

Supreme Court of Kentucky

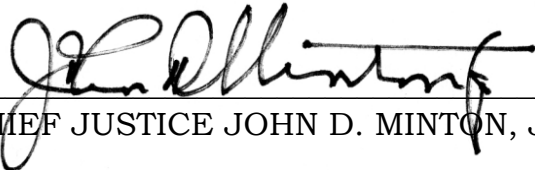
ORDER

IN RE: ORDER APPROVING THE LOCAL RULES OF PRACTICE AND PROCEDURE FOR THE 17TH JUDICIAL DISTRICT COURT, CAMPBELL COUNTY

Upon recommendation of the Judges of the 17th Judicial District, Campbell County and being otherwise sufficiently advised,

The Local Rules of Practice and Procedure for the 17th District, Campbell County are hereby approved. This order shall be effective as of the date of this Order and shall remain in effect until further orders of this court.

Entered this the 29th day of May 2020.


CHIEF JUSTICE JOHN D. MINTON, JR.

**COMMONWEALTH OF KENTUCKY
CAMPBELL DISTRICT COURT
17TH JUDICIAL CIRCUIT**

LOCAL UNIFORM DISTRICT CIVIL, CRIMINAL, AND PROBATE RULES

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LOCAL UNIFORM DISTRICT CIVIL, CRIMINAL, AND PROBATE RULES

RULE 1. PURPOSE

For the purpose of adopting rules for transacting the business of the court, IT IS ORDERED that the following Rules, shall govern the business and practice of the Campbell District Courts (17th Judicial Circuit), of the Commonwealth of Kentucky.

RULE 2. SCOPE, EFFECTIVE DATE AND CITATION OF LOCAL RULES

A. Scope and Construction. These Local Rules of Practice for Campbell District Courts are intended to provide a compendium of uniform procedures for the convenience of litigants, the bench, and the bar. They are intended to supplement the Kentucky Rules of Civil Procedure and Kentucky Rules of Criminal Procedure and shall be construed to be consistent with those Rules.

B. These Rules are to be cited “ULCR” for “Uniform Local Civil Rules” and “ULCr” for “Uniform Local Criminal Rules” in Campbell Circuit and District Courts.

C. These Rules shall become effective the ____ day of _____, 20___. They supersede all previous rules and orders of the Circuit and District Courts for Campbell County of the Commonwealth of Kentucky.

LOCAL UNIFORM CIVIL RULES FOR DISTRICT COURT

RULE 46. DIVISION AND STYLE

There shall be multiple Civil Divisions of The District Courts of Campbell County.

All pleadings, briefs, motions and judgments shall be styled as follows:

**COMMONWEALTH OF KENTUCKY
CAMPBELL DISTRICT COURT
DIVISION [Insert appropriate Division]
CASE NO. _____**

RULE 47. ASSIGNMENTS

At the time of filing or transfer of each case, the District Court Clerk shall assign a division by drawing a number from a box containing the numbers of the respective divisions, set up as provided for in ULCr 7.

RULE 48. MOTIONS - GENERAL

Motions may be made orally during the progress of trial in chief, but all other motions must be in writing and accompanied by legal memorandum. Rebutting memorandums must be served within ten (10) days. Motions, outside of trial, will be decided without oral argument unless oral argument is specifically requested by either party.

RULE 49. MOTIONS - DEFAULT

Motions for Default Judgments shall be accompanied by the following certificate in addition to the Military Affidavit, if a Military Affidavit is required:

DEFAULT JUDGMENT CERTIFICATE

Plaintiff, by counsel, certifies that:

A. No papers have been served on plaintiff's counsel by the defendant(s) in default.

B. Defendant(s) were served on _____

C. The balance due on the loan is as follows:

(a) The amount of the original obligation is: \$ _____

(b) The amount paid by defendant(s) to be deducted from the original obligation is: \$ _____

(c) If there is a small loan, the amount of unearned interest rebate to be deducted pursuant to KRS 286.4-530 is: \$ _____

(d) The balance due from defendant is: \$ _____

(e) If the balance due on line (d) above is different from the amount sought in the Default Judgment, the reason is:

D. If the basis of plaintiff's claim is a Promissory Note, the original note has previously been filed herein or is filed herewith. If not, the reason is:

E. If the basis of plaintiff(s) claim is property damage to an automobile, a copy of the repair estimate or other document evidencing the damages sought in the Complaint, with a statement that the repair estimate does not exceed the fair market value of the automobile.

