

**RULES OF JEFFERSON  
FAMILY COURT  
PRACTICE AND PROCEDURE  
COMMONWEALTH OF KENTUCKY**

WEBSITES

<http://www.jeffersonfamilycourt.com>  
<https://kycourts.gov/Courts/County-Information/Jefferson/Pages/Jefferson.aspx>

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## **RULE 1 INTRODUCTION / ADMINISTRATIVE PROCEDURE**

### **101 Preface**

These are the Jefferson Family Court Rules of Procedure and Practice. These Rules supplement the Kentucky Family Court Rules of Procedure and Practice (FCRPP), the Kentucky Juvenile Court Rules of Procedure and Practice (JCRPP), the Kentucky Rules of Criminal Procedure (RCr), the Kentucky Rules of Civil Procedure (CR) and the Administrative Rules of Practice and Procedure for the Kentucky Court of Justice Electronic Filing (eFiling Rules). All previous rules adopted by the Jefferson Family Court are hereby rescinded.

### **102 Effective Date**

The effective date of these rules shall be thirty (30) days after Kentucky Supreme Court approval.

### **103 Citation**

These Rules shall be referenced by their full title, "Jefferson Family Court Rules of Procedure and Practice," the shortened title, "Jefferson Family Court Rules," or by the abbreviation, "JFRP" as appropriate for citation.

### **104 Case Assignments and Transfers**

A. **Case Assignments:** The Clerk of the Court shall assign cases among the Family Court Judges in a manner designed to:

1. facilitate the Family Court purpose of one family, one judge;
  2. efficiently, fairly, and judiciously distribute the workload among the judges;
- and,
3. ensure a fair and impartial assignment process.

B. **Transfer of Cases:** After a case has been assigned to a division of Jefferson Family Court, the judge thereof may for good cause transfer the case by written order from that division when: (1) there has been a recusal, or (2) the case has been transferred with the receiving judge's consent. On recusal, the Court Administrator shall make a random assignment of the case to another division of Jefferson Family Court. The Clerk shall enter the order of transfer in the record and serve a copy upon all parties.

C. Nothing in these Rules shall be construed as preventing a Judge from covering for another Judge by their agreement.

## **105 Holidays**

Holiday schedules may be obtained at the Jefferson Family Court Clerk's Office, the Jefferson Family Court Administrator's Office, or on the Jefferson Family Court website.

## **RULE 2 MOTION AND EMERGENCY DOCKET PRACTICE**

### **201 Scheduling of Motions and Emergencies**

- A. For all Jefferson Family Court Circuit actions, Motion Hour shall be on Monday. The schedule for each Court division may be obtained from the Jefferson Family Court Clerk's Office, Court Administrator's Office or Jefferson Family Court website.
- B. The appropriate dates and times to schedule Motions for Paternity; Dependency, Neglect, and Abuse; Status; and Domestic Violence actions, may be obtained from the Jefferson Family Court Clerk's Office, Court Administrator's Office or on the Jefferson Family Court website.
- C. The Jefferson Family Court will cover emergencies on all weekdays when Courts are open. The coverage schedule shall be kept by Court Administrator's Office and provided to the Clerk's Office.
- D. Emergencies for purpose of these specially designated dockets are deemed as follows: 1) Dependency, Neglect, and Abuse petitions and Status petitions seeking removal of children; and 2) arraignments on bench warrants out of any Family Court action.
- E. Arraignment on paternity and domestic violence bench warrants served shall be heard on the emergency docket unless the division from where the warrant was issued has the respective docket scheduled to occur within one business day after the arrest.

### **202 Exceptions to Regular Motion Hour Schedule**

There shall be no Motion Hour during the week of the Judicial College or when Court is closed on a Monday due to a State holiday. Any incorrectly noticed motion must be re-noticed and re-filed. If the court is closed for any unforeseen reason, i.e., inclement weather, the Motion Hour shall automatically be rescheduled for the following Monday.

