ENTERED
KENTON CIRCUIT/DISTRICT COURT
JUN 03 2020
JOHN C. MIDDLETON
BY _____ D.C.

COMMONWEALTH OF KENTUCKY
KENTON FAMILY COURT – DIVISIONS 2 AND 5

AMENDED GENERAL ORDER AS TO KENTUCKY SUPREME COURT ORDER 2020-39, EFFECTIVE JUNE 1, 2020

In compliance with the Kentucky Supreme Court's Order 2020-39, issued May 15, 2020, attached hereto and incorporated herein, and as a result of the continued emergency situation created by the COVID-19 virus, Kenton Family Court is implementing the following temporary protocols, effective June 1, 2020:

1. Teleconferencing: The court will strictly comply with the Supreme Court's Order that all hearings be conducted remotely by available telephonic and/or video technology. The court shall have the discretion to make exceptions in the event a party does not have a telephone or electronic device that would allow audio and/or video participation. However, in compliance with the Supreme Court's Order, no person in the "at-risk" classification, as defined in the Supreme Court Order, shall be required to enter the Kenton County Justice Center.
2. In-Office Participation: Any Attorney is free to have his or her client participate in the teleconferencing from his or her office. However, all participants shall comply with all Supreme Court and Governor of Kentucky orders regarding distancing, facial coverings, etc.
3. In-Person hearings: If a party believes that their matter requires an in-person hearing, that person shall file a motion seeking such a hearing and state the grounds why the matter cannot be handled remotely. If the court in its discretion determines that an in-person court appearance is necessary, the parties and attorneys shall strictly comply with the Kenton Circuit Clerk's Reopening Notice.
4. Email Addresses: Attorneys and *Pro Se* litigants shall include their email address on **every** pleading or filing. The email address shall be used by the court for access to Zoom teleconferencing. Attorneys and *Pro Se* parties will receive a link to join a Zoom teleconference when set.
5. Child Support: The child support dockets shall resume on Wednesdays at 1:30 p.m. via Zoom teleconferencing. Division 5 cases shall resume on June 17, 2020. Division 2 cases shall resume on June 24, 2020. It shall be the responsibility of the Kenton County Child Support Office to file appropriate motions with a notice. The Child Support Office shall also include with the motions the email addresses for all parties and for counsel of any represented party to the extent possible on an information sheet. The information sheet shall be kept strictly confidential in accordance with federal law to protect their client's privacy and shall be shredded upon conclusion of the case.
6. Public Access to files: All matters that are not confidential may be attended by the public at no cost. This can include live audio, video or

digital recording. Any person seeking access to a public proceeding should contact the Office of the Circuit Clerk for guidance.

7. Exhibits: With regard to any matter set for hearing or trial, all exhibits shall be pre-marked. Electronic/digital copies shall be provided in advance to the court and all parties/counsel. If there is an order setting the matter and it sets time limits to provide documents the order shall be complied with. If there are no time limits set, such exhibits shall be pre-marked and provided at least 24 hours before the hearing, including DNA proceedings. Petitioners shall use numbers; Respondents shall use letters.
8. Summons: Any summons issued by the Kenton Circuit Court Clerk shall include a copy of the Clerk's Notice regarding access to the building, (attached), and this court's Notice regarding providing email addresses to the court for Zoom access (attached) for each division.
9. DNA cases: With regard to Dependency, Neglect and Abuse cases, the Cabinet for Health and Family Services shall be responsible for providing the court with any and all email addresses for Zoom access to parties (if available) and social workers using the ECO Information Form (attached). For private petitions, the Petitioner shall complete the ECO Information Form and provide as much information as possible.
10. Domestic Violence: Any petitioner filing a Domestic Violence petition or an Individual Protective Order petition shall provide phone numbers and email addresses on the EPO/IPO Information Form (attached). The Circuit Clerk shall keep this form confidential in Domestic Violence and Interpersonal Protective Order cases.
11. Emergency Custody Orders: As to Cabinet employees seeking to file DNA Petitions and/or Emergency Custody Orders, they shall have access to the building pursuant to Supreme Court Order 2020-39. They shall report to the Circuit Clerk's office with all necessary paperwork; they shall not go to the judge's chambers. The Circuit Clerk shall process the filing and present to the applicable family court judge the proposed Emergency Custody Order and accompanying paperwork.
12. Civil Filings: As to the filing of any other civil action, the petitioner shall complete an Information Form for Civil Cases and provide it at the time of the initial filing (attached).
13. Child Support Purge Orders: Any party to a child support case who is subject to a purge order, who did not satisfy the purge and who is therefore ordered to report to the Kenton County Detention Center during the restricted period due to the COVID-19 statewide emergency is hereby ordered to report to the Kenton County Detention Center on June 29, 2020, at 9:00 a.m. to begin their sentence. The Kenton County Jailer is hereby ordered to provide written notice of the new report date of June 29, 2020, at 9:00 a.m. to any party who reports to the Kenton County Detention Center to serve a sentence in a child support case for failure to satisfy a purge during the restricted period.
14. Incarceration/Child Support: Any party in a child support case who has been ordered to serve a sentence of incarceration for a number of days or

