

ADMINISTRATIVE OFFICE OF THE COURTS  
 100 MILLCREEK PARK, BLDG. #5  
 FRANKFORT, KY 40601-9230  
 Court of Justice website: www.courts.ky.gov

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® means the form is **restricted to Kentucky Court of Justice personnel only**

## OFFICE FORMS

FNC	KCOJ Notecards with plain envelope	
FN	AOC Notepads	
FS	AOC Letterhead (AOC use only)	
FERA	AOC Envelope - #10 WW (AOC use only)	
FEWRA	AOC Envelope – Window #10 WW (AOC use only)	
FEWRA9	AOC Envelope – Window #9 WW (AOC use only)	
FL	AOC Mailing Label (for AOC use only)	
T	Travel Voucher	3-04
T-2	Travel Voucher Continuation	4-06
T-3	Out-of-State Travel (Electronic Version only)	2-07
001-3	AOC Application (obtain form Personnel only)	
1	Personnel Action Request	2-05
2	Request for Leave	10-02
3A	Request for Equipment, Furniture	10-06
3B	Request for Supplies	12-02
3C	Request for Service	1-01
4	Monthly Trip Report	10-04
5	Time & Attendance Report	10-02
5B	Monthly Time & Attendance Report/Clerks	7-03
6	Forms & Printing Requisition	3-00
7	Court Reporters Invoice/Explanation	5-05
7.1	Court Reporters Invoice Explanation/Pauper Transcripts	10-07
8	Register of Long Distance Calls	1-05
13	AOC Print Shop Proof Card (Print Shop use only)	
14	Ct of Justice Direct Deposit Form	3-04
15	Vehicle Log Sheet (for AOC Facilities only)	2-06
16	Publication Request (for AOC Public Information only)	8-05
17	Request for Review of Forms/Publications (AOC department use – smart form)	7-06
18	Legal Approval for Printing/Distributing of Forms/Publications (AOC Legal only)	11-06

19	Inter-Departmental Request for Legal Services by the Office of General Counsel (AOC departmental use – smart form only)	9-06
20	Subpoena (AOC Office of General Counsel only)	5-07
21	Telephone Inquiry (AOC Office of General Counsel only)	
ED-1	Office for Judicial Branch Education Request for Conference/Function (AOC Education only – smart form only)	12-06
ED-2	Office for Judicial Branch Education Education Specialist Conference Planning form (AOC Education only – smart form only)	12-06
ED-3	General Release Form (AOC Education only – smart form only)	12-06
ED-4	Office for Judicial Branch Education Video/Education Specialist (AOC Education only – smart form only)	2-07
1001	Job Ticket Transmittal (Print Shop use only)	9-02
1002	Office Supplies Order Form	1-01
1003	Office Supplies Order Form Continuation	
1009	Direct Bill Authorization	10-01
@INT-1	Statement for Interpreting Services	12-07
@INT-2	PTS Interpreter Program Continuing Education	10-06
INT-3	PTS Court Program Acceptance of the Kentucky Certification Policy (smart form only)	12-06
INT-4	PTS Interpreter Program Certification Request Form for Criminal Background Check (smart form only)	12-06
INT-5	Interpreting Services Information Form (smart form only)	12-06
INT-6	PTS Interpreter Program. Acceptance of Interpreter Oath And Code of Professional Responsibility (smart form only)	12-06
INT-7	Release Form (smart form only)	12-06
BG-1	Request for Grant Application Approval (smart form only)	1-07
BG-2	Grant Application Agreement (smart form only)	1-07
BG-3	Grant Impact Statement Questionnaire (smart form only)	1-07
BG-4	Grant Impact Statement (smart form only)	
Per-1.3	Appointment to Federally Funded Time-Limited Position (smart form only)	12-06
Per-1.4	Employment Record Check	9-07
Per-1.5	COJ Final Decision (pending)	

Per-1.6	Senior Clerk Acknowledgment	12-07
Per-1.7	Senior Clerk Timesheet	12-07
Per-1.8	District Judge Assoc. Payroll Deduction	
Per-1.9	Circuit Judge Assoc. Payroll Deduction	
Per-2.0	Circuit Clerk Assoc. Payroll Deduction	
Per-2.1	Request for Senior Clerk	2-08
Per-2.2	Senior Clerk Evaluation	2-08
Per-2.3	AOC Hiring Recommendation Form	2-08
Per-2.4		

## JURY FORMS

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005-A	Juror Qualification	1-08
006	Juror Notification	6-05
®010	Order Excusing/Postponing Jury Duty	9-02
012	Jury Parking	12-03
013	Juror Strike Sheet	12-03
013-A	Juror Strike Sheet/8.5 x 14	3-03
®015	Certificate of Service – Jury	8-05
®016	Certificate of Oath – Judges	12-06
®016-A	Certificate of Oath – Clerks	1-03
020	Certificate of Appreciation	7-98

