

Guilty Plea Form Processing

The JEFFCO Misdemeanor Guilty Plea Form may be eFiled using the steps below:

- 1) eFiler must select JEFFCO District Criminal, enter the case number, and click on **<Search>**.
- 2) Assuming the correct case appears, click **<Next>**.

The screenshot shows the Kentucky Court of Justice eFiling interface. At the top, there is a header with the court's logo and the text "KENTUCKY COURT OF JUSTICE" and "KyeCourts - eFiling". Below the header is a navigation bar with icons for Notifications, My eFilings, eFile, Claim Cases, and Help. On the right side of the navigation bar, there are icons for Apps and Logout (Jason_dufeck).

The main content area displays the following information:

- Who is the filer of this envelope?** DUFECK, JASON
- Select a Jurisdiction** JEFFERSON District Criminal
- Enter the Case Number** 16-T-000016
- Search** (button) **Clear** (button) **Go to CourtNet** (button)
- (DISTRICT) COMMONWEALTH VS. SANCHEZ, SARA E**
- Next** (button)
- Case**
- 16-T-000016**
- HON. AMBER B. WOLF** presiding.
- Charges**
- *OBS* OPERATE MV U/INFLU OF ALC/DRUGS W/.08 AGG 1ST OFF - 189A.010(5)(A) (CHARGE 1 ORIGINAL) 0021090**
Charged on 01/01/2016 by citation 6CC319991-1
- FAILURE TO ILLUMINATE HEAD LAMPS - 189.030 (CHARGE 2 ORIGINAL) 0001310**
Charged on 01/01/2016 by citation 6CC319991-2
- FAILURE TO PRODUCE INSURANCE CARD - 304.39-117 (CHARGE 3 ORIGINAL) 0005190**
Charged on 01/01/2016 by citation 6CC319991-3

- 3) From the *What would you like to file?* drop-down menu, select **Other Motions or Documents**, and from the most appropriate option select **Proposed Order**.

The screenshot shows the Kentucky Court of Justice eFiling interface for initiating a subsequent case. At the top, there is a header with the court's logo and the text "KENTUCKY COURT OF JUSTICE" and "eFiling - Initiate Subsequent Case". Below the header is a navigation bar with icons for Notifications, My eFilings, eFile, Claim Cases, and Help. On the right side of the navigation bar, there are icons for Apps and Logout (Jason_dufeck).

The main content area displays the following information:

- Case Number: 16-T-000016**
- Who is the filer of this envelope?** DUFECK, JASON
- Select a Jurisdiction** JEFFERSON District Criminal
- What would you like to file?** Other Motions or Documents
- Select the most appropriate option.**
- (select)**
- Agreed Order**
- Proposed Order**
- Return of Subpoena**
- Exhibit**
- Response**
- Motion to Show Cause**
- Motion for Contempt**

- 4) When uploading the GP form, check the box indicating this is an AOC form. When checked, this box allows the eFiler to bypass the requirement to upload both a PDF and Word version of the document.

The screenshot displays the KYeCourts eFiling interface. At the top, the Kentucky Court of Justice logo and 'KYeCourts - eFiling' are visible. The navigation bar includes 'Notifications', 'My eFilings', 'eFile', 'Claim Cases', 'Help', 'Apps', and 'Logout (Jason_duheck)'. The main content area shows case details: Envelope Number 3051625, Proposed Order in JEFFERSON District Criminal DISTRICT COURT, (Eastern Time Zone), Status: In Progress, Date Started: 12/29/2020 5:24:16 PM Eastern, Case Number: 16-T-000016, Case Style: COMMONWEALTH VS. SANCHEZ, SARA E. A 'Delete' button is present.

The 'Attachments' step is active, showing a progress bar with steps: 1 General Information, 2 Service, 3 Attachments, 4 Review. On the left, under 'Mandatory', there is a 'Proposed / Tendered Order' button with a red 'At least 1 required' message. Under 'Optional', there are buttons for 'Agreed Order', 'Motion', and 'Additional Document'. The main form area has 'Save', 'Add Another Proposed / Tendered Order', and 'Next' buttons. The 'Attachment Type' is set to 'TENDERED DOCUMENT'. The 'Name' field contains 'PROPOSED / TENDERED ORDER'. There is a 'Select PDF file' button. A section titled 'This attachment requires you to include' has a checked checkbox for 'This attachment is an AOC form'. A tooltip explains: 'If box is checked, you are not required to upload a Word Document.' Below this is a 'Select DOC file' button.

- 5) Review and submit the eFiling.
- 6) The clerk will process and route the eFiling to the appropriate judge based on the docket.
- 7) Once signed by the Judge in Review and Sign, the clerk will process the GP form in the eQueue. When processing, the clerk will change the default "Order-Other" to EGP-Entry of Guilty Plea.

This process will be revisited in the future to determine if changes are required.