weekends during the restricted period shall report to the Kenton County Detention Center on Friday, June 26, 2020, at 7:00 p.m. to begin serving the sentence. If it is a weekend sentence this shall be weekend number 1.

15. Incarceration/Contempt: The Kenton County Jailer is hereby ordered to provide written notice of the new report date of June 26, 2020, at 7:00 p.m. to any party who reports to the Kenton County Detention center to serve a sentence on a contempt order or a violation of a conditional discharge order.

16. Custody and Parenting Time: As to custody and parenting time orders while under COVID-19 emergency orders, all should review Supreme Court Order 2020-32, a copy attached, or any successor order.

17. Motion Docket: Motion Docket for both divisions shall be held via Zoom. The local rules regarding deadlines and pre-rulings continue to apply. Every motion filed shall include email addresses for all attorneys and *Pro Se* litigants in the certification of service so that the court can include all via Zoom if the pre-ruling is "to be called" or if there is an objection to a pre-ruling. For any motion for which the pre-ruling is "call for a hearing" the movant shall be responsible to prepare a notice after the matter is set. Such notice shall provide the email addresses for all counsel or *Pro Se* parties, shall indicate the hearing shall be conducted via Zoom and that the court shall conduct the hearing from courtroom 5A. The notice shall also indicate the amount of time that has been allocated for the hearing, which shall be equally divided between Petitioner and Respondent for direct and cross-examinations. Guardians *ad Litem* shall not have a time constraint at the hearing; nor shall the GAL's time count against the hearing time. If a *Pro Se* party has no device to participate via Zoom, they shall report to the Kenton County Justice Center at the date and time indicated. If they are high risk and do not wish to attend in person they shall notify this court via *KentonFamilyDiv2@kycourts.net* or *Kenton FamilyDiv5@kycourts.net* or by calling 859-292-6533 (Div. 2) or 859-292-6364 (Div.5) so that other arrangements can be made. Please reference your case number.

18. Status Offenders: All Status Offender cases shall be handled by Zoom. It shall be the responsibility of the CDWs and/or the Cabinet to obtain email addresses for the parent(s) and child to be included in the hearing. This shall include detention hearings. The Kenton Family Court will provide the Regional Detention Center with a link for the hearing. These shall be conducted Monday through Friday at 8:30 am. The Public Defenders' Office shall be available via Zoom for these detention hearings and for all Status Offender hearings. In their discretion, the Public Defender may have the juvenile present at their office for such hearings, but must comply with all Supreme Court and Governor Orders regarding social distancing, masks etc. In-person hearings may be requested pursuant to paragraph 3 of this Order. A make-up docket will be scheduled for all Status matters postponed during the emergency.

19. Bench Warrant Arraignments: All arraignments of those arrested pursuant to a Family Court bench warrant shall be conducted via Zoom with the

Kenton County Jailer being provided a link by this court. The prisoner shall be present from one of the two courtrooms available at the Kenton County Detention Center. These shall be done at 8:30 am Monday through Friday.