RULE 50. ORDERS OF DELIVERY

All orders of delivery shall be by seven (7) days notice to the party having possession of the personal property unless a verified statement is filed setting forth the reasons for non-notice. Notice shall also be given to any person who has an interest in the personal property. This notice shall be returnable and heard before the District Court at the time provided for the hearing of said motion by the District Court.

RULE 51. JURY TRIAL

Any party desiring a jury trial shall, at the time of filing a Motion for a jury trial or removal from Small Claims Court, pay the jury fee to the Clerk as required. Otherwise, his or her right to trial by jury shall be waived. The cost of the jury shall be taxed as costs against the unsuccessful party. When a party who requested a jury no longer desires one, the party shall notify the Court not later than forty-eight (48) hours before the case shall be called. Failure to do so shall result in the imposition of jury costs on the requesting party.

RULE 52. JURY POOL

The jury panel shall be provided by the District Court pool according to the Administrative Procedures of the Court of Justice, Part II, Jury Selection and Management, regulating same.

RULE 53. JURY INSTRUCTIONS

Proposed written jury instructions shall be tendered to the District Court three (3) business days in advance of trial in Microsoft Word Format.

RULE 54. MONIES PAID INTO COURT

All monies paid into District Court shall be paid to the Clerk of the District Court and withdrawn according to rules for the District Court Clerk, except the Court in order to protect an attorney's lien or otherwise in the furtherance of justice, or for the convenience of administration, may order payment to an attorney of record. The Clerk shall not pay such money to an attorney unless such attorney is so authorized by name in the order of withdrawal. Such order may issue on motion without notice.

RULE 55. WITNESS, PERSONAL APPEARANCE

The personal appearance of a party or witness in aid of execution on a judgment shall be heard by the District Court according to the rules pertaining to same.

RULE 56. SPECIAL BAILIFFS

Special bailiffs may be appointed upon the affidavit of the moving party pursuant to KRS 454.145.

RULE 57. SPECIAL BAILIFFS COMPENSATION

Special bailiffs may be compensated for the same fees authorized and allowed to sheriffs for similar services.

RULE 58. DISMISSAL OF ACTION

No action shall be dismissed until all costs have been paid in full to the Clerk unless good cause is shown by affidavit and motion.

LOCAL UNIFORM CRIMINAL RULES FOR DISTRICT COURT

ULCr RULE 11.06. NON-FELONY DIVERSION PROGRAM

I. ELIGIBILITY REQUIREMENTS

A. All persons charged in District Court with the commission of a misdemeanor or violation shall be eligible for participation in the Diversion Program, as an alternative to criminal prosecution, subject to the following conditions and exceptions:

1. Except as provided in subsection B and C, a prior conviction for a felony offense, misdemeanor offense or violation, shall preclude eligibility.

2. Prior convictions for violations of traffic regulations under KRS Chapters 186 and 189 shall not preclude eligibility. A prior conviction for DUI will preclude eligibility.

3. Except as provided in subsection C, a person charged with a violent/assaultive crime shall not be eligible for participation in the Diversion Program.

4. Except as provided in subsection C, a person charged with violation of the public trust, under KRS Ch. 522 shall not be eligible for participation in the Diversion Program.

5. Except as provided in subsection C, a person charged with violating any traffic regulation under KRS Ch. 186, 189, 189A, shall not be eligible for participation in the Diversion Program.

6. Except as provided in subsection C, a person who has previously participated in the Diversion Program in this county or any other jurisdiction within or out of the Commonwealth of Kentucky shall not be eligible for participation in the Diversion Program.

B. Where a person is charged with an offense of public intoxication under KRS 525.100 or alcohol intoxication under KRS 222.202, and that person has one or more prior convictions for alcohol related offenses other than DUI; and where it appears from the person's

record and history that his or her criminal activity is related to the disease of alcoholism or drug addiction, that person will be considered eligible for participation in the program notwithstanding his or her prior conviction. A prior conviction for DUI will preclude eligibility.

C. Where reasons of an extraordinary nature are presented which warrant consideration of a person for participation in the Program, notwithstanding his/her lack of eligibility by virtue of one or more of the above set out exclusions, that person may be considered eligible for participation in the Program by the trial judge.

D. A diversion report shall be prepared by the Pre-Trial Service office of the court and such report shall contain basic pretrial information, record of any past offenses and convictions, record of any prior participation in the diversion program or other similar program, employment status, length of residence in the area, and any other information necessary to determine eligibility and appropriateness of approval to participate in the Diversion Program.

