

Rule 10 Boyle/Mercer Family Court Rules to Address COVID-19

10.1. In keeping with Ky. S. Ct. Admin. Order 2020-39, all hearings shall be conducted remotely unless prior to the hearing a request and certification of need for in-person hearing is made and the Court determines by separate Order that an in-person hearing shall be required.

10.2. All in-person appearances shall require any participant to wear a mask while in the Courtroom and adhere to all other social distance requirements.

10.3. 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.

10.4. 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 Skype and shall forthwith provide the information necessary to appear by same to either the Circuit Clerk and/or the Boyle/Mercer Family 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 Family Court Rules (KYRBMF Rule 10) for COVID-19 and a copy of Appendix 3.

10.5. The Clerk of the appropriate County shall forthwith forward a copy of the Special Rules and Appendix 3 of the Boyle/Mercer Family Court Local Rules to all parties and counsel (if applicable) concerning any Court events. This shall include but not be limited to trials, motions, status hearings, case management conferences, etc. that have been filed and assigned a court date prior to June 1, 2020 in the Boyle/Mercer Family Court.

10.6. In Dependency, Neglect and Abuse proceedings, upon the filing of a petition, the Clerk of the appropriate County shall along with the Petition and Summons and any required court notices shall include a copy of the Special Family Court Rules Pertaining to COVID-19 and Appendix 3.

10.7. The notice of any motion shall require along with the documents already required to be provided to the non-moving party, these special rules (KYRBMF Rule 10) and Appendix 3.

May 27, 2020

DATE

/s/ Bruce Petrie

HON. BRUCE PETRIE
JUDGE, BOYLE/MERCER CIRCUIT
FAMILY DIVISION

COMMONWEALTH OF KENTUCKY
50TH JUDICIAL CIRCUIT
BOYLE/MERCER CIRCUIT COURT
FAMILY DIVISION
APPENDIX 3

Boyle/Mercer Family 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 will participate via Skype, either by video-call 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**: FamilyCourt50@kycourts.net or 707-405-0211.
4. Those wishing to attend by **video**:
 - Must have access to a smartphone, tablet, or a computer.
 - The device must have video and microphone capabilities.
 - Must have internet access.
5. 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.
6. Five (5) minutes prior to the hearing, each person scheduled to be in attendance will receive the invitation email. This email will contain the following:
 - The hyperlink, “[Join Skype Meeting](#).” For those attending by video (via smartphone or computer).
 - A Toll Number and Conference ID for those attending by phone.

- An additional copy of the instructions on how to join the hearing will be attached to the email.

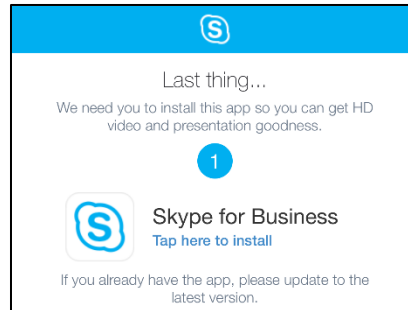
ATTN ATTORNEYS: Please provide to the Family Court Office, notification of representation for a client whom has a remote hearing scheduled, at least 24 hours prior to the hearing.

Skype Instructions for Video Appearance by Smartphone:

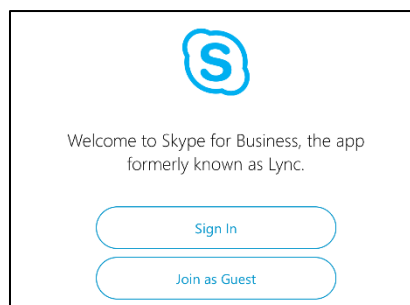
1. You will receive an email invitation at the time you are to join the meeting.
2. This email will contain the hyperlink, 'Join Skype Meeting' as depicted:



3. Upon receipt of the email, click the link, 'Join Skype Meeting' to begin the process of joining the hearing.
4. You will then be prompted to install the Skype for Business application (if not already installed):



5. After installing Skype for Business, return to the invitation email and again click on the link, 'Join Skype Meeting.' The application will open to a screen as depicted below:



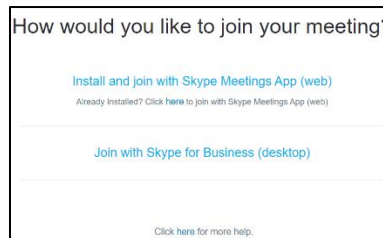
6. Click the option to 'Join as Guest,' enter your name and you will be automatically connected to the hearing.

Skype Instructions for Video Appearance by Computer:

1. You will receive an email invitation at the time you are to join the meeting.
2. This email will contain the hyperlink, '→Join Skype Meeting' as depicted:

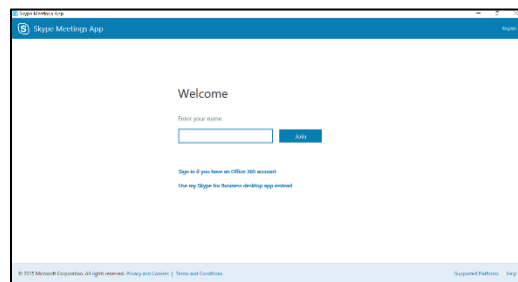
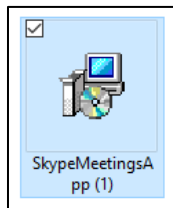


3. Click the link, '→Join Skype Meeting' to join the hearing at the designated time.
4. A web browser will open with a hyperlink to install the 'Skype Meetings App (web)'. Click the link to download and install the application:



5. If the application download does not immediately open, you will need to locate the Skype Meeting App icon on your computer (typically found in 'Downloads'). Double clicking the icon will open a web browser. You will be prompted to enter your name, do so and join the meeting:

Skype Meeting App icon:



Skype Instructions for Appearance by Phone Call:

1. You will receive an email invitation at the time you are to join the meeting.
2. This email will contain the 'Toll Number,' 502-709-7338, and a Conference ID number.



3. **NOTE:** Each hearing will have a different Conference ID number. Please refer to the invitation email to find the Conference ID number that corresponds to the hearing you are to attend.
4. At the time of your hearing you will need call the 'Toll Number.'
5. You will be prompted to enter the Conference ID number followed by pound (#).
6. You will then be joined to the hearing.