20. Time-Specific Scheduling: All dockets will be organized to be time specific. This can be cases set in 15- or 30-minute increments in order to reduce the number of individuals waiting for their case to be heard. The clerk will be responsible for scheduling the DNA arraignment docket, the Status Offender docket and the Domestic Violence docket. The Child Support Office will be responsible for scheduling the child support docket. The court will be responsible for scheduling all other matters. Per Order 2020-39 and local protocols there will be a maximum number of persons allowed in the building; in each area of the building and in each court room. There will be no meeting rooms available for lawyer/client conferences before or after a hearing.

21. File Inspection: For attorneys who wish to inspect a DNA file or other case files, you must first electronically enter an appearance in the case. You shall then access the file via Courtnet to first determine if the information can be obtained remotely. If there is still a need to inspect the file, the attorney shall contact the Circuit Clerk, Family Court Division, to determine if the attorney can have access to the building to review the file or to make arrangements to obtain copies of pertinent documents. Anyone coming to the Kenton County Justice Center shall review all requirements to come into the building before arrival.

SO ORDERED THIS 2 DAY OF June 2020.

CHRISTOPHER J. MEHLING, JUDGE

ATTACHMENTS

Supreme Court Order 2020-32
Kenton Family Clerk's Notices re Zoom teleconferencing
Kenton Circuit Clerk's Contact Information Form
ECO Information Form
EPO/IPO Information Form

DISTRIBUTION:

Kenton County Child Support Office
Kenton County Detention Center
Kenton Circuit Clerk, Family Court Division
Public Defenders Office
Cabinet for Health and Family Services

Supreme Court of Kentucky

2020-39

ORDER

IN RE: KENTUCKY COURT OF JUSTICE RESPONSE TO COVID-19 EMERGENCY – HEALTH AND SAFETY REQUIREMENTS FOR THE EXPANSION OF COURT OPERATIONS

In addition to those rights provided by the U.S. Constitution, Section 14 of the Kentucky Constitution guarantees the citizens of this Commonwealth that "[a]ll courts shall be open, and every person for an injury done him in his lands, goods, person or reputation, shall have remedy by due course of law, and right and justice administered without sale, denial or delay."

Considering the Governor's new guidelines authorizing the phased reopening of Kentucky's businesses and government offices, and the constitutional rights guaranteed to the people of this Commonwealth, the Supreme Court, under Section 116 of the Constitution and Supreme Court Rule 1.010, hereby ORDERS the following health and safety measures be implemented beginning June 1, 2020:

1. Courts shall resume hearing civil and criminal matters using available telephonic and video technology to conduct all proceedings remotely. If a judge determines in his or her discretion that a matter requires in-person attendance, the following health and safety precautions must be followed:

    a. Courtroom attendance for the matter being heard must be limited to attorneys, parties, witnesses, and other necessary persons as determined by the judge but in no event can attendance exceed 33% of the courtroom's occupancy capacity.

    b. Individuals who fall into a high-risk category[1] must be allowed to participate remotely.

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[1] According to the CDC, high-risk individuals include: people 65 years and older; people who live in a nursing home or long-term care facility; people of all ages with underlying medical conditions, particularly if not well controlled, including people with chronic lung disease or moderate to severe asthma; people who have serious heart conditions; people who are immunocompromised; people with severe obesity; people with diabetes; people with chronic kidney disease undergoing dialysis; and people with liver disease.

c. The judge must take steps to ensure appropriate social distancing by those in attendance.

d. Access to view any courtroom proceeding that is not otherwise confidential must be provided to members of the public and media. Access may be provided by live audio or video or by digital recording.

e. The proceeding must be scheduled so that it reduces the number of individuals entering, exiting, or gathering at a certain time; and

f. At the end of the proceeding or after each use, the judge shall ensure the microphones, tables, and other exposed surfaces are thoroughly cleaned and disinfected as provided by the KCOJ COVID-19 Health and Safety Requirements.

2. Any court order requiring the remote attendance of a party or his or her counsel shall have the same effect as if requiring attendance in person, and failure to appear remotely as ordered by a court may be grounds for sanctions.

3. To the extent possible and consistent with social distancing practices, attorneys should continue to prepare and litigate cases during the effective dates of this Order, including providing discovery, negotiating possible resolutions, filing motions, and conducting investigations, to minimize delay in bringing cases to trial or resolution.