Prior to approval for participation in the Diversion Program the diversion report shall be made available to the County Attorney, the Trial Judge, and the Defendant.

E. Nothing in this rule shall be deemed to limit the authority of the County Attorney to withdraw criminal prosecution in any given case.

II. APPROVAL FOR PARTICIPATION

A. Upon the consent of both the County Attorney and the defendant, the trial judge shall approve participation in the Diversion Program for any individual who meets the eligibility requirements established in Section I above unless the trial judge is of the opinion that diversion is inappropriate because:

1. There is a substantial risk that the defendant will abscond from the jurisdiction of the court prior to fulfillment of the terms of the Diversion Contract.

2. There is a substantial risk that the defendant will commit another crime prior to fulfillment of the terms of the Diversion Contract.

3. That the defendant is in need of correctional treatment that can be provided most effectively by commitment to the county jail.

4. That participation in the Diversion Program would unduly depreciate the seriousness of the defendant's crime.

B. Participation in the Diversion Program shall only be with the consent of County Attorney.. If the County Attorney refuses to consent to the defendant's participation in the Diversion Program, he/she shall state on the record the reasons therefore.

C. Upon approval for participation in the Diversion Program, the defendant must sign a statement waiving his/her right to a speedy trial. Prior to signing such statement the defendant shall be given the opportunity to consult with an attorney if he/she so desires.

D. Prior to approval for participation in the Diversion Program, the Pre-trial Services Office shall present to the trial judge the comments and opinions, if any, of the arresting officer and/or victim of the alleged crime regarding the nature of the offense, the appropriateness of diversion, and suggested terms of the Diversion Contract. While not binding on the trial judge, such comments and opinions, if any, shall be considered by the trial judge in determining approval for participation in the Diversion Program.

E. Participation by a defendant in the Diversion Program shall not constitute an admission or presumption of guilt of the crime charged, and shall not be proof of guilt in any subsequent legal action nor shall a defendant be required to give a confession or admission of guilt. However, nothing contained in this paragraph shall alter or affect the defendant's obligation to perform all the terms of the Diversion Contract, including restitution, where agreed.

F. All records of the Diversion Program, and all statements made by the defendant to the diversion officer regarding the offense for which the defendant was placed on diversion shall be privileged, shall not be admissible or discoverable for any purpose, shall be exempt from subpoena, and shall be deemed confidential except for the program staff, the trial judge, and the chief district judge, for purposes of program review, monitoring and supervision and shall not be released to any other person or entity without prior written consent of the chief district judge and the accused. However, nothing in this paragraph shall be deemed to prohibit release of information to the victim of a crime regarding a defendant's participation in the Diversion Program.

G. Upon approval for participation in the Diversion Program, the county attorney shall present to the trial judge any special terms, if any, which he/she believes should be included in the Diversion Contract, or which the arresting officer and/or victim have requested to be included in the Diversion Contract. While such requests are not binding on the trial judge, they shall be considered by him/her when approving the Diversion Contract.

H. Upon approval for participation in the Diversion Program, the trial judge shall note on the Court docket any special terms which he/she is requiring to be included in the Diversion Contract.

III. THE DIVERSION CONTRACT

A. Upon approval of participation in the Diversion Program, the defendant shall meet with a diversion officer to establish and agree to a formal contract which will specify the conditions required, the referral services to be used, the length of the contract, and the need, if any, for the defendant to make required restitution or perform community service. The contract shall be presented for final approval to the trial judge, and upon its final approval, the terms of

diversion shall commence. The Diversion Contract shall contain any special terms required by the trial judge.

B. The normal contract on each defendant shall be for a period of not more than six (6) months, unless lengthened by the trial judge.

C. The defendant must comply with all provisions of the diversion contract. Violation of contract provisions will subject the individual to termination of diversion participation, and reinstatement of criminal prosecution.

D. At any time, the defendant may voluntarily choose to be terminated from the Diversion Program by submitting a written statement indicating same. Where the termination is prior to the expiration of the contract period and without the consent of the diversion officer, the diversion officer shall refer the case to the County Attorney for prosecution. If the defendant does not comply with conditions of his/her Diversion Contract, the trial judge may enter an order terminating the defendant's participation in the program or direct the resumption of the defendant's participation in the Diversion process and reinstatement of the Diversion contract, with any modifications ordered by the judge. As with the original Diversion Contract, the defendant must agree to the contract modifications, if any, prior to reinstatement.