## **203 Deadline for Filing and Serving Motions**

- A. All JFRP 201(A) motions shall be filed and clocked, and copies mailed, hand-delivered or sent by electronic transmission (as provided for by CR 5.02), no later than 4:00 p.m. on the Tuesday before the noticed motion hour.
- B. If the Jefferson Family Court is closed on Thursday or Friday, JFRP 201(A) motions shall be filed and clocked, and copies mailed, hand-delivered or sent by electronic transmission (as provided for by CR 5.02) no later than 4:00 p.m. on the Monday before the noticed motion hour.
- C. All Paternity; Dependency, Neglect and Abuse; Domestic Violence; and Status motions shall be filed and clocked, and copies mailed, hand-delivered or sent by electronic transmission (as provided for by CR 5.02) no later than 4:00 p.m. four business days before the noticed docket. Notice to the Jefferson County Attorney may alternatively be accomplished by placing a copy of the notice and motion in the Jefferson County Attorney basket located in the Jefferson Family Court Clerk's Office.

## **RULE 3 ADOPTIONS / TERMINATION OF PARENTAL RIGHTS**

### **301 Temporary Custody Order**

Temporary Custody Orders granted pursuant to KRS 199.473(7) shall be SEALED, and not opened to inspection by persons other than the parties to such proceedings and their counsel.

### **302 Assignment of Adoption Cases**

Adoption cases shall be assigned to the division that heard the prior dependency, neglect, and abuse; and/or termination of parental rights action, and, if none, shall be assigned as set forth in Rule 104.

### **303 Assignment of Voluntary Termination of Parental Rights Cases**

Petitions for voluntary termination of parental rights shall be assigned as set forth in Rule 104.

## **RULE 4 DOMESTIC VIOLENCE PETITIONS**

### **401 Procedures for Filing and Obtaining Emergency Protective Orders**

A verified petition for a Domestic Violence Order (DVO) and ex parte Emergency Protective Order (EPO) shall be filed at the Domestic Violence Intake Center (DVIC) on the 1<sup>st</sup> floor of the Hall of Justice at 600 West Jefferson Street, Louisville, Kentucky,

40202. The DVIC is open 24 hours a day 7 days a week, including holidays. The telephone numbers are (502) 595-4697 or (502) 595-0853.

## **402 Violation of Domestic Violence Orders**

- A. Without limiting a party's choice of remedies, alleged violations of Emergency Protective Orders/Domestic Violence Orders (EPOs/DVOs) should be referred to the Jefferson County Attorney's Office for possible prosecution, except as set forth in 402(B).
- B. Alleged violations of EPOs/DVOs pertaining to visitation, child support, or counseling shall be initiated by motion filed with the Jefferson Family Court Clerk's Office and scheduled for contempt hearings on the appropriate Jefferson Family Court docket.
- C. Upon notification by National law enforcement authorities of an attempted firearm purchase by a person prohibited from such by an EPO/DVO, the Jefferson County Sheriff's Office (JCSO) will:
  - a. notify the protected party at their last known contact information of attempted purchase of firearms; and,
  - b. investigate and review with the Jefferson County Attorney's Office for possible criminal prosecution.

## **403 Hearings**

Cases may be scheduled in thirty minute intervals if so requested by the Court. If parties require more than thirty minutes to present their evidence, the Court may assign the parties to a time at the end of the docket, or the parties may be given another date.

## **RULE 5 PATERNITY**

### **501 Motion Practice**

- A. Motions for wage assignments pursuant to KRS 403.215 and KRS 405.465, appointment of Guardian ad Litem, for Guardian ad Litem fees, and to compel discovery shall not be placed on the regular docket but shall be submitted to the Court off-docket. Unless a written objection and request for hearing is filed within ten (10) days of the date on the Certificate of Service, the motion will stand submitted to the Court.
- B. Motions for default judgments for failure to plead or otherwise defend, as provided by the Rules of Civil Procedure, shall not be noticed for a hearing before the Court but may be: 1) scheduled for an out of court pretrial conference; or 2) filed with the Court and stand submitted upon filing. If the court determines a hearing necessary under CR 55.01, a hearing date will be assigned.



