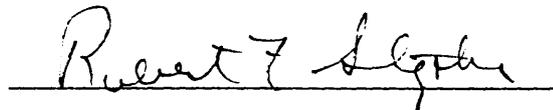


Supreme Court of Kentucky

IN RE: ORDER APPROVING AMENDED LOCAL RULES, 25TH
JUDICIAL CIRCUIT, MADISON AND CLARK COUNTIES

The Amended Local Rules of the 25th Judicial Circuit,
Madison and Clark Counties, is hereby approved by the
undersigned.

ENTERED February 2, 1998.

A handwritten signature in cursive script, reading "Robert F. Stephenson", is written over a horizontal line.

Chief Justice

I. **CITATION OF RULES:** These rules may be cited as Local Rules of 25th Judicial Circuit or abbreviated as "LR25JC."

II. **ORGANIZATION:**

2.01 **Divisions:** The Twenty-fifth Judicial Circuit, consisting of the Clark Circuit Court and the Madison Circuit Court, is a court of continuous session. It consists of two (2) numbered divisions.

2.02 **Division One:** Division One shall be presided over by the judge elected for the regular term commencing on the first Monday in January, 1976, and his/her successors in office.

2.03 **Division Two:** Division Two shall be presided over by the judge elected for the regular term commencing on the first Monday in November, 1984, and his/her successors in office.

2.04 **Petit Jury Sessions:** There shall be nine (9) separate jury sessions each year in each county. The jury sessions shall commence on the second Monday in January and September, and on the first Monday in February, March, April, May, June, October and November, unless otherwise ordered.

2.05 **Madison Circuit Petit Jury Sessions:**

(a) The judge of the First Division shall preside over the petit jury sessions of the Madison Circuit Court during the months of January, March, May, September and November.

(b) The judge of the Second Division shall preside over the petit jury sessions of the Madison Circuit Court during the months of February, April, June and October.

2.06 **Clark Circuit Petit Jury Sessions:**

(a) The judge of the Second Division shall preside over the petit jury sessions of the Clark Circuit Court during the months of January, March, May, September and November.

(b) The judge of the First Division shall preside over the petit jury sessions of the Clark Circuit Court during the months of February, April, June and October.

2.07 Grand Juries:

(a) Number and Duration of Service: There shall be empaneled in each county of the circuit two (2) Grand Juries each year. The first Grand Jury shall be empaneled during the January jury sessions and shall serve through the month of May, unless previously discharged by the Court. A second Grand Jury shall be empaneled during the June jury session and shall serve through the month of November, unless previously discharged by the Court. Except when otherwise provided by special order, there shall be no Grand Jury sitting in December. For good cause, the term of a Grand Jury can be extended up to three (3) additional months, but only one (1) Grand Jury shall be empaneled in a county at any one time.

(b) Alternate Jurors: When a Grand jury is empaneled, fifteen (15) persons shall be selected, qualified and sworn to serve as Grand Jurors. The last three (3) persons so selected, qualified and sworn shall serve as alternate Grand Jurors and only be called for further Grand Jury service in the event of and during the illness or absence of a regular Grand Juror.

(c) Session Dates and Return of Indictments: Except as above noted in LC25JC 2.07(a), the Grand Jury in each county shall meet monthly. Each Grand Jury session shall coincide with monthly petit jury sessions and will commence on the first day thereof for each county, respectively. Deliberations shall continue thereafter as necessary. Indictments shall be returned to the judge presiding over the petit jury session in that county at the regularly scheduled Motion Day for each county at the hour of 1:30 p.m.

(d) Case Assignments:

(i) Upon return of indictments, the presiding judge shall deliver the same to the Clerk, who shall assign them to a division, whereby odd-numbered indictments shall be assigned to Division One, and even-numbered indictments shall be assigned to Division Two.

(ii) For purposes of case assignment, multiple indictments of the same defendant on charges growing out of the same or similar alleged facts shall be assigned to the same division.

(iii) For purposes of case management, an indictment(s) for two (2) or more defendants on charges growing out of the same or similar alleged facts shall be maintained in a separate file for each separate defendant.

(e) Arraignments and Assignment for Trial: Subsequent to the return of indictments and case assignments, the presiding judge of the ongoing petit jury session may conduct arraignments, set bail and decide other matters appropriate at the time. The presiding judge may assign all cases for trial or pre-trial conference in both divisions resulting from the previously returned indictments.

2.08 Motion Days: Motion Days shall be held in each division of each circuit court at least once each month. Motion Days shall be held on Thursday and shall commence promptly at 9:30 a.m.

2.09 Madison Motion Days:

(a) Shall be held in the First Division on the first and third Thursdays of January, March, May, September and November; on the first Thursday of July, August and December; and on the second Thursday of February, April, June and October.

(b) Shall be held in the Second Division on the first and third Thursdays of February, April, June and October; and the second Thursdays of January, March, May, July, August, September, November and December.

2.10 Clark Motion Days:

(a) Shall be held in the First Division on the first and third Thursdays of February, April, June and October and on the second Thursday of January, March, May, July, August, September, November and December.

(b) Shall be held in the Second Division on the first and third Thursdays of January, March, May, September and November; and on the first Thursdays of July, August and December; and on the second Thursdays of February, April, June and October.

2.11 If Regular Motion Day Falls on Holiday: On those dates on which the regularly scheduled Motion Day would be a legal holiday, said Motion Day shall be held on the following day unless otherwise ordered by the Court.

2.12 Cancellation of Motion Day: On such occasions where it may be required to cancel the regular Motion Day, either because of sickness, vacation conflicts, or otherwise, notice of such cancellation shall be given as promptly as feasible. On such cancellation, any cases docketed for hearing on the Motion Day that was cancelled shall automatically be redocketed at the next regular Motion Day, in the order in which they appeared on the cancelled docket, and before any subsequently docketed cases.

2.13 Motion Docket: Unless otherwise directed by the Court, the following will govern the docketing of motions: The Clerk shall keep a motion docket for each division on which the Clerk will docket all motions assigned for hearing on each Motion Day. All cases must be placed on the Motion Docket by the close of business on the Monday preceding the regular Motion Day (unless that Monday is a holiday, in which event, it shall be the close of business on the preceding Friday) to stand for hearing on the following regular Motion Day. Any exception to this docketing rule shall be by leave of Court only, and the Clerk is directed to close the docket for the next Motion Day at the close of business on the preceding Monday. Any motion not accompanied by notice of date for hearing shall be summarily overruled except for good cause shown.

2.14 Adoption Cases Time for Hearing: All adoption cases are to be scheduled for 11:00 a.m. on the regular Motion Days and the Court shall recess any hearing in progress at that time and retire to chambers to hear the docketed adoption cases.

2.15 Citation of Authorities with Motions: All motions for which authorities are relied upon shall be accompanied by citations of such authorities. Moving counsel may also accompany any motion with a brief written statement, or file a memorandum of law, supporting said motion. Any party, properly served with a motion accompanied by a statement or memorandum of law supporting said motion, may file a response containing either a statement or memorandum of law, with citation of supporting authorities, at or prior to the time specified in the notice of hearing of the motion. Failure to file a response to a motion accompanied by such a statement or memorandum may be grounds for denying a request for leave to file such a response after the time specified for a hearing of said motion.

2.16 Agreed Orders: If an agreed order signed by counsel for all parties affected is submitted to the Clerk prior to the call of the Motion Docket, counsel need not attend the call of the Motion Docket. All counsel are urged to adopt a reasonable use of agreed orders for purposes of obtaining and granting extensions of time to plead or otherwise defend, instead of the prevalent practice of motions to dismiss.

2.17 Tendered Orders: A tendered order may be submitted to the Clerk along with the subject motion. However, no tendered orders shall be contained in or added to the motion itself, nor shall it be permanently affixed to the motion. All tendered orders shall be submitted on additional paper separate from the motion.

2.18 Evidentiary Hearing: All matters requiring evidentiary hearings shall be heard by special assignment except contempt hearings in domestic relations cases, which may be heard without prior assignment.

2.19 Summary of Motion: All attorneys are requested to state to the Clerk, in as succinct summary as possible, the nature of the motion to be heard when it is filed (either orally or by an appended note), such as: "Motion to Dismiss"; "Objection to Interrogatories", "Contempt: Child Support"; "Submit for Judgment"; "Default Judgment"; etc., and the Clerk is directed to make suitable notation of same on the Motion Docket.

2.20 Uncontested Motions, etc: An effort shall be made to dispose of uncontested motions, default judgments, and other matters that can be speedily handled prior to undertaking hearings on contested motions.

2.21 Copies of Motion Docket: The Clerk shall prepare the Motion Docket in sufficient quantity that a copy of same can be made available to every attorney so desiring same on the day following the close of the Motion Docket.

2.22 Content of Motion Docket: The Motion Docket shall contain the number and style of each case, the nature of the action sought, the names of the attorneys involved, and, where appropriate, the time for the commencement of hearing said motion.

2.23 Time for Holding Court:

(a) During Jury Session: On all days on which a petit jury reports for duty, court shall commence promptly at 9:00 a.m.

(b) During Motion Days: On Motion Days and all other court days on which no petit jury reports for duty, court shall commence promptly at 9:30 a.m., unless otherwise directed by the presiding judge.

(c) Trial Recesses: During the progress of all jury trials, a recess shall be taken at mid-morning (at approximately 10:20 a.m.) and at mid-afternoon (at approximately 2:20 p.m.), and at 4:00 p.m. should it appear that the trial will continue for any appreciable time thereafter.

(d) Time of Adjournment: The Court shall strive to adjourn jury trials by 5:00 p.m. No jury trial shall be conducted after 6:00 p.m. unless otherwise directed by the Court.

2.24 Change of Venue and other cases: All change of venue cases sent to this circuit shall be assigned by the Chief Circuit Judge. All other cases that are pending or may come before the Court that are not otherwise provided for by these rules shall be equitably assigned between the divisions by the Chief Circuit Judge.