E. At any time prior to defendant taking any action towards completion of the provisions of the diversion contract, the County Attorney may terminate the Diversion Program for good cause shown to the Court. Upon entry of an order terminating the Diversion Program, the Court shall refer the case back for re-arraignment on the original criminal charge(s).

F. Upon termination for non-compliance, the County Attorney may initiate prosecution of the defendant upon the original criminal charge(s).

G. Upon successful completion of the Diversion Contract the formal criminal charge, out of which the Diversion Contract arose, shall be formally and fully dismissed, and all official records of said charge shall bear the notation that said charge was dismissed with prejudice.

IV. FEES

The fee for participation in the Program shall be in an amount set by the Director of the Administrative Office of the Courts. The diversion officer may assess the fee on a sliding scale based upon ability to pay or waive the fee entirely in the case of indigence.

ULCr RULE 81. GUIDELINES FOR THE USE OF PRIVATE PROBATION COMPANIES

The Campbell County District Court rescinds all prior guidelines for the use of private probation companies and adopts the Rules of the Supreme Court (SCR), Rule 9, et al.

ULCr RULE 82. CLERK’S AUTHORITY TO ACCEPT PROOF ON CERTAIN TRAFFIC RELATED OFFENSES

The Campbell District Court Clerk or Deputy Clerk may accept proof for the following offenses:

1. “Failure to Notify Address Change to Department of Transportation” under KRS 186.540; and
2. “Operating Vehicle with Expired Operator’s License” under KRS 186.410(2).

Once sufficient proof has been shown to the Clerk or Deputy Clerk and such “proof” has been photocopied, file stamped, and placed in the file, said Clerk may mark the docket sheet as “DISMISSED PROOF SHOWN”.

ULCr RULE 83. CLERK'S AUTHORITY TO RECALL BENCH WARRANTS

The Campbell District Court Clerk or Deputy Clerk may recall Bench Warrants so long as the case has been satisfied in a manner that would remedy the cause for which the warrant was issued.

LOCAL UNIFORM PROBATE RULES FOR DISTRICT COURT

RULE 86. OBTAINING A COURT DATE

An appointment to probate a Will and/or obtaining an appointment of the personal representative shall be obtained from the District Court Clerk by phone or in person if there is a contested issue, or from the Judge's chambers if uncontested. The petition must be filed with the clerk's office at least one day prior to the appointment date if there is a contested issue. The Notice requirement set forth in KRS 395.016 must be complied with.

RULE 87. INITIAL PETITION

An initial Petition for appointment of a fiduciary, probate of a Will or similar initial proceeding shall be filed in the Probate Division of the District Clerk's office, assigned a case number and all required fees paid, including a check payable to the County Clerk for recording the Will and Order admitting same to probate if a Will is involved.

There shall be filed with the Petition, where appropriate, a completed fiduciary bond form (with the amount left blank) and qualifications for the proposed personal representative.

RULE 88. INITIAL PETITION AND DOCKETING THE CASE

An initial Petition and docketing of the case for the appointment of a personal representative, probate of a Will or similar initial proceeding shall be filed with the Probate Division of the District Clerk's office on the date of the hearing and all required fees shall be paid.

RULE 89. FORM OF PLEADINGS

Where appropriate, the documents to be presented to the Court at the initial hearing for its review, findings, and approval, shall include, but not limited to, the following:

1. Waiver of Recording;
2. Petition;
3. Witness Form;
4. Order Probating Will and Appointing Executor;
5. Order Appointing Fiduciary;
6. Fiduciary Bond; and
7. Certificate of Qualification.

All pleadings and other papers shall be presented to the Court at the scheduled hearing date and shall be in writing, typewritten in black type no smaller than 12 point font pursuant to CR 7.02. The name, address and phone number of both the attorney for the Estate and the personal representative of the estate shall be included on all pleadings submitted for filing. Uniform state-wide forms shall be modified to reflect the Court title as Campbell District Court. Where appropriate, an Order should be presented with a Motion or Petition.

All pleadings shall contain the authorship thereof in accordance with Civil Rule 11 except that a natural person who has an interest in an estate, either as beneficiary or personal representative, may present such papers even though he or she is not an attorney at law, however such person shall sign his pleadings, motions or other paper and state his address, pursuant to CR 11.

RULE 90. WILLS

Wills that are duly proven and admitted to probate in accordance with law together with the Order admitting a Will to probate shall be recorded with the County Clerk’s office. The Petitioner or his/her attorney shall be responsible for the recording of a Will and Order and the fees to the County Clerk if a Will is admitted to probate. Wills that are not proven shall not be admitted to probate and these Wills shall be retained in the Court’s record for filing purposes only.

