

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)



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?	
<input type="text" value="████████████████"/> X	
Select a County	
<input type="text" value=" (select)"/> ▼	
Enter the Case Number	
<input type="text"/>	Search
Clear	Go to CourtNet

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

● (CONFIDENTIAL) IN THE INTEREST OF [REDACTED]

Next

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.

(select)

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	JAMES THOMAS	JAMES THOMAS

Electronic Service Will Not Be Sent via eFiling to:

Party Type Description	Name and Address
CHILD	JOSEPH THOMAS JULIA THOMAS BIRMINGHAM, AL 35201
FAMILY MEMBER	JOSEPH THOMAS JULIA THOMAS BIRMINGHAM, AL 35201
COMPLAINING WITNESS	JOSEPH THOMAS JULIA THOMAS BIRMINGHAM, AL 35201

[Next](#) Export For Mail Merge

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.

[Save](#) [Add Another Petition for Expungement](#) [Next](#)

Petition for Expungement

[Download Form](#) Attachment Type* PETITION FOR EXPUNGEMENT

Name PETITION FOR EXPUNGEMENT [X](#)

[Select PDF file](#)

[Save](#) [Add Another Petition for Expungement](#) [Next](#)

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.

(select)

- 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 >

OTHER DOCUMENTS/PLEADINGS

Optional

Exhibit

Motion

Additional Document

Proposed / Tendered Order

Agreed Order

Other Documents/Pleadings

Attachment Type*

ANSWER AND COUNTERCLAIM

Name

OTHER DOCUMENTS/PLEADINGS

OTHER DOCUMENT.pdf (1 pages, 119 KB)

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?

██████████ ✖ ▼

Select a County

FAYETTE ✖ ▼

What would you like to file?

Adoption and Termination of Parental Rights ▼

Select the most appropriate option.

(select) ▲ ▼ 🔍

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 Filer 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.