

AOC-CS-01

Rev. 8-25

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Commonwealth of Kentucky

Court of Justice www.kycourts.gov

Supreme Court Order No. 2025-10



**TEMPORARY ASSIGNMENT OF
RETIRED CLERKS PROGRAM
APPLICATION**

SUBMIT TO:

retiredclerkprogram@kycourts.net

Name:

Date of Separation:

Reason: (check one) ☐ Retired ☐ Resigned ☐ Other:

Office(s)/Position(s) held: (check all that apply) ☐ Clerk ☐ Chief Deputy Clerk ☐ Deputy Clerk ☐ Bookkeeper

County Served in:

Total Years of Service:

Home Address:

Home Phone:

Cell Phone:

Email:

Please list all of your relevant professional affiliations, including memberships in law-related organizations.

Are there any circumstances in your professional or personal life that create a substantial question as to your qualification to serve in the Program or that might interfere with your ability to serve in this capacity? ☐ Yes ☐ No
If yes, please explain.

Have formal proceedings ever been initiated against you by the Clerk's Conduct Commission? ☐ Yes ☐ No
If yes, please explain.

Have any formal disciplinary actions ever been issued to you as an employee of the Kentucky Court of Justice?
☐ Yes ☐ No If yes, please explain.

AVAILABILITY:

1. County of residence:

2. Assignment preference (check a. or b.):

☐ a. I prefer to be assigned to a county based upon my ranking of the regions below.

(Rank 1 – 8, 1 = first choice, 8 = last choice)

Bluegrass (Bourbon, Boyle, Clark, Estill, Franklin, Garrard, Jessamine, Lee, Madison, Mercer, Owsley, Scott, and Woodford counties):

Cumberland (Adair, Bell, Casey, Clay, Clinton, Cumberland, Green, Harlan, Jackson, Knox, Laurel, Leslie, Lincoln, Marion, McCreary, Monroe, Pulaski, Russell, Taylor, Washington, Wayne, and Whitley counties):

Fayette:

Green River (Allen, Barren, Breckinridge, Bullitt, Butler, Daviess, Edmonson, Grayson, Hancock, Hardin, Hart, LaRue, Logan, Meade, Metcalfe, Nelson, Ohio, Simpson, Todd, and Warren counties):

Metro (Jefferson):

Mountain (Bath, Boyd, Breathitt, Carter, Elliott, Floyd, Greenup, Johnson, Knott, Lawrence, Letcher, Lewis, Magoffin, Martin, Menifee, Montgomery, Morgan, Perry, Pike, Powell, Rowan, and Wolfe counties):

Northern (Anderson, Boone, Bracken, Campbell, Carroll, Fleming, Gallatin, Grant, Harrison, Henry, Kenton, Mason, Nicholas, Oldham, Owen, Pendleton, Robertson, Shelby, Spencer, and Trimble counties):

Purchase (Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Henderson, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, McLean, Muhlenberg, Trigg, Union, and Webster counties):

OR	
<input type="checkbox"/> b. I am willing to serve in any county across the Commonwealth.	
Are there any case types or court assignments that would require you to have additional education or training before you could comfortably or effectively serve? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.	
Please explain your interest in serving in the Retired Clerks Program.	
Please provide any additional information that would assist the Program Selection Committee in recommending you for participation in the Program, including three references with contact information.	
If retired (<i>check all that apply</i>):	
<input type="checkbox"/> (<i>If retired from employment participating in a retirement system operated by the Kentucky Public Pension Authority (KPPA)</i>) I certify that I have been retired from employment for the statutorily required time as provided in KRS 61.637; I have submitted all required forms and documents to the KPPA; and I have received a letter from the KPPA stating my participation or appointment under this Program will not affect my retirement.	
AND/OR	
<input type="checkbox"/> (<i>If retired from employment participating in a state retirement system other than KPPA</i>) I certify that I have satisfied all applicable requirements of the respective retirement system for which I participate; and I have received a letter stating my participation or appointment under this Program will not affect my retirement.	
By signing and submitting this application, I certify that the information given in this application is correct and complete to the best of my knowledge, and I acknowledge my understanding or agreement to the following:	
<ul style="list-style-type: none"> • I will comply with the Temporary Assignment of Retired Clerks Program guidelines and any processes or procedures associated with said Program. • I waive confidentiality under AP Part II, Sec. 5.09 and/or AP Part XVI, Sec. 7 to allow members of the Program Selection Committee to access my KCOJ personnel file, Clerk Conduct Commission disciplinary history, and any other information regarding any pending or issued disciplinary actions. • I authorize the Kentucky Court of Justice to complete a criminal history background check on me, which is required before I may be appointed to the Program. 	
Name (Printed):	Signature:
Date:	

Submit completed form to retiredclerkprogram@kycourts.net. Thank you for your interest!