2.25 Transfer: After each action has been assigned to a division, the judge thereof may transfer it from that division for good cause.

2.26 Disqualification and Recusals: In all instances where the judge otherwise assigned to a case is disqualified by motion and affidavit of a litigant or attorney, the procedure provided by statute shall be followed. In those instances where the judge otherwise assigned to a case recuses himself from the case, or is absent or ill and unable to preside over the case, the judge of the other division shall preside over the case. In the event of recusal, absence or illness of the judges of both divisions, the Chief Judge of the Bluegrass Region shall be requested to appoint a special judge to preside over the case.

2.27 Separate Dockets: The Clerk of each circuit court shall maintain a separate civil docket and a separate criminal docket for each division of the court. Motion dockets shall be maintained separately for each division of the court.

2.28 Case Assignments Between Divisions:

(a) Civil Cases: In each county, cases will be assigned to each division by the use of numbers on a board. The Division One Judge will supervise the process in the Madison Court and Division Two Judge will supervise the process in the Clark Court. Periodically, each judge will place on the board, in irregular sequence but in equal quantity, the numbers "1" and "2". Each number will be concealed and the sequence of numbers will be delivered to the Circuit Court Clerk's Office for case assignments. As cases are filed, the Clerk will pull numbers from the board, one for each case, beginning at the upper left corner and proceeding across the board, one row at a time. If the number 1 is withdrawn, it shall be assigned to Division One; if the number 2 is withdrawn, it shall be assigned to Division Two.

(b) Refiling: Except as otherwise directed by the Court, any case dismissed that is later refiled will be assigned to the same division.

(c) Criminal Cases: Criminal cases will be assigned to each division as noted in LR25JC 2.07(d).

(d) Appeal Cases: All appeals will be assigned to each division as noted in LR25JC 2.28(a).

(e) Mental Inquests: Mental inquests shall be assigned to the division of the Court which is conducting a jury session or is next scheduled to conduct a jury session.

(f) Adoption Cases: Adoption cases will be assigned to each division as noted in LR25JC 2.28(a).

(g) Termination of Parental Rights: Termination of parental rights cases shall be assigned according to case number. Those cases ending in an odd number shall be assigned to Division One; those cases ending in an even number shall be assigned to Division Two.

(h) Balancing of Dockets: In the event the dockets of the two divisions become disparate in workload due to unduly burdensome cases in one division, unanticipated problems in one division, or for other good and sufficient reason, the Chief Circuit Judge may make such reassignment of cases as will aid in the expeditious disposition of cases and the orderly flow of court business.

(i) Ex Parte Applications: In ex parte applications for orders of attachments, restraining orders, appointment of guardian ad litem, and emergency type situations, said matter may be presented to the nearest available judge without regard to which division the case may have been previously assigned.

RULE III. DOCKETS

3.01 **Clerk to Furnish Copy of Trial Docket to Attorney:**
The Clerk of each circuit court shall prepare and make available to every member of the particular local bar a copy of the upcoming or ongoing Trial Docket which shall reflect the case number, style and date of assignment of every case assigned for trial. Names of the attorneys for each litigant shall also be shown on the docket.

3.02 General Calls of Docket: On such days, at least once each six (6) months, as the judge of the particular division of the court may by order designate the Clerk to call, under the supervision of the judge and in open court, all the actions on the civil docket pending and undisposed of in which no steps or proceedings appear to have been taken within one (1) year. Notice of all general calls of the docket shall be given thirty (30) days prior to the general call, by posting a notice thereof in a conspicuous place in the Clerk's office and by making available to all attorneys of record in each case to be called a copy of such notice. If none of the parties or their attorneys appear at the time and place stated for the general call and make answer when an action is called, the Court may enter an order dismissing the action for want of prosecution.

If at the call it is shown that the failure to take steps or proceedings is not due to plaintiff's fault or lack of reasonable diligence on his/her part, the action will hold its place on the docket. The Court may make such orders as will facilitate the prompt and just disposition of any action. If an action is at issue, the Court may order a pre-trial conference, or may order it set down for final disposition on a specified date, or may place it on a calendar for trial or hearing in due course.

3.03 Mailings of Trial Dockets and General Call Notices: Any attorney wishing to receive mailed copies of the Trial Docket or of the notice of general call of the docket shall leave a sufficient supply of stamped, self-addressed envelopes with the Clerk to accommodate such mailings.

RULE IV. CONSOLIDATION OF ACTIONS

4.01 Duties of Clerk and Identification: When, by order of the Court, actions are consolidated (not simply where cases are ordered to be heard together), the papers of such consolidation shall thereafter be placed by the Clerk in one file and treated as a single action. The order of consolidation may designate that style and number under which the action as consolidated shall proceed; but should such order fail to designate, then the consolidated action shall proceed under the number and style of the action entering into the consolidation which was filed first in point of time; i.e., the one bearing the lowest number.

RULE V. DEFAULT JUDGMENTS

5.01 Manner of Seeking; Time for Taking: A party seeking a judgment by default, where Rules 55.01, 5.01, or 6.03 of the Kentucky Rules of Civil Procedure apply, shall file a written application for such a judgment, a copy of which shall be

delivered to defendant at his last known address at least three (3) days, or mailed at least six (6) days, prior to the date set for hearing. The motion must be accompanied by a certificate of the attorney that no papers have been served upon him by the party in default, or by anyone in his behalf. No default judgment shall be taken except on Motion Day, and no motion for default judgment shall be heard unless counsel for movant is present.

RULE VI. SUBMITTED MATTERS

6.01 **Manner of Seeking:** A party seeking Summary Judgment, Dismissal (in whole or in part) or any Interlocutory relief shall file a notice of submission with the Clerk, along with a copy of same to the judge so that matters may be efficiently addressed by the Court.

RULE VII. PRE-TRIAL CONFERENCE - CIVIL

7.01 **Matter of Course:** Pre-trial conferences shall be held as a matter of course in all civil jury actions and in such civil non-jury actions as the parties and/or the Court may deem to warrant same.

7.02 **Time; Date:** Pre-trial conferences shall be held at a time and date set by the Court, after motion by one of the parties for same.

7.03 **Procedures Prior to Pre-trial Conference:** Except for good cause shown, or unless otherwise directed by the Court, the parties shall comply with the following prior to the pre-trial conference:

(a) Pleadings completed and issues defined;

(b) Discovery proceedings completed;

(c) At or before the pre-trial conference, submit written instructions incorporating the parties' then understanding of the issues and the law, without prejudice to the right to present further instruction as may be indicated by subsequent proceedings;

(d) Be prepared to stipulate certain facts as to admissibility of certain documents or other evidence, or withdraw certain allegations or defenses appearing in the pleadings whenever possible, and, if same can be done without prejudice to the presentation of the case by either party; and

(e) In tort actions involving personal injury, be prepared to exchange such medical reports and copies of medical bills or evidence of special damages as are subject to discovery under the Kentucky Rules of Civil Procedure.

7.04 Assignment of Trial Date: At a pre-trial conference, any action may be assigned, or reassigned, to a definite date for trial without the necessity of same being placed on the Motion Docket. In the pre-trial order, the Court may require each party to submit a trial brief consisting of a short memorandum of his view of the facts and law on which he will rely, and may fix the time for filing such briefs.

RULE VIII. PLEADINGS AND BRIEFS

8.01 Size of Paper and Type: All pleadings, briefs and motions shall be typewritten, on 16 pounds or heavier, white, opaque, unglazed paper, 8 1/2 by 11 inches, and must be written with black ink and with type which is clean and does not blur the letters. All pleadings, briefs and motions shall be written in type never smaller than pica, and larger type is preferable, especially in briefs. Every pleading, brief and document shall contain an upper margin that will accomodate the double-hole fastener in the Clerk's file, and the remaining sides and bottom shall contain at least a one-inch margin.

Pleadings, briefs and documents shall be double spaced in the body of same, but quotations, citations, descriptive and similar inserts may be single spaced if indented. Pre-printed forms, other than those prescribed by the Administrative Office of the Courts, shall not be permitted.

8.02 Style and Order of Brief: The brief for the party bearing the burden on the issue or for the party whose brief must be filed first by direction of the Court shall contain:

(a) a brief statement of the subject matter of this action;

(b) a fair and concise statement of the relevant facts with proper reference to the record when available supporting each statement;

(c) a clear statement of the issues of law and fact presented for determination; and

(d) the argument, with proper record references, when available, and the authorities relied upon in support of each issue.

The brief for the opposing parties shall present the controversy in the same manner as described above, except that it shall not restate the facts or the issues further than necessary to correct errors, inaccuracies or omissions in the adversary's presentation of the controversy.

8.03 Statement of Legal Questions Anticipated: At the commencement, or during the course of the trial, the Court may receive from either counsel, with counsel furnishing copy thereof to opposing counsel, a typewritten statement of legal questions that are anticipated to arise during the course of the trial upon the receipt of evidence, and authorities relied upon by counsel in support of their contentions on each of said questions. Counsel shall not discuss a case with the judge, except in the hearing and presence of opposing counsel, or except by motion for good cause shown.

RULE IX. EXHIBITS TO PLEADINGS

9.01 Exhibits to be Filed; Effect of Failure: If any exhibit (or copy of exhibit) referred to in a pleading as a part thereof be not filed, the opposing party shall not be required to file a responsive pleading thereto until the same shall have been filed; but at his/her election, the opposing party may require such exhibit to be filed under the penalty of the pleading being dismissed or stricken from the record.

9.02 Photocopies: Photocopies of exhibits may be used only if clearly legible and reproduced on one side of the paper.

9.03 Other Exhibits: All other exhibits filed with pleadings shall be clearly legible and, where proper, shall be properly authenticated. All exhibits prepared in the office of the counsel filing them shall be typewritten and on only one side of the paper.

