

14TH JUDICIAL DISTRICT COURT SKYPE GUIDELINES
FOR WOODFORD, BOURBON AND SCOTT COUNTIES

JUDGE MARY JANE PHELPS AND JUDGE SARAH R. HAYS

At this time, the Courthouse facilities remain closed for most in-person services, with limited exceptions. Pursuant to Kentucky Supreme Court Order 2020-39, Judges shall resume hearing criminal proceedings remotely unless, in the Judge's discretion, a determination is made that the proceeding requires in-person courtroom attendance. Clerk services remain closed for in-person services; all filings must be mailed, E-filed, or conventionally filed using the drop box provided at the respective judicial buildings. Payment for court costs, fines, fees, and restitution can be paid online or by mailing a money order to the clerk's office. Pre-payable citations can be paid online through ePay at kycourts.gov.

Courtroom attendance must be limited to attorneys, parties, witnesses, and other necessary persons as determined by the Judge. Individuals who fall into a high-risk category, must participate remotely.

ALL PARTIES AND ATTORNEYS ARE ENCOURAGED TO PARTICIPATE IN COURT PROCEEDINGS VIA SKYPE. Please contact Judge Phelps and Judge Hays' Administrative Assistant, Lisa Warren, at (859) 879-9871 or via email at LisaWarren1@kycourts.net to provide your information for Skype PRIOR TO EACH AND EVERY COURT DATE/PROCEEDING/HEARING. You and your client(s) may attend a Skype hearing or proceeding together in your office (socially distanced, of course) or can each attend the Skype hearing remotely/separately if you so choose. If the judge determines that your proceeding requires in-person attendance, you and your client will be required to wear a mask and must comply with all AOC and building guidelines and recommendations.

*****It is important to remember that if you choose to attend a hearing remotely, you and your clients will be required to download the Skype for Business App (this differs from the regular Skype App) PRIOR TO THE HEARING. Upon giving your information to the Judicial assistant, you will be sent an invitation for the Skype Docket or hearing you will be attending. Please remember to contact Lisa Warren prior to each hearing or docket so that she will know to send you an invite for that particular docket. Upon joining the Skype session, you will be placed in a virtual waiting room, and the Judge will grant you entry into the Skype Hearing when your case is ready to be heard. If you or you client do not have internet access for video Skype, you can still attend via telephone by dialing the number and entering the passcode that will be provided in the original Skype invitation.

Attorneys are encouraged to reach out to the respective County Attorneys to resolve cases prior to court proceedings. Pleas in absentia are highly encouraged.

ATTORNEY CONTACT INFORMATION

NAME: _____

EMAIL: _____

TELEPHONE: _____

MAILING ADDRESS: _____

**PLEASE COMPLETE AND SCAN TO LISA WARREN, JUDICIAL ASSISTANT
FOR BOTH JUDGE HAYS AND PHELPS at LisaWarren1@kycourts.net as
soon as possible.**