RULE 91. BOND AND SURETY

There shall be filed with the Petition, a completed fiduciary bond form (with the amount left blank). In exercising its discretion under KRS 395.130(1), the Probate Division adopts the following guidelines:

A. The bond of the personal representatives will be set in the amount of the probable estate even though a testamentary instrument excuses bond or surety thereon.

B. Surety may be excused where a testamentary instrument requests that either bond or surety not be required or for other compelling reasons.

RULE 92. MOTIONS TO INCREASE AND REDUCE BONDS

A motion to increase bond should be made whenever it is learned that the previous bond is inadequate, a motion to reduce the bond of a fiduciary may be made any time after a periodical settlement has been filed showing a reduction in the assets remaining in the hands of a fiduciary.

RULE 93. INVENTORIES

A personal representative shall file an inventory in duplicate with the Probate clerk within two (2) months from the time of qualifying as said personal representative.

RULE 94. SETTLEMENTS

A. All settlements shall include the following:

1. Whether the settlement is periodical or final.
2. A photocopy of the Kentucky Inheritance Tax acceptance shall be filed

with all final settlements of decedent's estate

3. A probate accounting summary shall be filed with each final settlement.

B. All disbursements shall be supported by the original photocopy which may include vouchers, receipts or canceled checks filed with the settlement and in the order as shown on the settlement. As many vouchers, etc. as possible shall be placed on a single page so that the volume of these items may be kept to a minimum.

C. The Court shall establish one day a month for confirmation day. To be continued, a settlement must be filed with the probate clerk at least seven (7) days prior to the confirmation date, to permit the clerk to properly advertise the settlement, if applicable.

D. If no exceptions or objections to the settlement are filed, the settlement shall be confirmed at the confirmation day.

E. If exceptions or objections are filed, the attorneys involved should arrange with the Probate Court for a date when the matter may be heard.

F. The foregoing subsections of this Rule shall not apply in an estate in which an informal settlement shall be filed in keeping with the provisions of KRS 395.605.

LOCAL UNIFORM GENERAL RULES FOR DISTRICT COURT

**RULE 97. CONDUCTING HEARINGS USING
TELEPHONE AND VIDEO TECHNOLOGY**

Any and all matters relegated to the jurisdiction of District Court pursuant to KRS 24A et al and the concurrent jurisdiction of District Court and Family Court as found in 23A.100 including, but not limited to, appointments as a Special Judge can utilize the telephonic and video technology to conduct all proceedings or portions of same remotely at the discretion of the judge with the following adopted guidelines:

- A. If opening a *new* Probate Case, then:
 - 1. If the new probate case involves appointing an Executor/Executrix, then:
 - a. Petitioner must file, minimally, comply with the LOCAL UNIFORM PROBATE RULES FOR DISTRICT COURT indicated above except as modified below along with any depositions/affidavits of subscribing witnesses pursuant to KRS 394.230 or sufficient proof where witnesses unavailable pursuant to KRS 394.235;
 - b. Include a supplement, as needed, with the name, address, email, and phone number of petitioner(s), attorney(s), heirs-at-law, and any other known parties-of-interest;
 - c. File Original Will and Codicil(s), if any;
 - d. Once properly filed, please contact the Judge's office to notify the Judge that a new probate case has been filed. The case will be reviewed by the Judge to see if it is possible to do a video hearing using telephonic and video technology;

- e. If approved for a video hearing, the office staff member will schedule a date and time and send the video hearing invite to the attorney(s) and other necessary parties, if any;
 - f. Pursuant to KRS 394.220, the District Court will proceed to probate and admit the will to record or reject it without summoning parties. The court, through the clerk's office, will send notice to all parties of interest of the Order entered.
2. If the probate case involves appointing an Administrator/Administratrix where all necessary parties agree by affidavit(s) that no one objects to the appointment of said Administrator/Administratrix, then:
- a. If all parties do agree to said appointment, then please follow the protocol related to the appointment of Executor/Executrix above in Paragraph A including the filing of said affidavit(s).
3. If the probate case involved appointing and Administrator/Administratrix where all necessary parties are unable or unwilling to agree by affidavit(s) to the appointment of said Administrator/Administratrix, then:
- a. The Petitioner must include a supplement, as needed, with the name, address, email, and phone number of petitioner, attorney(s), heirs-at-law, and any other known parties-of-interest;
 - b. Once properly filed, the case will be reviewed by the Judge to see if it possible to do a video hearing using telephonic and video technology;

