

**COMMONWEALTH OF KENTUCKY
NINTH JUDICIAL DISTRICT
HARDIN DISTRICT COURT
EMERGENCY COVID PROTOCOLS**

While and to the extent the Kentucky Supreme Court has our courthouses closed to the public, all District Court non-confidential dockets will be run in the courtroom with the judge and will be simultaneously set on a recurring Microsoft Teams link available to the parties, attorneys and the public by request to an email for that division noted below:

HardinDistD1Simcoe@kycourts.net
HardinDistD2Shumate@kycourts.net

Please keep in mind the appointment of the replacement judge for former district court judge Simcoe may occur at any time. You may receive information from the office of the new judge for preferred methods of contact for scheduling purposes.

Jury Trials

There will be no district jury trials until at least May 1, 2021. As soon as the Kentucky Supreme Court allows jury trials to be held, Hardin District will resume our usual schedule for jury trials. We will continue the COVID practice of setting cases for a final pre-trial conference two days before the jury trial day and have only one jury trial remain on the actual trial date, as chosen during the final pre-trial conference time.

Criminal/ Traffic Dockets

Each day by 4pm, the district dockets for the following business day will be reviewed by the presiding judge and divided into appropriate socially distanced blocks of time. The basic rule is 30 people for every 45-minute segment with breaks for cleaning. Time slots are attached and may be revised as needed. The pull list dockets will be available with the clerk for public access and will be distributed by the judicial secretary to the bar association and bailiffs by email daily so that parties and security may prepare in advance for the next day.

Jail inmate cases on Monday, Wednesday, and Friday will be set for 1:15 p.m. for D1 and 1:30 p.m. for D2 Shumate. On Tuesdays and Thursdays jail inmate cases will be set for 9:15 for D1 and 9:30 for D2 Shumate. D1 will begin jail inmate video (both new arraignments and any cases in which the defendant is in jail) and when concluded, D2 will then log on. Attorneys should be conferencing with jail inmates on the zoom line throughout the morning so that all cases are conferenced and ready for judicial review at 1:15 daily.

PreTrial release will begin using 8 a.m. and 8 p.m. for presentations not made during the 1:15 jail inmate video call.

All parties who have proof to file for charges such as proof of insurance, proof of registration, expired driver's license, license address change or dog license or proof of vaccination are may show proof during court on the video screen or may file in advance with the clerk's office.

Motions

All motions must be hard copy or e-filed at least 2 business days in advance of the date requested so that adequate time is allotted for the clerk to make entry and place on a docket.

Probate/Civil

Probate dockets will continue at regular times on Microsoft Teams for cases requiring time for a hearing with judge for complicated issues or witnesses. In addition, cases may be e-filed or drop-filed "For Review at the Convenience of the Court" and will be presented to a judge as reviewed. All petitions should include a contact data sheet (name, email and phone numbers) in the event that a judge needs to schedule a Microsoft Team meeting to address the matter. Be certain to file a written, signed oath for any Executor/Administrator/Trustee that is seeking appointment and a signed bond form for any requiring bond. A notary public may notarize the oath and bond and be accepted by the court.

Disability Emergency and Trials

Emergency hearings will be conducted on Microsoft Teams.

Guardianship trials will be held on Microsoft Teams until the courthouse is opened. Once the Supreme Court opens up courthouses to the public, parties may elect to appear in-person or remotely via Microsoft Teams.

Small Claims

Small claims dockets will remain scheduled for Tuesdays at 10:00 am. The Radcliff Courthouse has been permanently closed. Cases scheduled for both the Radcliff and Elizabethtown division are being held at the Elizabethtown courthouse on Microsoft Teams. Once the Supreme Court opens up courthouses to the public, parties may elect to appear in-person or remotely via Microsoft Teams.

Evictions

The court will abide by all Kentucky Supreme Court orders and Executive Orders and CDC orders regarding rent-based evictions that may be in place. Eviction cases will still be held for both divisions on Tuesdays at 10:00 on Microsoft Teams. Once the Supreme Court opens up courthouses to the public, parties may elect to appear in-person or remotely via Microsoft Teams.

Juvenile

Juvenile court will continue as regularly scheduled times on Microsoft Teams. Once the Supreme Court opens up courthouses to the public, parties may elect to appear in-person or remotely via Microsoft Teams.

Div I M/W/F

Div 2 Shumate M/W/F

Arrive / In Courtroom

Arrive / In Courtroom

8:00 / 8:30

8:00 / 8:45

8:15 / 9:15

8:30 / 9:30

9:00 / 10:00

9:15 / 10:15

((10:45 -11:00 CLEAN))

((11:00-11:15 CLEAN))

10:00 / 11:00

10:15 / 11:15

10:45 / 11:45

11:00 / 12:00

11:30 / 12:30

11:45 / 12:45

((1:15 -1:30 CLEAN))

((1:30 – 1:45 CLEAN))

1:15 Jail inmate VIDEO

1:30+ Jail inmate VIDEO

1:15 / 2:15

1:30 / 2:30

2:00/3:00

2:15/3:15

Tuesday Jail Inmate VIDEO will be D1 9:15/D2 9:30+ followed by 10:00 Small Claims/Evictions.

Thursday Jail Inmate VIDEO will be held at 9:15 for both divisions by the judge who is not conducting juvenile cases. Guardianship dockets will begin at 10:00. Juvenile Court begins at 8:30.

For convenience, the district court local rules are also provided with annotation of changes consistent with the changes necessitated with the Covid emergency.