RULE X. ENTRY OF ORDERS AND JUDGMENTS

10.01 Preparation of Orders and Judgments: Whenever any ruling is made, verdict returned, or judgment rendered, an Order or Judgment in conformity therewith shall be prepared and tendered by counsel within ten (10) days from date of ruling. (The Court shall prepare or dictate all Findings of Fact and Conclusions of Law.) The caption to all Orders shall state the exact nature of the Order, for example, "Order of Dismissal," "Order Fixing Temporary Maintenance," "Order Directing Answering of Interrogatories," etc.

10.02 Presentation of Order or Judgment to the Court:
Counsel may present the Order or Judgment embodying the decision to the Court:

(a) Upon having the Order or Judgment attested by counsel for all parties thereto as being in conformity with the Court's decision, by signature in a space provided just below the body of said Order or Judgment on the left-hand side of the page, and/or by an endorsement of the fact that any party is, or parties are, not represented by counsel, if that is the case;
or

(b) After the passage of ten (10) days from the date of tendering the original of said Order or Judgment to the Clerk, with service of a copy of same upon counsel for all parties, unless:

(i) written objections thereto, including a time for a hearing obtained pursuant to these rules, have been filed and served by the objecting party;
or

(ii) the Court, for good reason, feels that said Order or Judgment should not be entered, in which case, the Court will notify all counsel of time and place for a hearing to be had on the tendered Order or Judgment. The proposed Order or Judgment, for purposes of this paragraph, shall include a Certificate of Service showing the fact of the tender and service, the date of the same, and that the proposed Order or Judgment will be signed and entered unless written objections have been filed within ten (10) days from the date of service.

10.03 Settling Terms of Order or Judgment: In the event opposing counsel declines to attest the Order or Judgment as provided in LR25JC 10.02(a), the prevailing party shall cause the matter to be placed upon the next regular motion docket for hearing to settle the terms of the Judgment.

10.04 Notice of Entry; Copies; Waiver of Notice: When signed by the judge, Order or Judgment shall be delivered to the Clerk for entry. Any Order or Judgment which the Clerk must give notification shall contain a notation immediately below the date of the Order calling to the Clerk's attention the fact that the Order should be served pursuant to Rule 77.04 of the Kentucky Rules of Civil Procedure, and sufficient copies shall be furnished to permit the Clerk to complete service. Counsel may waive in writing service of any Order or Judgment, and notice of entry.

RULE XI. CONTINUANCES

11.01 **When Matters are to be Tried or Heard:** All cases set for trial, pre-trial conference, or hearing on motion, shall be heard at the time and date specified, unless, by discretion of the Court or order on good cause shown, same are continued.

RULE XII. COURT PROCEDURE

12.01 **No Smoking:** No smoking will be allowed in the courtroom.

12.02 **Head Attire:** No head attire may be worn in the courtroom except for good cause shown.

12.03 **Weapons:** No weapons shall be permitted on or about any person in the courtroom or courthouse, except for law enforcement.

12.04 **Children:** The presence of young children is discouraged, and, if disruptive, they shall be required to leave.

12.05 **Counsel Tables:** Unless the parties agree to the contrary, or unless the Court for good cause shown otherwise directs, the plaintiff (or the Commonwealth) and counsel will occupy the counsel table to the right of the Court and the defendant and counsel will occupy the counsel table to the left of the Court. In case of multiple parties, the Court shall assign counsel tables.

12.06 **Approaching the Bench:** No attorney participating in the trial of a case shall approach the bench during the course of the trial without first obtaining permission of the Court.

12.07 **Attorney's Attire:** All attorneys participating in a formal court proceeding shall wear suitable attire, in keeping with the dignity of the proceeding.

12.08 **Attorney Bias:** No attorney shall by words or conduct manifest bias or prejudice, including, but not limited to, bias or prejudice based upon race, gender, religion, national origin, disability, age, sexual orientation, or socio-economical status as directed to parties, witnesses, counsel, court staff or others.

12.09 **Code of Professional Courtesy:** The 25th Judicial Circuit hereby adopts the Kentucky Bar Association Code of Professional Courtesy, as evidenced by the attachment of such to these Rules.

12.10 Intention to Argue Case: No attorney shall state, during progress of trial, in the hearing of the jury, that he/she does not care to argue the case, state the time he/she intends to use in argument of the case, or otherwise generally comment on the summation process. However, such statements may be made to the Court and opposing counsel out of hearing of the jury.

12.11 Objecting to Question or Evidence: Counsel objecting to evidence, or any other matter during the trial, will make his/her objection without saying more. However, if counsel desires to make reasons for such objection on the record and to the Court, counsel may request the Court to approach the bench and make such a record by bench conference.

12.12 Time for Summations: The Court may fix the amount of time allowed to counsel for each party for closing argument in all jury actions. Counsel for each party may suggest to the Court the time limitation to be placed upon the closing arguments. If any party is dissatisfied with the time assigned by the Court for closing arguments, objections must be imposed at the time of the ruling by the Court. The Court will keep time on each argument and advise counsel arguing the case when five (5) minutes of his/her allotted time remains. Counsel will be told when his/her time for arguments has expired and the Court shall stop any closing argument that extends more than two (2) minutes beyond the time previously fixed and assigned by the Court.

12.13 Improper Argument: No attorney shall assert in argument his/her personal belief in the justness of his client's cause or in the veracity of any witness.

12.14 Trial Publicity: During the pendency of any action, an attorney shall not offer his/her opinion to the guilt or innocence of a criminal defendant. Nor shall any attorney state a personal opinion as to the justness of a cause, or the credibility or character of a witness or litigant. Counsel shall take particular care in public comments not to prejudice the litigant's right to a fair trial by jury.

12.15 Contact with Jurors: After conclusion of a trial, no attorney, nor his/her representative, shall contact a juror without first filing a motion requesting leave of court to make inquiry of jurors. The motion shall state with specificity the purpose of the motion and the nature of the inquiry. Nonetheless, a juror may refuse to submit to counsel's inquiry.

12.16 Violation of Rules: No attorney shall, nor cause his/her staff or anyone acting in his/her behalf, to violate the Rules as set out herein.

RULE XIII. DEPOSITIONS AND DISCOVERY

13.01 **Notice to Take:** A notice to take depositions shall be served within a reasonable time prior to the date on which the depositions are to be taken.

13.02 **Who May Take:** Depositions, taken in this state, shall be taken before an examiner, a judge, clerk, commissioner or official reporter of a court, notary public, or before such other persons and under such other circumstances as shall be authorized by law.

RULE XIV. JURY

14.01 **Questions By Court on Voir Dire in Civil Action:**
Before the attorneys are permitted to interrogate a jury panel, qualifying questions, substantially as follows, may be asked the jury panel by the Court, after first stating the names of the parties and the nature of the controversy.

- (1) Does any member of the panel have any personal knowledge about any matter concerning this controversy?
- (2) Has anyone talked to you about this controversy in your presence?
- (3) Are you related by blood or marriage to any of the parties (naming them)?
- (4) (If one of the parties is a corporation) Are you an officer, agent, stockholder, bondholder or employee of such corporation? Do you now have or have you ever had any business dealings with the corporation?
- (5) Plaintiff's counsel is _____ (of the firm of) _____. Has he/she, or any member of his/her firm, been your attorney for any purpose within the past five years?
- (6) Defendant's counsel is _____ (of the firm of) _____. Has he/she, or any member of his/her firm, been your attorney for any purpose within the past five years?
- (7) Have you, or your spouse, had a claim for damages, or a claim similar to the one being asserted herein, against any person, firm or corporation at any time?
- (8) (As to any who have had such claims) Do you feel that the fact that you have had such claim might affect your judgment in this case?

- (9) At any time has there been brought or made against you, or your spouse, a suit or a claim for damages?
- (10) (As to any who have had such claim against them) Do you feel that the fact that you have had such a claim or a suit against you or your spouse might affect your judgment in this case?
- (11) The parties in this case and the Court desire that each juror selected to try this case shall be disinterested and impartial and that the verdict will reflect the honest opinion and unprejudiced judgment of the jury. Is there any reason why you feel you cannot give to the consideration of this case your careful attention and by the verdict, say what your honest opinion and judgment is?

14.02 **Jury Qualification Form Availability:** Jury qualification forms shall be made available by the Clerk to counsel and parties for examination and copying (unless the Court previously determines that such information should be kept confidential, as provided in KRS 29A.070(7)).

14.03 **Jury Qualification Form Information:** Voir dire by counsel concerning information contained in the jury qualification form shall not be permitted except by leave of court.

14.04 **Juror Seating:** The jurors constituting a trial jury panel will take seats corresponding with the order in which they were called and will retain such seats during the voir dire examination until the jury is finally sworn. The jury list which the Clerk furnishes the counsel for peremptory challenges shall list the names of the jurors with a number in front of their respective names corresponding to the jury seat which each juror occupies.

14.05 **Jury Admonitions:** The jury must be admonished by the Court that it is their duty not to converse with, nor allow themselves to be addressed by, any other person on any subject of the trial; that they will not talk with the attorneys for either of the parties, to the parties, or to any witnesses in the case about any matter during the course of the trial; that, during the trial, it is their duty not to form or express an opinion thereon, until the cause is finally submitted to them. They shall also be admonished that during the separation of the jury, they are not to make any personal investigation of the facts in controversy, nor to visit the place of the occurrence of the facts being tried before them, nor in any way to obtain information concerning the case being tried.

RULE XV. CRIMINAL PROCEDURE

15.01 Copies of Indictments: At the time of the preparation of each indictment or information, the Commonwealth Attorney shall prepare sufficient copies and deliver the same to the Clerk, with the original, so that a copy shall be delivered to each defendant when he/she is served with the warrant or summons.

