

**COMMONWEALTH OF KENTUCKY  
NINTH JUDICIAL CIRCUIT  
HARDIN FAMILY COURT, DIVISION I  
EMERGENCY PROTOCOLS FOR DIVISION I**

In compliance with the most recent Supreme Court’s Amended Order issued in response to the COVID-19 emergency, Hardin Family Court, Division I, is implementing the following protocols which are effective April 1, 2021

- **Domestic Violence/IPO Cases:**

1. Request for DVO/IPO will be heard through Skype/Microsoft Teams or telephonically. The Hardin Circuit Clerk’s Office will issue a notice to parties on the procedure to appear prior to the scheduled hearing. Please contact court staff if you are going to appear in a case and they will send you a link for your specific hearing.
2. All motions that are filed shall include the following language:  
“This hearing will be held via Skype for Business or phone. Please call (502) 709-7338 and use conference id number 173106279# at 8:45 a.m. on the day of court and you will be assigned a specific time to call back for your hearing. If you have questions on how to participate, please contact [HardinFamilyCourtDivision1@kycourts.net](mailto:HardinFamilyCourtDivision1@kycourts.net).”
3. Effective May 1, 2021, Division I will be changing from Skype to Microsoft Teams. Thereafter, all motions filed shall include the following language:  
“This hearing will be held via Microsoft Teams or phone. Please call (502) 709-7338 and use conference id number 708 981 216# at 8:45 a.m. on the day of court and you will be assigned a specific time to call back for your hearing. If you have questions on how to participate, please contact [HardinFamilyCourtDivision1@kycourts.net](mailto:HardinFamilyCourtDivision1@kycourts.net).”
4. Only parties, attorneys and necessary witnesses will be allowed to participate.

- **Dependency, Neglect and Abuse cases:**

1. The Court will hear Temporary Removal Hearings, Adjudication Hearings, Annual Permanency Review Hearings and Motions. Parties and counsel will be allowed to participate in the hearings through Skype/Microsoft Teams or telephonically. The Court will send an email to Counsel of record on the procedure to appear prior to the scheduled hearing. Counsel may provide this information to their clients.
2. Counsel will be contacted as soon as new Petitions are filed to permit attorneys to assist in reaching resolutions out of court as is the current practice.
3. The attendance of the child will be waived for Annual Permanency Reviews.
4. Any reviews and dispositions set shall be handled as follows:
  - A. If a party or counsel objects to the cabinet recommendations they must file written objections by the end of business on the Friday after the case is called. The Court will take those objections under submission and will issue an order.
  - B. If no objections exist the Court will adopt the Cabinet recommendations and issue a new court if necessary.

- **Civil actions involving the Hardin County Attorney Child Support Division which have a “J” or “CI” in their case number:**

1. All cases will be heard on the third Monday of each month beginning at 1:00 p.m.
2. All motions with a “J” or “CI” case number involving the Hardin County Attorney Child Support Division shall be scheduled for the third Monday at 1:00 p.m.
3. Prior to these dockets being called Court staff and/or the clerk’s office will send out notice indicating the specific time each case will be called and how to participate in the hearing. If you are going to participate in a hearing and you are not listed as an attorney on the case, please contact court staff to let them know to add you to the list.
4. The filing deadline for CI and J Motions to be heard on this docket shall be the end of business on the Monday before the requested date.
5. Counsel of record shall tender an Order, including pass Orders, on any rulings made by the Judge.

### **Tuesday “CI” Docket**

1. The docket call will still start at 11:00 a.m. To participate in the docket call, counsel and parties may appear via Skype or by calling (502) 709-7338 and using conference id number 315130920#. As of May 1, 2021, Division I will be changing to Microsoft Teams. To participate in the docket call after May 1, 2021, parties and counsel can appear via Microsoft Teams or by calling (502) 709-7338 and using conference id number 778 014 444#.
2. The Judge will set hearings in the afternoon at her discretion. Counsel and pro se parties will be provided information during the docket call on how to participate in any assigned afternoon hearing.
3. The maximum amount of time for a hearing will be 15 minutes. If you need additional time you will need to obtain a hearing date.
4. All Motions that involve a pro se party shall include the following language:  
“This hearing will be held via Skype for Business or phone. To participate in the hearing, please call (502) 709-7338 and use conference id number 315130920#. If you have questions on how to participate, please contact [HardinFamilyCourtDivision1@kycourts.net](mailto:HardinFamilyCourtDivision1@kycourts.net).”
5. Effective May 1, 2021, Division I will be changing from Skype to Microsoft Teams. Thereafter, all motions filed shall include the following language:  
“You can participate in the docket call at 11:00 a.m. via Microsoft Teams or by calling (502) 709-7338 and using conference id number 778 014 444#. If you have questions on how to participate and do not have an attorney, please contact [HardinFamilyCourtDivision1@kycourts.net](mailto:HardinFamilyCourtDivision1@kycourts.net).”
5. To obtain an extended hearing date, please email court staff this request and a date will be provided to you. Please include the name of counsel for the opposing party, case number, issue to be heard and length of time requested for the hearing.
6. Counsel of record shall tender an Order, including pass Orders, on any rulings made by the Judge.

