

JEFFERSON CIRCUIT COURT DIVISION 13
PROTOCOL DURING COVID-19 PANDEMIC

Pursuant to Kentucky Supreme Court Order dated May 15, 2020, trial courts will resume hearing criminal and civil cases, although all hearings are to be conducted remotely unless the judge determines that an in-person hearing is necessary. By Kentucky Supreme Court Order dated May 19, 2020, trial courts cannot conduct jury trials in June or July 2020.

In light of these Orders, Division 13 of Jefferson Circuit Court beginning Monday, June 1, 2020, and continuing until further notice will conduct both criminal and civil pretrial conferences, status conferences, oral arguments, and hearings by telephonic conference. The conference call number for Circuit 13 is 1-848-777-1212. When prompted, enter the conference ID which is 7810836#. This is an open telephone line to the courtroom and there may be multiple parties on the line. Please put your phone on mute until Judge Smith calls your case.

Motion Hours

Mondays at 3:30 for criminal cases

Mondays at 3:45 for civil cases

(due to Labor Day on Monday, September 7, motion hour will be held on Tuesday, September 8)

Criminal Arraignments where the Defendant is in the Jefferson County Jail

Those arraignments will be conducted via Skype with the Defendant at noon Tuesday through Friday on a rotating basis with each of the circuit judges.

Criminal Arraignments where the Defendant is out of custody, on Home Incarceration, in an out of county jail or in prison in Kentucky

These will be conducted telephonically. Defense counsel should make efforts to notify their clients of the call-in number and conference ID.

Criminal motions will be heard telephonically. When noticing motions for motion hour, the Court's call-in conference number and conference ID must be included in the notice.

Civil motions will be heard telephonically. You may be contacted by e-mail prior to motion hour by Judge Smith or her staff if your motion is to reschedule a pretrial conference, oral arguments, or obtain a trial date in an effort to reduce the number of callers on the conference call.

When noticing motions for motion hour, the Court's call- in conference number and conference ID must be included in the notice.

Criminal Hearings

(including pretrial conferences)

Where Defendant is in the Jefferson County Jail, these will be heard on Fridays between 1:00 and 3:00 p.m. Counsel will be contacted by the Court's administrative assistant Melinda Gordon, to schedule these for a specific 15 minute time slot. The Defendant will be contacted at the jail by Judge Smith either telephonically or by Skype.

Where the Defendant is out of custody or on Home Incarceration, these hearings or pretrial conferences will be conducted telephonically, unless directed otherwise by the Court. Defense counsel shall advise the Defendant how to call in for the Court appearance as the Court, in many instances, does not have access to the Defendant's current telephone number. If the Defendant cannot access a telephone, counsel should advise the Court and the Commonwealth as soon as possible prior to the telephonic hearing.

Where the Defendant is incarcerated in prison or in a Kentucky jail other than Jefferson County, the hearing or pretrial conference will be conducted telephonically by following the same procedure as above with every effort being made by the Court to include the Defendant in this telephone conference call.

Civil Hearings

(including pretrial conferences)

All civil hearings will be conducted telephonically by calling the Court's conference line. Exhibits for the hearing should be emailed to annsmith@kycourts.net

Criminal and Civil Jury Trials Scheduled For June and July

The current jury trial dates in June and July will be converted to pretrial conferences.

Entry of Orders

The Jefferson Circuit Court Clerk's Office is working half-staff which means

that the clerk for Circuit 13 works two days one week and three days the next. Obviously, this will impact the entry of court orders as well as the updating of Courtnet. Your patience in this regard is appreciated.