15.02 Representation at Arraignment: Both the defendant and his/her attorney must be present at arraignment. If the defendant is not represented by an attorney, the Court shall, before the arraignment, appoint counsel to represent him/her at the arraignment. The attorney appearing for the defendant at the arraignment shall represent the defendant in all future stages of the proceeding. An attorney shall not withdraw from employment after arraignment in a criminal proceeding without permission of the Court.

15.03 Pre-trial Motions: Motions by either the defendant or the Commonwealth in criminal cases shall be brought on for hearing on the date of arraignment, on the regular Motion Day at the hour of 1:30 p.m., or at any other time in the discretion of the Court for just cause.

15.04 Pre-trial Conference: At arraignment, each case shall be set for Pre-trial Conference. Pre-trial Conference shall be held as a matter of course in all criminal cases.

15.05 Final Motions: At Pre-trial Conference, final motions shall be heard and resolved. The Commonwealth and defense counsel must represent to the Court that a good faith effort has been made to resolve the matters complained of in the indictment in a just manner. The Commonwealth Attorney or his/her assistant, defense counsel and defendant shall be present, along with any witnesses necessary for the resolution of pending motions. If the Commonwealth and the defendant have negotiated a reasonable and just plea agreement, pleas will be entered at the Pre-trial Conference.

15.06 Discovery: Upon reasonable request by any defense attorney, the Commonwealth Attorney's Office shall open its file to the attorney for each defendant in each criminal case, except for notes and memoranda prepared by the Commonwealth Attorney's Office in preparation for trial. Further, the Commonwealth Attorney's Office shall furnish the defense attorney with any exculpatory evidence which it may have or may learn of during the pendency of the case.

In order to avoid unnecessary delay in the proceeding, response to discovery requests shall be prompt and in advance of the Pre-Trial Conference so that an effective Pre-Trial Conference may be had.

All law enforcement officers in Madison and Clark Counties, specifically including members of the County Sheriff's Department, the Richmond, Winchester and Berea Police Departments, and the Kentucky State Police, shall comply with all reasonable requests to allow the attorney for any criminal defendant to inspect physical evidence held in said law enforcement official's custody pending trial of said defendant.

RULE XVI. APPEARANCES AND SUBSTITUTION OF COUNSEL

16.01 **After Appearance as Counsel**: Whenever a party has appeared by attorney, he may not thereafter appear or act in his own behalf in the action, or take any step therein, unless an order of substitution shall first have been made by the Court after reasonable notice to the attorney by such party, and to any opposite party; provided that the Court may, in its discretion, hear a party in open court, notwithstanding the fact that he/she has appeared or is represented by an attorney.

16.02 **Withdrawal as Counsel**: When an attorney of record desires to cease to act for a party, he/she should move the Court to allow him/her to withdraw as attorney of record. Such motion shall be served on the party as provided by Rule 5 of the Kentucky Rules of Civil Procedure. Until an order allowing withdrawal is entered, the attorney of record shall continue for all proper purposes. Within twenty (20) days of trial, an attorney of record shall not be permitted to withdraw from a criminal case in the absence of a compelling reason.

RULE XVII. ATTORNEYS

17.01 **Non-Resident Counsel**: Whenever a party to a case is represented by counsel not residing within the Commonwealth of Kentucky, such counsel shall designate in writing, at the time the first responsive pleading is filed, some member of the Kentucky Bar Association residing within this state upon whom notices and papers may be served. Upon his/her failure to do so, the Court may, upon motion, strike all pleadings of such party.

RULE XVIII. COURT ALLOWED ATTORNEY'S FEES

18.01 **Amount of Fee**: In those instances in which, in order to conserve and protect the rights of the parties, the Court is called upon for an allowance of an attorney's fee, the Court, in its discretion, may set a fee which will equitably fit the circumstances.

RULE XIX. DONATED LEGAL SERVICES

19.01 **Policy:** Under the Kentucky Rules of Professional Conduct, an attorney is encouraged to render a minimum of fifty (50) hours of donated legal services per year by providing professional services at no fee or a reduced fee to persons of limited means. SCR 3.130, Rule 6.1. In order to encourage members of the bar to donate legal services and in order to help provide legal services to persons of limited means who could not otherwise afford an attorney, this local rule establishes a panel of attorneys in each county within this judicial circuit who volunteer to donate legal services to persons of limited means.

19.02 **Donated Legal Services Panel:** In each county, on or about January 1st of each year, the President of the local bar association shall present a list of all attorneys who adhere to this policy to the Circuit Clerk.

19.03 **Referral:** Clients may be referred to panel attorneys by Appalachian Research and Defense Fund of Kentucky (hereinafter referred to as "Legal Services"), or panel attorneys may provide plan services to eligible clients who have directly consulted the panel attorney.

19.04 **Expertise Referral:** In order to facilitate referral of cases to an attorney with expertise or interest in certain cases, panel attorneys will have subject matter areas in which they regularly practice. Panel attorneys may limit the type of cases they accept by referral. The panel attorney will determine whether the referred case has merit.

19.05 **Initial Client Interview:** Legal Services will conduct the initial client interview, and will screen the client to determine eligibility under Legal Services regulations and to determine that the matter fits within the subject matter areas for which a panel attorney is available.

19.06 **Assignment of Case:** Cases will be assigned to panel attorneys on a rotating basis. Absent a conflict of interest or other extenuating circumstances, the panel attorney will accept the referral and meet with the client. The panel attorney will decide whether the case has merit. Panel attorneys may limit the types of cases they accept by referral.

19.07 **Referral Case Limit:** Case referrals will be limited to two (2) cases per attorney per calendar year, not counting cases in which a fee is recovered from an adverse party. Attorneys willing to take more than two (2) cases should notify Legal Services.

19.08 In Forma Pauperis: The panel attorney, in appropriate cases, will move the court on behalf of the client to proceed in forma pauperis.

19.09 Panel Attorney Fees: The panel attorney will not charge or accept any fee from the client for services rendered in the referred case. When appropriate and otherwise permitted by law, the panel attorney may seek attorney fees to be paid by the adverse party. The attorney may retain any such fees which are awarded and collected, provided, however, that a case in which a fee is recovered will not count as a pro bono case.

19.10 Notice of Representation: Attorneys choosing to donate legal services to an eligible client who has not been referred to the panel by Legal Services, in order to receive credit for representing said clients pursuant to LR25JC XIX, shall complete and forward to Legal Services a Notice of Representation of client, along with Legal Services form reflecting the client's eligibility.

19.11 Panel Attorney Response to Legal Services: The panel attorney will respond to reasonable requests for information from Legal Services in order for Legal Services to keep track of referrals and of case progress and outcomes.

19.12 Participation Awards: Attorneys completing two (2) cases in a calendar year will receive a participation award from the local circuit bar. Attorneys who volunteer for and complete three (3) or more cases in a calendar year will receive a special recognition award from the local circuit bar. In addition, any attorney who completes fifty (50) hours of donated legal services in a calendar year shall receive a recognition award for such services from the Kentucky Bar Association pursuant to SCR 3.130, Rule 6.1.

RULE XX. PRACTICE BEFORE MASTER COMMISSIONER

20.01 Service Upon Master Commissioner: Any Order or Judgment involving or requiring action by the Master Commissioner ("Commissioner") shall be served upon said Commissioner, by the Clerk, and such Order or Judgment shall contain a certificate of the counsel preparing same, at the bottom of the last page thereof, to the effect that it is an Order or Judgment concerning which the Clerk is required to serve on the Commissioner.

20.02 Contents of Referral Order: The initial Order or Judgment served upon the Commissioner shall contain in the caption or style, the names of all parties; and shall include in the last page, the names and addresses of all counsel, the parties represented, as well as a notation concerning the fact that any parties are not represented by counsel, and in that case, the mailing address of such parties.

20.03 Reports of Master Commissioner: The Commissioner shall, when directed by Order or Judgment to take any action, report the action taken by means of a report or memorandum, in order that the record shall be complete in all respects.

20.04 Video Record: All hearings shall be conducted on the video record.

RULE XXI. DOMESTIC RELATIONS

21.01 Regular Method of Trial for Domestic Relations Actions:

(a) Pursuant to the mandate of Rule 43.04 of the Kentucky Rules of Civil Procedure, in all trials concerning maintenance or divorce, the testimony shall be taken by deposition, unless the parties opt for the alternate method for trial of said actions provided below (LR25JC 21.02).

(b) The proof for the Petitioner shall not be commenced until the time for filing an answer has expired, and said proof shall be complete within thirty (30) days thereafter; the Respondent shall complete his/her proof within the following thirty (30) days; parties shall then have ten (10) days in which to complete any rebuttal. The case shall then stand for submission at the next regular Motion Day of the division to which the case has been assigned.

(c) Upon submission of every domestic relations case in which the proof is taken by deposition, each party shall submit a concise brief outlining that party's contentions, with supporting authorities, and containing a detailed financial disclosure form listing the parties' assets, defining as to marital or non-marital property, and proposing a fair and equitable division of such property. Reply briefs may be allowed upon motion of either party.

21.02 Alternate Method of Trial for Domestic Relations Actions: In all domestic relations actions, the parties may choose to have the case heard orally by the Master Commissioner ("Commissioner") rather than have the testimony taken by deposition as set out above (LR25JC 21.01). To exercise the option to have the case heard orally, Petitioner shall file a motion to assign for hearing before the Commissioner. Unless Respondent promptly objects prior to the date of the hearing, it will be considered that both parties have opted to proceed by oral testimony. All hearings shall be conducted on the video record.

21.03 Alternate Method of Trial for Uncontested Cases: Uncontested cases where there is a written Separation and Property Settlement Agreement executed by both parties and filed in the record, the parties may elect to waive the hearing before the Commissioner and submit a written deposition conducted before a Notary Public, submit the record and submit proposed findings of fact to the Commissioner for his/her review. After review, the Commissioner shall execute findings, along with other documentation, and file in the record. In order to elect this process, counsel must file a Motion to Assign, Waiver, Entry of Appearance and Agreement to Take Proof by Deposition in the record. The Commissioner's fee for proof by deposition shall be \$10.00 per quarter hour.

