



# Kentucky Circuit Court Clerk Special Examination for Ballard, Henry, Hickman, Lincoln, Owsley, Trigg & Woodford Instructions & Registration Form

Registration Deadline: Nov. 29, 2021

## Kentucky Circuit Court Clerks Examination

Pursuant to SCR 1.060, applicants who seek the office of Circuit Clerk are required to obtain a minimum score of 70 percent on the qualifying exam, which is to be prepared and administered by the Administrative Office of the Courts.

**Date:** The Special Circuit Court Clerk Exam will be given Wednesday, Dec. 1, 2021, for Ballard, Henry, Hickman, Lincoln, Owsley, Trigg and Woodford counties. You may take the exam on this date only. The exam will not be rescheduled due to personal conflicts/situations.

**Place:** Administrative Office of the Courts, 1001 Vandalay Drive, Frankfort, Ky.

**Time:** Admittance will begin at 8:30 a.m. ET. No one will be admitted after 9 a.m. ET. You will have four hours to complete the exam. You may take breaks as needed during the exam. You will be responsible for monitoring your time during the exam.

**Format:** The exam will consist of two sections:

- General Knowledge: Reading, Math and Language
- Specific Knowledge: Circuit Clerks' Manual, Clerks' Accounting Manual and Kentucky Court of Justice Personnel Policies. Study materials are available at <https://kycourts.gov/Courts/County-Information/Pages/Clerks-Exam.aspx>.

**Rules Governing Exam:** Participants are required to wear a mask. Study materials, calculators, cell phones, smartwatches, food and beverages will not be allowed in the testing room.

## Registration

You must register to take the exam. **The registration form must be received no later than noon ET Monday, Nov. 29, 2021.** Please email the registration form and a copy of your photo ID to [circuitclerksexam@kycourts.net](mailto:circuitclerksexam@kycourts.net) or mail the form and a copy of your photo ID to the address below. Registration forms received after that date will not be accepted, even if postmarked to the deadline.

Exam Supervisor  
Administrative Office of the Courts  
1001 Vandalay Drive • Frankfort, KY 40601

## Exam Admittance Slip

Upon receipt of your registration form, the Administrative Office of the Courts will email you an admittance slip for the exam. You must present your admittance slip and a photo ID on the morning of the exam to be admitted to the testing facility. Your ID must include a photo and physical description. A driver's license is preferred and a passport is acceptable.

