

Sheriff KYeCourts Release Note

May 2018

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

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Conventional Service Return

You will now have the ability to process a service package to indicate return of service was provided conventionally.

Navigate to your eService account. Under the New queue, select a package and print for service. After a paper return of service has been provided to the circuit clerk's office you may process the package to show a conventional return and remove the package from your dashboard.

Navigate to the Printed queue and locate the Case and Package and select Process.

Packages (148)	Package ID	IFS Info	Case Info	Party / Party Type	Issue Date	Payment Method	Payment Amount	Status / Reason	Last Activity	Process
					08/30/2016	In Name of Commonwealth	0.00	Printed	08/30/2016	Process
					08/30/2016	In Name of Commonwealth	0.00	Printed	08/30/2016	Process
					08/30/2016	In Name of Commonwealth	0.00	Printed	11/20/2017	Process

The new drop-down Method of Return label will allow you to choose from electronic and conventional selections. Select Conventional as the method of return and all other fields will be optional.

Update Package @00000019669

Case Number: 16-CI-00321
County Name:FRANKLIN

Party: PLAIN, NORMAL
Party Type:ATTORNEY-CROSS PLAINTIFF

Service Successful: Yes No

Reason For Failure

Method of Return: Electronic Conventional

Proof / Affidavit:

Date of Service Attempt:

Summons/Return of Service Information/Memo (KYCourts):



Case Number: 11-00000
County Name:FRANKLIN

Party: PLAINTIFF
Party Type:ATTORNEY-CROSS PLAINTIFF

Method of Return:*

Conventional

Note: By selecting Conventional as the method of return you are verifying that the Return of Service has been provided in paper to the Circuit Court Clerk. Return of Service will not be sent electronically.

[Close](#)

[Process Conventional Return](#)