21.04 Discovery: No discovery shall be had until the verified factual disclosure form has been filed.

21.05 Date, Time and Place of Hearing: In Madison County, domestic relations hearings shall be held each Tuesday, at 9:00 a.m., and in Clark County domestic relations hearings shall be held Wednesdays at 9:00 a.m., in a suitable hearing room in the courthouse, unless the parties have specifically agreed to another date, time, and/or place and the Commissioner has acquiesced.

21.06 Master Commissioner's Recusal: In the event the Commissioner is recused from a particular proceeding, the cause shall be transferred to the other Commissioner appointed in the 25th Judicial Circuit for further proceedings. Counsel for the parties shall submit to the circuit judge assigned to the matter a proposed Order of Special Assignment, appointing the other Commissioner to hear the matter. The Order of Special Assignment must be entered in order to effectuate the transfer to the other Commissioner. Counsel for the parties shall contact the other Commissioner for scheduling and the Clerk of the Court shall copy the file in its entirety and mail said copy to the other Commissioner. For any further pleadings, counsel shall be responsible for mailing a copy of same directly to the other Commissioner and the original shall be filed with the Clerk of

the Court. The Clerk will mail the submitted Commissioner's fees to his/her office address.

21.07 Assignment for Hearing:

(a) No proceeding by oral testimony for dissolution of marriage, including joint petition, shall be assigned for trial until thirty (30) days have elapsed following the date the joint petition is filed, or the Respondent is actually summoned or is deemed to have been summoned by warning order. In no event shall any such case be assigned for trial before thirty (30) days have elapsed following entry of appearance or service of summons, or, if there are infant children, before sixty (60) days have elapsed from the date of service of summons, appearance or responsive pleading, whichever occurs first.

(b) A motion to assign proceedings for final trial shall be accompanied by a verified factual disclosure form for the party filing the motion. Said verified factual disclosure form is attached to these rules and is mandatory.

(c) The verified factual disclosure form for the opposing party shall be filed within ten (10) days of the service of the motion for final trial date.

(d) No final trial date shall be assigned if the motion therefor is not accompanied by the verified factual disclosure form. In the event the opposing party fails to file said disclosure form within the ten (10) day period, or either party files an incomplete verified factual disclosure form, the Commissioner may recommend such remedies in regard to the failure that are just, including, but not limited to the following:

(i) A recommendation that the matters set forth in the obedient party's schedule may be taken as established;

(ii) A recommendation that the disobedient party be prohibited from introducing designated matters in evidence;

(iii) A recommendation staying further proceedings until the disobedient party is in compliance; and/or

(iv) A recommendation assessing all costs, including attorney's fees, against the disobedient party.

21.08 Recommended Findings and Conclusions: The Commissioner shall report by making Findings of Fact, Conclusions of Law, and Recommendations to the Court in all dissolution actions on or before twenty (20) days from the date of hearing.

21.09 Proposed Decree: The Commissioner's Findings of Fact, Conclusions of Law, and Recommendations shall be submitted to the Court, along with a proposed decree. Such proposed decree shall be drafted and submitted by counsel of the parties. Each party shall be notified of the filing of the Commissioner's report by the Clerk, pursuant to Rule 53.06(1) of the Kentucky Rules of Civil Procedure, unless waived in writing (which waiver may be by endorsement on said papers).

21.10 Exceptions to Recommendations: Appeals from the Commissioner's report shall be styled "Objections to Report of Master Commissioner and Motion to Set Aside (or Modify, as the case may be) Report." Such objection and motion shall briefly state express reasons for appeal. The appellant shall schedule the hearing for the next available Motion Day. All such appeals may be heard de novo by the Court, or all or specific testimony be directed to be taken by deposition and then submitted to the Court, together with briefs, as detailed in LR25JC 21.01.

21.11 Court Costs: Directly after a final domestic relations matter is heard by the Commissioner, or submitted for final judgment on depositions as hereinafter provided, both parties shall secure payment of all court costs incurred, including the cost of recording the judgment, except as provided at LR25JC 21.12. Prior to the submission of the matter to the Circuit Judge for his/her signature on a final judgment, there shall appear in the record a certificate from the Clerk that all court costs have been paid.

21.12 Commissioner's Fee: The Commissioner shall receive a fee of \$40.00 per hour, assessed at a rate of \$10.00 for each quarter hour or part thereof. All monies so paid shall be either: (a) by money order or (b) by check drawn by the attorney. No more than \$600.00 shall be assessed in any case unless recommended by the Circuit Judge and approved by the Chief Justice of the Kentucky Supreme Court.

Such fees shall be paid through the Office of the Circuit Clerk to the Commissioner and shall be due on the fifth working day following the conclusion of the final hearing. AP, Pt. IV, section 4.

21.13 Temporary Orders: All hearings for temporary orders shall receive immediate action by the Commissioner, and he/she shall inform all parties or their attorneys of his/her decision within two (2) working days following the hearing. All other matters shall be ruled upon by the Commissioner in an expeditious manner.

21.14 Agreements Acknowledged: All agreements between parties filed of record must be signed by both parties. In the event that a party is represented by counsel, the agreement must also be signed by counsel. If a party is not represented by counsel, such agreements must be signed and acknowledged before a person authorized to take acknowledgements under KRS 382.140 and KRS 348.380.

21.15 Child Support: The Child Support Guidelines are attached and adopted by the Court. A worksheet shall be completed and filed in each case. If there is a deviation from the award arrived at by using the Guidelines, the pleadings shall state that the parties are aware of the Guidelines award and knowingly agree to depart from same.

21.16 Factual Disclosure Requirement: In contested cases, verified factual disclosure forms, attached hereto, shall be filed and served on every other party not less than ten (10) days before the hearing date, or, if proof is to be taken by deposition, ten (10) days before the taking of the first deposition.

21.17 Parents Education Clinic: If there are minor children involved, a proceeding for dissolution of marriage or a proceeding to determine custody shall not be assigned for final hearing until the parties have attended the Parents Education Clinic, held at least once each month in each county courthouse. If a party refuses or fails to attend the Parents Education Clinic, the party may be compelled to attend by withholding the assignment of trial date, declining to set temporary or permanent visitation rights for the disobedient party, withholding a final order of child custody, setting a contempt hearing, or any other remedy deemed to be just.

21.18 Guardian Ad Litem: In any case, upon recommendation of the Commissioner, or upon its own motion, the Court may appoint an attorney to represent the child(ren) in a dissolution matter. The attorney shall receive a reasonable fee for his/her services or expenses, to be assessed in just proportions against the parties.

COMMONWEALTH OF KENTUCKY

25TH JUDICIAL CIRCUIT

ORDER

BE IT ORDERED, in all actions for dissolution of marriage in which an agreement regarding all issues has not been reached within fifteen (15) days of the filing date, the parties shall file sworn disclosures in a format approved by the Court, a facsimile of which is attached hereto. The Petitioner shall first file said disclosures within fifteen (15) days of the filing of the petition and the Respondent shall file disclosures within fifteen (15) days of the Petitioner's filing, and the Petitioner may respond within ten (10) days of said filing. The information set forth in the disclosures and the order of presentation shall not vary from the facsimile.

Extensions of time may be permitted for good cause shown.

This _____ day of _____, 199__.

DIVISION ONE

DIVISION TWO

NOTE: If the space provided in any category is insufficient, attach a separate sheet following the same format for each category.

III. A. EMPLOYMENT

Current Employer Name _____

Current Employer Address _____

POSITION _____

INCOME PAY PERIOD (WEEKLY, BI-WEEKLY, MONTHLY, ETC)

GROSS INCOME PER PAY PERIOD _____

TOTAL TAXES W/HELD	_____	CREDIT UNION	_____
FICA	_____	UNION DUES	_____
RETIREMENT	_____	MEDICAL INS.	_____
OTHER	_____	OTHER	_____

TOTAL DEDUCTIONS _____

NET INCOME _____

B. All other sources of Income (including but not limited to: dividends, earned interest, rents, public assistance (AFDC), social security, worker's compensation, child support from prior marriage, military retirement, unemployment compensation, odd-jobs, baby-sitting, bookkeeping, etc.).

SOURCE OF INCOME	ANNUAL AMOUNT	MONTHLY AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL ANNUAL INCOME	_____	

C. Fringe benefits (including but not limited to: automobile, health insurance, club memberships, etc., (excluding retirement benefits))

TYPE OF BENEFIT	VALUE ANNUALLY
_____	_____
_____	_____
_____	_____
TOTAL VALUE	_____

D. EMPLOYMENT HISTORY AND EDUCATION

EMPLOYMENT IN LAST FIVE YEARS (If other than current)

START	END	EMPLOYER	GROSS	POSITION	REASON LEFT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Degrees earned: _____

Last grade completed _____

Vocational training _____

Licenses or certifications _____

IV. MARITAL PROPERTY

A. Real Estate	Market Value	Lien	Equity	Monthly Payment
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL FAIR MARKET VALUE _____

B. PERSONAL PROPERTY: Value of \$250.00 or more (excluding financial accounts)

	Value	Lien	Equity	Monthly Payment
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL VALUE _____

