
MEMORANDUM

TO: Attorneys With Cases in Warren Circuit Court

FROM: Judge John R. Grise
Judge Steve Alan Wilson

SUBJECT: Expansion of Court Operations

DATE: May 21, 2020

The Supreme Court of Kentucky in Order 2020-39 has ordered that, beginning June 1, 2020, Courts shall resume hearing civil and criminal matters using available telephonic and video technology to conduct all proceedings remotely. Up to that time, Warren Circuit Court has only primarily conducted hearings in criminal cases for incarcerated defendants. Beginning June 1, 2020, both divisions of Circuit Court will resume civil and criminal hearings on their regular hearing days. These hearings must be conducted by telephonic or video conferencing technology, unless a judge determines, in his discretion, that a particular case requires in-person attendance. Both divisions of Circuit Court have the capability to use Skype video conferencing (as do all Circuit Judges in Kentucky), and counsel are strongly encouraged to obtain Skype conferencing capability so they and their clients can appear remotely.

The Supreme Court has also ordered in Order 2020-40 that all jury trials, criminal and civil, shall be postponed and rescheduled for no sooner than August 1, 2020, with in-custody criminal trials taking priority over all other matters. Each division of Circuit Court is in the process of continuing trials now set for June and July, 2020, and setting scheduling conferences. Grand Jury proceedings, however, will resume in June, 2020.

In-person services at the Justice Center will continue to be strictly limited as set forth in paragraph 4 of Supreme Court Order 2020-39, with entrance to the Justice Center limited to attorneys, parties, witnesses, persons ordered by the Judge to appear at in-person hearings, and individuals seeking emergency protective orders, interpersonal protective orders, and emergency custody orders. All persons allowed to enter must bring and wear a mask and observe the 6 ft. social distancing policy. Courtroom seating will be marked to indicate proper separation.

Criminal Dockets

Criminal hearings will take place as currently scheduled. Attorneys for criminal defendants shall contact their clients and make arrangements for them to appear by Skype.

Defense attorneys shall provide to the Court’s Administrative Support Specialists [Janet Watkins (janetwatkins@kycourts.net) for Judge Steve Wilson, Division 1; Lisa Young (lisayoung@kycourts.net for Judge John Grise, Division 2] the attorney’s email address where the Skype invitation and link will be sent. The attorney shall then make Skype available to his/her client or copy and paste the link into an email sent from the attorney to the client. Defendants who are not contacted or in touch with their attorney and, therefore, show up in person at the hearing, will be allowed to proceed to the courtroom if they are on the docket and will be given a subsequent hearing date at that time. Defense counsel must make every effort to contact their clients and make them available through remote videoconferencing.

9:00 a.m. dockets in both divisions of Circuit Court will hear cases as follows:

TIME	LAST NAME OF DEFENDANT
9:00 -10:00 a.m.	Jail Docket
10:00 – 11:00 a.m.	A, B
11:00-12:00 p.m.	C, D, E, F
12:00-1:00 p.m.	Break – No Cases Heard
1:00 – 2:00 p.m.	G, H, I
2:00 – 3:00 p.m.	J, K, L, M, N, O
3:00 – 4:00 p.m.	P, Q, R, S
4:00 – 5:00 p.m.	T, U, V, W, X, Y, Z

1:00 p.m. dockets in both divisions of Circuit Court will hear cases as follows:

TIME	LAST NAME OF DEFENDANT
1:00 – 2:00 p.m.	Jail Docket
2:00 – 3:00 p.m.	A, B, C, D, E, F
3:00 – 4:00 p.m.	G, H, I, J, K, L, M, N, O
4:00 – 5:00 p.m.	P, Q, R, S, T, U, V, W, X, Y, Z

This breakdown of cases will begin on June 2, 2020, in Division 2 (Grise) and on June 16, 2020, in Division 1 (Wilson). In Division 1 prior to June 16, all defense counsel and their clients should appear by Skype at the beginning of the docket.

Civil Dockets

Beginning on June 1, 2020, civil cases will be heard as scheduled using Skype. Attorneys shall provide to the Court's Administrative Support Specialists [Janet Watkins (janetwatkins@kycourts.net) for Judge Steve Wilson, Division 1; Lisa Young (lisyayoung@kycourts.net) for Judge John Grise, Division 2] the attorney's email address where the Skype invitation and link will be sent. Attorneys must then make every effort to contact their clients and make them available through remote videoconferencing if their attendance is required or desired.

Jury Trials

The Supreme Court has ordered that all jury trials scheduled for June and July, 2020, shall be postponed and rescheduled no sooner than August 1, 2020, with in-custody criminal trials taking priority over all other matters. Cases now set for trial will be continued by the Court and scheduling conference dates set to reschedule those trials.

Counsel are encouraged to study carefully the orders of the Supreme Court regarding expansion of court operations, particular Orders 2020-39 and 2020-40.

If a Judge determines in his/her discretion that a matter requires in-person attendance, the parties and their attorneys will be allowed into the courtroom, but must remain a minimum of 6' apart from other persons and wear masks. Any person coming into the Justice Center for proceedings must bring a mask, and must have no temperature or symptoms of illness. Individuals who fall into a high-risk category should participate in the hearing remotely.

We know these restrictions have made the practice of law even more difficult and are grateful to the lawyers and staff who have worked to comply. We will undoubtedly learn by experience going forward and will welcome any *constructive* criticisms you may have as we work on expanding judicial services.

Steve Alan Wilson, Judge
Warren Circuit Court, Division 1

John R. Grise, Judge
Warren Circuit Court, Division 2

Janet Watkins, Admin. Support Specialist
Judge Steve Alan Wilson
Warren Circuit Court, Division 1
1001 Center Street, Suite 404
Bowling Green, KY 42101
Telephone: (270) 746-7412
Fax: (270) 746-7286
janetwatkins@kycourts.net

Lisa C. Young, Admin. Support Specialist
Judge John R. Grise
Warren Circuit Court, Division 2
1001 Center Street, Suite 401
Bowling Green, KY 42101
Telephone: (270) 746-7408
Fax: (270) 746-7287
lisyayoung@kycourts.net

