

# KYeCourts Release Note

## July 2018

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

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## Probate Initial Filings

eFilers now have the ability initiate probate cases statewide with the exception of Jefferson County, where probate eFilings will be available on 8/30/2018. Options for filing initial probate cases will include Administration of Decedent Estates, Guardian/Conservatorship, and Name Changes.

**Who is the filer of this envelope?**

XXXXXXXXXXXX

**Select a County**

FAYETTE

**What would you like to file?**

(select)

- Dissolution or Custody Action
- Adoption and Termination of Parental Rights
- Juvenile - Dependency, Neglect and Abuse
- Forcible Detainer
- Probate: Administration of Decedent Estates**
- Probate: Guardian/Conservatorship
- Probate: Name Change

## Administration of Decedent Estates

To begin your filing, log into KYeCourts and select New Case. Choose “Probate: Administration of Decedent Estates” from the filing type drop-down menu.

**Who is the filer of this envelope?**

XXXXXXXXXXXX

**Select a County**

FAYETTE

**What would you like to file?**

(select)

- Dissolution or Custody Action
- Adoption and Termination of Parental Rights
- Juvenile - Dependency, Neglect and Abuse
- Forcible Detainer
- Probate: Administration of Decedent Estates**
- Probate: Guardian/Conservatorship
- Probate: Name Change
- UIFSA: Uniform Interstate Family Support Act



Once you have selected what you would like to file, you will be prompted to enter the decedent information to see if a case has already been filed. If a case has not been filed in the decedent's name, click the Next button to continue filing.

Search below to determine if there is an existing case for the decedent prior to filing a petition.

**Decedent Information**

Name

\* LAST NAME  \* FIRST NAME

Date of Death

\* MM/DD/YYYY  

Depending on the type of filing you are submitting, you may see a message on the General Information tab that indicates that you are responsible for uploading a copy of the will and also filing the original with a certified copy of the order appointing an Executor/Executrix to the county clerk's office. You will also need to pay the recording fee at the county clerk's office.

**NOTE:**

A copy of the will should be uploaded for the record. However, the original will must be produced to the circuit court clerk's office conventionally. The original will along with a certified copy of the order appointing an Executor/Executrix will need to be filed in the county clerk's office. The filer is responsible for paying the recording fee at the county clerk's office. KRS 64.012; CR 79.05(2).



## Probate Fee Exemption

When filing initial probate cases, you will have the option of selecting Probate Fee Exemption in lieu of payment. Probate Fee Exemptions are available for the estate of a person who served as a law enforcement officer, firefighter and/or member of the United States Armed Forces who named Kentucky as their home of record and whose death occurred as a direct result of an act in the line of duty as stated in KRS 61.315(6), 64.012, 172.180.

The option will appear on the Finalize tab. Once you have selected Probate Fee Exemption Filings, you will be asked to upload a PDF of the affidavit.



Envelope Number: ██████ **File a Petition for Probate (Will) in FAYETTE DISTRICT COURT** (Eastern Time Zone) Status: **Ready For Payment** Date: ██████  
 Started: 3/9/2018 9:54:26 AM Eastern Case Number: ██████ Case Style: ESTATE OF: ██████

1 General Information > 2 Party Information > 3 Attachments > 4 Review > 5 Finalize

Total Amount Owed: \$ 259.00

**Electronic Payment** Indigent/in Forma Pauperis Filings Filing in Name of Commonwealth **Probate Fee Exemption Filings**

If a filing party wishes to file a probate fee exemption, attach below the affidavit for probate fee exemption.

Probate fees are exempt for the estate of a person whose spouse or surviving children are eligible for state death gratuity benefits (a law enforcement officer, firefighter, and/or a member of the United States Armed Forces who names Kentucky as home of record and whose death occurred as a direct result of an act in the line of duty) KRS 61.315 (6); 64.012: 172.180.

By proceeding, you acknowledge that the information submitted complies with the redaction requirements of Kentucky Rule of Civil Procedure 7.03, and that you have complied with the formatting and technical requirements set forth in the Administrative Rules of Practice and Procedure for the Kentucky Court of Justice Electronic Filing Pilot Project.

After you click "Submit to Court" you will not be able to make any changes to this eFiling envelope.

I have read the above conditions and agree.

Enter Probate Fee Exemption Information

Attachment Type: Probate Fee Exemption

Select PDF file

Submit to Court

### Restriction on Viewing a Will in CourtNet

Please note that an image of the Will cannot be viewed in CourtNet unless you are a party to the case. Those who are party to the case will be able to access an image of the Will in the Images section, as seen below.