C. Bank, Savings, Investment Accounts, etc.

INSTITUTION	TYPE OF ACCOUNT	ACCOUNT NUMBER	VALUE
-------------	-----------------	----------------	-------

TOTAL VALUE _____

D. Stocks and Bonds

INSTITUTION	TYPE OF ACCOUNT	ACCOUNT NUMBER	VALUE
-------------	-----------------	----------------	-------

TOTAL VALUE _____

E. Whole Life Insurance

COMPANY	POLICY NUMBER	BENEFICIARY	CASH VALUE
---------	---------------	-------------	------------

TOTAL CASH VALUE _____

V. NON-MARITAL PROPERTY

A.	Real Estate	Date Acquired	Market Value	Lien	Equity	Monthly Payment

TOTAL FAIR MARKET VALUE _____

B. PERSONAL PROPERTY: Value of \$250.00 or more (excluding Financial Accounts)

	Value	Lien	Equity	Monthly Pmt

TOTAL VALUE _____

C. Bank, Savings, Investment Accounts, etc.

INSTITUTION	TYPE OF ACCOUNT	ACCOUNT NUMBER	VALUE

TOTAL VALUE _____

D. Stocks and Bonds

INSTITUTION	TYPE OF ACCOUNT	ACCOUNT NUMBER	VALUE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL VALUE			_____

E. Whole Life Insurance

COMPANY	POLICY NUMBER	BENEFICIARY	CASH VALUE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL CASH VALUE			_____

If you assert a non-marital interest in any property listed at V or VI, attach Schedule "A", Property Valuation

VI. VEHICLES: Autos, Motorcycles, Boats, Tractors, etc.

YEAR	MAKE AND MODEL	MARITAL	NON-MARITAL	NADA VALUE	DEBT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

VII. RETIREMENT BENEFITS: IRA, KEOUGH, Pension, etc.

COMPANY OR INSTITUTION	CONTRIBUTE OR NON-CONTRIBUTE	VESTED OR UNVESTED	WHEN PAYABLE	MONTHLY BENEFIT	PRESENT VALUE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL PRESENT VALUE _____

VII. BUSINESS INTERESTS

NAME OF BUSINESS	TYPE	NATURE OF INTEREST	VALUE
------------------	------	--------------------	-------

_____	_____	_____	_____
_____	_____	_____	_____

IX. PERSONAL PROPERTY: (Household Goods & Furnishings if in dispute)

Attach on Schedule "B"

Total Value: Husband _____ Wife _____ Court Decision _____

Schedule "B" is not necessary as subject property has been divided by parties. _____

Signature

X. DEBTS (Including but not limited to mtges, charges, loans, etc.)

A. MARITAL DEBTS

CREDITOR	MONTHLY PAYMENT	BALANCE
----------	-----------------	---------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL MARITAL DEBT BALANCE _____

B. NON-MARITAL DEBTS

CREDITOR	HUSBAND OR WIFE	MONTHLY PAYMENT	BALANCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL NON-MARITAL DEBT BALANCE
OF HUSBAND _____

OF WIFE _____

XI MONTHLY EXPENSES

A. Common For Family

	TOTAL
Rent	_____
Mortgage	_____
Property Taxes	_____
House Maintenance	_____
Gas or Fuel Oil	_____
Water, Sewage, Garbage	_____
Electric	_____
Telephone	_____
Yard Expense	_____
Vet and Pet Food	_____
Maid Service	_____
Other _____	_____
Other _____	_____
TOTAL	_____

B. PERSONAL EXPENSES

	TOTAL
Car Payment	_____
Gas and Oil	_____
Car Registration	_____
Car Insurance	_____
Clothing	_____
Uniforms	_____
Dry Cleaning	_____
Entertainment	_____
Food	_____
Doctor	_____
Dentist	_____
Drugs	_____
Eyeglasses, Hearing	_____
Auto Insurance	_____
Hospitalization Insurance	_____
Life Insurance	_____
Other Insurance	_____
Professional Dues	_____
Social Clubs	_____
Newspapers	_____
Subscriptions and Books	_____
Barber and Beauty Shops	_____
Cosmetics and Personal Hygiene	_____
TOTAL PERSONAL EXPENSES	_____

C. EXPENSES SPECIFIC TO CHILD(REN)

	TOTAL
Day Care	_____
Babysitter	_____
Tuition or School Fee	_____
Lunch	_____
Athletic and Activity Fees	_____
Allowance	_____
Life Insurance	_____
Medical Insurance	_____
Dental	_____
Medical	_____
Food	_____
Entertainment	_____
Other _____	_____
Other _____	_____
TOTAL EXPENSES FOR CHILD(REN)	_____

XII REQUIRED SEPARATE ATTACHMENTS

I have attached to this schedule:

1. My three most recent and consecutive pay stubs.
2. A full and complete copy of my last Federal Tax Return.
3. The first page of my last State Tax Return.
4. Financial account statements.

I hereby certify that the information contained herein is true and accurate to the best of my knowledge. I further certify that there have been no reductions in any of the financial accounts nor any increase in any of the indebtedness listed of more than \$200.00 since the separation, or I attach herewith a detailed explanation of said reductions or increases. I further state that the assets listed are all of the assets of which I am aware and I have not hidden, given away or depleted any assets in expectation of this action.

PARTY

STATE OF KENTUCKY)
) SS
COUNTY OF CLARK)

SUBSCRIBED and sworn to before me on this _____ day of _____, 19____, by _____.

My commission expires:_____.

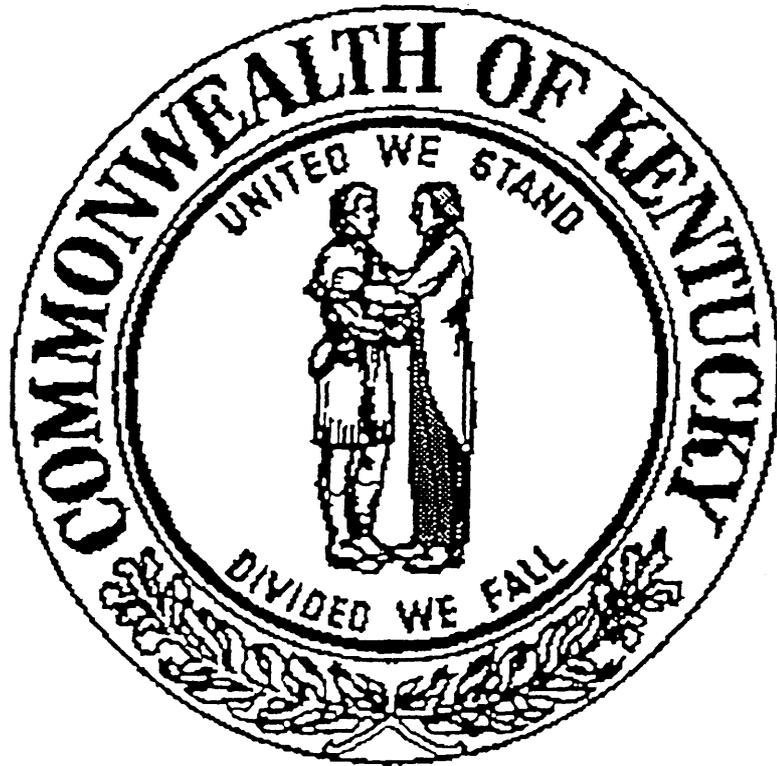
NOTARY PUBLIC, STATE AT LARGE, KENTUCKY

Attorney for Submitting Party

CERTIFICATE OF SERVICE

It is hereby certified that a copy hereof was this _____ day of _____, 19____, mailed to _____, at his/her address _____.

COMMONWEALTH OF KENTUCKY
WORKSHEET FOR MONTHLY
CHILD SUPPORT OBLIGATION



INSTRUCTIONS FOR USE:

1. Enter each parent's gross monthly income. KRS 403.212(2)(a)-(d).
2. Enter the amount actually paid for the child(ren)'s health insurance. KRS 403.212(2)(g)(1).
3. Enter the amount actually paid for court ordered maintenance for prior spouse(s) plus the amount of maintenance ordered in current proceeding. KRS 403.212(2)(g)(2).
4. Enter the amount of child support which is:
 - a. paid pursuant to court/administrative order for prior born children. KRS 403.212(2)(g)(3);
 - b. paid, but not pursuant to a court/administrative order, for prior born children for whom the parent is legally responsible. KRS 403.212(2)(g)(4); and
 - c. imputed for prior born children residing with the parent. KRS 403.212(2)(g)(4).
5. Subtract any amounts on lines 2, 3, and 4 from the amounts on line 1. If the result is less than 0, enter 0.
6. Add the amounts on line 5 in columns A and B to obtain the combined monthly adjusted parental income.
7. Divide each of the amounts on line 5 by the total amount on line 6. Enter the percentages.
8. Refer to the Guidelines Table (on the back of this worksheet) to determine the base support obligation.
9. Enter the monthly payment for child care costs. KRS 403.211(6).
10. Add lines 8 and 9. This is the total monthly child support obligation.
11. Multiply line 10 by 7A and 7B for the obligation of each parent.
12. Enter the amount from line 11B. To calculate a weekly amount, multiply line 12 by 12 and divide by 52.