- c. If approved for a video hearing, the office staff member will schedule a date and time with the following conditions:
 - i. The video hearing shall be at least 10 days out to ensure proper notice;
 - ii. The Court through the office staff member will send the video hearing invite to the attorney(s) and other necessary parties;
- d. The Petitioner, through their Attorney, shall send notice of the video hearing to all heirs and interested parties by both mail and email with the conditions:
 - i. Said notice shall include the date, time, and video hearing information including the meeting link, number, and/or password, if one; and
 - ii. Counsel shall file proof of notice with the court.

B. Including, but not limited to, any and all motions, evidentiary hearings, preliminary hearings, pretrials, and/or trials requesting the utilization of telephonic and video technology consistent with this local rule must provide appropriate notice consistent with the Kentucky Rules of Civil and/or Criminal Procedure, as appropriate, and must also include the email addresses of all parties and necessary witnesses, if known.

C. The Notice and Certificate of Service provision should be in substantially the following form or contain equivalent content:

NOTICE

Please take notice that this Motion will be heard virtually utilizing telephonic and video technology on _____ day of _____, 20____, at _____ a.m./p.m. in

Campbell District Court, 330 York Street, Newport, KY 41071. If you wish to attend this hearing, you must call the Campbell County District Judges' Office at 859-292-6322 at least three (3) working days prior to the date of the hearing and provide the Court with an email address so you can receive a link to the virtual hearing. If you do not contact the Court with the necessary information, your appearance at the hearing will be deemed waived. If you are unable to attend virtually by video or by phone, then you must object in writing indicating why you are unable to attend virtually and the Judge will determine if a separate date will be set for an in-person hearing.

CERTIFICATE OF SERVICE

I hereby certify that on _____ day of _____, 20____, I served true and accurate copies of the foregoing electronically and/or via email to the following: [Name]. [Address], [Email Address].

I certify that I served true and accurate copies of the foregoing on the individuals via U.S. mail and/or hand delivery on: [Name], [Address]

D. Any and all proceedings not otherwise confidential held utilizing telephonic and video technology consistent with this local rule will provide access to members of the public and media either through live audio or video, or by digital recording.

E. When the Court enters an order or authorizes remote attendance of a party or his or her counsel, this shall have the same effect as if requiring attendance in person, and failure to appear remotely as ordered or authorized by the Court may be grounds for sanctions.

F. It is the responsibility of all parties to forward that telephone and/or video link to all parties you deem necessary or required to attend the hearing.

RULE 98. STATE-OF-EMERGENCY RULES

A. When the Commonwealth of Kentucky declares a state-of-emergency through its executive branch, the District Court of Campbell County shall create and publish interim state-of-emergency rules consistent and in furtherance of any Order(s) provided by the Supreme Court of Kentucky.

These interim orders will **ONLY** be effective during said period of emergency and shall cease the moment said state-of-emergency is concluded or consistent with the Order(s) provided by the Supreme Court of Kentucky.

- B.** If the Federal Government declares a state-of-emergency through its executive branch, then the District Court of Campbell County shall create and publish interim emergency rules consistent and in furtherance of any Order(s) as required by federal and state law consistent with this local rule as indicated above.

RULES, AMENDMENTS AND CHANGES

ULCR 100. GENERAL TERMS OF AMENDMENT AND CHANGES

A. The Court may have a General Term at which the Judges of the District shall preside and may at this General Term adopt amendments or changes to these Rules subject to the approval of the Chief Justice of the Supreme Court.

B. All Rules adopted and other business transacted by the Judges at the General Term shall be entered by the Clerk in the Order Book of the General Term. Such Order Book of the General Term shall be kept and maintained by the Clerk, in addition to the Order Book and Judgment Book of the several divisions of the Court.

C. These Rules have been adopted in compliance with SCR 1.040(3)(a) and any changes herein shall be made in accordance with said Rule.

D. It Is Hereby Ordered that all previous Rules of Practice and Procedure of these Circuit and District Courts are hereby set aside and repealed.

E. This Order promulgated and entered by the presiding Judges and effective upon approval of these Rules by the Supreme Court on the date set forth on the Order approving, page one of these Rules.


District Judge Karen A. Thomas

Date: May 29, 2020


District Judge Cameron J. Blau

Date: May 29, 2020