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

a. Entrance to court facilities is limited to attorneys, parties, witnesses, persons ordered by the judge to appear at in-person hearings, and individuals seeking emergency protective orders, interpersonal protective orders, and emergency custody orders.

b. All filings must be mailed, eFiled, or conventionally filed using a drop-box provided outside the judicial facility.

c. Payments for court costs, fines, fees, and restitution can be made by money order mailed to the circuit clerk's office or by cash or credit card by calling the local circuit clerk's office. Pre-payable citations can be paid online through ePay at kycourts.gov.

d. Individuals posting bond should contact the local circuit clerk's office for further instruction.

e. Guidance for resuming driver's license services will be addressed in a later Administrative Order of the Supreme Court.

5. No KCOJ offices should have more than 50% of its employees physically present, unless the appointing authority requests a limited exception and obtains approval from the AOC's Director of Human Resources. In-office staffing is limited to those employees who:

   a. Are necessary to serve members of the public or whose physical presence in the courthouse or court office is necessary for the performance of the employee's duties; and

   b. Can be accommodated with appropriate social distancing.

6. To enable full productivity and maintain a safe work environment, all KCOJ employees who can telework should be directed to do so.

7. All KCOJ officials and employees who are not scheduled to telework are required to self-administer a temperature and health check before reporting to work. Any official or employee who is exhibiting symptoms of COVID-19 as identified by the CDC (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell); has been asked to self-quarantine by any doctor, hospital, or health agency; or has been diagnosed with or has had contact with anyone who has been diagnosed with COVID-19 within the past 14 days must stay home and self-report this information as provided in the KCOJ COVID-19 Health and Safety Requirements.

8. Signage shall be posted outside of all entry points of all KCOJ court facilities and offices advising the public and KCOJ officials and employees that they shall not enter or remain in the building 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 building 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.

9. A member of the public who is not granted access to a court facility, courtroom, or court office is not relieved of his or her obligation to make payment or report to or appear before the court. He or she will be provided a phone number or email address and must make arrangements to reschedule, appear remotely, or otherwise complete his or her business to avoid possible adverse action being taken by the court.

10. Members of the public are prohibited from bringing purses or other similarly enclosed bags into court facilities, unless items in the bag are medically necessary. Any items that are necessary for the individual's business before the court should be carried by hand or brought in an open container capable of visual inspection.

11. All KCOJ officials and employees are required to wear facial coverings while interacting with co-workers or in common areas of the building (e.g. hallways, elevators, conference rooms, bathrooms, entries, and exits). Facial coverings are not required to be worn when KCOJ officials or employees are alone in their personal office or if doing so would pose a serious threat to their health or safety. Additionally, judges are not required to wear a facial covering while conducting court proceedings if doing so will impede their ability to make a clear record and if no parties or KCOJ employees are located within a ten-foot radius of the judge and do not approach the bench during the proceeding.

12. The AOC Director or designee must ensure the KCOJ COVID-19 Health and Safety Requirements are made available on the KCOJ's intranet, distributed to all KCOJ officials and employees, and acknowledged by all employees.

13. All KCOJ officials and employees will be provided a facial covering to use as required by this Order and are encouraged to keep an extra facial covering to use if the one provided is misplaced. All KCOJ employees are required to report to work with a facial covering that is consistent with the Dress Code Policy contained in Section 3.09 of the KCOJ Personnel Policies.

14. If an employee exhibits coughing, shortness of breath, difficulty breathing, or other COVID-19 symptom(s) while in the workplace, an appointing authority, after consultation with the AOC's Director of Human Resources or designee, will direct the employee to leave the office if doing so is consistent with the recommendations of the CDC and

provide the employee guidance regarding use of appropriate leave and follow-up.

15. Each chief circuit judge must take steps to ensure that KCOJ employees and members of the public exercise appropriate social distancing in any court facility occupied by the KCOJ within their circuit.

    a. In mixed-use facilities, the chief circuit judge is responsible for ensuring appropriate social distancing practices in the space occupied by the KCOJ, including the common areas.

    b. Any common area that cannot be configured to maintain appropriate social distancing must be closed.

    c. To the extent possible, waiting lines or waiting rooms should be eliminated through the use of appointments or other remote services. If a waiting line is unavoidable, the area should be demarked with six-foot spacing to maintain appropriate social distancing between individuals who are not members of the same household unit.

