Supreme Court of Kentucky

ORDER

IN RE: ORDER APPROVING AMENDMENT TO RULES 201 A., 601, AND 801, OF THE RULES OF COURT PRACTICE AND PROCEDURE FOR THE 24TH JUDICIAL CIRCUIT, FAMILY COURT DIVISION, JOHNSON, LAWRENCE, AND MARTIN COUNTIES

Upon recommendation of the Judges of the 24th Judicial Circuit, Johnson, Lawrence, and Martin counties, and being otherwise sufficiently advised,

The Amendment to Rules 201 (A.), 601, and 801of the Rules of Court Practice and Procedure for the 24th Judicial Circuit, Family Court Division, Johnson, Lawrence, and Martin counties, are hereby approved. This order shall be effective January 1, 2018, and shall remain in effect until further orders of this court.

Entered this the 23rd day of October 2017.

CHIEF JUSTICE JOHN D. MINTON, JR.

COMMONWEALTH OF KENTUCKY

24TH JUDICIAL CIRCUIT

ORDER

IN RE: AMENDMENTS TO THE LOCAL RULES OF COURT PRACTICE AND PROCEDURE FOR THE 24TH JUDICIAL CIRCUIT, FAMILY COURT DIVISION (JOHNSON, LAWRENCE AND MARTIN COUNTIES)

The attached Amendments to the Local Rules of Court Practice and Procedure for the 24th Judicial Circuit, Family Court Division, are hereby approved by the Circuit Judges of the 24th Judicial Circuit, and will become effective on January 1, 2018.

Dated this the 20th day of October, 2017.

Janie McKenzie Wells

Judge, Janie McKenzie Wells
Family Court Judge

John David Preston

Judge, John David Preston
Circuit Judge

24TH CIRCUIT LOCAL FAMILY COURT RULES

AMENDED RULE 201 Regular Motion Hour Schedule

A. 24th CIRCUIT FAMILY COURT MONTHLY SCHEDULE

Monday Lawrence County	1st & 3rd	
	9:00 a.m.	Motion Hour/Paternity/ Child Support Domestic Violence
	10:00 a.m.	Case Management Conferences
Tuesday Johnson County	2nd & 4th	
	9:00 a.m. 10.00 a.m. 11:00 a.m.	Motion Hour Case Management Conferences Child Support & Paternity
Wednesday Martin County	1st & 3rd	
	9:00 a.m.	Motion Hour/Paternity/Child Support Domestic Violence
	10:00 a.m.	Case Management Conferences
Thursday Johnson County	Final/Evidentiary Hearings/TPR & Adoption Hearings	
Friday	Final/Evidentiary Hearings/TPR & Adoption Hearings Johnson, Lawrence & Martin Counties	

24TH CIRCUIT FAMILY COURT JUVENILE MONTHLY SCHEDULE

AMENDED RULE 601 JUVENILE DEPENDENCY, NEGLECT, and ABUSE CALENDAR

Monday Lawrence County	2nd & 4th	
	9:00 a.m. 9:15 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse
Tuesday Johnson County	1st & 3rd	
	9:00 a.m. 9:15 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse
Wednesday Martin County	2nd & 4th	
	9:00 a.m. 9:15 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse

AMENDED RULE 801 Juvenile Status Offenses Monthly Schedule

Monday Lawrence County	2nd & 4th	
	9:00 a.m. 9:15 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse
Tuesday Johnson County	1st & 3rd	
	9:00 a.m. 9:15 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse
Wednesday Martin County	2nd & 4th	
	9:00 a.m. 9:15 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse

Supreme Court of Kentucky

ORDER

IN RE: ORDER APPROVING AMENDMENT TO RULES 201 A., 601, 801, AND APPENDIX A III (D) OF THE RULES OF COURT PRACTICE AND PROCEDURE FOR THE 24TH JUDICIAL CIRCUIT, FAMILY COURT DIVISION, JOHNSON, LAWRENCE, AND MARTIN COUNTIES

Upon recommendation of the Judges of the 24th Judicial Circuit, Johnson, Lawrence, and Martin counties, and being otherwise sufficiently advised,

The Amendment to Rules 201 A., 601, 801, and Appendix A III (D) of the Rules of Court Practice and Procedure for the 24th Judicial Circuit, Family Court Division, Johnson, Lawrence, and Martin counties, are hereby approved. This order shall be effective April 1, 2017, and shall remain in effect until further orders of this court.

Entered this the 27th day of February 2017.

