Kentucky Circuit Court Clerk Special Examination for Breckinridge and Wayne counties

Instructions & Registration Form

Registration Deadline: Nov. 30, 2026

Kentucky Circuit Court Clerks Examination

Pursuant to SCR 1.060, applicants who seek the office of circuit court clerk are required to obtain a minimum score of 70% on the qualifying exam, which is to be prepared and administered by the Administrative Office of the Courts.

This exam is for residents of Breckinridge and Wayne counties who are planning to run in the special election for circuit court clerk in 2027.

Date: The Special Circuit Court Clerk Exam will be given for Breckinridge and Wayne counties on Thursday, Dec. 3, 2026. You may take the exam on this date only. The exam will not be rescheduled due to personal conflicts.

Place: Administrative Office of the Courts, 1001 Vandalay Drive, Frankfort, Ky.

Time: Admittance will begin at 8:30 a.m. EST. No one will be admitted after 9 a.m. EST. You will have three hours to complete the exam. You may take breaks as needed during the exam. You will be responsible for monitoring your time during the exam.

Format: The exam consists of 150 questions about material in the Circuit Court Clerks Manual, Circuit Court Clerks Accounting Manual, Circuit Court Clerks Code of Conduct and Judicial Branch Personnel Policies.

Rules Governing Exam: Study materials, calculators, cell phones, smartwatches, food and beverages will not be allowed in the testing room.

Registration

You must register to take the exam. **The registration form must be received no later than noon EST Monday, Nov. 30, 2026**. Please email the registration form and a copy of your photo ID to circuitclerksexam@kycourts.net or mail the form and a copy of your photo ID to the address below. Registration forms received after that date will not be accepted, even if postmarked on the deadline.

Exam Supervisor
Administrative Office of the Courts
1001 Vandalay Drive • Frankfort, KY 40601

Exam Admittance

The Administrative Office of the Courts will email you confirmation when your registration is received. You must present your photo ID on the morning of the exam. Your ID must include a photo and physical description. A driver's license is preferred and a passport is acceptable.

Registration Form

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Last Name | First Name | Middle Name

Street Address

City | State | ZIP

County of Residence

Phone Number

Email Address