16. The AOC Director or designee must take steps to ensure that AOC employees and members of the public exercise appropriate social distancing in all AOC offices.

    a. Any common area that cannot be configured to maintain appropriate social distancing must be closed.

    b. To the extent possible, waiting lines or waiting rooms should be eliminated through the use of appointments or other remote services. If a waiting line is unavoidable, the area should be demarked with six-foot spacing to maintain appropriate social distancing.

17. Each chief circuit judge must ensure that proper arrangements are made for cleaning and disinfecting of the court facilities in their circuit, consistent with the KCOJ COVID-19 Health and Safety Requirements. This includes arrangements for cleaning and sanitation of frequently touched surfaces, such as door knobs; light switches; phones; computers/keyboards; copiers; elevator buttons; toilets; faucets; sinks; countertops; paper towel dispensers; desktops; handrails; counters; tables; and cabinets and knobs.

18. The AOC Director or designee must ensure that cleaning and disinfecting of all AOC offices complies with the KCOJ COVID-19 Health and Safety Requirements. This includes arrangements for cleaning and sanitation of

frequently touched surfaces, such as door knobs; light switches; phones; computers/keyboards; copiers; elevator buttons; toilets; faucets; sinks; countertops; paper towel dispensers; desktops; handrails; counters; tables; and cabinets and knobs.

19. The AOC Director or designee must ensure all KCOJ officials and employees are trained on when and how to properly use facial coverings, how to clean or dispose of facial coverings, and when and how to properly use gloves, if provided.

20. KCOJ officials and employees should email COJHR2@kycourts.net if they have concerns about working conditions or about health risks in the workplace.

21. Court security personnel shall assist the chief circuit judge in implementing and enforcing all social distancing requirements inside the courtrooms and throughout the court facility.

Nothing in this Order should be used to delay or effectively stay a proceeding in contravention of the rights guaranteed to the people of the Commonwealth in Section 14 of the Kentucky Constitution. All parties are expected to use available technology to further the resolution of all cases.

Each chief district and chief circuit judge is encouraged to develop a local plan and enter local court rules regarding any additional restrictions or changes in local procedure, consistent with this Order. Notwithstanding the requirement in SCR 1.040(3)(a) that proposed local rules be published and submitted to the local bar and circuit court clerk(s), any proposed local court orders or rules shall have binding effect if submitted with majority support of the judges and approved by the Chief Justice. Proposed local court orders or rules shall be submitted electronically by the chief district or chief circuit judge in Word format to localrules@kycourts.net for review.

Nothing in this Order prohibits a chief circuit judge from implementing the provisions of Sections 7, 10, 11, 13 and 14 before June 1, 2020.

This Order shall be effective June 1, 2020, and until further Order of this Court.

Enter this 15th day of May 2020.

CHIEF JUSTICE

All sitting; all concur.

Supreme Court of Kentucky

2020-32

AMENDED ORDER

IN RE: CUSTODY AND PARENTING TIME ORDERS

On March 6, 2020, Governor Beshear entered Executive Order 2020-215 and declared a State of Emergency in response to the novel coronavirus (COVID-19) emergency in the Commonwealth. In light of this measure and to protect the health and safety of court employees, elected officials, and the general public, the Supreme Court of Kentucky entered Administrative Order 2020-13, which places restrictions on court services.

To avoid confusion and provide guidance and assistance to parties to a custody or parenting time order, the Supreme Court, under Section 116 of the Kentucky Constitution and Supreme Court Rule 1.010, hereby ORDERS as follows:

For purposes of determining a person's right to possession of and access to a child under a court-ordered custody or parenting time schedule, the existing court order shall control. However, reasonable accommodations shall be made to account for extenuating circumstances related to the COVID-19 emergency and to give full effect to Executive Order 2020-215 and any other Executive Order intended to protect the overall public health and welfare.

Specifically, the existing court order shall be considered temporarily modified to suspend parenting time for a period of 14 days for any person who:

1. Tests positive for COVID-19 or shares a household with someone who tests positive for COVID-19;
2. Has been advised that he or she, or someone with whom he or she shares a household, has possibly been exposed to COVID-19; or
3. Has, within the last 14 days, traveled to any area with a CDC Level 2 or 3 Travel Health Notice.

