

LIST OF UPDATES TO CIRCUIT COURT CLERK'S MANUAL

TO: Circuit Court Clerks
FROM: Kevin J. Smalley, Manager Clerk Services
DATE: July 23, 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. Expungement of Dismissed or Acquittal Cases

Page 307, number 6 shall now read as follows:

The court may also order expungement of records of other agencies. Such agencies are required to certify that their records have been expunged. When a certification of expungement is received from any agency, apply the "Filed" stamp; add the date and your initials. **Place in a sealed envelope with the case number noted on the outside and attach to the expunged/sealed case file.**

2. Statistical Information:

The following existing case type was previously not in the manual and is now being added:

FCL – Foreclosure- A legal procedure by which a mortgage is foreclosed.

The following charge disposition type is new and has been added:

PAR – Pardon – Prior to Adjudication only - Executive Order of Pardon prior to judgment.

3. UOR Codes:

New and obsolete UOR Codes were released by KSP and a release note is being pushed statewide to update KYCourts II accordingly on July 23, 2009.

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

Kevin J. Smalley,
Manager, Clerk Services