<b>Documents</b>	<b>18-P-00018</b>	(-) Hide
<ul style="list-style-type: none"> <li>• <b>PETITION TO PROBATE WILL</b> filed on <b>02/23/2018</b></li> <li>• <b>WILL</b> filed on <b>02/23/2018</b></li> </ul>		
<b>Images</b>	<b>18-P-00018</b>	(-) Hide
<ul style="list-style-type: none"> <li>• <b>COURTESY FINANCIAL TRANSACTION REPORT</b> filed on <b>02/23/2018</b> Page(s): 1</li> <li>• <b>PETITION TO PROBATE WILL</b> filed on <b>02/23/2018</b> Page(s): 3</li> <li>• <b>WILL</b> filed on <b>02/23/2018</b> Page(s): 1</li> </ul>		

Users who are not party to the case will see the Will listed under the Documents section, but an image will be unavailable.

<b>Documents</b>	<b>18-P-00018</b>	(-) Hide
<ul style="list-style-type: none"> <li>• <b>PETITION TO PROBATE WILL</b> filed on <b>02/23/2018</b></li> <li>• <b>WILL</b> filed on <b>02/23/2018</b></li> </ul>		
<b>Images</b>	<b>18-P-00018</b>	(-) Hide
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### Probate Guardian/Conservatorship

To file an initial case for appointment of a Guardian/Conservator, select "Probate: Guardian/Conservatorship" from the case type dropdown menu. You will have three options for filing a



petition. These include filing a petition for appointment of a guardian for a minor, of a conservator for a minor and for a limited guardian for a minor.

**Who is the filer of this envelope?**

**Select a County**

**What would you like to file?**

**Select the most appropriate option.**

(select)

- File a Petition for Appointment of Guardian for Minor
- File a Petition for Appointment of Conservator for Minor
- File a Petition for Appointment of Limited Guardian for Minor

You will be asked to select a hearing date and notification method for the parties.

**NOTE:**

You will be asked to set a hearing date and select a notification method for parties. At least five days before the hearing, Petitioner is required to give written notice of the time, place and purpose of the hearing to each person/entity named in the Petition (unless notice is waived in writing.) KRS 395.016. If notice is waived, please select Waiver of Service. Select Certified Mail for a party to receive a Court Notice Package via certified mail. You will be assessed the cost of serving this notice.


Selecting Certified Mail will ensure that the party will receive a Court Notice Package via certified mail and you will be charged for this service.

**Select Method(s) for Service of Process**

- Certified Mail
- Waiver of Service



The certified mail package will include a coversheet and the court notice.

AOC-S-CN Rev. 7-14 Commonwealth of Kentucky Court of Justice Courts.Ky.gov	Doc Code: NH		Case Number: 18-P-00224 Court: DISTRICT County: GARRARD
<b>Court Notice</b>			
Plaintiff, IN RE: GUARDIANSHIP OF [REDACTED], Defendant			
TO: [REDACTED]			
You are hereby notified that the above case is scheduled/rescheduled for:			
<b>Date</b>	<b>Time</b>	<b>Location</b>	
04/25/2018	09:00 AM ET	GARRARD COUNTY	
COURT HOUSE ANNEX PUBLIC SQUARE, 54 STANFORD STREET, DISTRICT COURTROOM LANCASTER, KY 40444-1023			

If notice has been waived per KRS 395.016, select the Waiver of Service option.

### Petition for Appointment of Guardian for Minor

 Download Form

**Attachment Type\*** PETITION FOR APPT. OF GUARDIAN FOR MINOR

**Name**

PETITION FOR APPOINTMENT OF GUARDIAN FOR MINOR ✕

 Select PDF file

 Save Next 



Before submitting your filing, you will be asked to schedule a hearing. You can choose to have the hearing held at the court’s convenience or a hearing date as provided by the court.

### Other Hearing

**Scheduled Event Type\*** Other Hearing

**Hearing \*** (select) ?

- Hearing to be held at the Convenience of the Court
- Hearing Date as Provided by the Court

 Save Next 



## Initial Name Change Filings

To file an initial case for a Probate Name Change, navigate to KYeCourts and select “Probate: Name Change” under initial filings. Here you will have the option of filing a petition for an adult name change, a contested petition for the name change of a minor, or an uncontested petition for the name change of a minor.

A message on the General tab will notify you that if the name change order is granted, the clerk will send the order to the county clerk’s office for recording. As the filer, you will be responsible for paying the recording fee at the county clerk’s office.

**NOTE:**

If the name change order is granted, the clerk will send the order to the county clerk’s office for recording. The filer is responsible for paying the recording fee at the county clerk’s office. KRS 64.012, 401.040.

You will also be asked on the General tab if there is a prior name change case has been filed and if so, you will need to provide the case number.

