



### CONTACT INFORMATION

Case No. \_\_\_\_\_  
 Court \_\_\_\_\_  
 County \_\_\_\_\_  
 Division \_\_\_\_\_

Privacy Disclaimer: Your contact information is necessary to assist the Court in providing important information in a timely manner. This form will not be a part of the court record and the information you have provided will not be shared with the other party(ies) in this case. **In the event your contact information changes, you must contact the Circuit Clerk’s Office.**

Please provide the following contact information:

1. Your name: \_\_\_\_\_  
 First Middle Last

Address: \_\_\_\_\_  
 \_\_\_\_\_

2. Check either a. or b.

a. Telephone number where the court can contact me: ( ) \_\_\_\_\_  
 This telephone:  can  cannot receive text messages from the Court.  
 can  cannot receive voice messages from the Court.

b. I do not have a telephone number where the Court can contact me.

3. Check either a. or b.

a. Email address where I can receive emails: \_\_\_\_\_

b. I do not have an email address where I can receive emails.

4. Check either a. or b.

a. I am able to attend a court proceeding by video/audio using a smartphone/computer/phone. *Please contact the Circuit Clerk’s Office to receive instruction on how to attend Court without being physically at the courthouse.*

b. I am not able to attend a court proceeding by video/audio using a smartphone/computer/phone. *When attending Court in person, please bring your court notice and an appropriate facial covering.*

5. Please return this form or provide your contact information to the Circuit Clerk’s Office as soon as possible:

a. by mail to the \_\_\_\_\_ County Circuit Clerk’s Office at \_\_\_\_\_  
 Name Address

b. by email to \_\_\_\_\_  
 Email Address

**OR** you may provide your contact information over the phone by calling the \_\_\_\_\_ County Circuit Clerk’s Office at ( ) \_\_\_\_\_  
 Name Phone No.

By signing this form or providing my contact information to the Circuit Clerk’s Office, I am authorizing the Court to notify me of upcoming events in my case by text/email. I understand that I may be required to attend a hearing either by **telephone or video.**

\_\_\_\_\_, 2 \_\_\_\_\_  
 Date Signature

**\*\*Instructions to Clerk:** *Do not file this form into the court record. Enter text/email information into parties ID in KyCourts II or contact info in KyCourts 3 and **SHRED** once entered.\*\**