CHIEF JUSTICE JOHN D. MINTON, JR.

COMMONWEALTH OF KENTUCKY
24TH JUDICIAL CIRCUIT

ORDER

IN RE: AMENDMENTS TO THE LOCAL RULES OF COURT PRACTICE AND PROCEDURE FOR THE 24TH JUDICIAL CIRCUIT, FAMILY COURT DIVISION (JOHNSON, LAWRENCE AND MARTIN COUNTIES)

The attached Amendments to the Local Rules of Court Practice and Procedure for the 24th Judicial Circuit, Family Court Division, are hereby approved by the Circuit Judges of the 24th Judicial Circuit, and will become effective on April 1, 2017.

Dated this the 20th day of February, 2017.

Janie M. Wells
Judge Janie McKenzie Wells
Family Court Judge

John David Preston
Judge John David Preston
Circuit Judge

24TH CIRCUIT LOCAL FAMILY COURT RULES

AMENDED RULE 201 Regular Motion Hour Schedule

A. 24th CIRCUIT FAMILY COURT MONTHLY SCHEDULE

Monday Lawrence County	**1st & 3rd**	
	9:00 a.m.	Motion Hour/Paternity/ Child Support
	2nd & 4th	
	All Day	Case Management Conferences Hearings
Tuesday Johnson County	**2nd & 4th**	
	9:00 a.m. 10:00 am 11:00 a m	Motion Hour Case Management Conferences Child Support & Paternity
Wednesday Martin County	**1st & 3rd**	
	9:00 a.m.	Motion Hour/Paternity/ Child Support
	2nd & 4th	
	All Day	Case Management Conferences Hearings
Thursday Johnson County	Final/Evidentiary Hearings/TPR & Adoption Hearings Johnson County	
Friday	Final/Evidentiary Hearings/TPR & Adoption Hearings Johnson, Lawrence & Martin Counties	

24TH CIRCUIT FAMILY COURT JUVENILE MONTHLY SCHEDULE

AMENDED RULE 601 JUVENILE DEPENDENCY, NEGLECT, and ABUSE CALENDAR

Monday Lawrence County	1st & 3rd	
	10:15 a.m. 10:30 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse
Tuesday Johnson County	1st & 3rd	
	9:15 a.m. 9:30 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse
Wednesday Martin County	1st & 3rd	
	10:15 a.m. 10:30 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse

AMENDED RULE 801 Juvenile Status Offenses Monthly Schedule

Monday Lawrence County	1st & 3rd	
	10:15 a.m. 10:30 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse
Tuesday Johnson County	1st & 3rd	
	9:15 a.m. 9:30 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse
Wednesday Martin County	2nd & 4th	
	10:15 a.m. 10:30 a.m.	Juvenile Status Offenses Juvenile Dependency, Neglect & Abuse

Supreme Court of Kentucky

ORDER

IN RE: ORDER APPROVING THE RULES OF COURT PRACTICE AND PROCEDURE FOR THE 24TH JUDICIAL CIRCUIT, FAMILY COURT DIVISION, JOHNSON, LAWRENCE, AND MARTIN COUNTIES

Upon recommendation of the Judges of the 24th Judicial Circuit, Johnson, Lawrence, and Martin counties, and being otherwise sufficiently advised,

The Rules of Court Practice and Procedure for the 24th Judicial Circuit, Family Court Division, Johnson, Lawrence, and Martin counties, are hereby approved. This order shall be effective as of the date of this Order, and shall remain in effect until further orders of this court.

Entered this the 21st day of May 2012.

CHIEF JUSTICE JOHN D. MINTON, JR.

COMMONWEALTH OF KENTUCKY
RULES OF COURT
PRACTICE AND PROCEDURE

24TH CIRCUIT
JOHNSON, LAWRENCE & MARTIN COUNTIES
FAMILY COURT DIVISION

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RULE 1 INTRODUCTION/ADMINISTRATIVE PROCEDURE

101 Preface

These are the Uniform Rules of Court Practice and Procedures of the 24th Judicial Circuit, Johnson, Lawrence, and Martin Counties, Family Court Division. These Rules supplement the Kentucky Family Court Rules of Procedure and Practice (FCRPP), the Kentucky Rules of Criminal Procedure (RCr), and the Kentucky Rules of Civil Procedure (CR). These rules shall be the only operative 24th Circuit Family Court Rules. All previous rules are hereby RESCINDED.

102 Effective Date

The effective date of these rules shall be thirty (30) days after Kentucky Supreme Court approval.