CASE NAME : _____

FILE NUMBER : _____

COUNTY : _____

**COMMONWEALTH OF KENTUCKY
WORKSHEET FOR MONTHLY
CHILD SUPPORT OBLIGATION**

	CUSTODIAL A. PARENT	NONCUSTODIAL B. PARENT	BOTH C. PARENTS
1. Monthly Gross Income	\$	\$	
2. Deduction for payment of child(ren)'s health insurance premium	\$ -	\$ -	
3. Deduction for maintenance payments	\$ -	\$ -	
4. Deduction for other child support for prior born child(ren)	\$ -	\$ -	
5. Adjusted monthly Income	\$	\$	
6. Combined parental Income			\$
7. Percentage of combined parental Income			
	%	%	
8. Base monthly support			\$
9. Additional child care costs			\$
10. Total child support obligation			\$
11. Each parent's obligation	\$	\$	
12. Presumed monthly child support obligation		\$	

Unadjusted Monthly Parental Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six or More Children
0	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60
100	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60
200	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70
300	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80
400	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90
500	\$ 100	\$ 105	\$ 110	\$ 115	\$ 120	\$ 125
600	\$ 120	\$ 125	\$ 130	\$ 135	\$ 140	\$ 145
700	\$ 140	\$ 155	\$ 161	\$ 166	\$ 171	\$ 176
800	\$ 160	\$ 203	\$ 208	\$ 213	\$ 218	\$ 223
900	\$ 180	\$ 261	\$ 266	\$ 271	\$ 276	\$ 281
1,000	\$ 185	\$ 303	\$ 325	\$ 330	\$ 335	\$ 340
1,100	\$ 212	\$ 324	\$ 384	\$ 389	\$ 394	\$ 399
1,200	\$ 229	\$ 346	\$ 433	\$ 446	\$ 451	\$ 456
1,300	\$ 246	\$ 367	\$ 460	\$ 504	\$ 510	\$ 515
1,400	\$ 262	\$ 392	\$ 491	\$ 554	\$ 576	\$ 582
1,500	\$ 277	\$ 417	\$ 522	\$ 598	\$ 642	\$ 650
1,600	\$ 293	\$ 437	\$ 548	\$ 618	\$ 674	\$ 717
1,700	\$ 308	\$ 458	\$ 574	\$ 647	\$ 706	\$ 755
1,800	\$ 322	\$ 478	\$ 598	\$ 675	\$ 736	\$ 780
1,900	\$ 338	\$ 495	\$ 620	\$ 699	\$ 763	\$ 816
2,000	\$ 350	\$ 512	\$ 642	\$ 723	\$ 780	\$ 844
2,100	\$ 364	\$ 529	\$ 663	\$ 747	\$ 815	\$ 872
2,200	\$ 378	\$ 546	\$ 684	\$ 771	\$ 841	\$ 900
2,300	\$ 389	\$ 563	\$ 706	\$ 795	\$ 868	\$ 928
2,400	\$ 401	\$ 580	\$ 727	\$ 819	\$ 894	\$ 958
2,500	\$ 413	\$ 597	\$ 748	\$ 843	\$ 920	\$ 984
2,600	\$ 424	\$ 614	\$ 770	\$ 867	\$ 946	\$ 1,012
2,700	\$ 435	\$ 630	\$ 790	\$ 889	\$ 970	\$ 1,038
2,800	\$ 445	\$ 646	\$ 809	\$ 911	\$ 994	\$ 1,064
2,900	\$ 455	\$ 662	\$ 829	\$ 934	\$ 1,019	\$ 1,090
3,000	\$ 465	\$ 677	\$ 849	\$ 956	\$ 1,043	\$ 1,116
3,100	\$ 475	\$ 693	\$ 868	\$ 978	\$ 1,067	\$ 1,142
3,200	\$ 485	\$ 709	\$ 888	\$ 1,001	\$ 1,092	\$ 1,168
3,300	\$ 495	\$ 725	\$ 908	\$ 1,023	\$ 1,118	\$ 1,194
3,400	\$ 506	\$ 741	\$ 928	\$ 1,045	\$ 1,140	\$ 1,220
3,500	\$ 516	\$ 757	\$ 941	\$ 1,067	\$ 1,164	\$ 1,246
3,600	\$ 526	\$ 773	\$ 967	\$ 1,090	\$ 1,188	\$ 1,272
3,700	\$ 536	\$ 790	\$ 988	\$ 1,113	\$ 1,215	\$ 1,299
3,800	\$ 548	\$ 808	\$ 1,011	\$ 1,139	\$ 1,243	\$ 1,329
3,900	\$ 559	\$ 826	\$ 1,033	\$ 1,164	\$ 1,270	\$ 1,359
4,000	\$ 571	\$ 844	\$ 1,056	\$ 1,190	\$ 1,298	\$ 1,388
4,100	\$ 580	\$ 862	\$ 1,078	\$ 1,215	\$ 1,326	\$ 1,418
4,200	\$ 592	\$ 880	\$ 1,101	\$ 1,240	\$ 1,353	\$ 1,448
4,300	\$ 603	\$ 898	\$ 1,123	\$ 1,266	\$ 1,381	\$ 1,477
4,400	\$ 615	\$ 916	\$ 1,146	\$ 1,291	\$ 1,409	\$ 1,507
4,500	\$ 628	\$ 933	\$ 1,161	\$ 1,316	\$ 1,435	\$ 1,535
4,600	\$ 636	\$ 949	\$ 1,181	\$ 1,338	\$ 1,459	\$ 1,561
4,700	\$ 647	\$ 964	\$ 1,200	\$ 1,360	\$ 1,483	\$ 1,586
4,800	\$ 657	\$ 980	\$ 1,220	\$ 1,381	\$ 1,507	\$ 1,612
4,900	\$ 667	\$ 995	\$ 1,239	\$ 1,403	\$ 1,531	\$ 1,637

Combined Monthly Adjusted Parental Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six or More Children
\$ 5,200	\$ 695	\$ 1,038	\$ 1,294	\$ 1,465	\$ 1,599	\$ 1,709
\$ 5,300	\$ 705	\$ 1,054	\$ 1,312	\$ 1,488	\$ 1,621	\$ 1,733
\$ 5,400	\$ 714	\$ 1,069	\$ 1,330	\$ 1,508	\$ 1,644	\$ 1,757
\$ 5,500	\$ 724	\$ 1,083	\$ 1,348	\$ 1,527	\$ 1,666	\$ 1,781
\$ 5,600	\$ 733	\$ 1,098	\$ 1,367	\$ 1,548	\$ 1,689	\$ 1,805
\$ 5,700	\$ 743	\$ 1,113	\$ 1,385	\$ 1,568	\$ 1,712	\$ 1,829
\$ 5,800	\$ 753	\$ 1,127	\$ 1,403	\$ 1,589	\$ 1,734	\$ 1,853
\$ 5,900	\$ 762	\$ 1,142	\$ 1,421	\$ 1,610	\$ 1,757	\$ 1,877
\$ 6,000	\$ 772	\$ 1,157	\$ 1,440	\$ 1,630	\$ 1,779	\$ 1,901
\$ 6,100	\$ 781	\$ 1,171	\$ 1,458	\$ 1,651	\$ 1,802	\$ 1,928
\$ 6,200	\$ 791	\$ 1,186	\$ 1,476	\$ 1,672	\$ 1,824	\$ 1,950
\$ 6,300	\$ 800	\$ 1,198	\$ 1,488	\$ 1,690	\$ 1,844	\$ 1,970
\$ 6,400	\$ 808	\$ 1,209	\$ 1,511	\$ 1,705	\$ 1,860	\$ 1,988
\$ 6,500	\$ 816	\$ 1,219	\$ 1,524	\$ 1,720	\$ 1,876	\$ 2,005
\$ 6,600	\$ 823	\$ 1,230	\$ 1,538	\$ 1,735	\$ 1,893	\$ 2,023
\$ 6,700	\$ 830	\$ 1,240	\$ 1,551	\$ 1,750	\$ 1,909	\$ 2,040
\$ 6,800	\$ 837	\$ 1,251	\$ 1,564	\$ 1,764	\$ 1,925	\$ 2,058
\$ 6,900	\$ 844	\$ 1,261	\$ 1,577	\$ 1,779	\$ 1,942	\$ 2,075
\$ 7,000	\$ 851	\$ 1,272	\$ 1,591	\$ 1,794	\$ 1,958	\$ 2,093
\$ 7,100	\$ 858	\$ 1,282	\$ 1,604	\$ 1,809	\$ 1,975	\$ 2,110
\$ 7,200	\$ 865	\$ 1,293	\$ 1,617	\$ 1,824	\$ 1,991	\$ 2,127
\$ 7,300	\$ 872	\$ 1,303	\$ 1,630	\$ 1,839	\$ 2,007	\$ 2,145
\$ 7,400	\$ 879	\$ 1,313	\$ 1,644	\$ 1,854	\$ 2,024	\$ 2,162
\$ 7,500	\$ 885	\$ 1,324	\$ 1,657	\$ 1,869	\$ 2,040	\$ 2,179
\$ 7,600	\$ 891	\$ 1,333	\$ 1,668	\$ 1,881	\$ 2,053	\$ 2,194
\$ 7,700	\$ 898	\$ 1,342	\$ 1,679	\$ 1,893	\$ 2,066	\$ 2,208
\$ 7,800	\$ 901	\$ 1,350	\$ 1,681	\$ 1,905	\$ 2,079	\$ 2,223
\$ 7,900	\$ 907	\$ 1,359	\$ 1,702	\$ 1,917	\$ 2,093	\$ 2,238
\$ 8,000	\$ 912	\$ 1,368	\$ 1,713	\$ 1,929	\$ 2,108	\$ 2,252
\$ 8,100	\$ 917	\$ 1,377	\$ 1,724	\$ 1,941	\$ 2,119	\$ 2,267
\$ 8,200	\$ 922	\$ 1,386	\$ 1,736	\$ 1,953	\$ 2,133	\$ 2,281
\$ 8,300	\$ 928	\$ 1,395	\$ 1,747	\$ 1,965	\$ 2,146	\$ 2,298
\$ 8,400	\$ 933	\$ 1,404	\$ 1,758	\$ 1,977	\$ 2,159	\$ 2,311
\$ 8,500	\$ 938	\$ 1,413	\$ 1,769	\$ 1,989	\$ 2,173	\$ 2,325
\$ 8,600	\$ 944	\$ 1,421	\$ 1,780	\$ 2,002	\$ 2,186	\$ 2,340
\$ 8,700	\$ 949	\$ 1,430	\$ 1,792	\$ 2,014	\$ 2,199	\$ 2,354
\$ 8,800	\$ 954	\$ 1,437	\$ 1,800	\$ 2,024	\$ 2,210	\$ 2,366
\$ 8,900	\$ 958	\$ 1,444	\$ 1,809	\$ 2,033	\$ 2,220	\$ 2,376
\$ 9,000	\$ 962	\$ 1,450	\$ 1,817	\$ 2,042	\$ 2,230	\$ 2,387
\$ 9,100	\$ 966	\$ 1,457	\$ 1,825	\$ 2,052	\$ 2,241	\$ 2,399
\$ 9,200	\$ 971	\$ 1,463	\$ 1,833	\$ 2,061	\$ 2,251	\$ 2,408
\$ 9,300	\$ 975	\$ 1,470	\$ 1,842	\$ 2,070	\$ 2,261	\$ 2,419
\$ 9,400	\$ 979	\$ 1,478	\$ 1,850	\$ 2,079	\$ 2,271	\$ 2,430
\$ 9,500	\$ 983	\$ 1,483	\$ 1,858	\$ 2,089	\$ 2,281	\$ 2,440
\$ 9,600	\$ 988	\$ 1,489	\$ 1,866	\$ 2,098	\$ 2,291	\$ 2,451
\$ 9,700	\$ 992	\$ 1,496	\$ 1,874	\$ 2,107	\$ 2,301	\$ 2,461
\$ 9,800	\$ 996	\$ 1,502	\$ 1,883	\$ 2,117	\$ 2,311	\$ 2,472
\$ 9,900	\$ 1,000	\$ 1,508	\$ 1,891	\$ 2,126	\$ 2,321	\$ 2,483
\$ 10,000	\$ 1,005	\$ 1,515	\$ 1,899	\$ 2,135	\$ 2,331	\$ 2,493
\$ 10,100	\$ 1,009	\$ 1,521	\$ 1,907	\$ 2,174	\$ 2,341	\$ 2,504