- C. Motions to modify, suspend, or terminate child support and to determine arrearages accrued on child support orders shall be scheduled for a hearing or referred for an out of court post-judgment conference conducted by the Jefferson County Attorney's Child Support Division. Forms for post-judgment motions can be obtained at the Jefferson Family Court Clerk's Office.
- D. If an agreement is not reached at a post-judgment conference held by the Jefferson County Attorney's Office, motions to modify child support filed by an obligor with multiple cases shall be passed to the Jefferson Family Court in which the case with the oldest child is assigned. That Jefferson Family Court will hear the multiple cases for the sole purpose of the motion to modify child support. Motions other than establishment or modification of child support shall be filed and heard in the appropriate division for each individual case.
- E. All matters relating to UIFSA Registration for Enforcement only of a foreign support order shall be filed in and heard on the Jefferson Family Court's Paternity dockets. This includes, but is not limited to, contempt proceedings in such actions.

**502 Pretrial Procedures**

A. Genetic Testing

In all cases in which an answer of denial is filed by the respondent, a pretrial order will be entered by the Court requiring both parties and the child to submit to genetic tests in accordance with KRS 406.081, KRS 406.091, and FCRPP, Rule 13.

B. Pretrial Conference

- 1. In all cases in which the respondent files an answer admitting to the paternity of the child, or signs an affidavit of paternity, or the genetic test report contains an inclusionary result, the case may be scheduled by either party for an out-of-court pretrial conference conducted by the Jefferson County Attorney's Child Support Division.
- 2. The purpose of the out-of-court pretrial conference is to explore the possibility of settlement, to simplify the issues and agree upon the issues of fact and law to be heard by the Court, and to explore possible stipulations of fact and documents that will avoid unnecessary proof.
- 3. Nothing in this Rule shall prohibit the parties from entering an agreed judgment of paternity and order of support and filing the same for approval by the Court off-docket without conducting an out-of-court pretrial conference. If the Cabinet for Health and Family Services is a party and/or providing benefits, the Cabinet shall be notified prior to submitting the order to the Court.

## **503 Guardian ad Litem/Military Attorney**

### **A.**

1. In order to be appointed as Guardian ad Litem, any licensed attorney in good standing with the Kentucky Bar Association may apply, subject to continued ratification by a majority of the judges of the Jefferson Family Court Term. The appointment is to be made and compensation paid according to the statute, case law, or civil rule authorizing the appointment.
2. Application is to be made by submitting the appropriate form, which is available in the Jefferson Family Court Administrator's Office. Appointees serving as Guardians ad Litem who fail to demonstrate appropriate knowledge of the statutes, law and procedures in the area in which appointment is made may be stricken from the list by a majority vote of the members of the Court.
3. Motions for compensation shall be accompanied by an affidavit indicating:
  - a. The statutory basis for appointment;
  - b. The hours of service rendered with a brief description of the services rendered and reasonableness of the fee requested; and
  - c. That the action or proceedings have been concluded.
4. A Guardian ad Litem appointed to represent unmarried infants, persons of unsound mind, or adult prisoners shall notify the respondent of his/her appointment as a Guardian ad Litem, inform the respondent of the nature of the proceeding and of the respondent's right to have genetic testing conducted.
5. Within sixty (60) days of the appointment, the Guardian ad Litem shall file an answer on behalf of the respondent or a report stating that, after careful examination of the case, he/she is unable to present a defense.

- B. The failure of the Guardian ad Litem or Military Attorney to file an answer or report within sixty (60) days of notification of appointment may result in sanctions being imposed against the attorney and removal from the Jefferson Family Court Guardian Ad Litem or Military Attorney List.