103 Citation

These Rules shall be cited as 24FCRPP.

104 Holidays

Holiday schedules shall be consistent with the Circuit Court Clerk's Holiday schedule in the respective counties in the 24th Judicial Circuit, Family Court Division.

RULE 2 COURT SCHEDULING / MOTION HOUR / PROCEDURES FOR FILING

201 Regular Motion Hour Schedule

A. **24th CIRCUIT FAMILY COURT MONTHLY SCHEDULE**

Monday Lawrence County	1st & 3rd 9:00 a.m. 1:00 p.m.	Motion Hour/Paternity/ Child Support/TPR/Adoptions Final/Evidentiary Hearings
Tuesday Johnson County	2nd & 4th 9:00 a.m. 1:00 p.m.	Motion Hour/Paternity/ Child Support/TPR/Adoptions Final/Evidentiary Hearings
Wednesday Martin County	1st & 3rd 9:00 a.m. 1:00 p.m.	Motion Hour/Paternity/ Child Support/TPR/Adoptions Final/Evidentiary Hearings
Thursday Johnson County	Final/Evidentiary Hearings	
Friday	Final/Evidentiary Hearings Johnson, Lawrence & Martin Counties	

B. Pursuant to FCRPP 2(6), no matter shall be scheduled for Final Hearing until a Case Management Conference or Mediation has been held unless otherwise ordered by the Court. All parties shall submit Financial Disclosure Statements on the appropriate AOC forms prior to the Case Management Conference, if applicable. Each party shall make a good faith effort at settlement at the Case Management Conference. The Attorneys or parties, if pro se litigants, shall identify any Expert Witnesses they intend to call to testify at the Final Hearing prior to or at the Case Management Conference and shall also produce a Preliminary or Final Report from said expert prior to or at the Case Management Conference. The Attorneys or parties, if pro se litigants, shall also produce any documents they intend to submit as Exhibits at the Final Hearing prior to or at the Case Management Conference.

C. A party's Preliminary Disclosure Statement may also be adopted as his/her Final Disclosure Statement if there have been no changes and the Court has been given notice thereof.

D. Status Quo Orders may be entered on the AOC-237 form upon Motion of any party with Notice and opportunity to be heard by the opposing part(ies).

E. All Motions filed must have original signatures, except when submitted by the Judge for filing.

F. Attorneys or parties may file a Motion to Submit a dissolution matter for Final Decree, and submit same directly to the Judge for approval by the Court off-docket, which shall contain executed Notices and Waivers of Hearings and/or Financial Disclosure Statements along with a Settlement Agreement and Jurisdictional Deposition.

202 Exceptions to Regular Motion Hour Schedule

There will be no Motion Hour during any scheduled Judicial College or the Kentucky Bar Association Annual Meeting. If the courthouse is closed for any reason, i.e., Holiday, inclement weather, or the unavailability of the Family Court Judge, then all Motions shall be passed to the next regularly scheduled Motion Hour in that respective county.

203 Deadline for Serving and Filing Motions

Motions to be placed on the Motion Docket shall be filed in the county of the proceeding and shall be filed in the Office of the Circuit Court Clerk in that county by the close of business no later than seven (7) days prior to the scheduled Motion Hour. Motion Hour in Lawrence County is scheduled on the first and third Monday of each month, and any Motions shall be filed by 4:00 pm on the preceding Monday. Motion Hour in Johnson County is scheduled on the second and fourth Tuesday of each month, and any Motions shall be filed by 4:00 pm on the preceding Tuesday. Motion Hour in Martin County is scheduled on the first and third Wednesday of each month, and any Motions shall be filed by 4:00 pm on the preceding Wednesday. If the filing deadline falls on a Holiday or a day when the Circuit Court Clerk's Office in that respective county is closed, then all Motions must be filed by the close of the next business day.

RULE 3 ADOPTIONS/TERMINATION OF PARENTAL RIGHTS

301 Temporary Custody Order

Temporary Custody Orders granted pursuant to KRS 199.473(7) shall be SEALED and not opened for inspection by persons other than the parties to such proceedings and their counsel.

302 Termination Proceedings

Termination Proceedings involving two (2) or more children with the same parent(s) whose rights are subject to termination must proceed by separate Petitions for each child, but may be consolidated for Hearing purposes only if so ordered by the Court.