## CIVIL & CRIMINAL ACTIONS

024	Order to Remain on Docket	2-07
025	Subpoena	5-03
®030	Order Setting for Trial Hearing	6-03
®035	Warrant of Arrest (Bench Warrant)	1-08
040	Waiver of Recording	8-02
®050	Notice/Order to Dismiss for Lack of Prosecution	1-05
055	Court Calendar Cards	1-07
®060	Certification of Court Records	5-04
061	Clerk's Certificate	11-06
065	Certification Act of Congress	12-04
066	Rpt. Of Adult/Child/DNA (pending)	6-07
067	Change/Transfer to New Case # Form (pending)	
®068	Order of Arrest (Civil Contempt)	

## APPEALS

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®076	Certification of Record on Appeal	5-01
®080	Notice of Death Sentence Review (Clerk)	8-05
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## CIVIL ACTIONS

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120	Third Party Summons	2-05
122	Notice of Transfer of Action	4-00
®125	Default Judgment	10-07
130	Bill of Costs	2-05
135	Execution Form & Order	1-05
135.1	Affidavit to Challenge Execution	8-03
®135.2	Judgment (Exempt Property/Execution)	3-01
®140	Order for Sale (Venditioni Exponas)	12-04
®141S	Order Referring Case to Master Commissioner for Judicial Sale	1-06
®141SP	Order Referring Case to Special Master Commissioner for Judicial Sale	6-07
145	Affidavit for Writ of Non-Wage Garnishment	4-03
150	Notice of Rights to Assert Exemption to Wage Garnishment	9-03
150.1	Order of Garnishment (Non-Wage)	5-04
150.2	Affidavit to Challenge Garnishment	3-06
150.3	Garnishment Challenge Order	9-03
150.4	Sheriff's Return for Wage Garnishment	5-06
®150.5	Affidavit & Supplemental Order of Wage Garnishment	2-05
®151	Wage/Benefit Withholding Order for Kentucky Employers (New Order/Amended Order)	7-00
®152	Uniform Child Support Order	3-03
155	Supersedeas Bond	6-03
160	Notice & Affidavit of Foreign Judgment Registration	2-03
165	Notice of Registration of Foreign Child Custody Order (UCCJEA)	7-04
166	Confirmation of Registration of Foreign Child Custody Order (UCCJEA)	7-04
175	Small Claims Complaint	3-06
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185	Small Claims Counter-Claim	2-03

®190	Small Claims Judgment	10-07
197	Small Claims Post Judgment Interrogatories	2-08
®198	Small Claims Post-Judgment/Motion/Order Requiring Losing Party To Answer Interrogatories	3-01
®199	Small Claims Settlement Agreement & Order	2-03
®200	Paternity Judgment	11-98
®201	Petition/Order for Permission to Marry	8-01
®205	Order Appointing Public Defender w/Partial Fee Determination	12-03
®206	Order for Partial Fee	9-02
®207	Order for Recovery of Necessary Expense in Defense of Indigent	8-02
215	Eviction Notice: Notice of Eviction Hearing Trial by Court	1-03
216	Forcible Detainer Complaint	9-02
217	Judgment In Favor of Plaintiff (forcible detainer)	
®220	Eviction Notice: Warrant for Possession	3-04
®224	Order Recalling Bench Warrant	6-06
240	Notice of Filing (Domestic Relations Commissioner's Report/ Master Commissioner's Report	1-05
®245	Dissolution of Marriage Findings of Fact/Conclusions of Law	3-03
250	Certificate of Dissolution of Marriage	3-03
260	Abortion Petition	6-97
®261.1	Order Granting Abortion	8-97
®261.2	Order Denying Abortion	8-97
262	Notice of Appeal on Denial of Self-Consent Abortion Petition by a Minor	11-05
270	Writ of Habeas Corpus Circuit Court	3-05
®275	Domestic Violence Summons	10-02
275.1	Domestic Violence Petition/Motion	2-03
®275.2	Emergency Order of Protection & Summons	9-07
®275.3	Order of Protection (DVO/Amended DV Order)	12-07
®275.4	Domestic Violence Forthwith Order of Arrest	4-02
®275.5	Domestic Violence Show Cause Order	3-02
®275.6	Motion to Amend Prior Domestic Violence Order	5-03
®275.7	Warrant of Arrest-Domestic Violence Bench Warrant	3-03
®275.8	Temporary Order of Protection Foreign Protective Affidavit & Order	12-01
®275.9	Order of Protection Foreign Protective Affidavit & Order	12-01
®275.10	Amended Order of Protection & Affidavit for Certified Foreign Protective Order	12-01
®275.11	Amended Temporary Order for Protection & Affidavit for Uncertified Foreign Protective Order	12-01
275.12	Ten Day Notice to Affiant RE: Status of Temporary Foreign Protective Order	3-05
280	Notice of Submission of Case for Final Adjudication	7-02
290	Petition to Inspect Adoption Records	1-03
®290.1	Order Granting Request to Inspect or Requiring Cabinet	