Any person experiencing the above-listed circumstances shall, upon discovery, immediately notify the other party(ies).

Any person whose parenting time is suspended pursuant to this order shall be granted liberal communication with the child(ren) subject to any restrictions specifically stated in the existing order(s).

Nothing in this Order prevents parties from altering a custody or parenting time schedule by agreement if allowed by their court order(s), or courts from modifying their orders on an emergency basis or otherwise.

The Supreme Court acknowledges that this is a rapidly evolving situation and respectfully asks all parties with a custody or parenting time order for patience and cooperation as we work to balance court access with public health.

This Order shall be effective Friday, April 24, 2020, *nunc pro tunc,* through May 31, 2020, or until further Order of this Court.

Entered this 5th day of May 2020.

CHIEF JUSTICE

All sitting; all concur.

The Kenton County Justice Center judges, staff, and security, pursuant to Kentucky Supreme Court Order 2020-39, have implemented social distancing measures to make coming into and exiting the building safe and efficient. Please read carefully to know what to expect when you arrive.

- Entrance is limited to individuals with a scheduled court hearing and those filing emergency protective orders, interpersonal protective orders, and emergency custody orders. Do not bring family members, children, friends, etc. to court with you. Only case parties and witnesses will be allowed entry, unless otherwise ordered.
- Be prepared to stand in line to enter the building. Check the weather forecast and dress accordingly.
- You must wear a mask or other face covering to enter the building and wear it at all times while inside.
- Purses or other similarly enclosed bags are not permitted, unless items inside the bag are medically necessary. Any items that are necessary to bring should be carried by hand or in an open container that can easily be inspected.
- Take note of the time on your court notice, as it may be different than previously scheduled.
- If you have court in courtroom 1A, you will be going through security in the left side line. If an outside line has formed, this line will go alongside the building on Madison Ave towards the river. If you have court in another courtroom or a matter elsewhere in the building, you will be going through security in the middle line. If an outside line has formed, this line will go alongside the building on Third Street.
- Be aware of signage directing the flow of foot traffic and designated waiting areas.
- In courtrooms and other areas, there will be decals on the floor designating where to stand keeping at least six (6) feet away from others.
- Elevators will be limited to two (2) people at a time, therefore using stairs is strongly encouraged. Stairwells will be designated for going up and down and will be labeled accordingly.
- Bailiffs will be positioned throughout the building to direct and move along foot traffic.
- If you need to meet with your attorney prior or after your hearing, please do so outside of the building – attorney conference rooms will be closed.

Thank you

Rev. 5/20/2020

KENTON FAMILY COURT, DIVISIONS 5

Your case will be heard virtually via the Zoom app. You can do this on your smart phone, iPad, Kindle Fire or laptop. This will keep you from having to come to the courthouse. To include you in the hearing we need you to email your email address to us at family court. If you do not have an email address you can create one for free at Yahoo, Gmail or any other provider. Please send your email address and cell phone number to ***KentonFamilyDiv5@kycourts.net***. Make sure you give us your name and case number. We will send you the link for the virtual hearing. On the date and time indicated simply click on the link and you will be invited into the hearing. Make sure your audio and visual are turned on; check the microphone and camera icons usually on the bottom of the screen to do this. Be aware we may be running behind; be patient.

If you have no device we can include you by phone. Email the phone number you want us to call to ***KentonFamilyDiv5@kycourts.net***. Make sure you give us your name and case number. You will be called when the hearing begins and you can participate via audio.

If you have no smart device, computer or phone, you will need to call our office at 859-292-6364 to advise us you will be appearing in person. We will advise the Bailiffs that you will be coming to the building. With your summons is a notice as to the requirements you must comply with to enter the building. You are urged NOT to come to the building and instead participate in the virtual hearing. Only those persons who have no access to a smart device or telephone will be allowed to come to court in person.

Any questions, call 859-292-6364. Please do not call the Circuit Clerk.

Thank you!