RULE 4 DOMESTIC VIOLENCE PROTOCOL AND 24 HOUR ACCESS POLICY

The Twenty-Four Hour Accessibility to Emergency Protective Orders and Local Joint Jurisdiction Domestic Violence Protocol as approved by all Judges in the 24th Judicial Circuit and District and the Chief Justice of the Kentucky Supreme Court is attached hereto as Appendix A and is incorporated by reference herein.

RULE 5 PATERNITY

501 Motion Practice

All matters relating to UIFSA Registration for Enforcement Only of a Foreign Support Order shall be heard on the 24th Circuit Family Court's Motion docket in the respective county. This includes, but is not limited to, contempt proceedings in such actions.

502 Pretrial Procedures

Nothing in this Rule shall prohibit the parties from entering into an Agreed Judgment of Paternity and Order of Support and filing same for approval by the Court off-docket, unless the Cabinet for Health and Family Services is a party and/or providing benefits, and if so, the Cabinet shall be notified prior to submitting the Order to the Court.

503 Guardians ad Litem appointed for actions filed pursuant to KRS 406

1. In order to be appointed as a Guardian ad Litem, any licensed attorney in good standing with the Kentucky Bar Association may be appointed if that attorney has completed AOC approved Guardian Ad Litem training. The appointment is to be made and compensation paid according to the Statute, Case Law, or Civil Rule authorizing the appointment.

2. Motions for compensation shall be accompanied by an Affidavit stating:

    a. The statutory basis for the appointment;
    b. The hours of service rendered with a brief description of the services rendered and reasonableness of the fee requested; and
    c. That the action or proceeding has been concluded.

3. Guardians ad Litem appointed to represent unmarried infants, persons of unsound mind, or adult prisoners shall notify the Respondent of his/her appointment as their Guardian ad Litem, and inform the Respondent of the nature of the proceeding and of the Respondent's right to have genetic testing conducted, if applicable.

4. Within sixty (60) days of the appointment, the Guardian ad Litem shall file an Answer on behalf of the Respondent or a Report stating that, after careful examination of the case, he/she is unable to present a defense on their behalf.

5. The failure of the Guardian ad Litem to file an Answer or Report within sixty (60) days of his/her appointment may result in sanctions being imposed against the attorney, including removal from the 24th Circuit Family Court Guardian Ad Litem appointment list.

504 Reopening Fee

Pursuant to FCRPP 14(1), a $50.00 reopening fee shall not be paid for motions filed in cases brought pursuant to Title IV-D of the Social Security Act for child support modification or enforcement. However, where an action is initiated pursuant to Title IV-D but subsequent motions regarding child support, child custody or visitation are brought by a private attorney or are filed by a pro se litigant rather than by Title IV-D counsel, the fee shall be charged unless the motion is brought in forma pauperis.

505 Permission to Review and Copy Paternity Case Files

A. Upon receipt by the respective 24th Circuit Court Clerk's offices of an attorney's statement seeking permission to review and copy a paternity case file **OR** upon receipt of a party's signed and notarized release authorizing an attorney to inspect the party's paternity case file, for reasons relating to their representation in that action only, the Clerk's office shall grant the attorney access to such a file.

B. Pursuant to KRS 406.035, the attorney seeking permission to review and/or copy the paternity file shall sign a Statement that the Order of Judgment is the only information which may be shared with the client and that all other information in the case cannot be disclosed to the client, including information relating to domestic violence or child abuse, as well as the addresses of the parties. Regardless of the subsequent representation or non-representation of the party, any information contained in such file is confidential and subject to the attorney-client privilege.

506 Access to Paternity Cases for Attorneys and Guardians ad Litem Representing Incarcerated Parents

The 24th Circuit Court Clerk's offices shall allow attorneys and Guardians ad Litem who are representing incarcerated parents in paternity cases to have access to the records of those actions.

RULE 6 DEPENDENCY NEGLECT AND ABUSE CASES

601 Juvenile Dependency, Neglect and Abuse Calendar

24th CIRCUIT FAMILY COURT JUVENILE MONTHLY SCHEDULE

Monday Lawrence County	9:15 a.m. 9:30 a.m.	2nd & 4th	Juvenile Status Offenses Dependency, Neglect & Abuse
Tuesday Johnson County	9:15 a.m. 9:30 a.m.	1st & 3rd	Juvenile Status Offenses Dependency, Neglect & Abuse
Wednesday Martin County	9:15 a.m. 9:30 a.m.	2nd & 4th	Juvenile Status Offenses Dependency, Neglect & Abuse

602 Procedure for Emergency Custody Orders

In the 24th Judicial Circuit, the following procedures shall be followed to obtain an Emergency Custody Order as set forth in FCRPP 19:

A. Any interested party seeking an Emergency Custody Order must file a petition with the Family Court and may contact the Cabinet for Health and Family Services in their respective county as set forth below.