**Extended (date certain) hearings:**

1. These hearings will continue as scheduled but will be held via Skype/Microsoft Teams or telephone.
2. Counsel for the parties will be sent a separate Skype/Microsoft Teams request by Court staff well in advance of the hearing. Counsel may provide this information to parties and witnesses. Parties and witnesses may appear via Skype/Microsoft Teams or telephone. Counsel shall provide the court the email address (if the party/witness wants to participate via Skype/Microsoft Teams) or phone number of all parties and witnesses expected to participate in the hearing. The Court will use this information to verify who is present for the hearing.
3. Witness/Exhibit list as well as all exhibits that will be needed for the hearing must be filed with the Clerk's Office at least 10 days prior to the hearing. Failure to provide the exhibit to the court 10 days prior to the hearing may result in the exclusion of such exhibit at the hearing.
4. All exhibits shall be marked in the order that Counsel plans to use them in the hearing.
5. Counsel of record shall tender an Order, including pass Orders, on any rulings made by the Judge.

• **Actions with a person being held in the county jail on a Family Court Order:**

1. All parties that are arrested on bench warrants shall have their bonds set as unsecured and any previously set bond shall be amended to an unsecured bond immediately pursuant to the General Order. This is only for Family Court cases.

• **Other emergencies and time-sensitive matters:**

1. Cases may be heard, in person, on a case-by-case basis at request of counsel and after consultation with the Court.
2. Attorneys are encouraged to utilize technology to allow cases to be heard by telephone or video conferencing if appropriate so cases will not have to be rescheduled.

**COMMONWEALTH OF KENTUCKY  
NINTH JUDICIAL CIRCUIT  
HARDIN FAMILY COURT, DIVISION IV  
COVID-19 PROTOCOL**

**Domestic Violence (EPO/IPO) Docket:**

1. Request for EPO/IPO will be heard through Microsoft Teams Meeting. The Court will issue a notice to parties and counsel of record of the procedure to appear via Microsoft Teams Meeting prior to the scheduled hearing.
2. If you do not have an attorney and have questions you will need to contact the Judge's office (270) 766-5311 or the Clerk's office (270) 766-5000.
3. Only parties, attorneys and necessary witnesses will be allowed to participate.
4. Counsel may request an in-person hearing date at the Court's discretion.

**Dependency, Neglect and Abuse cases:**

1. The DNA docket will begin in person effective May 5, 2021. No reviews will be held in person unless written objections necessitate hearings.
2. All inmates will appear via Microsoft Teams Meeting.
3. All witnesses shall remain outside of the building until they are needed in the courtroom.
4. The only children that shall be in the building at any time for the Dependency, Neglect and Abuse Docket, are those that have an annual permanency review and/or have been subpoenaed or summonsed to testify.
5. The attorneys shall be allowed in the courthouse while waiting for their cases to be called. Once the case has been called, the attorneys on the case shall call their clients to enter the building.
6. One representative from CASA shall be allowed in person, all others will need to appear virtually.
7. Attorneys may set up in the conference areas **ONLY** if they have hearings in other divisions of Hardin Circuit Court in which they need to appear via video.

**Paternity Docket:**

1. All Cases will be heard on the fourth Monday of each month beginning at 1:00pm except for July and December, for these months the Docket will be held on the second Monday.
2. The Court will issue a notice to parties and counsel of record of the procedure to appear via Microsoft Teams Meeting. If you do not have an attorney and will be participating pro-se and have questions regarding this docket you will need to contact Judge Hall's staff at (270) 766-5311, the Clerk's office (270) 766-5000 or the Child Support Office (270) 769-5380.

**Tuesday Motion Hour:**

1. All matters pertaining to the Hardin County Attorney's Office will remain on the Tuesday docket.
2. The docket call will begin at 11:30am. Court staff will send the Microsoft Teams Meeting link to appear at the docket call to attorneys. If you do not receive the link or

will be appearing pro-se, you will need to call (502) 709-7338 at 11:30am and use conference id number 962 051 731#. The Judge will schedule 15-minute hearings beginning at 1:00pm. Counsel and pro se parties will be provided with a specific hearing time and a new conference id number at the call of the docket. If you do not have an attorney and have questions you will need to contact the Judge's staff at (270) 766-5311 or the Clerk's office at (270) 766-5000.

3. The allotted time for the hearing will be 15 minutes. If you need additional time you will need to request a date certain. Judge's staff will contact you to schedule a hearing date.
4. All Motions shall include the following language effective May 11, 2021:  
"To participate in the docket call at 11:30am, please call (502)709-7338 and use conference ID number 962 051 731#. If you have any questions on how to participate, please call Jessica at (270) 766-5311.
5. Counsel of record shall tender an Order, including pass orders, on any rulings made by the Judge.

**Extended (Date Certain) Hearings:**

1. All date certain hearings scheduled for more than 1hour will begin in-person effective May 3, 2021.
2. Only attorneys, parties and necessary witnesses will be allowed into the building.
3. All witnesses shall remain outside of the building until they are needed in the courtroom.
4. Attorneys will need to email Jessica at [JessicaShreve@kycourts.net](mailto:JessicaShreve@kycourts.net) a list of all parties that will be entering the building for the scheduled hearing no later than 12:00pm the day prior to the hearing.
5. Counsel may request a virtual hearing; the hearing will be scheduled at the Court's discretion.