

COMMONWEALTH OF KENTUCKY
48th JUDICIAL CIRCUIT
MISCELLANEOUS ORDER 25-45



**TEMPORARY LOCAL PROTOCOL FOR THE FRANKLIN COUNTY CIRCUIT
COURT AND DISTRICT COURT BY CHIEF CIRCUIT JUDGE THOMAS D.
WINGATE**

Pursuant to the Supreme Court of Kentucky’s Administrative Order 2025-13 and pending further Order of this Court, the Franklin County Circuit Court and District Court shall operate as follows:

- I. Circuit Court – Judge Thomas D. Wingate & Judge Phillip J. Shepherd
 - a. Civil Matters:
 - i. Judge Wingate will use Zoom to conduct remote proceedings. Civil Motion Hour will be held via Zoom on Mondays and Wednesday at 9:00 a.m. All other civil hearings will be scheduled by the Court and held via Zoom at the scheduled time. At his discretion, Judge Wingate may elect to conduct certain proceedings in-person at 669 Chamberlin Avenue, or with the consent of all parties pursuant to CR 77.02(1), at a different location. Parties shall include the email addresses of **all** parties on pleadings.
 - ii. Judge Shepherd will use Zoom to conduct remote proceedings. Civil Motion Hour will be held via Zoom on Mondays and Wednesday at 9:00 a.m. All other civil hearings will be scheduled by the Court and held via Zoom at the scheduled time. At his discretion, Judge Shepherd may elect to conduct certain proceedings in-person at 669 Chamberlin Avenue, or with the consent of all parties pursuant to CR 77.02(1), at a different location. Parties shall include the email addresses of **all** parties on pleadings.
 - b. Criminal Matters:
 - i. Criminal Motion Hour will be conducted in-person on Fridays at the Franklin County Regional Jail at 9:00 a.m. (Div. I) and 10:30 a.m. (Div. II).
 - c. Drug Court
 - i. Drug Court will be held in-person on Wednesdays at 12:00 p.m. at the Franklin County Regional Jail.

- II. Family Court – Judge Squire N. Williams, III
 - a. Judge Williams will use Zoom to conduct remote proceedings on Mondays, Wednesdays, and Thursdays, and as needed on Tuesdays and Fridays. At his discretion, Judge Williams may elect to conduct certain proceedings in-person at 669 Chamberlin Avenue, or with the consent of all parties pursuant to CR 77.02(1), at a different location.
 - b. Domestic Violence, EPO, & Emergency Custody will continue to be processed as normal.

- III. District Court – Judge Kathy Mangeot and Judge Chris Olds
 - a. Probate Court will be held in-person at 669 Chamberlin Avenue on Mondays at 9:00 a.m.
 - b. District Civil/Forcible Detainer docket will be held in-person at 669 Chamberlin Avenue on Mondays at 10:00 a.m.
 - c. District Court Criminal will be held on Tuesdays at 9:00 a.m. in-person in the gymnasium at the Franklin County Regional Jail.
 - d. Traffic Court will be held in-person at 669 Chamberlin Avenue on Thursdays as follows: 9:00 a.m. (Last Names A-L), 10:30 a.m. (Last Names M-Z), and 1:00 p.m. (trials).
 - e. Disability Hearings will be held in-person at 669 Chamberlin Avenue at 9:00 a.m. on the first and third Wednesdays of the month.
 - f. Small Claims will be held in-person at 669 Chamberlin Avenue at 1:00 p.m. on the third Wednesday of the month.
 - g. Juvenile Court will be held in-person at 669 Chamberlin Avenue on the second and third Mondays of the month.
 - h. Jail Arraignments will be held via Zoom at 9:00 a.m. on Mondays and Thursdays.

- IV. Circuit and District Court Clerk – Kem Marshall
 - a. The temporary office of the Circuit and District Court Clerk shall be located at 669 Chamberlin Ave., Suite B, Frankfort, Kentucky 40601, for the filing of pleadings, motions, and any other case-related materials that are not required to be electronically filed. The mailing address remains unchanged, 222 St. Clair Street, Frankfort, Kentucky 40601.

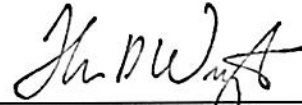
- V. Security
 - a. Security at the Franklin County Regional Jail, the Chamberlin Ave. location, and any location in Franklin County potentially deemed appropriate to conduct court business is to be managed by the Franklin County Sheriff’s Office. The Franklin County Sheriff’s Office shall have two (2) deputy sheriffs, at all locations, to conduct the portable magnetometer and wands. The Franklin County Sheriff’s Office shall have two (2) deputy sheriffs inside any courtroom or room being used as a courtroom when court is being conducted by a judge.

VI. Public Viewing of Proceedings

- a. For security purposes, attendance of the public may be limited for proceedings held at 669 Chamberlin Avenue. Proceedings held at Chamberlin that are limited in attendance are to be live-streamed and may be viewed by the public through an online link.
- b. Public proceedings held via Zoom may be viewed by the public through the Zoom application.
- c. For security purposes, attendance of the public may be limited for proceedings held at the Franklin County Regional Jail. Members of the public may receive, at no cost, after-the-fact recordings of the audio of the proceeding.

PARTIES ARE RESPONSIBLE FOR PROVIDING THE FRANKLIN COUNTY CIRCUIT AND DISTRICT COURT CLERK'S OFFICE WITH CURRENT CONTACT INFORMATION FOR PURPOSES OF RECEIVING COURT NOTICE OF FUTURE COURT DATES.

SO ORDERED, this 17th day of April, 2025.



THOMAS D. WINGATE
Chief Circuit Judge, Franklin Circuit
Court