Johnson County
Cabinet for Health and Family Services
205 Main Street, Suite 2
Paintsville, Kentucky, 41240
From 8:00 am until 4:30 pm, call (606)-788-7100
After hours and on weekends and Holidays, call 877-597-2331 or Law Enforcement Agencies

Lawrence County
Cabinet for Health and Family Services
180 Bulldog Lane, Suite 2
Louisa, Kentucky, 41230
From 8:00 am until 4:30 pm, call (606)-638-4360
After hours and on weekends and Holidays, call Law Enforcement Agencies

Martin County
Cabinet for Health and Family Services
104 East Main Street, Suite 2
Inez, Kentucky, 41224
From 8:00 am until 4:30 pm, call (606) 298-7633
After hours and on weekends and Holidays, call Law Enforcement Agencies

B. The original Emergency Custody Order shall be filed with the appropriate 24th Circuit Court Clerk's office upon execution by a Judge or at 8:00 am on the next business day if the respective Clerk's office is closed in compliance with FCRPP 19(1).

C. After hours and on weekends and Holidays, the Cabinet for Health and Family Services or other interested person shall contact the appropriate Family Court Judge, Trial Commissioner, or on-call District Judge to obtain an Emergency Custody Order. The Cabinet for Health and Family Services or the other interested person shall file the original Emergency Custody Order with the appropriate 24th Circuit Court Clerk's office at 8:00 am on the next business day.

D. Law Enforcement may take a child into protective custody for up to twelve (12) hours pursuant to KRS 620.040 (5)(c) pending the issuance of an Emergency Custody Order.

603 Juvenile Petitions

A. All Juvenile petitions shall be filed in accordance with FCRPP 20 and shall be submitted to the respective County Attorney's office who shall check the petition for legal sufficiency prior to its filing. If the petition is rejected by the county attorney, then it may be filed by the interested party and submitted to the Family Court Judge for a determination of its legal sufficiency.

B. Any Petition filed with the Court shall comply with the following conditions:

1. Citations to specific Statute and factual allegations relied upon in asserting the Court's jurisdiction; and

2. Full information concerning the child's parents and their address(es). The Petitioner shall make diligent efforts to locate the child's parents, including but not limited to, initiating contact with the Child Support Division of the respective County Attorney's offices.

604 The Effects of Service on Only One Parent or Persons Exercising Custodial Control or Supervision

The Judge may permit the Temporary Removal Hearing, the Adjudication Hearing and the Disposition Hearing to go forward when the non-custodial parent has not been served, in accordance with FCRPP 18(1), if it is established on the record that Petitioner has made diligent efforts to serve all other parties, including initiating contact with the Child Support Division of the County Attorney's office, in an attempt to locate any absent parent and that parent is not the named perpetrator of the alleged neglect or abuse. The Petitioner shall make continuing diligent efforts after each hearing to locate and notify all persons who have not yet been served.

605 Time for Temporary Removal Hearing

The Temporary Removal Hearing shall be scheduled on the Juvenile Dependency, Neglect and Abuse Docket of the Family Court Division if that docket will be called within 72 hours, excluding weekends and Holidays, of the issuance of the Emergency Custody Order. If the docket will not be called within 72 hours of the issuance of the Emergency Custody Order, then the Temporary Removal Hearing will be scheduled for an emergency hearing by the Judge within 72 hours of the issuance of the Emergency Custody Order.

606 Guardians ad Litem and Parent Attorneys

The Court shall appoint a Guardian ad Litem for the minor child, and an attorney for any named party upon their request and upon execution of a DNA 11, Financial Statement, Affidavit of Indigence and Request for Counsel form.

607 Duty of Guardians ad Litem and Parent Attorneys to Continue

After a Guardian ad Litem or parent attorney accepts an appointment, representation shall continue through all stages of the dependency, neglect, and abuse action, and termination of parental rights and adoption proceedings, if applicable.

608 Records and Transcripts

A videotaped record of all proceedings shall be kept and copies shall be made available to the parties and their counsel upon request in accordance with the provisions of FCRPP 27.

609 Dispositional Hearing

At the Dispositional Hearing, CHFS shall also provide the court with the information required pursuant to FCRPP 28 by completing Form DNA 12 and submitting same to the Court 72 hours preceding the Court date. The Case Plan executed by the CHFS and the parties shall also be filed with the Court prior to the Disposition Hearing.