	Families & Children to Notify Biological Parents	1-03
®290.2	Order Granting or Denying Request to Inspect Adoption Records	1-03
®291	Order for Fees in Termination of Parental Rights Case	7-98
292	Appearance Waiver & Consent to Adopt	5-06
295	Petition for Name Change	12-06
®296	Name Change Order	4-04
297	Petition for Student Driving Priviledge/Reinstatment	7-07
298	Student Driver's License Order	7-07
300	Satisfaction of Judgment	

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®315.2	Warrant of Arrest (Complaint)	5-04
315.3	Post-Arrest Complaint	3-93
320	Indictment	1-08
325	Warrant of Arrest on Indictment	1-08
330	Criminal Summons	6-03
335	Affidavit for Search Warrant	2-03
®340	Search Warrant	2-03
®341	PreTrial Suspension for License Order	7-03
341.1	Diversion Agreement	2-03
®342	Confiscation Order for (Operators License or License Plate(s))	1-05
343	Certificate of Performance of Community Labor	4-03
343.1	Order for Community Service	2-08
343.2	Order for Community Service (in lieu of cost)	
343.3	Order for Completion (community service)	
343.4	Order for Jail Time (in lieu of fine/cost)	
®345	Order Granting Pretrial Diversion of Class D Felony (Also file AOC-491 or AOC-491.2)	12-06
®346	Order Voiding Pretrial Diversion of a Class D Felony	11-05
347	Motion for Pretrial Diversion of a Class D Felony	9-02
350	Finan. Statement, Affid. of Indigence, Request Counsel/Odr	3-04
360	Sworn Schedule for Bail Bond Secured By Real Estate	1-07
365	Pretrial Bail Bond	3-07
®366	Property Bond Lien Release Notification	6-05
375	Peace Bond	5-06
®380	Order of Temporary Detention	1-03
385	Release from Custody	5-04
®390	Order for Appearance of Prisoner	1-05
405	Arraignment Order (Guilty Plea)	8-07
410	Entry of Guilty Plea (For minor cases in District Court)	1-08
415	Arraignment Order (Not Guilty Plea)	1-05

420	Recognizance of Witness	4-04
425	Commitment	4-07
430	Confiscation of Contraband Evidence	7-03
440	Waiver of Jury Trial	8-05
®445	Judgment & Sentence on Plea of Guilty	6-05
®446	Restraining Order (Following Stalking Conviction)	9-02
447	(CJ/.legal pending)	
450	Judgment & Sentence on Plea of Not Guilty (Jury Trial)	10-02
454	Judgment of Registration Designation	9-06
®455	Order of Probation/Conditional Discharge	12-06
®460	Order on Motion for Shock Probation	12-06
®461	Agreed Order for Home Incarceration	1-08
®465	Order to Show Cause for Nonpayment of Fine	1-05
®465.1	Fine & Cost List/Order to Show Cause for Non-Payment	5-06
®465.2	Order Def Install Pay Ct Costs & Fines w/Show Cause Odr	5-06
®465.3	Order Waiving Ct Costs Due to Finding of Indigence	11-02
®465.4	Order to Appear	6-07
®470	Order Upon Nonpayment of Fine	1-03
475	Waiver of Extradition	3-04
480	Entry of Appearance & Plea of Guilty (Performance Bond)	4-99
485	Complaining Witness Appearance Bond	8-05
490	Acknowledgment of Scheduled Court Appearance	12-03
491	Motion to Enter Guilty Plea	8-07
491.1	Commonwealth's Offer on a Plea of Guilty	9-03
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492	Application for Hardship Driver's License	9-02
492.A	Affidavit for Hardship Driver's License	1-08
®493	Hardship Driver's License Order	4-03
494	Notice to Attend Alcohol Driver Education Program	10-04
495	DUI – Guilty Plea	2-03
®495.2	Order Requiring Impoundment of License Plate/s	5-03
®495.3	Application & Order for Hardship Vehicle Registration	1-03
495.4	Application to Install Ignition Interlock Device (IID) In Lieu of Plate Impoundment	1-03
®495.5	Order to Install Ignition Interlock Device (IID) In Lieu of Plate Impoundment	1-03
495.6	Motion to Install Ignition Interlock Device (IID) (to Reduce License Revocation or In Lieu of License Revocation)	7-02
®495.7	Order Granting Permission to Install Ignition Interlock Device (IID) (to Reduce License Revocation or in Lieu of License Revocation)	7-02
®496	Expungement Order (For Misdemeanor or Violation Conviction)	7-07
496.1	Notification of Expungement	6-06
496.2	For Misdemeanor or Violation Conviction Petition/Motion for Expungement	10-07