## **504 Administrative Establishment of Support Obligations**

- A. The Jefferson County Attorney, Child Support Division, as agent for the Cabinet for Health and Family Services (CHFS), may administratively establish a child support and/or medical obligation pursuant to KRS 405.430, if:
1. Paternity is not in question,
  2. There is no existing order of child support,
  3. The non-custodial parent resides or works in Kentucky, and
  4. The non-custodial parent's address is known.

- B. The support obligation shall be determined in accordance with the guidelines found in KRS 403.212.
- C. Pursuant to KRS 405.450, the non-custodial parent shall have the right to appeal the administrative order to a CHFS hearing officer.
- D. Jefferson Family Court shall be the appropriate venue for appeals of a hearing officer's final order. No Petition for Review of an administrative order shall be filed in Jefferson Family Court until all administrative remedies have been exhausted. Judicial review shall be conducted in accordance with KRS 13B.150.

**505 Permission to Review and Copy Paternity Case Files**

Upon receipt of the Jefferson Family Court Clerk’s Office of an attorney’s statement seeking permission to review and copy a paternity case file, **OR** upon the receipt by the Jefferson Family Court Clerk’s Office of a party’s signed and notarized release authorizing an attorney to inspect the party’s paternity case file, for reasons relating to representation in that action of a party thereto, the Clerk’s office shall grant the attorney access to such a file.

Pursuant to KRS 406.035, the attorney seeking permission to review and/or copy the paternity file shall sign a statement that the order of judgment is the only information which may be shared with the client and that all other information in the case cannot be disclosed to the client, including information relating to domestic violence or child abuse as well as the addresses of the parties. Regardless of the subsequent representation or non-representation of the party, any information contained in such file is confidential and subject to the attorney-client privilege.

**506 Access to Paternity Cases for Attorneys and Guardians ad Litem Representing Incarcerated Parents**

The Jefferson Family Court Clerk’s Office shall allow attorneys and Guardians ad Litem who are representing incarcerated parents in paternity cases to have access to the records of those actions.

**RULE 6 DEPENDENCY, NEGLECT, AND ABUSE (DNA)**

**601 Procedure for Emergency Custody Orders**

In Jefferson County, to obtain an Emergency Custody Order as set forth in FCRPP 19:

- A. During normal working hours, 8:30 a.m. to 4:30 pm. Monday through Friday, excluding holidays, persons seeking an Emergency Custody Order (ECO), shall come to the Jefferson County Judicial Center’s Family Court Clerk’s Office. If a Jefferson Family Court Case Manager assists a person in obtaining an ECO, the

worker is to email a copy to the Cabinet for Health and Family Services (CHFS) Intake. If a CHFS social worker is granted an ECO, the social worker is to provide a copy to the agency. A copy shall also be provided to the person seeking the ECO prior to leaving the Jefferson Family Court Clerk's Office. The original ECO shall remain with the Jefferson Family Court Clerk's Office.

- B. After working hours, 4:30 p.m. to 8:30 a.m. Monday through Friday and on weekends, the on-call Family Court Judge or Trial Commissioner shall be contacted. If the ECO is granted at the Home of the Innocents (HOI), the law enforcement officer or HOI staff will complete the ECO and provide the original order to CHFS. CHFS will file the original order with the Jefferson Family Court Clerk's Office on the next working day.

## **602 Petition**

All petitions shall be filed in accordance with FCRPP 19 and shall be submitted to the assistant Jefferson County attorney, who shall check the petition for legal sufficiency. If the petition is rejected, the CHFS paralegal shall return both the petition and the summons list to the family services worker for correction and/or additions for resubmission to the assistant county attorney. If the petition is approved, the assistant county attorney shall initial the petition and distribute a copy to the assistant county attorney assigned to the docket to prosecute dependency actions. The original shall be filed with the Jefferson Family Court Clerk's Office.