Kenton Family Court Division 5

KENTON FAMILY COURT, DIVISION 2

Your case will be heard virtually via the Zoom app. You can do this on your smart phone, iPad, Kindle Fire or laptop. This will keep you from having to come to the courthouse. To include you in the hearing we need you to email your email address to us at family court. If you do not have an email address you can create one for free at Yahoo, Gmail or any other provider. Please send your email address and cell phone number to ***KentonFamilyDiv2@kycourts.net***. Make sure you give us your name and case number. We will send you the link for the virtual hearing. On the date and time indicated simply click on the link and you will be invited into the hearing. Make sure your audio and visual are turned on; check the microphone and camera icons usually on the bottom of the screen to do this. Be aware we may be running behind; be patient.

If you have no device we can include you by phone. Email the phone number you want us to call to ***KentonFamilyDiv2@kycourts.net.*** Make sure you give us your name and case number. You will be called when the hearing begins and you can participate via audio.

If you have no smart device, computer or phone, you will need to call our office at 859-292-6533 to advise us you will be appearing in person. We will notify the Bailiffs that you will be coming to the building. With your summons is a notice as to the requirements you must comply with to enter the building. You are urged NOT to come to the building and instead participate in the virtual hearing. Only those persons who have no access to a smart device, computer or telephone will be allowed to come to court in person.

Any questions, call 859-292-6533. Please do not call the Circuit Clerk.

Thank you!

Kenton Family Court Division 2

INFORMATION FORM FOR CIVIL CASES (DISSOLUTION OF MARRIAGE, CUSTODY AND PATERNITY)

KENTON COUNTY CIRCUIT COURT / FAMILY DIVISIONS II AND V

CASE # _____ - CI - _____ - _____

PETITIONER: _____ **ATTORNEY:** _____

CELL (_____) _____ - _____

EMAIL: _____

RESPONDENT: _____ **ATTORNEY:** _____

CELL (_____) _____ - _____

EMAIL: _____

Is the Respondent in jail? ☐ **YES** ☐ **NO If so, where?** _____

Is Law Enforcement involved? ☐ **YES** ☐ **NO If so, what agency?** _____

Is Child Protective Services involved? ☐ **YES** ☐ **NO SOCIAL WORKER:** _____

WITNESSES: If you wish to call a witness, they will need to be with you at the time of the hearing.

FOR STAFF ONLY: SERVICE DATE: _____

HEARING DATE & TIME: THE _____ DAY OF _____, 2020 AT _____ AM/PM

ECO INFORMATION FORM

KENTON COUNTY CIRCUIT COURT / FAMILY DIVISIONS II AND V

CASE # _____ - J - _____ - _____

MOTHER: _____

CELL (_____) _____ - _____ **EMAIL:** _____

FATHER: _____

CELL (_____) _____ - _____ **EMAIL:** _____

PERSON EXERCISING CUSTODIAL CONTROL: _____

CELL (_____) _____ - _____ **EMAIL:** _____

PETITIONER: ***OTHER THAN PARENT/CABINET*:** _____

CELL (_____) _____ - _____ **EMAIL:** _____

CABINET WORKER TO TESTIFY: _____

CELL (_____) _____ - _____ **EMAIL:** _____

If ☐ Mother or ☐ Father is in jail, Where? _____

FOR STAFF ONLY: SERVICE DATE: _____

HEARING DATE & TIME: THE _____ DAY OF _____, 2020 AT _____ AM/PM

EPO / IPO INFORMATION FORM

KENTON COUNTY CIRCUIT COURT / FAMILY DIVISIONS II AND V

CASE # _____ - D - _____ - _____

PETITIONER: _____ **ATTORNEY:** _____

CELL (_____) _____ - _____

EMAIL: _____

RESPONDENT: _____ **ATTORNEY:** _____

CELL (_____) _____ - _____

EMAIL: _____

Is the Respondent in jail? ☐ **YES** ☐ **NO If so, where?** _____

Is Law Enforcement involved? ☐ **YES** ☐ **NO If so, what agency?** _____

Is Child Protective Services involved? ☐ **YES** ☐ **NO SOCIAL WORKER:** _____

WITNESSES: If you wish to call a witness, they will need to be with you at the time of the hearing.

FOR STAFF ONLY: SERVICE DATE: _____

HEARING DATE & TIME: THE _____ DAY OF _____, 2020 AT _____ AM/PM

NAME	CASE NO.	IVD	TIME	PHONE	EMAIL	ATTORNEY

Child Support Information Sheet