

KYeCourts Release Note

May 2018

This release document discusses enhanced functionality and product upgrades for KYeCourts which improve overall usability.

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Juvenile Public and Status Offenses

eFilers now have the ability to file subsequent filings into cases under the Juvenile Public and Status Offenses category. After logging into KYeCourts and selecting Subsequent Juvenile Public and Status Offense filings, you’re filing options will include: Filing other documents and pleadings, filing other motions and filing a petition for expungement.

Who is the filer of this envelope?

▼

Select a County

TRIMBLE
▼

What would you like to file?

Juvenile: Public/Status Offenses
▼

Select the most appropriate option.

(select)
| _____ ▼

- File Other Documents/Pleadings
- File Other Motions
- File a Petition for Expungement

Expungement

To file a Petition for Expungement into an existing Juvenile Public and Status Offense case, log into KYeCourts and select Subsequent Filing. Enter the county and case number to search for the existing case.

Who is the filer of this envelope?

▼

Select a County

(select)
▼

Enter the Case Number

Click Next once the desired case appears in the search results.

● (CONFIDENTIAL) IN THE INTEREST OF _____



Select Juvenile: Public/Status Offenses from the filing dropdown menu then select File a Petition for Expungement from the next dropdown menu.



Who is the filer of this envelope?

Select a County

What would you like to file?

Select the most appropriate option.

- File Other Documents/Pleadings
- File Other Motions
- File a Petition for Expungement**

Next, you will review the service information. Anyone listed on the case who is not a registered eFiler will need to be served conventionally. Click Export For Mail Merge to open and save an Excel list of the addresses of those parties.

Electronic Service Will Be Sent via eFiling to: ?

Party Type Description	Name	Filed As
COUNTY ATTORNEY	[REDACTED]	[REDACTED]

Electronic Service Will Not Be Sent via eFiling to: ?

Party Type Description	Name and Address
CHILD	[REDACTED]
FAMILY MEMBER	[REDACTED]
COMPLAINING WITNESS	[REDACTED]

On the Attachments tab, you will be given the ability to download FORM AOC JV 30 (Petition to Vacate and Expunge Juvenile Record.) Fill out the form, upload it and select Next.

Petition for Expungement

Attachment Type* PETITION FOR EXPUNGEMENT

Name

Continue through the Attachments option until you get to the Review tab, where you can confirm the details are correct before submitting the filing.



Confidential Case Access

These are confidential cases therefore the filer will see limited information when filing into them subsequently and must be an opted-in party to view the case in CourtNet 2.0.

You have limited access to this confidential case. Not all actions are available to you and some information will be hidden.

Who is the filer of this envelope?

 Select a County

 What would you like to file?

 Select the most appropriate option.

 File Other Documents/Pleadings
 File Other Documents/Pleadings
 File Other Motions
 File Other Motions
 File a Petition for Expungement
 File a Petition for Expungement

New documents pertaining to the case can be uploaded on the Attachments tab. Select the most appropriate attachment type from the dropdown menu, add and save the document then click the green Next button to proceed.

1 General Information 2 Service 3 Attachments 4 Review

Mandatory

 OTHER DOCUMENTS/PLEADINGS x

Optional

Save Add Another Other Documents/Pleadings Next

Other Documents/Pleadings

Attachment Type*

 Name

Replace PDF file

OTHER DOCUMENT.pdf (1 pages, 119 KB)

Save Add Another Other Documents/Pleadings Next

Adoption and Termination of Parental Rights

eFiling will now accept initial filings for Adoption of an Adult Person. This option can be found under the Adoption and Termination of Parental Rights category.



From your dashboard, select the eFiling tile. Select Adoption and Termination of Parental Rights from the filing options dropdown menu. Next, select File a Petition for Adoption of Adult Person from the dropdown menu of appropriate options.

Who is the filer of this envelope?
 x v

Select a County
 x v

What would you like to file?
 v

Select the most appropriate option.
 v

- Petition for Voluntary Termination of Parental Rights
- Petition for Involuntary Termination of Parental Rights
- Petition for Temporary Custody with a Notice of Intent to Adopt
- Petition for Adoption
- File a Petition for Adoption of Adult Person**

Amended Petition in Forcible Detainer Cases

eFilers in pilot counties (Fayette, Garrard and Hardin Counties) will have the ability to file an amended petition subsequently into a forcible detainer case.

In the Party Information panel, existing parties to the case will be visible, giving filers the ability to select the most appropriate service of process.

Additional Party

Select Party - Indicate if New Summons Required

▼

Select Party - Indicate if New Summons Required

Party Type* PLAINTIFF / PETITIONER

First Name* Middle Last Name* Suffix

Primary Address

Line 1

Line 2

Zip Code City State

Phone Number eMail

Select Method(s) for Service of Process

- Sheriff Service
- Certified Mail
- Long Arm Statute - Secretary of State
- Long Arm Statute - SOS - Restricted Delivery
- Return to E-File for Service

Child Party Type in CourtNet

Modifications have been made in CourtNet to further protect the identity of children listed in confidential cases. When the user is not an opted-in party to a case or otherwise has access rights to the



Confidential Division of the Court, they will not be able to see any accompanying information in CourtNet search results other than the party type "Child." The exception will be those opted-in parties or users that have access rights to the Confidential Division of Court.