



## Clerks Manual Updates July, 2022

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#	Change Request	Details/Notes
<b>Adoptions</b>		
1	Section 1.3 – Petition for Adoption	Additional step added: <i>“Email copy of the petition to Cabinet for Health and Family Services (CHFS) to investigate at Adoptionservicesbranch@ky.gov.”</i>
2	Section 1.6.1 – VS 102 Forms	Updated address for CHFS, Office of Vital Statistics.
<b>Appeals</b>		
1	Section 4.2.1 – Petition for Review	Added note: <i>“Large administrative records may be accepted in an electronic format (flash drive) with a written letter certifying the record.”</i>
<b>Citations</b>		
1	Section 15.13.4 – DUI Citations	Numerous minor updates, mostly indicating that, for DUIs which occurred after 7-1-20, applications shall be filed with the Department of Transportation.



#	Change Request	Details/Notes
<b>Drug Court</b>		
1	Section 35.3.4 – Drug Court Transfer – Disposition Guilty	Added note indicating if a new probation violation charge needs to be added change the case type from DCTG to CR.
<b>Jury Information</b>		
1	Section 52.13 – Avowals	Added new section detailing avowals and how they should be handled.
<b>Probate</b>		
1	Section 76.1.11 – Settlement for Decedents Estates	Added note to collect advertisement fee at time of filing, upon receipt of settlement.
2	Section 76.2.2 – Petition	Added note: <i>“Intestate – File the Petition to Dispense with Administration along with the written Agreement (Affidavit) signed by all beneficiaries to waive administration by applying the FILED stamp; add date and your initials. AOC Form 830 may be used.”</i>
<b>Termination of Parental Rights</b>		
1	Section 93.3 – Order and Affidavit of Indigency	Additional step added: <i>“Mail a copy of the order of appointment to the attorney and the indigent parent(s). Email copy to CHFS at AdoptionServicesBranch@ky.gov.”</i>
2	Section 93.4.6 – Order	Additional step added: <i>“Per KRS 625.045(1), send a certified copy of the final order to the petitioner and email to the Cabinet for Health and Family Services at AdoptionServicesBranch@ky.gov.”</i>