

LIST OF UPDATES TO THE CIRCUIT CLERK'S MANUAL

TO: Circuit Court Clerks

FROM: Marc Theriault, General Counsel

DATE: June 6, 2012

IMPORTANT INFORMATION!!

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

THIS LETTER SERVES AS AN "INDEX" TO THE UPDATED SECTIONS OF THE MANUAL. IT 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 MEMO AND REVIEW THE CHANGES/MODIFICATIONS. PLEASE DIRECT ANY QUESTIONS REGARDING THESE UPDATES TO THE DEPARTMENT OF LEGAL SERVICES AT AOC.

1.) SEARCH WARRANTS CHAPTER:

Number 4. (c.) shall now read:

c. Destroy pursuant to the Kentucky Court of Justice Records Retention Schedule.

Note: Executed search warrants that have not been sealed by the issuing judge are public record and should be made available for inspection upon request.

2.) SELF CONSENT ABORTION CHAPTER:

Number 10 shall now read:

11. If no appeal is filed within (30) days refer to the Kentucky Court of Justice Records Retention Schedule for instructions on destruction of the case.

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