at 4119A Bardstown Road. The phone number is (502) 493-1477.

**Testing**
The Bowman Field Branch is the only location for driver’s license permit testing and driver’s license road testing. Road tests are conducted by the Kentucky State Police and must be scheduled in advance by calling its office at (502) 454-3327.
Expungements and Information Processing (EIP)

Hall of Justice, 2nd Floor, Room 2045
Chief Deputy: Brad Garpetti
Supervisor: Susan Torrance
(502) 595-0834; (502) 595-0835; Fax (502) 595-3017

Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Special Services and Data Processing were combined in 2008 to form this department, which assists in the processing of District Court electronic and manual citations, petitions and orders for expungement, and serves as recommenders in District Criminal courtrooms.

This department processes the 200 to 400 citations issued in Jefferson County each day. EIP reviews all District Criminal non-arrest citations and makes any corrections necessary regarding the scheduling of the court date or the coding of the violation. EIP will then ensure the file is created, scan the citation into the system, and send court notices to the parties involved if changes are made. Next, the department prepares the case files and delivers the files to Criminal Traffic.

Recommenders enter recommendations of the County Attorney into BenchPro. If the judge accepts the recommendation, this becomes the judge’s order.

Citizens seeking to expunge a District Criminal/Traffic case or charge may complete a petition in EIP. The petition is then placed on the docket for review. Once an order for expungement is entered, EIP distributes the order and expunges the electronic record.
External Processes and Training

Hall of Justice, Administration Office, 2nd Floor, Room 3172
Chief Deputy: Ray Harris
(502) 595-3058

Hours of Operation: Monday to Friday, 8:30 a.m. to 4:30 p.m.

This office is responsible for developing internal training curriculums as well as identifying external training resources in order to provide an effective training program for the Office of the Circuit Court Clerk. In addition, it provides internal consulting such as evaluating work processes, assessing training needs and implementing programs for organization effectiveness.

Our employee development process is flexible and continuous in linking an individual’s development to the goals of the job and the organization. Employee development programs give the employee an opportunity to develop a broad base of skills and knowledge that can be applied to many jobs in the organization. The over-arching goal is to provide a core curriculum for Chief Deputies, Supervisors and Deputy Clerks to become effective leaders in the organization.

Guiding Principles:

- Encourage growth and career development of employees
- Improve skills and knowledge that can be immediately applied at work
- Increase job satisfaction and motivation
- Create network of colleagues for problem-solving and support
- Promote communication and planning throughout the organization
Family Court

Family Court Clerk’s Office, Judicial Center, 1st Floor, Room 105
Chief Deputy: Tonya Moore
Supervisor: Deborah Belt
Supervisor: Samantha Graves
Supervisor: John Bowling
(502) 595-3025
Fax: (502) 595-3483

Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Domestic Violence Intake Center
Hall of Justice, 1st Floor
Supervisor: John Simpson
Second Shift Asst. Supervisor: Susan Nabb (3:30 – 11:30 p.m.)
Third Shift Asst. Supervisor: Roland Hughlett (11:30 p.m. – 7:30 a.m.)
(502) 595-4697; (502) 595-0855
Fax: (502) 595-4147; (502) 595-0854

Hours of Operation: Open 24 Hours, 7 days a week, including holidays

Family Court is a Division of Circuit Court that was created in 1991 as a pilot program and has become a national model for its One Court/One Family approach.

The Court was officially established by a constitutional amendment that was enacted in 2003. This Division processes all filings, maintains all cases, and provides the bench clerks and stepping clerks for all 10 divisions of Family Court. Family Court deals with the following types of cases (many of which are confidential) and family-related issues:

**Divorce**
Dissolution of marriage, post-decree matters, annulment

**Domestic Violence**
These cases are between family members and unmarried couples that have lived together or have children together. In Jefferson County, Deputy Clerks assist the petitioner in the completion of the petition. The petition allows the victim of domestic violence to obtain a short-term protective order [up to six months for emergency protective orders (EPOs) and up to three years for domestic violence orders (DVOs)]. **Petitioner’s and minor children’s addresses are confidential.**

- We are one of the few places in the country that provides off-site petition intake for medically fragile or homebound petitioners through a partnership with ElderServe.

**Custody and Visitation**
All custody matters except for guardianship and all visitation issues are filed here.
Support
Actions for support against parents, for which the state has custody of their children, or the state recovers funds from the non-custodial parent for AFDC (Aid to Families with Dependent Children), or for medical assistance.