A. Any petition filed with this Court shall comply with the following conditions:

1. Citations to specific statute and factual allegations relied upon in asserting the Court's jurisdiction; and
2. Full information concerning the child's parents and their address(es). The petitioner shall make diligent efforts to locate the child's parents, including but not limited to, initiating contact with the Child Support Division of the Jefferson County Attorney's Office.

## **603 The Effects of Service on Only One Parent/Persons Exercising Custodial Control or Supervision**

The judge may permit the Temporary Removal Hearing or the adjudicatory hearing to go forward when the absent parent has not been served in accordance with FCRPP 17 if it is established on the record that petitioner has made diligent efforts to serve all other parties including initiating contact with the Child Support Division of the County Attorney's Office in an attempt to locate any absent parent. The petitioner shall make continuing diligent efforts after the hearing to locate and notify all persons who were not served.

## **604 Time for Temporary Removal Hearing (TRH)**

The Temporary Removal Hearing shall be held according to the following guidelines:

- A. The TRH shall be scheduled on the DNA docket of the division to which the case is assigned if that docket will be held within 72 hours, excluding holidays and weekends, of the issuance of an ECO. If the division's DNA docket will not be held within 72 hours, the TRH will be scheduled for an emergency docket within 72 hours of the issuance of the ECO. Such hearing should be scheduled toward the end of the 72 hours to allow time for service to be attempted.
- B. The TRH shall be held at least one day after the filing of the petition to allow time for service to be attempted.

**605 Guardians ad Litem and Parent Attorneys**

The Court shall appoint attorneys to represent parents and children in DNA actions in accordance with FCRPP Rules 35 and 36, to facilitate consistent, high-quality advocacy representation of all parties.

**606 Duty of Guardian ad Litem and Parent Attorney to Continue**

After an attorney accepts an appointment, representation shall continue through all stages of the DNA proceedings. Unless unavailable, the same appointed attorney shall also be appointed in the termination of parental rights and adoption proceedings. All parties shall be served with notice of an attorney's request to withdraw.

**607 Admission of a Stipulation of Facts**

Counsel shall use AOC Form DNA-18 "Stipulation of Facts & Waiver of Formal Adjudication Hearing" for the purpose of establishing facts supporting a legal finding of dependency, neglect or abuse.

**608 Access to DNA Case File and Record**

A record of all DNA proceedings shall be kept, and said record and case file shall be available to the parties and their counsel of record to review upon request except that any electronic or stenographic records of interviews with children shall be in accordance with the provisions of FCRPP 25 requiring a motion and written order from the Court. Any copy of an audio video record must be obtained pursuant to JFRP 904.

**609 Dispositional Hearing Report**

In accordance with FCRPP 26, CHFS shall provide the court with a report seven (7) days prior to Disposition by completing AOC Form DNA-12 "Dependency/Neglect or Abuse Dispositional Report". In addition, if the siblings have been separated, CHFS shall explain the reasons for the separation.

## **RULE 7      DOMESTIC RELATIONS PRACTICE**

### **701    Required Case Information and Protection of Personal Identifiers**

- A. Pursuant to JFRP Rule 901, every pleading, motion and any other document filed in the record by counsel or party shall contain the case number, typed or printed name, address, telephone number and e-mail address of the attorney or party signing the paper.
- B. Pursuant to JFRP Rule 902, a Case Data Information sheet (Form AOC-FC-3) shall be fully completed and filed with the petition and shall comply with CR 7.03 and eFiling Rules redaction requirements.
- C. In any divorce action where the parties are ordered to attend a divorce education program, the Jefferson Family Court Clerk's Office may provide a redacted copy of the Case Data Information sheet to the approved divorce education program coordinator.

### **702    Appearances, Waivers, and Agreements**

- A. Any unrepresented party who signs and acknowledges an appearance and waiver or agreement shall do so before a notary or deputy clerk.
- B. No entry and appearance of a party shall be signed prior to the filing of a petition.
- C. All Agreements and Agreed Orders shall contain the correct mailing and e-mail addresses for the attorneys and parties.

