

50TH JUDICIAL CIRCUIT
LOCAL RULES OF PRACTICE (2020 Amendment)
TO ADDRESS COVID-19 – RULE 5-A

1. In keeping with KY. S. Ct. Admin. Order 2020-39, all hearings prior to August 1, 2020 shall be conducted remotely unless prior to the hearing a request and certification of need for in-person hearing is made or an individual is unable to participate remotely and the Court determines by separate Order that an in-person hearing shall be required or is necessary.
2. All in-person appearances shall require any participant to wear a mask while in the courtroom and adhere to all other social distancing requirements.
3. All requests for an in-person hearing by a moving party shall require the movant to request an in-person hearing and their reasons for same at the time of the filing of the motion. Failure to request an in-person hearing at the time of the filing of the motion shall constitute a waiver of same by the moving party.
4. The certificate in all motions shall contain a statement that the matter shall be heard remotely unless within 72 hours prior to the hearing the responding party moves the Court for an in-person hearing. In addition, all motions shall require within the body of the certification that the responding party may appear by phone and/or by Vidyo and shall forthwith provide the information necessary to appear by same to either the Circuit Clerk and/or the Boyle/Mercer Circuit Court offices. The motion shall provide the e-mail address and/or phone numbers available to the movant for each party as a part of the distribution. Additionally, the motion shall contain a copy of the Special Circuit Court Rules (KYRBMC Rule 5-A) for COVID-19 and a copy of Appendix 1.
5. The Clerk of the appropriate County shall forthwith forward a copy of the Special Rules and Appendix 1 of the Boyle/Mercer Circuit Court Rules to all parties and counsel (if applicable) concerning any Court events. This shall include but not be limited to trials, motions, status hearing, pretrial conference, etc. that have been filed and assigned a Court date in the Boyle/Mercer Circuit Court.
6. The notice of any motion shall require, along with the documents already required to be provided to the non-moving party, these special rules (KYRBMC Rule 5-A) and Appendix 1.
7. In criminal matters, any person posting bond shall be required to provide a valid mailing address; a working, active telephone/cellphone number where they may be reached; and a working, active e-mail address. If said persons are unable to provide any of said methods of contact, they are required, in addition to reporting to pretrial services, to contact the respective Circuit Clerk's Office on a weekly basis to determine their appearance dates and are to appear on said dates for an in-person appearance wearing an appropriate face-mask/covering and must observe proper social distancing.

8. Any person before this Court on a criminal matter who has posted bond and cannot be reached by mail, e-mail, or telephone will be considered to be evading legal process and dealt with accordingly as the Court shall direct including but not limited to bench warrants and referral to the Grand Jury for their consideration.

Done this 1st day of June, 2020.



**HON. DARREN W. PECKLER, CHIEF JUDGE
50TH JUDICIAL CIRCUIT**

**COMMONWEALTH OF KENTUCKY
50TH JUDICIAL CIRCUIT
BOYLE/MERCER CIRCUIT COURT
DIVISION 1
APPENDIX 1**

ORDER PERTAINING TO VIDEO HEARINGS

Boyle/Mercer Circuit Court Hearing Information Sheet:

1. Pursuant to Kentucky Supreme Court Administrative Order 2020-39, "Courts shall resume hearing civil and criminal matters using available telephonic and video technology to conduct all proceedings remotely." Accordingly, unless otherwise specifically approved by the Court, all hearings shall be conducted by video conference/phone call until further orders of the Court.
2. All participating in a remote hearing may participate by Vidyo or phone call.
3. To the extent possible, all participants are to provide to the Court both a working email address and telephone number **two (2) days prior to the hearing date**.
4. Those wishing to attend by video:
 - a. Must have access to a smartphone, tablet, or computer.
 - b. The device must have video and microphone capabilities.
 - c. Must have internet access (Danville and Harrodsburg public libraries have free WIFI in parking lots.)
 - d. Each party will receive notice of the hearing (date and time) via personal service to the parties and/or their counsel. Parties are required to be available on the specified date at the specified time.
 - e. An additional copy of the instructions on how to join the hearing will be attached to the email.

ATTN ATTORNEYS: Please provide to the Circuit Court Office notification of representation for a client that has a remote hearing scheduled at least 24 hours prior to the hearing.

**INSTRUCTIONS TO APPEAR BY VIDEO FOR
THE BOYLE/MERCER COUNTY CIRCUIT COURT**

Instructions for Laptop:

1. Open an internet browser (ie: Google, Internet Explorer, etc)
2. Type the following link into the address bar:

<http://vconf.kycourts.net/flex.html?roomdirect.html&key=adly4pVIxYgiDanzOJvuc3VSc>

3. First time users will be prompted to download and install the VidyoDesktop application. Click on "Download VidyoDesktop"
4. Follow the instructions in the install wizard.
5. Once the download is complete, enter your display name and select CONNECT.
6. You will be joined to the hearing with the rest of the participants.
7. Follow the important instructions for all users listed at the bottom of page three.

Instructions for Smartphone:

Option 1:

1. Download the **VidyoMobile** app to your smartphone.
2. Once the app has been downloaded and installed, it will ask for credentials to log in. You do not need to log in, simply close the app.
3. Open the internet browser on your phone.
4. Type the following link into the address bar:

<http://vconf.kycourts.net/flex.html?roomdirect.html&key=adly4pVIxYgiDanzOJvuc3VSc>

5. Click JOIN CONFERENCE.
6. Enter your display name and select JOIN.
7. You will be joined to the hearing with the rest of the participants.
8. Follow the important instructions for all users listed at the bottom of page three.

Option 2:

1. Download the **VidyoMobile** app to your smartphone.
2. Once the app has been downloaded and installed, it will ask for credentials to log in. You do not need to log in, simply close the app.
3. Open the camera app on your phone and aim it at the QR Code below:



4. Once the camera reads the QR Code, a link will appear at the bottom of the screen.
5. Click the link and you will be taken to the page to join the Vidyo hearing.
6. Click JOIN CONFERENCE.
7. Enter your display name and select JOIN.
8. You will be joined to the hearing with the rest of the participants.
9. Follow the important instructions for all users listed at the bottom of page three.

IMPORTANT INSTRUCTIONS FOR ALL USERS

1. Please use headphones, earbuds, or a headset at all times during the hearing to limit feedback.
2. Please appear at the time your case was scheduled and wait until your case is called.
3. Please mute your microphone until your case is called.
 - a. To mute your microphone on a **LAPTOP**:
 - i. Using your mouse, hover over the bottom of the screen.
 - ii. Click on the microphone icon. When your microphone is muted, the icon will turn red and a red line will appear through the icon.
 - iii. To unmute, click on the icon again and the icon will turn black and the line will disappear.
 - b. To mute your microphone on a **SMARTPHONE**:
 - i. Click on the microphone icon at the bottom of the screen. When your microphone is muted a black line will appear through the icon.
 - ii. To unmute, click on the icon again and the line will disappear.