®497	<b>Expungement Order &amp; Certification Form (For Acquittal or Dismissal with Prejudice)</b>	<b>7-07</b>
497.2	For Acquittal or Dismissal with Prejudice Petition/Motion for Expungement	10-7
®498	<b>Order for HIV, Hepatitis B and C, and Other Testing</b>	<b>4-01</b>
499	Notice of Court Mandate for HIV Test	4-07
®499.1	<b>Order for Human Immunodeficiency Virus (HIV) Testing</b>	<b>8-03</b>
®499.2	<b>Order for HIV, Hepatitis B &amp; C, and Other Testing</b>	<b>4-02</b>

## ACCOUNTING FORMS

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502	Cash Receipt Batch Control	7-04
503	Daily Cash Settlement Sheet	7-00
504	Cash Receipts Journal	7-04
505.1	Payable Ledger Card (red)	10-05
505.2	Payable Ledger Card (blue)	6-07
505.3	Payable Ledger Card (black)	10-03
505.4	Payable Ledger Card (green)	10-03
505.5	Payable Ledger Card (orange)	10-03
505.6	Payable Ledger Card (brown)	10-03
505.7	Payable Ledger Card (plain)	11-06
506	Pass Through Ledger Card	7-00
520	County Disbursement Journal	8-02
560	Adjusting Entry	8-02
561	Report to CHR for 4D Alimony & Support Payments	8-04
580	Bank Reconciliation	9-05
581	Outstanding Check List	5-05
®582	<b>Order for Jury &amp; Witness Reimbursement</b>	<b>4-05</b>
582.1	Jury & Witness Reimbursement Schedule	3-03
584	Report for Department of Fish & Wildlife	5-03
585	Jury Fund Report	8-04
586	Summary Financial Report	8-04
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590	Fine & Cost List	2-06
591	Payment Log	6-07
592	Payment Log (continuation sheet)	6-07
593	Transfer of Cash Receipt Forms	4-97
594	Daily Certification of Bond Items to Circuit Clerk	6-03
599	Daily Batch Control Envelope	9-97
1004	Fees Template	7-04

## HOSPITAL/DISABILITY



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®701A	Hearing, Exam & Appt of Counsel Notice & Order (Involuntary Treat-Alcohol/Drug Abuse)	10-06
®702A	Summons Involuntary Treatment (Alcohol/Drug Abuse)	10-06
®703A	Certification of Qualified Health Professional Invol Treatment (Alcohol/Drug Abuse)	10-06
®704A	Judgment & Order for Involuntary Treatment (Alcohol/Drug Abuse)	10-06
®704B	Order 72 Hour Hospitalization (Alcohol/Drug Abuse)	10-06
®705A	Sheriff Transport & Examination (Inventory Treatment – Alcohol/Drug Abuse)	10-06
706	Hospitalization/Disability Summons	8-05
710	Verified Petition for Involuntary Hospitalization/Admission	1-03
®711	Examination & Transport Order (72 Hour Evaluation)	12-03
®712	Certification of QMHP for 72 Hour Hospitalization	7-02
®713	Order Granting/Denying for 72 Hour Hospitalization	3-06
®715	Order of Counsel & Setting Preliminary Hearing	3-05
®720	Examination Odr. & Exam. Certif. For Involuntary Hosp/Adm.	10-02
®724	Community Based Outpatient Treatment Agreed Order	4-02
®725	Findings of Probable Cause	10-02
®726	Order Setting Final Hearing	12-03
®730	Judgment & Order for 60 or 360 Days Invol. Hospitalization	7-03
735	Petition to Set Hearing to Determine Invol. Participation in Treatment of Person	7-02
®736	Order to Set Hearing to Determine Involuntary Participation in Treatment of Person	11-05
740	Petition to Determine if Disabled	5-04
745	Application for Appointment of Fiduciary for Disabled Persons	3-03
747	Petition/Application for Emergency Appointment of Fiduciary	7-03
®748	Order for Emergency Appointment of Fiduciary	4-05
®750	Order for Examination	4-04
®755	Order Appointing Counsel	1-05
®760	Order Awarding Fees	1-05
765	Report of Interdisciplinary Evaluation Team	8-07
®770	Order of Appointment of Conservator	4-01
®775	Order of Appointment of Guardian	3-07
777	Verified Petition for the Voluntary Appointment of Guardian or Conservator, etc.	8-03
®780	Order Setting for Hearing	3-05
®785	Disability Judgment	3-07
790	Annual Report of Guardian	12-03
795	Petition for Relief, Modification or Termination	8-99

796	Standard Power of Attorney for Medical/School Decision Making	2-08
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## PROBATE MATTERS