### **703    Divorce Education Program**

Families involved in a divorce proceeding where there are minor children may be ordered to participate in a divorce education program. A sliding scale regarding fees for the program is available for qualifying families.

### **704    Mediation**

- A. All mediators are encouraged to accept some low-income parties and offer their services at a reduced rate.
- B. Completion of Mediation
  - 1. At the conclusion of mediation, the mediator shall report without comment to the Court and the Jefferson Family Court Administrator as to the outcome of the mediation, (i.e., a full agreement, partial agreement or mediation terminated) by using Form AOC-MED-ADR-11. A termination or non-agreement shall be without prejudice to either party.

2. Handwritten or recorded mediation agreements must be typed and must be signed by all parties and their counsel, if any, before tendered to the Court file.

## 705 Parenting Coordinator

- A. A Parenting Coordinator may be appointed by the Court when agreed to by the parties.
- B. Role of Parenting Coordinator and Scope of Authority

The purpose of the Parenting Coordinator is to provide parents in high conflict an alternative to litigation and expensive, divisive court battles, by making decisions or recommendations that are in the best interest of the children. The Parenting Coordinator shall facilitate parents in making and implementing joint decisions in the best interest of their minor children and, when agreed to by the parties, make decisions, with the exception of custody or primary residence, on behalf of families.

- C. The Parenting Coordinator may do the following:
  1. Revise the parenting schedule or conditions (other than a court-ordered requirement of supervision), telephone, or any other type of contact;
  2. Recommend orders regarding exchange and/or transportation of the child, including specifying time and place of exchange;
  3. Change education, daycare, and/or extracurricular activities for the child;
  4. Require a parent to submit or produce a child to submit to a substance abuse screen, psychological or custody evaluation, and provide release for reports or results.
  5. Recommend more specific orders to facilitate implementation;
  6. Change the times for religious observances and training by the child; and,
  7. Address other issues raised by the parties.
- D. Decisions by a Parenting Coordinator

Within the scope of these Rules and applicable law, the parties may contract for certain decisions of the Coordinator to be binding and enforceable by Court Order.

E. Recommendations by a Parenting Coordinator

When issues arise outside of the scope of the parties' contractual agreement or they otherwise are unable to agree, they may petition the Court for a hearing. The Parenting Coordinator will make written recommendations (not decisions) to the Court. The Court will consider the Parenting Coordinator's report and other evidence at a hearing when making its decisions.

F. Parenting Coordinator Qualifications

1. The Parenting Coordinator shall have (a) either a minimum of a master's degree in psychology or social work, or (b) forty (40) hours of training in mediations, and (c) either five (5) years' experience in mediation or five (5) years' experience in family therapy; OR
2. The Parenting Coordinator shall have (a) a minimum of five (5) years practicing family law as an attorney with concentration of at least fifty percent (50%) of his/her practice in family law, and (b) forty (40) hours of training in mediation, and (c) either five (5) years' experience in mediation or five (5) years negotiating conflict and achieving parenting plans.

**RULE 8 STATUS OFFENSES**

**801 Complaint**

A complaint, pursuant to KRS Chapter 630 and JCRPP 4 regarding Status Offenders, may be filed with the Court Designated Worker's office by any adult who has reasonable basis to lodge such complaint. The Court Designated Worker's office will evaluate the complaint to ensure all pre-court statutory and JCRPP requirements have been met. If it is determined that formal Court proceedings are necessary, the CDW shall certify a copy of the petition to the Jefferson County Attorney, the Division of Youth Services. The certification shall apply to any and all documents or Orders entered by the Court in the status proceeding. The complaint will be filed with the Jefferson Family Court Clerk's Office and an initial appearance shall be scheduled on the assigned courts next available date.