610 Permanency Hearing/Review

At the Permanency Hearing/Review, CHFS shall complete a Permanency Hearing Report Outline, pursuant to the attached document which is incorporated by reference herein, and submit same to the Court 72 hours preceding the Court date.

611 Notice to Foster Parents

All foster parents shall receive Notice of all hearings scheduled by the Court and shall be given the right to be heard at all hearings.

612 Access to Records

The Guardian ad Litem and attorneys for any party to a juvenile action shall have access to the Cabinet for Health and Family Services' records and files for reasons relating to their representation in that action only, which information shall otherwise remain confidential and may not be used by the attorney or party for any other purpose.

RULE 7 DOMESTIC RELATIONS PRACTICE

701 Time-Sharing / Visitation Guidelines

The Time-sharing / Visitation Guidelines are attached as Appendix B and are incorporated by reference herein and may be used by the parties and the Court subject to the specific facts of the case.

702 Mediation

A. If ordered by the court pursuant to FCRPP 2(6), the parties shall engage in non-binding mediation unless the exceptions provided under KRS 403.036 apply.

B. **Requirements for Property Mediation**

The parties shall exchange and provide to the Mediator, in no less than five (5) working days prior to the mediation conference, the following:

a. Their respective Financial Disclosure Statements including any changes thereto;
b. Copies of all documents supporting their valuation of the parties' assets;
c. Copies of all documents verifying monthly payments and outstanding balances on all the parties' debts; and
d. All information and copies of all documents requested by the Mediator prior to the mediation conference.

C. **Qualifications for Court Approved Mediators**

All mediators in the 24th Circuit Family Court shall be approved by the Kentucky Administrative Office of the Courts prior to being appointed.

D. **Disqualification of a Mediator**

Any party may move the Court to disqualify a Mediator. Mediators have a duty to disclose any fact bearing on their qualifications, including any fact which would be grounds for disqualification of a Judge. If the Court rules that a Mediator is disqualified, an Order shall be entered setting forth the name of a qualified replacement. Nothing in this provision shall limit the discretion of a Mediator to refuse any assignment. A Mediator may elect to decline to act as the Mediator, which is final upon written notification to the parties and the Court.

E. **Adjournment**

The Mediator may suspend or terminate mediation whenever, in the opinion of the Mediator, the matter is not appropriate for further mediation or at the request of either party.

F. **Counsel**

The parties shall attend the mediation conference and shall appear promptly at the time and location for the scheduled mediation conference. The Attorneys for each party may attend and participate, subject to their defined roles as set by the Mediator, and shall at all times, be permitted to privately communicate with their respective clients.

G. **Compensation of Mediator**

The Mediator shall be compensated at the rate agreed upon by the Mediator and the parties. The Mediator's fee may include, but is not limited to:

a. Mediation sessions;
b. Preparation for sessions;
c. Travel time;
d. Postponement or cancellation of mediation sessions by the parties and the circumstances under which such charges will normally be assessed or waived; and
e. Preparation of the parties' written mediation agreement if prepared by the Mediator.

H. **Completion of Mediation**

1. At the conclusion of mediation, the Mediator shall file a Report with the Court within thirty (30) days as to the outcome of the mediation, (i.e., full agreement, partial agreement or mediation terminated). Termination or non-agreement shall be without prejudice to either party.

2. Court shall retain final authority to accept, modify, or reject any mediation agreement.

3. The attorneys and pro se litigants, shall have the affirmative duty to contact the court's secretary and remand any pending hearings concerning resolved issues.

I. **Confidentiality**

1. Mediation proceedings shall be held in private and all communications, verbal or written, made in the proceedings shall be confidential. The same protection shall be given to communications between the parties in the presence of the Mediator. The only exception to this Rule is that the Mediator shall be responsible for reporting abuse according to KRS 209.030, KRS 209A.030 and KRS 620.030.

2. All conduct and communications made during a mediation conference shall be treated as settlement negotiations and shall be governed by KRE 408.

3. Mediators shall not be subpoenaed regarding the disclosure of any matter discussed during the mediation which is considered confidential. This privilege and immunity resides with the Mediator and may not be waived by the parties or their attorneys.

