

**JEFFERSON DISTRICT COURT PROBATE PROCEDURES FOR REMOTE COURT**  
***\*This serves as an addendum to the General Order to Establish Local Rules and protocol For Reopening Jefferson District Court, Effective June 15, 2020.***

The General Order and other information regarding all of District Court can be found at:  
**www.jeffersondistrictcourt.com.**

As the Reopening order indicates, “probate cases will be heard remotely pursuant to Supreme Court Order 2020-39, unless the Judge determines and provides notice that a hearing or matter will be heard in person.”

Court is being held via Zoom or telephone only. If you do not have a reliable phone or computer, or have trouble signing on, email [jeffcoprobat@kycourts.net](mailto:jeffcoprobat@kycourts.net). This email address forwards to the Probate Judges (not the Clerks). Please only use this email for technical issues with the Zoom platform.

Zoom Meeting ID: 587 902 7704 and Password: hoj305

**TO JOIN BY PHONE:**

Call 888-822-7517 and enter Conference Code 402038#

Please mute yourself until your case is called.

Beginning June 15, 2020, Jefferson Probate Court will hold dockets remotely on Monday, Tuesday, and Wednesday at the following times:

- **11:00 a.m. Appointment Docket**
  - \*Original will must be received by the clerk’s office no later than 24 hours before the scheduled hearing date.
  - Attorneys are advised to pre-sign the fiduciary bond forms before filing.
- **1:00 p.m. Motion and Notice Docket**

Beginning June 29, 2020, Jefferson Probate Court will resume dockets remotely on Monday, Tuesday, Wednesday, and Thursday at the *normal probate* times:

- **1:00 p.m. Appointment Docket**
  - \*Original will must be received by the clerk’s office no later than 24 hours before the scheduled hearing date.
  - Attorneys are advised to pre-sign the fiduciary bond forms before filing.
- **1:30 p.m. Motion and Notice Docket**

Public Administrator cases will be heard on these dockets.

*Other Protocols to Note:*

- Rule Docket is postponed until further notice.
- All contested probate hearings will be scheduled at a time designated by the Court. Hearings not heard due to court closure will be rescheduled chronologically by the Court.
- The Jefferson County Clerks office will be sending court notices that include the above remote appearance information (box above). This information should also be used by the attorneys for notice to other parties/heirs/beneficiaries/creditors.
- Parties shall continue to E-file and/or use the Dropbox located outside of the Hall of Justice (filing cabinet is located on Sixth Street side entrance to Hall of Justice. Contact the probate office at 502-595-4434 when something is dropped, and the clerks will immediately come down to retrieve it).
- For will recording fees, you will be billed by the County Clerk at a later time. You should NOT deliver the recording fee to the Circuit Clerk.

Thank you, and we look forward to the reopening of Jefferson District Probate Court!