805	Petition	10-05
®806	Order Probating Will & Appointing Executor/Executrix	12-03
807	Certificate of Qualification	12-98
820	Petition for Appointment of Trustee Under Will	12-03
825	Fiduciary Bond	8-03
830	Petition/Order to Dispense with Administration (Surviving Spouse, Children/Preferred Creditor)	9-06
®840	Order Appointing Fiduciary	12-03
841	Inventory & Appraisal of Estate	5-04
®845	Notice of Failure to File Inventory/Settlement/Report	2-04
846	Settlement of Estate	3-00
®850	Informal Final Settlement: Affidavit, Motion & Order	1-05
851	Affidavit of Waiver of Formal Settlement	1-05
852	Petition for Appointment as Guardian/Conservator for Minor	12-03
853	Application for Appointment as Guardian/Conservator for Minor	5-04
®854	Order of Appointment of Guardian/Conservator for Minor	8-02
855	60 Day Inventory or Supplemental Inventory	12-03
856	Periodic/Final Settlement of Guardian/Conservator for Minor and/or Disabled Person	4-02
857	Application for and Declaration of Death due to a Catastrophic Event	7-02
858	Petition by Crematory to Authorize Cremation of Decedent	12-03
859	Petition to Prevent Cremation of Decedent	12-03

## CLERK'S RECORD KEEPING FUNCTIONS

905	Civil Docket	10-90
905.1	Civil Docket (continuation sheet)	7-87
906.1	Civil Docket (1 <sup>st</sup> page only)	3-88
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## JUVENILE FORMS

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JV-1.1	Notification of Charge Juvenile Petition	6-04
JW-2	Notice of Right to Special Review	3-93
JW-3	Waiver of Special Review Public Offense	3-93

JW-4	Preliminary Inquiry Notice Status Offense	10-04
JW-6	Notice Regarding a Conference for a Public or Status Offense Complaint	10-04
JW-7	Preliminary Inquiry Notice Public Offense	5-04
JW-9	Diversion Agreement	7-06
JW-10	Release of Information	7-06
JW-11	Unsuccessful Diversion Conference	10-04
JW-12	Public Offense Recommendation to County Attorney	3-93
JW-13	Juvenile Tracking Card	9-03
®JV-14	Mental Health Transportation Order	8-07
®JV-15	Temporary Custody Order (Status Offenses)	1-08
®JV-16	Order for Medical Examination or Treatment of Juvenile	11-04
JV-17	Juvenile Summons	3-03
JV-18	Promise to Appear in Juvenile Proceeding	8-07
JV-19	Juvenile Summons for Witness	10-02
JV-23	Verified Petition for Involuntary Hospitalization	11-07
®JV-24	Order Granting Emergency Hospitalization & Evaluation (Juvenile Mental Health)	3-03
®JV-25	Order Denying Petition for Emergency Hospitalization	4-03
®JV-26	Judgment & Order for 60 Days or 180 Days Hospitalization	1-08
®JV-27	Order Denying Petition for Involuntary Hospitalization (or Recertification)	1-08
®JV-28	Youthful Offender Transfer Hearing Order	7-99
®JV-29	Order for Expungement of Juvenile Record	11-04
JV-30	Petition for Expungement of Juvenile Record	10-07
JV-31	Juvenile Status or Delinquency Disposition	7-04
®JV-32	Order to Take Juvenile into Custody	9-02
®JV-34	Juvenile Detention Order for Public Offense	12-03
®JV-35	Juvenile Detention Order for Status Offense	11-07
JV-36	Juvenile Status Offender Order	12-03
JW-39	Pre-Adjudicative Detention Criteria	10-07
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JW-42	Preliminary Inquiry Interview Summary	3-06
JW-42A	Diversion Screening Tool	12-07
JV-48	Order Appointing Public Defender	1-08
JW-50	CDW Letterhead (field offices)	
JW-51	CDW Business Card (blank)	
JW-52	CDW Envelope (field offices)	
JW-53	CDW Envelopes – Window (field offices)	
JW-54	Forms Requisition	8-95
JW-55	CDW Record Destruction Form (for AOC use only)	3-06
JW-56	Truancy Diversion Program Pre-Compliant Tracking Card	6-06
YFCS-1	Confidential Report of Suspected Child & Adult Abuse/ Neglect/Dependency or Exploitation	4-01

CDW-5	CDW Insurance Option Form	4-01
CDW-9	Certificate of Performance of Voluntary Community Service	4-01
®AOC-656	Order of Discharge from CFC/DJJ Commitment	3-04
DNA-1	Juvenile Dependency, Neglect, & Abuse Petition	9-02
®DNA-2	Emergency Custody Order	6-03
®DNA-2.1	Emergency Custody Order Affidavit	9-02
®DNA-2.2	Notice of Emergency Removal	9-05
®DNA-3	Order Temporary Removal Hearing	9-02
®DNA-4	Order Adjudication Hearing	9-02
®DNA-5	Order Disposition Hearing	6-03
®DNA-6	Order Permanency Hearing	6-05
®DNA-7	Juvenile Summons (DNA Proceeding)	9-02
®DNA-9	Order Permanent Custody	9-02
®DNA-10	Order Appointing Guardian <i>ad Litem</i>	9-02
®DNA-11	Fin Statement Affid of Indigence, Request for Counsel And Order (DNA/TPR Cases)	5-05

