

LIST OF UPDATES TO THE CIRCUIT CLERK'S MANUAL

TO: Circuit Court Clerks  
FROM: Marc Theriault, AOC General Counsel  
DATE: **December 31, 2013**

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.

**EXPUNGEMENT CHAPTERS:**

Expungement of Dismissed or Acquittal Cases, Expungement of Misdemeanor and Violation Convictions, and Expungement of Purged or Destroyed Cases chapters have been amended to note that an expungement certification is required to be filed with an expungement petition. Please note that this does not apply to juvenile expungements.

**FIREARMS PROHIBITIONS:**

This chapter has been updated with information referring clerks to HB 308 training guides and release notes for electronically submitted firearms notifications.

**MULTIPLE CHAPTERS AFFECTED:**

The address for the Administrative Office of the Courts has been updated throughout the Manual to the new address, 1001 Vandalay Drive, Frankfort, KY 40601.

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