

**COMMONWEALTH OF KENTUCKY
JEFFERSON CIRCUIT COURT
EMERGENCY PROTOCOLS BEGINNING JUNE 1, 2020**

In compliance with Supreme Court Order 2020-39 issued in response to the COVID-19 emergency, the Jefferson Circuit Court will implement the following protocol effective June 1, 2020. Communications and updates regarding Jefferson Circuit Court and individual Circuit Divisions can be located on the website: Jeffersoncircuitcourt.com.

General Provisions:

Beginning June 1, 2020, all Jefferson Circuit Courts will resume hearing civil and criminal matters using available telephonic and video technology to conduct all proceedings remotely, unless in limited circumstances, the judge determines that a matter requires in-person attendance.

In-person services are limited, again by Supreme Court Order, and entrance to the court facilities is limited to attorneys, parties, witnesses ordered by the judge to appear at in-person hearings, and those individuals seeking emergency protective orders. The circuit courts plan to use our free conference phone lines to allow access to court proceedings for interested family, witnesses and other members of the public.

Civil practitioners have been advised to prepare and litigate their cases and resume discovery and motion practice using remote technology where necessary. The circuit term has advised attorneys who practice in Jefferson circuit courts that notice to appear in court by phone conference or skype has the same affect as if in-person attendance were required in court.

The circuit term has established a rotation to cover a daily 12:00pm bench warrant and arraignment docket ensuring that individuals arrested on court bonds or grand jury bonds appear as soon as possible before a judge. The Commonwealth Attorneys and Public Defenders are regularly staffing this docket. The court term has communicated this procedure to the private defense bar as well.

The circuit term has prepared an on call rotation schedule for hearing motions filed by the County Attorney, with supporting documentation from our local health department, for individuals failing to isolate or quarantine after a health department order.

Grand Jury proceedings will begin in June 2020. The Grand Jury will be empaneled remotely and will meet in the appellate courtroom of the Judicial Center on the 10th floor. They will be provided masks and be kept socially distant for their deliberations. The circuit judge charged with taking grand jury presentations will take the report in the same courtroom to avoid the grand jury being exposed to other parts of the building. This process will continue until further order of the Jefferson County Chief Judge.

The Master Commissioner of the circuit court will resume foreclosure sales.

Circuit divisions are using Zoom, Skype or telephone to hear matters. Attorneys are being made aware of the courts' use of these technologies to conduct proceedings.

Motion Hours:

Motions hours will proceed as normal beginning June 1; however, all cases will be called remotely. A call-in number for each Division will be provided. A certificate of service is required to include the court's call in number and code to be valid service.

Sheriff deputies working the entrance to the building will notify the sheriff working in each division if a litigant or defendant is denied access to the courthouse for health reasons.

In order to address a backlog, Motions to Revoke 'motion hours' are being scheduled separately in each division in June, to provide a time certain the Commonwealth can file motions and receive dates for revocation hearings. These dockets will relieve the pressure on each divisions' motion hour created by the court "slow-down" period.

Jury Trials

There will be no jury trials in Jefferson County circuit court before August 1, 2020. When jury trials resume, priority will be given to in-custody defendants, with additional priority being given to the oldest cases. Civil cases will be heard, where practicable, after consideration of the criminal trials.

The term will establish a process for orientation and voir dire that will allow for social distancing for the jury panel. In addition, the jury will be provided a space to deliberate that allows for social distancing.

Building Safety Issues

Masks will be worn in the Jefferson County Judicial Center.

Courtroom attendance will be limited to attorneys and parties. There will be a call- in phone line open to court proceedings for others in the public who wish to attend.

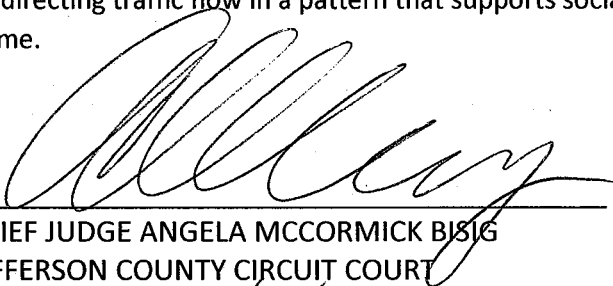
All persons entering the courthouse will be asked to self-monitor their health and temperature daily.

Cleaning solution and hand sanitizer will be provided in the building. Attorneys are responsible for self-cleaning in-court work areas before a hearing begins.

Each circuit court division is establishing a protocol for the passing of documents and exhibits. This involves a central drop-off and pick-up location in the courtroom that allows the documents to be transferred while maintaining social distancing.

Social distancing is required in the courtrooms, waiting areas and elevators.

Signage is posted on the doors, floors and hallways directing traffic flow in a pattern that supports social distancing. Elevators are limited to 2 persons at a time.



CHIEF JUDGE ANGELA MCCORMICK BISIG
JEFFERSON COUNTY CIRCUIT COURT

Date: _____

6/1/2020