### **CITIZEN FOSTER CARE REVIEW BOARD FORMS**

CFCRB-2A	Finding & Recommendations (for AOC use only)
CFCRB-2B	CBS Response to CFCRB Questions (for AOC use only)
CFCRB-3	Gold Card (for AOC use only)
CFCRB-5	CFCRB Finding of (for AOC use only)

### **PRETRIAL FORMS**

PT-1	PT Letterhead (field offices)	
PT-2	PT Envelope (field offices)	
PT-3	AOC Courtnet Disposition System Disclaimer (AOC use only)	7-03
PT-4	AOC PT Envelope (AOC use only)	
PT-6	Forms Requisition	8-03
PT-7	Multiple Inquiry Form	2-02
PT-9	AOC Courtnet Disposition System Disclaimer	11-05
PT-11	Monthly Statistical Report	11-02
PT-21	Interview Form	4-04
PT-23	Prior Criminal Record	8-03
PT-26	Court Report	8-03
PT-29	Notice of Court Date	10-04
PT-30	Interview Card	4-98

PT-35	Bond Decision	10-04
PT-36	Waiver (release form interview)	5-03
PT-39	Alcohol Intoxication Tracking Form	9-90
PT-49	Inquiry Into Court Disposition System	12-03
®PT-50	<b>Court of Justice Incident Report</b>	<b>3-06</b>
PT-51	Drive In/Walk In Request – PT Records (AOC use only)	6-03
PT-52	Licensing Agency Request (website only)	8-03
PT-53	Emergency Services Request (website only)	8-03
PT-54	Youth Leader Multiple Inquiry (website only)	8-03
PT-55	Youth Leader Request (website only)	8-03
PT-56	PTS Records Letterhead (AOC use only)	
PT-57	PTS Envelope #10 WW Window (AOC use only)	
PT-58	PTS Envelope #9 WW Address AOC in center (AOC use only)	
PT-59	Release Recommendation (website only)	4-06
PT-60	Mointored Conditional Release (website only)	5-05
PT-61	Affidavit to Court of Violation of Conditional Release (website only)	4-06
PT-62	Interview Detailed Report	7-06
PT-63	Diversion Program	5-06
PT-64	Permission to Interview	6-06
PT-95	AOC Courtnet Licensing Disclaimer	7-07
PT-96	PT Insurance Diversion Program	

## **SPECIAL JUDGE’S FORMS**

### CIRCUIT

SJ-1	Need for Special Judge	4-05
®SJ-2	<b>Order Certifying Need for Special Judge</b>	<b>4-06</b>
®SJ-3	<b>Order Assigning Special Judge</b>	<b>7-96</b>
SJ-4	Assignment of Special Judge	1-05

### DISTRICT

SJ-5	Need for Special Judge	9-06
®SJ-6	<b>Order Certifying Need for Special Judge</b>	<b>11-01</b>
®SJ-7	<b>Order Assigning Special Judge</b>	<b>5-89</b>
SJ-8	Assignment of Special Judge	7-96

### SENIOR

SJ-10	Reporting Form for Senior Judges	1-08
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### RETIRED

SJ-20	Retired Judge voucher for Service as Special Judge	9-02
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## FAMILY COURT FORMS

®FC-1	Counseling Compliance Show Cause Order	3-01
FC-2	Release of Information	10-02
FC-3	Family Court Case-Data Information Sheet	7-05
FC-4	Family Court Volunteer Application	10-99
FC-5	Court Date Card	11-99
FC-6	Court Date Reminder Post Card	3-00
FC-7	Family Court Brochure	2-04
FC-8	Certificate of Completion	7-00
FC-9	Order for Counseling	1-02
FC-10	KY Family Court Sites Map (For Family Court only)	3-07
FC-11	Divorce Education Program	3-07
FIT-1	Families in Transition Certificate	10-06
FIT-6	Families in Transition pre-questionnaire	5-05
FIT-7	Families in Transition post-questionnaire	4-05
FIT-9	Families in Transition site evaluation	4-05
FIT-10	Families in Transition Court Notification of Completion (2-part certificate)	3-07
PE-1	Parents' Education brochure	10-07
PE-2	Parents' Education Workbook	10-07
PE-3	Certificate of Attendance (Divorce Education Program for Parents)	1-06
PE-4	Certificate of Attendance (Divorce Education Program for Children)	1-06
MED-ADR-1	Continuing Mediator Education (CME) Reporting Form (smart form only)	10-07
MED-ADR-2	Request For Mediation (smart form only)	8-05
MED-ADR-3	Mediation Letterhead (field offices)	2-06
MED-ADR-4	Mediation Envelopes #10 (field offices)	2-06
MED-ADR-5	Mediation Envelopes #10 window (field offices)	2-06
MED-ADR-6	DCMP Mediation Evaluation Form Cards	4-06
MED-ADR-7	Application to be Placed on the Mediator Roster	5-06
MED-ADR-8	Agreement to Mediate (smart form only)	9-07
MED-ADR-9	Mediation Agreement (smart form only)	9-07
MED-ADR-10	Mediation Referral (smart form only)	2-07
MED-ADR-11	Mediation Report to Court (smart form only)	2-07
MED-ADR-12	Child Protection Mediation Agreement (smart form only)	2-07