**802 Contempt**

Once a juvenile is placed on a valid court order pursuant to JCRPP 18, failure to comply with the terms of the valid court order may result in a contempt hearing. The monitoring agency will generate this contempt hearing by filing a contempt motion with the Court. The agency may simultaneously request a custody order for said contempt pending the hearing. If a custody order is served, there will be a detention hearing within 24 hours of the juvenile's arrest, excluding weekends and holidays.



### **803 Detention**

No status offender shall be placed in secure detention unless all requirements of JCRPP and KRS 630.030 and KRS 630.040 have been met.

## **RULE 9 MISCELLANEOUS**

### **901 Identification of Counsel or Party Required**

Every pleading, motion and any other paper filed in the record by counsel or a party shall contain the case number, typed or printed name, address, telephone number and e-mail address of the attorney or party signing the paper.

### **902 Required Case Information and Protection of Personal Identifiers**

A. The Family Court Case Data Sheet must be fully completed in all cases. In addition, all pleadings must comply with the requirements of KRS Chapters 205, 403, 405, 406 and 407 by providing the personal identifying information required in those chapters. Except as set forth in paragraph B below, where personal identifiers are required by statute or contained in other documents or exhibits filed with the court pursuant to the above-stated chapters, parties and counsel shall comply with CR 7.03(1)(b), and the redaction requirements set forth in the eFiling Rules, by filing one copy from which any personal data has been redacted and filing an unredacted copy in a marked and sealed envelope. The clerk of the court shall allow the unredacted sealed copy of the pleading, document, or exhibit containing personal identifiers to be accessed only by a party to the case, an attorney of record in the case, a judge of the court or other authorized court personnel, a duly authorized employee or agent of the Cabinet for Health and Family Services involved in child support matters attendant to the case, or a person authorized to view the copy by specific orders of the court. As used in this section, "personal identifier" means a Social Security number or tax-payer identification number, date of birth, or financial account number.

B. Pleadings, documents, or exhibits filed in actions deemed confidential by statute need not be redacted, and any access to those files shall be governed by these Rules and by KRS 199.570, KRS 610.340, KRS 625.045 and KRS 625.108.

### **903 Record of In-Chamber Interviews with Children**

In accordance with FCRPP 25, the Jefferson County Circuit Court Clerk's Video Office shall not release any Jefferson Family Division record of an in-chamber interview with a child in any case without a specific written order of a Family Court Division Judge. An individual requesting a judicial order must provide the Family Court Judge a written explanation for the request which specifically indicates the

portion of the video record being requested is an in-chamber interview with a child and specific purpose for the request.

**904 Requests for Confidential Audio Video Records**

The Jefferson County Circuit Court Clerk's Video office shall not release any copies of Jefferson Family Court confidential audio video records without a specific written order from the presiding Family Court Judge. An individual requesting a judicial order must file a written motion, with notice to all parties, including the child's Guardian ad Litem, if any, and set forth the purpose for the request.

Except that, pursuant to KRS 610.340(2), this shall not apply to public officers or employees engaged in the investigation and prosecution of cases under KRS Chapters 600 through 645 or other prosecutions authorized by the Kentucky Revised Statutes, as certified by that public officer or employee. Said public officer or employee shall use and distribute this information only for investigation or prosecution of offenses under the Kentucky Revised Statutes.

**905 Releasing Individuals in Custody**

As authorized by Court Order, the Office of the Circuit Court Clerk may sign releases for individuals in custody who purge themselves of contempt or post bond.

**906 Distribution of Orders and Other Documents in Confidential Cases**

To facilitate more efficient processing, the Jefferson County Family Court Clerk may electronically transmit court orders and other documents relating to actions from the Dependency, Neglect and Abuse docket and the Status docket to the Cabinet for Health and Family Services, the Court Designated Workers, and to attorneys who have agreed to electronic receipt of Court orders, on an as-needed basis, to facilitate more efficient processing.