



Clerks Manual Updates February, 2022

Quick Reference

Probate 1

Petition to Marry 1

Mental Health 1

Jury Information 1

Expungement 2

#	Change Request	Details/Notes
Probate		
1	Section 76.1.6 – 76.1.6 Order Probating/Appointing	Updated steps 1 and 2 to add AOC Form 805 and updated document codes.
Petition to Marry		
1	Section 73.1 – Petition	Updated step 3 to include instruction for generating both District Civil C cases and Circuit Civil CI cases.
Mental Health		
1	Section 56.2 – Criminal Involuntary Commitment	Added new sub-chapter, “Criminal Involuntary Commitment” per HB 310.
Jury Information		
1	Section 52.2 – Jury Management Program – Randomized List	Updated note to read: <i>“All requests for Juror Panels must be made 45 days prior to the day they are scheduled to report. Requests must be made through the Jury Management Program and all summons will be mailed out centrally by the AOC. Any attachment letter that is to be included with the summons must be submitted to the AOC for printing. AP Part II Sec. 6.”</i>



Expungement		
1	Section 39.2.1	Updated language in step 2 to read: <i>“There is no filing fee for expungement based on a dismissal/acquittal not resulting in an indictment. If the petition references a district felony charge not resulting in indictment 431.076(1)(c), send a copy of the petition to the Commonwealth attorney or county attorney.”</i>