RULE 8 STATUS OFFENSES

801 Juvenile Status Offenses Monthly Schedule

24th CIRCUIT FAMILY COURT JUVENILE MONTHLY SCHEDULE

Monday		2nd & 4th	
Lawrence County	9:15 a.m.	Juvenile Status Offenses	
	9:30 a.m.	Dependency, Neglect & Abuse	

	1st & 3rd	
Tuesday Johnson County	9:15 a.m. 9:30 a.m.	Juvenile Status Offenses Dependency, Neglect & Abuse
	2nd & 4th	
Wednesday Martin County	9:15 a.m. 9:30 a.m.	Juvenile Status Offenses Dependency, Neglect & Abuse

802 Juvenile Status Offense Proceedings

If the 24th Circuit Family Court has a pending Juvenile Status proceeding and there is also a 24th Circuit District Court proceeding pending regarding the same Juvenile, then the 24th Circuit Family Court shall defer to the 24th Circuit District Court for Disposition of all matters in the Juvenile Status proceeding.

803 Juvenile Status Offender Orders

If a Status Offender Order (JV 36) has been entered and has expired pursuant to the original order (after one (1) year), then no Pre-trial diversion efforts will be required upon a new violation and prior to a new Petition being filed within a one (1) year period after the expiration of the Status Offender Order (JV 36).

RULE 9 MISCELLANEOUS

901 Identification of Counsel or Party Required

Every pleading, motion and any other paper filed in the record by an attorney or a party shall contain the case number, typed or printed name, address, telephone number and e-mail address of the attorney or party signing the paper. A rubber stamp shall not be deemed a signature either under this Rule or CR 11.

902 Protection of Personal Identifiers

A. The Family Court Case Data Sheet must be fully completed in all cases. In addition, all pleadings must comply with the requirements of KRS Chapters 205, 403, 405, 406 and 407 by providing the personal identifying information required in those chapters. However, except as set forth in Paragraph B below, where personal identifiers are required by Statute or contained in other documents or exhibits filed with the Court pursuant to the above-stated chapters, parties shall comply with CR 7.03(1)(b) by filing one copy from which any personal data has been redacted and by filing an unredacted copy in a marked and sealed envelope. The Clerk of the Court shall allow the unredacted sealed copy of the pleading, document, or exhibit containing personal identifiers to be accessed only by a party to the case, an attorney of record in the case, the Judge of the Court or other authorized Court personnel, a duly authorized employee or agent of the Cabinet for Health and Family Services involved in child support matters attendant to the case, or a person authorized to view the copy by specific order(s) of the Court.

B. As used in this section, "personal identifier" means a Social Security number, tax-payer

identification number, date of birth, or financial account number.

C. Pleadings, documents, or exhibits filed in actions deemed confidential by Statute need not be redacted and any access to those files shall be governed by KRS 199.570, KRS 610.340, KRS 625.045, and KRS 625.108.

903 Video Copies of In-Chamber Interviews with Children

Pursuant to FCRPP 17, the 24th Circuit Court Clerk's offices shall not release any Family Division video of in-chamber interviews with a child without a specific written Order of the Family Court Judge. An individual requesting such an Order must provide the Family Court Judge with a written explanation of the reason for the request and specifically indicate the portion of the video record being requested and proposed use thereof.

904 Requests for Confidential Video Records

The 24th Circuit Court Clerk's offices shall not release any copies of Family Court confidential video records without a specific written Order from the presiding Family Court Judge. An individual requesting such an Order must file a written motion, with Notice to all parties, including the child's Guardian ad Litem, if any, and set forth the reason for the request and proposed use thereof.

Except that, pursuant to KRS 610.340(2), this shall not apply to public officers or employees engaged in the investigation and prosecution of cases under KRS Chapters 600 through 645 or other prosecutions authorized by the Kentucky Revised Statutes, as certified by that public officer or employee. Said public officer or employee shall use and distribute this information only for investigation or prosecution of offenses under the Kentucky Revised Statutes.

Janie McKenzie-Wells

Judge Janie McKenzie-Wells, Family Court Judge

4/26/12

Date

John David Preston

Judge John David Preston, Circuit Judge

4/26/12

Date

Supreme Court of Kentucky

ORDER

IN RE: ORDER APPROVING AMENDMENT APPENDIX A TO RULE III (D)OF THE DOMESTIC VIOLENCE PROTOCOL FOR THE 24TH JUDICIAL CIRCUIT AND DISTRICT, JOHNSON, LAWRENCE, AND MARTIN COUNTIES

Upon recommendation of the Judges of the 24th Judicial Circuit and District, and being otherwise sufficiently advised,

The Amendment to Rule III (D) of the Domestic Violence Protocol for the 24th Judicial Circuit and District, Johnson, Lawrence, and Martin Counties is hereby approved. This order shall be effective April 1, 2017, and shall remain in effect until further orders of this court.