## DRUG COURT

DC-1	Drug Court Agreement of Participation	2-08
DC-2	Drug Court Referral for Drug Testing	10-03
®DC-5	Order Referring to Drug Court	2-07
DC-6	Referral to Drug Court Probation Track	3-06
DC-7	Drug Court Notice of Eligibility	1-07
®DC-8	Order Transferring to Drug Court	10-06
DC-9	Individualized Program Plan-Phase I	10-03
DC-10	Individualized Program Plan-Phase II	10-03
DC-11	Individualized Program Plan-Phase III	10-03
DC-12	Authorization for Release of, or Request for, Information	10-06
DC-13	Drug Court Phase I Calendar	3-06
DC-14	Drug Court Phase II Calendar	3-06
DC-15	Drug Court Phase III Calendar	3-06
DC-16	Self Help Meeting Attendance Verification	10-03
DC-17	Drug Court Case Notes	1-05
DC-18	Monthly Statistical Report	5-07
DC-19	Return to Court Slips (reminder notice)	4-07
DC-21	Request for Criminal History	4-07
DC-23	Affidavit of Violations	6-07
DC-32	Drug Court Exit Calendar	10-03
DC-33	Drug Court Procedures Manual	12-06
DC-34	Drug Court Handbook	10-06
DC-35	Drug Court Letterhead (field offices)	
DC-36	Drug Court Envelope (field offices)	
DC-38	“Drug Court Works” – Book of Inspirations Volumne 2	9-06
DC-39	Statement of Urinalysis Acknowledgment	3-06
DC-40	Consent to Search Form	1-08
DC-41	Certificate of Achievement (printed at field offices)	10-03
DC-42	Drug Court Participant Survey	11-04
DC-43	Participant Contact Record	2-05
DC-44	Affidavit of Administrative Discharge	2-07
DC-45	DC Confidentiality Agreement (for non-team members)	4-07
DC-46	DC Confidentiality Agreement (for team members)	4-07
DC-47	Community Service Verification	3-06
DC-48	DC Memo (Accepting/Not Accepting a Transfer Case)	4-07
DC-49	DC Memo (Information Regarding Previously Transferred Case)	4-07
DC-50	Acknowledgment of Successful Completion of Drug Court	3-06
DC-51	DC Memo (Requesting Acceptance of a Transfer)	4-07
DC-52	Notice of Voluntary Termination from Drug Court (probation)	6-06
DC-53	Notice of Administrative Discharge from Drug Court (diversion)	6-06
DC-54	Notice of Administrative Discharge from Drug Court (probation)	6-06

DC-55	Order of Transfer Between Drug Courts for Drug Court Proceedings Only	7-06
DC-56	Petition for Voluntary Termination from Drug Court	3-06
DC-57	DC Memo (Transfer Participant Meeting Verification)	4-07
DC-58	Notice of Voluntary Termination from Drug Court	6-06
DC-59	Order to Testify	2-07
DC-60	Participant Acknowledgment	2-07
DC-61	DC Graduation Certificate	6-07
DC-62	KY DC Urine Drug Screening Agreement of Participation	2-08
DC-63	KY DC Recognizes & Congratulates	2-08

## **PUBLICATIONS**

P-1	Justice In Our Commonwealth: A Citizen's Guide to Kentucky's Courts	5-00
P-2	Your Key to KY Courts	9-02
P-3	Runaways in the Commonwealth	5-97
P-4	Drug Court brochure – A Chance..... A Change	10-02
P-5	The Family Circus Visits the Courts	4-01
P-6	Small Claims Court: General Info & Post-Judgment Collections	2-03
P-7	You, The Jury: KY Juror Handbook	9-05
P-8	Mediation . . . Weighing the Alternatives	10-02
P-9	Domestic Violence . . . Putting the Pieces Back Together	1-03
P-10	KY Pretrial Services . . . Releasing the Possibilities	9-07
P-11	A Pretrial Cooperative: Making Your Education Work for You (obsolete)	7-00
P-12	Judicial Conduct Commission: Preserving the Integrity of The Judiciary	12-06.
P-13	Circuit Clerks' brochure (out of print)	
P-14	Links – Fayette County Drug Court (out of print)	4-01
P-15	Statewide Criminal History Background Checks	5-06
P-16	Pretrial Diversion Programs	8-03
P-17	KCOJ Office of Minority Affairs	9-06
P-18	Guardian <i>ad Litem</i> Program	4-03
P-19	Court of Justice Employee Mediation Program	8-04
P-20	CDW Program – Making A Difference	11-06
P-21	Law Related Education Programs	11-06
P-22	Under 18: Under the Law	8-03
P-23	KY Mock Trial Tournament brochure	8-06
P-24	Welcome to Jury Duty in Jefferson County, Kentucky	2-08
P-25	Furniture Standards Catalog, AOC Version (AOC use only)	1-04
P-26	Furniture Standards Catalog, Statewide Version (AOC use only)	1-04
P-27	Reporters' Guide to Kentucky Courts	8-05
P-28	Kentucky Drug Court: Saving Costs, Saving Lives	11-07
P-29	KY Court of Justice Grant Policy	3-04



