

GENERAL ORDER

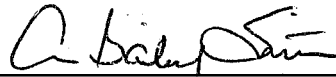
In Re Special Bailiffs

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Insofar as the Kentucky Supreme Court has strongly encouraged trial courts to enter Orders electronically and in the furtherance of the eventual goal of creating an entirely electronic record, **IT IS HEREBY ORDERED** as follows:

1. Effective **June 1, 2024**, JRP 1412 and JDP 313 notwithstanding, all requests for appointment of a Special Bailiff are to be filed electronically in the court to which the case has been assigned and must include an affidavit averring unsuccessful service under CR 401 or other sufficient good cause.
2. The party requesting appointment of a special bailiff will be responsible for providing him or her with the process or other papers to be served, the summons issued by the clerk and a copy of the Complaint. Copies of same are no longer to be filed with and will not be accepted by the Court Administrator's Office.
3. The Court Administrator's Office will continue to maintain a list, to be provided upon request, of approved special bailiffs.

SO ORDERED this 29th day of April, 2024.



Chief Judge Ann Bailey Smith

Cc: Jefferson Circuit Court Judges
Jefferson Family Court Judges
Jefferson District Court Judges
Mr. David Nicholson; Circuit Court Clerk
Hon. Kevin Smalley, Office of the Circuit Court Clerk
Judge McKay Chauvin (ret.); Chief Court Administrator
Ms. Angela Bilewicz; Jefferson Circuit Court Administrator
Ms. Kelly Williamson; Jefferson Family Court Administrator
Hon. David Cutt; District Court Administrator