**Has a name change petition previously been filed for this individual in this county? \***

**Prior case number:**

## Probate Subsequent Filings

eFilers will now be able to file subsequently into probate cases involving administration of decedent’s estates, guardian and conservatorship, and trust estates. Subsequent actions include:

- Inventory
- Settlement
- Informal Final Settlement
- Proposed Settlement
- Period Settlement
- Final Settlement
- Relinquishment of a Will
- Creditor’s Claim
- Motion to Sell Real Property

An advertisement fee will be collected for final, periodic and proposed settlements.



Filing subsequently into an existing probate case is as simple as logging onto KYeCourts and navigating to the eFiling tile on your dashboard. When you select “Subsequent Filing,” you’ll be prompted to enter the filer name, county and case number.

**Who is the filer of this envelope?**

✖ ▼

**Select a County**

✖ ▼

**Enter the Case Number**

### Forcible Detainer

eFilers are now able to efile Forcible Detainer initial and subsequent filings. Select “Forcible Detainer” from the filing type dropdown menu.

**Who is the filer of this envelope?**

✖ ▼

**Select a County**

✖ ▼

**What would you like to file?**

(select) ▲

🔍

- Small Claims Action
- Paternity Action
- Dissolution or Custody Action
- Adoption and Termination of Parental Rights
- Juvenile - Dependency, Neglect and Abuse
- Probate Case
- Forcible Detainer**
- UIFSA: Uniform Interstate Family Support Act





1. Enter the filer information.

**Filer Identification**

Please select the option that best describes \*

(select)

**Client ID**

**Landlord/Plaintiff gave Tenant(s)/Defendant(s) written notice to vacate on:** \*

**Next**

2. Enter the Landlord/Plaintiff information.

1 General Information 2 Party Information 3 Attachments 4 Review

Mandatory

- Landlord/Plaintiff **1 required**
- Tenant/Defendant **At least 1 required**

Optional

- Petitioner's Attorney
- Additional Party

**Save** **Next**

**Landlord/Plaintiff**

**Party Type** \* PLAINTIFF / PETITIONER

Person  Organization or Business

**First Name** \* **Middle** **Last Name** \* **Suffix**

(select)

**Primary Address**

**Line 1**

**Line 2**

**Zip Code** **City** **State**

(select)

**Phone Number** **eMail**

**Save** **Next**

3. Enter the Tenant/Defendant information. eFilers may add multiple Tenant/Defendants to an envelope. Each Tenant/Defendant will have their own personalized summons and must have one of the following service methods selected:

- Sheriff Service
- Return to Filer for Service
- Serve via Alternative Service Address
- No Service Required



In order to submit the case to the court, at least one Tenant/Defendant is required to be personally served either by sheriff or by return to filer for constable service.

If you wish to generally include other known or unknown occupants on the eviction notice, select the “And All Other Occupants” option the Tenant/Defendant to include “ET AL” to the eviction notice generated for that party.

**Tenant/Defendant**

Party Type\* DEFENDANT / RESPONDENT

Person  Organization or Business

First Name\* Middle Last Name\* Suffix

(select) ▾

And All Other Occupants ?

4. Upload the Forcible Detainer Complaint.

1 General Information 2 Party Information 3 Attachments 4 Review

Mandatory

Forcible Detainer Complaint

FORCIBLE DETAINER COMPLAINT ✖

Optional

Notice of Eviction

Additional Document

Exhibit

Motion

Proposed / Tendered Order

Agreed Order

Save Next

**Forcible Detainer Complaint**

Download Form

Attachment Type\* PETITION FOR WRIT OF FORCIBLE DETAINER

Name

FORCIBLE DETAINER COMPLAINT ✕

Replace PDF file

November 2017 KYeCourts Release Notes (2017).pdf (7 pages, 806 KB)

Save Next



5. Review the information before submitting the filing.

1 General Information > 2 Party Information > 3 Attachments > 4 Review

General Information [✎](#)

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Client ID

Landlord/Plaintiff gave Tenant(s)/Defendant(s) written notice to vacate on: 11/29/2017

Filed by:  [✎](#)

Party Information [✎](#)

[✎](#) Landlord/Plaintiff: GELLAR, MONICA [✎](#)

[✎](#) Tenant/Defendant: GELLAR, ROSS [✎](#)

[✎](#) Petitioner's Attorney: [XXXXXXXXXX](#) [✎](#) [✎](#)

Attachments [✎](#) [View All](#)

Attachment	Name	Page Count	File Size	Hearing Code	Hearing Date	Hearing Time	Hearing Room	Hearing Judge
<a href="#">✎</a> Forcible Detainer Complaint	FORCIBLE DETAINER COMPLAINT	7	806 KB					
<a href="#">✎</a> Notice of Eviction	NOTICE OF EVICTION	2	547 KB					

### Warrant for Possession

At this time, the issuance of a warrant for possession will remain a conventional process.