Uniform Interstate Foreign Support Act (UIFSA)
Consist of establishment of paternity, support, and collection of child support when one parent or custodian lives in another state.

Adoptions (Confidential)
The legal preceding that creates the parent-child relationship between individuals not related by blood. (Sealed upon disposition)

Adoption Searches
Non-identifying medical and birth family information may be released upon written request to adopted persons who are 18 years of age or older and to adoptive parents of minor children without a court order. A search for the birth parents may begin when the adult adoptee obtains a court order from the Kentucky Circuit Court where the adoption was finalized. The adoptee must be 21 years of age or older.

Terminations (Confidential)
The termination of parental rights (Sealed upon disposition)

Dependency (Confidential)
A civil juvenile proceeding involving a dependent, or neglected or abused child

Status (Confidential)
Status cases are juvenile proceeding involving an act that would not be a crime if committed by an adult. If the child has pending delinquency charges, any new status petitions are heard in the regular session of juvenile court.

Paternity (Confidential)
Establishes parentage and may order the non-custodial parent of a child born out of wedlock to make support payments. Only employees of government agencies in the performance of their duties, law enforcement agencies, or the party or their attorneys may inspect judgments or orders. No other information about the case may be inspected without a court order.

Foreign Protective Orders
A petitioner who has a protective order issued in another state may file that order in this state and receive protection in the commonwealth.

Appeals
Parties may appeal a Family Court decision by filing a Notice of Appeal in Family Court. Appeals from Family Court decisions are heard by the Court of Appeals.
Guardianship/Mental Inquest Warrant (MIW)

Hall of Justice, 3rd Floor, Room 3177
Chief Deputy: John Fischer
Supervisor: Kathy Hoffman
(502) 595-4053; (502) 595-4933
Fax: (502) 595-3629

Hours of Operation: Monday to Friday, 8:30 a.m. to 4:30 p.m.

This division primarily operates out of two courtrooms and provides the bench clerks for the Guardianship/Mental Inquest Warrants courtrooms. All cases are confidential. It processes and maintains open and closed case files.

The following is the list of the types of cases and services in this division:

**Petition to Determine if Disabled**
Any interested party may petition the court for guardianship of an individual over the age of 18 if he/she believes the respondent is mentally or physically disabled to manage his/her personal care or financial affairs. These petitions are filed by the public, but prosecuted by the county attorney. A guardian ad litem (GAL) is appointed to represent the respondent’s interest.

**Petition for Modification**
This petition is used when a change needs to be made to the guardian or the respondent wishes to have their rights restored.

**Financial and Annual Reports**
The guardian is required to file an annual report regarding the condition of the ward and a biennial financial report with this department.

**Mental Inquest Warrants**
Any interested party over the age of 18 with firsthand knowledge can file a Mental Inquest Warrant (MIW) in this office between the hours of 8:30 a.m. and 4:30 p.m. for adults. Outside of these hours, MIWs can be filed in the Criminal Traffic department. This Division has a traveling docket that goes to seven (7) institutions.

**Motion Hour**
Motion Hour is held on Thursday mornings at 9:30 a.m. Cases that are heard include sale of property, change of guardian, fee orders, reduction of bond, rejected reports, and the Court’s own motions.
Human Resources

Hall of Justice, 2nd Floor, Room 2023
Chief Deputy/Director: Lisa Dorsey
Administrative Assistant: Quintina Gore
(502) 595-3052
Fax: (502) 595-3016

Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Human Resources is responsible for the recruitment, testing, interviewing and hiring of employees including the internal job posting system. It serves as liaison to the Administrative Office of the Courts (AOC) to ensure Equal Employment Opportunity (EEO) compliance and provide Court of Justice policy interpretation. In addition, it oversees timesheet maintenance for payroll processing and records management. New hire orientation is scheduled and conducted by Human Resources.

Employee ID badges and parking are handled by Human Resources. The disciplinary action process as well as employee appeals are managed by this group. This department also serves as a resource for employee benefits, which are managed by AOC.
Juvenile/Non-Support Court

Hall of Justice, 2nd Floor, Room 2033
Chief Deputy: Chris Alexander
Supervisor: Melanie Chesser
(502) 595-3116
Fax: (502) 595-0890 or 595-3327

Hours of Operation: Monday to Friday, 8:30 a.m. to 4:30 p.m.

