

COMMONWEALTH OF KENTUCKY  
NINTH JUDICIAL CIRCUIT  
HARDIN COUNTY  
GENERAL ORDER  
COVID-19 EMERGENCY  
LOCAL PROTOCOL  
2021-001

Pursuant to the authority provided in KRS 29A.080(1), other applicable law, and compliant with Supreme Court of Kentucky Orders 2021-06 and 2021-07, the following GENERAL ORDER, COVID-19 EMERGENCY, LOCAL PROTOCOL is hereby entered applicable to all Divisions of the Hardin Circuit Court, Hardin Family Court, and Hardin District Court effective April 1, 2021:

General Provisions to Comply with  
Supreme Court Order 2021-06 and 2021-07

1. Subject to the following provisions, jury trial shall resume on May 3, 2021. Courts shall resume hearing all other civil and criminal matters using available telephonic and video technology to conduct all other proceedings remotely. If a judge determines in his or her discretion that any individual matter requires in-person attendance (which must be requested and approved by the presiding judge in advance), the following health and safety precautions must be followed:

a. Courtroom attendance for the matter being heard shall be limited to attorneys, parties, witnesses, jurors and other necessary persons as determined by the judge but in no event may attendance exceed 33% of the courtroom's occupancy capacity. Such public capacity for the Hardin County Justice Center is estimated as follows:

First Floor: 6 Clerk's window  
8 Driver's license  
30 District courtroom #1  
15 District courtroom #2  
15 Conference room (staging courtroom #2)  
74 Total

Second Floor: 30 Circuit Courtroom #1  
15 Circuit Courtroom #2  
15 Circuit Courtroom #3  
60 Total

b. Individuals in a high-risk category must be allowed to participate in matters (other than serving as witnesses in jury trials) remotely.

c. The judge must take steps to ensure appropriate social distancing at all times.

d. Compliance with safe occupancy levels and social distancing in the Hardin County Justice Center shall be achieved by remote conferencing as herein provided and the staggering of court dockets to various times during normal or extended court dockets. During periods of anticipated high-volume of public in person appearances the bailiffs will engage the public in an orderly traffic pattern entering the Hardin County Justice Center parking lot while still in their vehicles. When necessary the public will be advised when their case is being re-docketed (later the same day) and will be directed to exit the parking lot and return at the designated time.

2. Signage shall be posted outside of all entry points of the Hardin County Justice Center advising the public they shall not enter or remain in the building (Hardin County Justice Center) unless they are wearing a protective facial covering such as a mask, scarf, bandana, or other cloth which covers the nose and mouth. If a member of the public seeks entry but does not have an appropriate facial covering and their business cannot be accomplished remotely, then a facial covering will be provided. Further, individuals shall not enter the Hardin county Justice Center if they have:

a. Experienced any symptoms of COVID-19, including cough; shortness of breath or difficulty breathing; fever; chills; muscle pain; sore throat; or new loss of taste or smell;

b. Been asked to self-quarantine by any doctor, hospital, or health agency; or

c. Been diagnosed with COVID-19 within the past 14 days or had contact with anyone who has been diagnosed with COVID-19 within the past 14 days.

3. In-person services are strictly limited as follows:

a. Entrance to the Hardin County Justice Center is limited to attorneys, parties, witnesses, jurors, and other persons ordered by the judge to appear at in-person hearings, and individuals seeking emergency protective orders, interpersonal protective orders, emergency custody orders, orders under KRS 222.430 et seq. (Casey's law), and involuntary commitments under KRS Chapters 202A and KRS Chapter 645. Request for MIW, Casey law and guardianship petitions will continue to be referred to the Hardin County Attorney's office for processing. Individuals seeking emergency protective orders and interpersonal protective orders shall be directed by the bailiffs to the front vestibule of the Hardin County Justice Center for further instructions;

b. All filings must be mailed, eFiled, or conventionally filed using a drop-box provided outside the judicial facility (the "Courthouse Mailbox" shall remain in the vestibule immediately outside the secured front entrance of the Hardin County Justice Center);

c. Payments for court costs, fines, fees, and restitution can be made by money order mailed to the Hardin Circuit Clerk's office (120 East Dixie Avenue, Elizabethtown, KY 42701) or by cash or credit card by calling the Hardin Circuit Clerk's office (270.766.5000). Pre-payable citations can be paid online through ePay at [kycourts.gov](http://kycourts.gov);

d. Individuals posting bond should contact the Hardin County Circuit/District Clerk's office (270.766.5000) for further instruction;

e. Individuals requiring Driver's License services shall contact the Hardin Circuit Clerk's office (270.766.5000) for further instruction;

f. Attorneys, parties or individuals who need access to a physical case file and have scheduled an appointment with the Hardin Circuit Court Clerk's office (270.766.5000);

g. Individuals attending judicial sales identified by the Hardin County Master Commissioner's office to the bailiffs.