

LIST OF UPDATES TO CIRCUIT CLERK'S MANUAL

TO: Circuit Court Clerks  
FROM: Kevin J. Smalley, Manager Clerk Services  
DATE: May 11, 2009

**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/MODIFICATIONS. PLEASE DIRECT ANY QUESTIONS REGARDING THESE UPDATES TO CLERK SERVICES AND/OR THE OFFICE OF GENERAL COUNSEL AT THE AOC.**

**1. Postage:**

Miscellaneous Fees – Beginning with page 323

Postage per one ounce  
.44

Certified Mail Fees  
With postage scale, One ounce  
10.04  
Each additional ounce  
.44

Without postage scale, normal mailing (standard #10 envelope)  
10.04

Large Mailings  
11.04

Services of Process by Secretary of State on a non-resident defendant:  
Certified mail with restricted delivery  
14.50 – Money Collected For Others

**2. Peace Officer's Expense:**

Juvenile Cases, Page 422 added paragraph for Payment of Juvenile Transport

#### Payment of Juvenile Transport

Peace Officer's Expenses: If seeking reimbursement, any peace officer who transports a juvenile on a court order shall make an accounting of the expenses incurred including the distance traveled.

Upon oath of the transporting officer of the verified amount before a District or Family Court Judge, the Clerk shall certify an Authorization for Payment of Transportation Costs. KRS 605.080(2).

### **3. Juvenile Section:**

Page 401 and 402, number 30 and 35 will now read:

KRS 620.220 requires copies of temporary custody orders and commitment orders to be forwarded to AOC Citizen Foster Care Review Board. As of May 4, 2009, no action is required by the clerk as this information is tracked electronically.

Please feel free to contact me if you have any questions.

Kevin J. Smalley,  
Manager, Clerk Services