P-30	Teen Court Promotional brochure	5-07
P-31	Mediation Handbook for Judges (for AOC use only)	
P-32	KY Citizen Foster Care Review Bd. Volunteer Training Manual (for AOC use only)	5-05
P-33	KY Citizen Foster Care Review Boards brochure	10-04
P-34	KY Virtual Law Clerk Program (for AOC use only)	7-05
P-35	State Law Library of Kentucky brochure	12-06
P-36	KY Regional Conference on Child Protection Law (for AOC use only)	3-04
P-37	Mediation Relations 101 for Kentucky Circuit Court Clerk (for AOC use only)	6-04
P-38	Bobby & The Court Designated Worker (for AOC use only)	8-04
P-39	Permanency Mediation – A Guide for Parents	10-05
P-40	Families In Transition brochure	2-08
P-41	Kentucky Citizen Foster Care Review Board Handbook (for AOC use only)	3-05
P-42	Media Relations 101 for Kentucky Family Court Judges (for AOC use only)	11-04
P-44	Families In Transition Parents’ Workbook	10-06
P-45	Families In Transition Adolescents’ Workbook	10-06
P-46	Families In Transition Children’s Workbook	10-06
P-47	Families In Transition Facilitator’s Manual (for AOC Family Court use only)	1-07
P-48	Personnel Policies for KY Court of Justice (for AOC use only)	9-06
P-51	Recommendations of the KY Task Force on Court Security (for AOC use only)	4-05
P-52	May: National Drug Court Month (for AOC use only)	8-07
P-55	KY Teen Court Coordinators Manual	8-07
P-56	KY Court of Appeals Basic Practice Handbook (for AOC use only)	5-07
P-59	KCOJ 2006-2012 Capital Plan	1-06
P-60	KY Teen Court Student Training Manual	
P-61	KCOJ: Rules of Administrative Procedure Part X: Real Property Management Section 1. Construction Program Development (AOC use only)	8-07
P-62	KCOJ: Rules of Administrative Procedure Part X: Real Property Management Section II. Court Facilities Criteria (AOC use only)	8-05
P-63	KCOJ: Rules of Administrative Procedure Part X: Real Property Management Section III. Court Facilities Design and Construction	8-05

(AOC use only)		
P-64	Assault in the 4 <sup>th</sup> Degree	9-06
P-65	Writing in Diversion (pending)	
P-66	Art in Diversion	2-06
P-67	Theatre in Diversion	3-06
P-68	Multicultural in Diversion (pending)	
P-69	Diversion Materials (A Catalog of Available Programs and Resources)	12-06
P-70	Senior Status Program for Special Judges	2-07
P-71	Theft by Unlawful Taking Workbook	8-06
P-72	Diversity, Prejudice & Respect Workbook	
P-73	KCOJ Records Retention Schedule	2-06
P-74	KCOJ Records Retention Schedule Part 1: Pre-1978 Records	2-06
P-75	Kentucky CFCRB Annual Report	2-06
P-76	Guiding KY Courts Operational & Training Guide for Bailiffs & Court Security Officials	1-07
P-77	KCOJ Truancy Diversion manual	9-06
P-78	KY Adoption Day Manual (web only)	3-06
P-79	2006 Judicial Campaign Ethics Handbook	3-06
P-80	KY Court of Appeals Furniture Standards catalog	
P-81	Emergency Action Plan booklet	5-06
P-82	Divorce Mediation brochure	8-07
P-83	KCOJ Truancy Diversion Program brochure	10-07
P-84	Responsibilities of GAL	6-06
P-85	Court Mediation brochure	2-08
P-86	Pretrial Risk Assessment Booklet	7-06
P-87	A Best Practice Model for DNA Cases	10-06
P-88	Probate Guide for Pro se Litigants (pending)	
P-89	Juvenile Drug Court brochure	4-07
P-90	The KY Sheriff's Guide to Court Security	12-06
P-91	Family Drug Court	11-07
P-92	AOC Policy Manual	10-07
P-93	Truancy Workbook	2-08
P-94	CDW Training Manual	
P-95	KY COJ Recruitment brochure	2-08

