



SMALL CLAIMS COVID-19 REMOTE HEARING REQUIREMENTS

In compliance with the Supreme Court of Kentucky Order 2020-44, all Jefferson County District Court Small Claims cases will be held remotely. In order to conduct the hearings remotely, you as the Moving Party **MUST** follow the steps below.

1. Schedule a Hearing Date with the Civil Division/Small Claims Office

The moving party will need to call the Jefferson County District Court Civil/ Small Claims Office at (502) 595-4475 for the next virtual hearing date that is available.

2. Send Notice to the Other Party along with all evidence

Once a date and time is obtained, then the moving party must send notice to the other parties by sending the Defendant's Notice of Virtual Hearing (attached hereto).

It is also your responsibility to provide copies of all evidence (contracts, invoices, receipts, communications, photographs, etc.) to the Court at the following email address, JeffCoCivilContact@kycourts.net, and to the defendant with the Defendant's Notice of Virtual Hearing. Please provide Your Name, Case Number, and Defendant's Name in the email.

Failure to provide the Defendant's Notice of Virtual Hearing and copies of the evidence at least **5 days prior to your trial** will result in your case being dismissed with prejudice. Any evidence not provided to the Court and the Defendant will not be allowed to be introduced at trial. However, please note that while evidence must be exchanged does not mean that it will be admitted at trial.

3. Provide the Court with proof that notice was sent

As the moving party you must also file with the Jefferson County Circuit Court Clerk's Office a copy of this notice indicating who it was sent to and when it was sent.

4. Attend your remote trial via Zoom:

Join by video:

Zoom Meeting ID: 261 743 8313

Password: HOJ307

Join by phone:

Dial 1-888-822-7517 & enter Conference Code: 918419#

We look forward to hearing your case on the date scheduled with the Civil Division/Small Claims Division. Please check <https://jeffersondistrictcourt.com> for any updates regarding small claims.



DEFENDANT’S NOTICE OF VIRTUAL HEARING

You are receiving this notice because you have been sued in the Jefferson County District Court Small Claims Division. In compliance with the Supreme Court of Kentucky Order 2020-44, all cases are currently being heard remotely.

Notice of Virtual Hearing

“A hearing on this matter will take place on the _____ day of _____, 2020
at _____ AM/PM virtually via Zoom.

Remote Access information:

Join by video:

Zoom Meeting ID: 261 743 8313

Password: HOJ307

Join by phone:

Dial 1-888-822-7517 & enter Conference Code: 918419#

If you are unable to attend virtually or by phone, then you must contact the Small Claims Office at 502-595-4475 and indicate why you are unable to attend virtually and at that point a separate date will be set for an in-person hearing. If you do not call the Court with the necessary information or appear remotely, then your appearance at the hearing is deemed waived. A judgement could be entered against you if you are not present.”

This hearing IS YOUR TRIAL DATE. Therefore, if you have any evidence that you wish to present at your trial then you must provide copies of all evidence (contracts, invoices, receipts, communications, photographs etc.) to the Court at the following email address, JeffCoCivilContact@kycourts.net, and to the Plaintiff at least **3 days prior to your trial**. Please provide Your Name, Case Number, and Defendant’s Name in the email. Any evidence not provided to the Court and the Plaintiff will not be allowed to be introduced at trial. However, please note that while evidence must be exchanged does not mean that it will be admitted at trial.

We look forward to hearing your case on the Date scheduled. Please check <https://jeffersondistrictcourt.com> for any updates regarding small claims.