

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 MADE. IF YOU HAVE QUESTIONS OR NEED FURTHER EXPLANATION OF THE UPDATES, PLEASE CALL COURT SERVICES AT THE AOC.**

**TO:** Circuit Court Clerks  
**FROM:** Scott Furkin, General Counsel  
**DATE:** **October 4, 2004**

The following sections have been updated:

1. **THROUGHOUT THE MANUAL** the address for the Inheritance and Estate Tax Section at the Department of Revenue has been updated. The current address is:

**Department of Revenue  
Inheritance and Estate Tax Area  
200 Fair Oaks Lane - 4th Floor  
Frankfort, KY 40601**

2. **BAIL BONDS** section, subsections *Property Bonds* and *Refunds* - updated to include instruction for clerk to collect both the recording fee and lien release fee for the county clerk at the time the bond is filed.
3. **FEES AND COSTS** section, subsection *Miscellaneous Fees* - updated to include collection of property bond lien release fee.
4. **UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA)** section - updated to include collection of certified mail fee from the registering party.
5. **SPECIAL JUDGE APPOINTMENTS** section - updated to include judge numbers to be added to current judge field when a special judge is appointed. This is important since it removes the case from the pending

caseload of the prior judge and adds it to the pending caseload of the judge appointed to handle the case.

6. **RECORDED INTERVIEW AT CHILDREN'S ADVOCACY CENTERS** section - KRS cite and court designation has been added.
7. **STATISTICAL INFORMATION** section - added new subsection *Pending Pre-Computer Cases* which is instruction for opening pending pre-computer cases in KYCourts together with instruction to discard blue closing cards. Blue cards are no longer sent to Research and Statistics.
8. **SCHOOL DROPOUT DRIVER'S LICENSE RESTRICTION** section has been deleted. The Kentucky Supreme Court has declared the underlying statute unconstitutional.
9. *Prelease Probation*, a subsection under **CIRCUIT CRIMINAL CASES** section has been deleted. The Kentucky Supreme Court has declared the underlying statute unconstitutional.