Juvenile Court, Delinquency Division (Court Sessions at 9 a.m. and 1 p.m.) consists of two courtrooms and has several confidential case types. The Juvenile Court division provides the bench clerks for these courtrooms, process and maintain all cases, and transfer any cases that are heard in Circuit or Family courts. This division also notifies the School Superintendent/Principal, as required by statute, when a student has been charged or adjudicated guilty of certain charges. This department collects court cost and juvenile restitution payments. Also, this division has scanning technology and stores its records electronically.

This department handles the following case types in Juvenile Court and Non-Support Court:

**Juvenile Delinquency Cases** (community crimes)
Include processing of petitions, maintenance of files, staffing the bench clerk for the courtroom, and data entry following the court proceedings.

**Self Consent Abortions**
Juveniles may file a petition and obtain permission for the decision to have an abortion without a parents’ permission.

**Juvenile Mental Inquest Warrant (MIW)**
Mental Inquest Warrants on juveniles are taken out and issued in this department. Hearings concerning the release of a juvenile from a hospital are also handled in this court.

**Juvenile Restitution**
This department processes all restitution issued out of Juvenile Court as well as public defender fees.

**Non-Support**
Non-Support cases are heard twice daily in two of the District Criminal courtrooms. Processes felony and misdemeanor non-support cases filed by the County Attorney. Provide the bench clerks and data entry clerks for the courtroom. If an individual wishes to change a pay order, the individual should go to the court that the original pay order was set.
Mailroom

Judicial Center, 1st Floor, Room 146
Chief Deputy: Bryan Lawson
Supervisor: Doug Hall
(502) 595-4199; (502) 595-4934

Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

This department is responsible for receiving and internally distributing all parcels that arrive for the Office of Circuit Court Clerk through U.S. Mail or from private carriers. All mail that is received and deliverable to support clerks is date-stamped when received. The department also processes and sends all outgoing U.S. Mail for the organization and receives and distributes all interoffice mail. The department is open to the public and provides outgoing mailing services including – but not limited to – the sale of postage stamps and certified mail.

Outgoing mail should be in the Mail Room by 3 p.m. A return address should be on all outgoing mail.
Probate Court

Hall of Justice, 3rd Floor, Room 3001
Chief Deputy: John Fischer
Supervisor: Skye Powell
(502) 595-4434 or (502) 595-4408
Fax: (502) 595-0831

Hours of Operation: Monday to Friday, 8:30 a.m. to 4:30 p.m.

This department processes all the cases, maintains all the open files, and provides the bench clerks for Probate Court. Probate Court is held in Courtroom 310 of the Hall of Justice, and Probate cases are open to the public unless sealed by the judge.

Types of cases handled and services provided:

**Estate Cases**
Provides forms to probate wills, appoint fiduciaries, and to dispense of an estate that does not exceed $15,000.

**Guardianship/Conservatorship for a Minor**
- Limited: for nurturing and education only
- Conservatorship: to manage funds on a child’s behalf
- Curator: appointed on behalf of an adult who is mentally competent but needs someone to manage his/her affairs. A report is filed by the curator every two years.

**Name Changes**
This department processes adult/child name change petitions.
- An adult can complete this form at the counter with a photo ID, and the decision will be made pre-docket.
- If the request is for a child or is mailed in by an adult, the case will go to court.

**Infant Settlement**
A guardian is appointed when a minor receives proceeds from a settlement under over $10,000.

**Trustee**
Processes registrations of trusts and petitions pertaining to trusts.

**Corrections to Birth/Death Certificate**
Processes corrections to birth or death certificates.
Logistics/Purchasing

Judicial Center, 1st Floor, Room 114
Chief Deputy: Kelly Long
Asst. Supervisor: Michael Feldman
(502) 595-3049
Fax: (502) 595-0090

Hours of Operation: Monday to Friday, 8:30 a.m. to 4:30 p.m.

Primary responsibility is to order and manage a supply inventory in a cost-effective manner for the entire organization. The Logistics/Purchasing Department is responsible for ordering office supplies, paper (including all forms), equipment service calls, or vendor inquiry and capital purchases such as furniture and office equipment. This department serves as facilities management in working with Louisville Metro Facilities on building-related issues. Also, Purchasing/Logistics serves as a liaison with the Administrative Office of the Courts (AOC) for the transfer of file records to archives/storage. The delivery of supplies to our driver’s license branches is handled by this department.

All problems relating to maintenance requests and custodial services are reported to this department.