



# Kentucky Circuit Court Clerk Lewis County Special Examination Instructions & Registration Form

Registration Deadline: May 20, 2019

## 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 for Lewis County will be given on Thursday, May 23, 2019. 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 promptly at 8:30 a.m. EDT. No one will be admitted to the testing facility after 9:30 a.m. EDT. 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://courts.ky.gov/clerkexam/pages/default.aspx>.

**Rules Governing Exam:** 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 EDT, Monday, May 20, 2019.** 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. If you mail your registration, it must be received by noon EDT, Monday, May 20, 2019. Registrations 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.



# Registration Form

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This registration form must be received no later than noon EDT, Monday, May 20, 2019 or you will not be permitted to take the exam. You must submit a photo ID along with this form.

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Last Name

First Name

Middle Name

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Street Address

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City

State

ZIP

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County of Residence

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Phone Number

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Email Address