Combined Monthly Adjusted Parental Gross Income	One Child	Two Children	Three Children	Four Children	Five Children	Six or More Children
\$10,400	\$ 1,022	\$ 1,541	\$ 1,932	\$ 2,202	\$ 2,372	\$ 2,538
\$10,500	\$ 1,027	\$ 1,548	\$ 1,940	\$ 2,212	\$ 2,382	\$ 2,546
\$10,600	\$ 1,032	\$ 1,554	\$ 1,948	\$ 2,221	\$ 2,392	\$ 2,557
\$10,700	\$ 1,036	\$ 1,561	\$ 1,956	\$ 2,230	\$ 2,402	\$ 2,567
\$10,800	\$ 1,040	\$ 1,567	\$ 1,965	\$ 2,240	\$ 2,412	\$ 2,578
\$10,900	\$ 1,044	\$ 1,573	\$ 1,973	\$ 2,249	\$ 2,422	\$ 2,589
\$11,000	\$ 1,049	\$ 1,580	\$ 1,981	\$ 2,258	\$ 2,432	\$ 2,599
\$11,100	\$ 1,053	\$ 1,587	\$ 1,989	\$ 2,268	\$ 2,443	\$ 2,610
\$11,200	\$ 1,058	\$ 1,593	\$ 1,997	\$ 2,277	\$ 2,453	\$ 2,620
\$11,300	\$ 1,062	\$ 1,600	\$ 2,005	\$ 2,286	\$ 2,463	\$ 2,631
\$11,400	\$ 1,066	\$ 1,606	\$ 2,013	\$ 2,295	\$ 2,473	\$ 2,642
\$11,500	\$ 1,070	\$ 1,613	\$ 2,021	\$ 2,305	\$ 2,483	\$ 2,652
\$11,600	\$ 1,075	\$ 1,619	\$ 2,029	\$ 2,314	\$ 2,493	\$ 2,663
\$11,700	\$ 1,079	\$ 1,626	\$ 2,037	\$ 2,323	\$ 2,503	\$ 2,673
\$11,800	\$ 1,084	\$ 1,633	\$ 2,046	\$ 2,333	\$ 2,513	\$ 2,684
\$11,900	\$ 1,088	\$ 1,639	\$ 2,054	\$ 2,342	\$ 2,523	\$ 2,695
\$12,000	\$ 1,093	\$ 1,646	\$ 2,062	\$ 2,351	\$ 2,533	\$ 2,705
\$12,100	\$ 1,097	\$ 1,653	\$ 2,070	\$ 2,361	\$ 2,544	\$ 2,716
\$12,200	\$ 1,102	\$ 1,659	\$ 2,078	\$ 2,370	\$ 2,554	\$ 2,726
\$12,300	\$ 1,106	\$ 1,666	\$ 2,086	\$ 2,379	\$ 2,564	\$ 2,737
\$12,400	\$ 1,110	\$ 1,672	\$ 2,094	\$ 2,388	\$ 2,574	\$ 2,748
\$12,500	\$ 1,114	\$ 1,679	\$ 2,102	\$ 2,398	\$ 2,584	\$ 2,758
\$12,600	\$ 1,119	\$ 1,685	\$ 2,110	\$ 2,407	\$ 2,594	\$ 2,769
\$12,700	\$ 1,123	\$ 1,692	\$ 2,118	\$ 2,416	\$ 2,604	\$ 2,779
\$12,800	\$ 1,128	\$ 1,699	\$ 2,127	\$ 2,426	\$ 2,614	\$ 2,790
\$12,900	\$ 1,132	\$ 1,705	\$ 2,135	\$ 2,435	\$ 2,624	\$ 2,801
\$13,000	\$ 1,137	\$ 1,712	\$ 2,143	\$ 2,444	\$ 2,634	\$ 2,811
\$13,100	\$ 1,141	\$ 1,719	\$ 2,151	\$ 2,454	\$ 2,645	\$ 2,822
\$13,200	\$ 1,146	\$ 1,725	\$ 2,159	\$ 2,463	\$ 2,655	\$ 2,832
\$13,300	\$ 1,150	\$ 1,732	\$ 2,167	\$ 2,472	\$ 2,665	\$ 2,843
\$13,400	\$ 1,154	\$ 1,738	\$ 2,175	\$ 2,481	\$ 2,675	\$ 2,854
\$13,500	\$ 1,158	\$ 1,745	\$ 2,183	\$ 2,491	\$ 2,685	\$ 2,864
\$13,600	\$ 1,163	\$ 1,751	\$ 2,191	\$ 2,500	\$ 2,695	\$ 2,875
\$13,700	\$ 1,167	\$ 1,758	\$ 2,199	\$ 2,509	\$ 2,705	\$ 2,885
\$13,800	\$ 1,172	\$ 1,765	\$ 2,208	\$ 2,519	\$ 2,715	\$ 2,895
\$13,900	\$ 1,176	\$ 1,771	\$ 2,216	\$ 2,528	\$ 2,725	\$ 2,907
\$14,000	\$ 1,181	\$ 1,778	\$ 2,224	\$ 2,537	\$ 2,735	\$ 2,917
\$14,100	\$ 1,185	\$ 1,785	\$ 2,232	\$ 2,547	\$ 2,746	\$ 2,927
\$14,200	\$ 1,190	\$ 1,791	\$ 2,240	\$ 2,556	\$ 2,756	\$ 2,938
\$14,300	\$ 1,194	\$ 1,798	\$ 2,248	\$ 2,565	\$ 2,766	\$ 2,948
\$14,400	\$ 1,198	\$ 1,804	\$ 2,256	\$ 2,574	\$ 2,776	\$ 2,958
\$14,500	\$ 1,202	\$ 1,811	\$ 2,264	\$ 2,584	\$ 2,786	\$ 2,970
\$14,600	\$ 1,207	\$ 1,817	\$ 2,272	\$ 2,593	\$ 2,796	\$ 2,981
\$14,700	\$ 1,211	\$ 1,824	\$ 2,280	\$ 2,602	\$ 2,806	\$ 2,991
\$14,800	\$ 1,216	\$ 1,831	\$ 2,289	\$ 2,612	\$ 2,816	\$ 3,002
\$14,900	\$ 1,220	\$ 1,837	\$ 2,297	\$ 2,621	\$ 2,826	\$ 3,013
\$15,000	\$ 1,225	\$ 1,844	\$ 2,305	\$ 2,631	\$ 2,836	\$ 3,023

KENTUCKY BAR ASSOCIATION CODE OF PROFESSIONAL COURTESY

Adopted Effective September 1, 1993

Attorneys are required to strive to make the system of justice work fairly and effectively. In carrying out that responsibility, attorneys are expected to comply with the letter and spirit of the applicable Code of Professional Responsibility adopted by the Supreme Court of Kentucky.

The following Code of Professional Courtesy is intended as a guideline for lawyers in their dealings with their clients, opposing parties and their counsel, the courts and the general public. This Code is not intended as a disciplinary code nor is it to be construed as a legal standard of care in providing professional services. Rather, it has an aspirational purpose and is intended to serve as the Kentucky Bar Association's statement of principles and goals for professionalism among lawyers.

1. A lawyer should avoid taking action adverse to the interests of a litigant known to be represented without timely notice to opposing counsel unless ex parte proceedings are allowed.
2. A lawyer should promptly return telephone calls and correspondence from other lawyers.
3. A lawyer should respect opposing counsel's schedule by seeking agreement on deposition dates and court appearances (other than routine motions) rather than merely serving notice.
4. A lawyer should avoid making ill-considered accusations of unethical conduct toward an opponent.
5. A lawyer should not engage in intentionally discourteous behavior.
6. A lawyer should not intentionally embarrass another attorney and should avoid personal criticism of other counsel.
7. A lawyer should not seek sanctions against or disqualification of another attorney unless necessary for the protection of a client and fully justified by the circumstances, not for the mere purpose of obtaining tactical advantage.
8. A lawyer should strive to maintain a courteous tone in correspondence, pleadings and other written communications.
9. A lawyer should not intentionally mislead or deceive an adversary and should honor promises or commitments made.

10. A lawyer should recognize that the conflicts within a legal matter are professional and not personal and should endeavor to maintain a friendly and professional relationship with other attorneys in the matter - "leave the matter in the courtroom."

11. A lawyer should express professional courtesy to the Court and has the right to expect professional courtesy from the Court.