

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 "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 CALL COURT SERVICES AT THE AOC.

TO: Circuit Court Clerks

FROM: Sara Boswell Dent, Deputy General Counsel

DATE: July 13, 2004

The following new sections have been added to your manual:

1. **UNIFORM CHILD CUSTODY JURISDICTION ENFORCEMENT ACT** Section replaces former section UCCJA (UNIFORM CHILD CUSTODY JURISDICTION ACT). This includes instructions for both the registration of a foreign custody order and judicial proceedings. New forms for these proceedings will be mailed to your office this week.
2. **INVOLUNTARY TREATMENT FOR ALCOHOL/DRUG ABUSE** Section includes filing procedures when you receive a petition for involuntary treatment for alcohol/drug abuse. New forms for these proceedings will be mailed to your office this week.

The following sections have been updated:

3. **FEES AND COSTS** Section - updated to add increase in court costs effective 7/13/04 and directive to send fine amount only to Animal Control and Care Fund made payable to Kentucky State Treasurer.
4. **CITATIONS** Section - subsection, Prepayable Fine Schedule has been updated to include new violations, UOR codes and fine amounts; subsection Court Appearance Citations includes directive that fines for speeding in a school zone are doubled.

5. **JUVENILE CASES** Section - sets out list of pleadings in a case file that contain specific charges which are to be sent to the school superintendent of public schools or principal of a private school **when judge directs you to do so.**
6. **ADOPTIONS AND INSPECTION OF ADOPTION RECORDS** Section - address for Cabinet for Health and Family Services has been corrected **from** 275 East Main Street, 3-EC to 275 East Main Street, 3-CE.
7. **PATERNITY PROCEEDINGS** Section - instruction added directing that a party screen **not** be completed for a child.
8. **THROUGHOUT THE MANUAL**, instruction has been added to include the case number (in addition to the date of birth) to the outside of the envelope of a sealed expungement.