

LIST OF UPDATES TO CIRCUIT CLERK'S MANUAL

IMPORTANT INFORMATION!!

PLEASE COPY THIS LETTER AND DISTRIBUTE TO EACH DEPUTY IN YOUR OFFICE.

THIS LETTER SERVES AS AN INTRODUCTION TO THE NEW FORMAT AND IS AN "INDEX" TO THE UPDATED SECTIONS OF THE MANUAL. THIS LETTER DOES NOT INCLUDE THE UPDATE IN ITS ENTIRETY; THEREFORE, IT IS VERY IMPORTANT AND NECESSARY THAT YOU AND YOUR EMPLOYEES GO TO EACH SECTION OF THE MANUAL SET OUT IN THIS LETTER AND REVIEW CHANGES OR MODIFICATIONS AS WELL AS ANY NEW SECTIONS ADDED. IF YOU HAVE QUESTIONS OR NEED FURTHER EXPLANATION OF THE UPDATES, PLEASE DO NOT HESITATE TO CALL THE OFFICE OF GENERAL COUNSEL AT THE AOC.

TO: Circuit Court Clerks

FROM: D. Scott Furkin, General Counsel

DATE: **June 22, 2004**

As you can readily see, the Circuit Clerk's Manual, which was introduced to you at your series of regional meetings and at the clerk's conference last week, is greatly improved. The General Counsel's office is pleased and excited about providing you with a more user-friendly manual to assist you in your job as clerks of the court.

To access the manual: Select **Help** from your **Menu Bar** in KYCourts and then **Clerk's Manual**. To the left of the screen is the Table Of Contents, which will always be visible wherever you are in the manual. With the exception of the first three sections listed, the Table of Contents is in alphabetical order.

To access a section: **Click once on that section.** The plus sign to the left of a section title denotes there are more listings under that section. **Click once on the plus sign** and it changes to a **minus sign** and expands to allow you to view all sub-sections under that particular section. To access a subsection, **click once on the subsection.** When you click on the minus it changes to the section title only.

Section titles are listed in the upper right corner of each page to let you know where you are within the manual.

To copy and paste a portion of the manual into another document: Click on the **text select tool** and **highlight** the desired text; right-click your mouse and select **copy**. Go to your document, right click your mouse and select **paste**.

To print:

Multiple pages: From the table of contents: Click once on the section you want to print from and scroll until you come to the pages you desire. Look at the bottom of your screen for a page number where you will start to print and determine, by scrolling, the last page number you want to print. (You may also locate the page numbers of the section you want to print by clicking once on Table of Contents). After you have determined the page(s) you want to print, click on **File**, then **Print** and insert the page numbers in the **Pages From** field under **Print Range**.

A single page: Go to the page in the manual you want to print and select **Current Page** option under **Print Range**.

WARNING: If you select **All** under **Print Range** and **Print**, the entire manual will print!

To search the manual: In addition to locating information from the Table of Contents, you may click on the **Binoculars** icon on your menu bar, or click on **Edit** and then **Find** to locate information within the manual. Remember that this is a "search and find" function only, so be sure that you are using the correct spelling of the words or phrases for which you are looking.

Updates to manual: Each time the manual is updated, a message advising you of an update will appear as the first item when you open KYCourts. When you open the manual, **click** on the plus sign to the left of LIST OF UPDATES TO CIRCUIT CLERK'S MANUAL section which will expand to a list of dates. **Click** on the most recent (newest) date. This is your explanation of what has been updated.

Manual is tamper-proof: You cannot add, change or otherwise alter any of its contents. It is hoped you will spend time navigating it and becoming familiar with all it offers.

Help, questions/comments: If you have difficulty opening the manual or using this new format, please do not hesitate to call the Helpdesk at 800-860-4262. If you have questions or comments concerning the content of the manual, call the Office of the General Counsel at AOC.

Changes since February of this year and included herein, are as follows:

1. **Throughout the Manual**, all references to SUSTAIN have been removed and substituted with references to KYCourts.
2. **FEES AND COSTS SECTION:** Increase in court costs has been added to subsections, District Criminal and Circuit Criminal; Fees for Arrest and Executing Process has been clarified in subsections District Criminal and Circuit Criminal; master commissioner's fee has been added to subsection, Circuit Civil.
3. **CASES REFERRED TO GRAND JURY SECTION:** Directive to print a grand jury referral list on April 1st and October 1st each year and deliver to the Commonwealth Attorney and Chief Circuit Judge, in addition to list printed when the grand jury meets, has been added to subsection Grand Jury Referral List.

4. **CIRCUIT CRIMINAL CASES SECTION:** Procedure for setting up a tickler system for closing circuit criminal cases with disposition type, AP has been added.
5. **STATISTICAL INFORMATION SECTION:** Definition for Administrative Procedure has been added to subsection Charge Disposition Types.