



ATTENTION: ACTION NEEDED

Due to the COVID-19 pandemic all small claims matters were removed from the docket. To have your small claims matter rescheduled you **MUST** contact the Jefferson County Circuit Court Clerk's Office within 60 days to receive a new date. If no request for a new date is made within 60 days, your case will be dismissed without prejudice.

You **MUST** contact the District Civil/ Small Claims Division at **(502) 595-4475** to reschedule your case. Please provide Your Name, Defendant's Name, and Case Number. Phone wait times could be long due to the high volume of rescheduling.

Once your case is rescheduled please follow the small claims COVID-19 remote hearing requirements.

If you have settled your case or wish to have it dismissed, you may contact the Jefferson County Circuit Court Clerk to receive instructions. If you have come to a settlement agreement with the other party to your case and wish to submit that to the Court for entry of judgment, you may find the Small Claims Settlement Agreement & Order form (AOC-199) on the kycourts.gov website.

Additional information and updates regarding small claims may be found at the following website: <https://jeffersondistrictcourt.com/>.

**FAILURE TO TAKE ACTION WILL RESULT IN YOUR CASE BEING DISMISSED
WITHOUT PREJUDICE.**