



# Kentucky Circuit Court Clerk Special Examination for Johnson, McCracken and Mercer counties

## Instructions & Registration Form

**Registration Deadline: Oct. 31, 2025**

### 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.

**Date:** The Special Circuit Court Clerk Exam will be given for Johnson, McCracken and Mercer counties Thursday, Dec. 4, 2025. You may take the exam on this date only. The exam will not be rescheduled due to conflicts. This exam is open only to residents of these three counties. Residency will be confirmed by the address on your photo ID.

**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 Clerk 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 EDT Thursday, Oct. 31, 2025.** Please email the registration form and a copy of your photo ID to [circuitclerksexam@kycourts.net](mailto: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 to 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

## Kentucky Circuit Court Clerk Examination

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This registration form must be received no later than noon EDT Thursday, Oct. 31, 2025, or you will not be permitted to take the exam. You must submit a photo ID along with this form.

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Last Name

First Name

Middle Name

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Street Address

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City

State

ZIP

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County of Residence

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Phone Number

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Email Address