Entered this the 27th day of February 2017.

CHIEF JUSTICE JOHN D. MINTON, JR.

COMMONWEALTH OF KENTUCKY

24TH JUDICIAL CIRCUIT

ORDER

IN RE: AMENDMENT TO THE LOCAL DOMESTIC VIOLENCE PROTOCOL FOR THE 24TH JUDICIAL CIRCUIT, FAMILY COURT DIVISION (JOHNSON, LAWRENCE AND MARTIN COUNTIES)

The attached Amendment to the Local Domestic Violence Protocol for the 24th Judicial Circuit, Family Court Division, is hereby approved by all Judges of the 24th Judicial Circuit, and will become effective on April 1, 2017.

Dated this the 20th day of February, 2017.

Judge Janie McKenzie Wells
Family Court Judge

Judge John David Preston
Circuit Judge

Judge John Kevin Holbrook
District Judge

Judge John T. Chafin
District Judge

24th CIRCUIT DOMESTIC VIOLENCE PROTOCOL
AMENDED RULE III (D)

EMERGENCY PROTECTIVE ORDERS (EPO)

Johnson County: Domestic Violence cases in Family Court are scheduled to be called on the 1st and 3rd Tuesdays of each month at 9:00 am in the Johnson Family Courtroom.

Lawrence County: Domestic Violence cases in Family Court are scheduled to be called on the 1st and 3rd Mondays of each month at 10:00 am in the Lawrence County Family Courtroom.

Martin County: Domestic Violence cases in Family Court are scheduled to be called on the 1st and 3rd Wednesdays of each month at 10:00 am in the Martin Circuit Courtroom.

Supreme Court of Kentucky

ORDER

IN RE: ORDER APPROVING AMENDMENT TO APPENDIX A OF THE LOCAL RULES OF PRACTICE AND PROCEDURE FOR THE 24TH JUDICIAL CIRCUIT, FAMILY COURT DIVISION, JOHNSON, LAWRENCE, AND MARTIN COUNTIES

Upon the recommendation of the Judges of the 24th Judicial Circuit, Johnson, Lawrence and Martin counties, and being otherwise sufficiently advised,

The amendment to Appendix A of the Rules of Practice and Procedure for the 24th Judicial Circuit is hereby approved. This order shall be effective as of the date of this Order and shall remain in effect until further orders of this court.

Entered this 11th day of December 2015.

CHIEF JUSTICE

TWENTY-FOUR HOUR ACCESSIBILITY TO PROTECTIVE ORDERS AND LOCAL JOINT JURISDICTION PROTOCOL
24th JUDICIAL CIRCUIT AND DISTRICT
JOHNSON, LAWRENCE & MARTIN COUNTIES

Pursuant to KRS 403.735 and KRS 456.030, and in compliance with Family Court Rule of Practice and Procedure Section IV, this local protective order protocol is established to ensure twenty-four hour accessibility to emergency protective orders (EPOs) and temporary interpersonal protective orders (TIPOs) and to establish written procedures for matters in which there may be joint jurisdiction between the Circuit/Family and District Courts.

I. Uniform Protocol for Handling Cases

A. All petitions requested, completed and signed by persons seeking protection under KRS Chapter 403 or KRS Chapter 456 shall be made on form AOC-275.1, and shall be accepted and filed with the court. KRS 403.725, KRS 456.030.

B. All protective order cases must be processed consistent with the rules and procedures set forth in the Kentucky Circuit Court Clerk's Manual.

C. All cases will be assigned a "D" case number with the appropriate trailer number within the court case management system and may not be consolidated with any other case type.

D. "No drop" policies which place limitations on a petitioner's right to modify or withdraw a petition for a protective order are not permitted. Pursuant to KRS 403.740 and KRS 456.060, any orders for relief issued directing or prohibiting any other actions that the court believes will be of assistance in eliminating future acts of domestic violence and abuse, dating violence and abuse, stalking, or sexual assault shall not order the petitioner to take any affirmative action.

E. Cases may be reassigned within the judicial circuit and, pursuant to FCRPP 12, a case may be transferred to another circuit if there is a pending dissolution or custody matter in that Circuit. If reassignment or transfer occurs, the issuing judge shall re-issue a summons until the matter may be heard by the receiving judge.

F. The court shall review a petition for a protective order immediately upon its filing. KRS 403.730, KRS 456.040. Petitioners shall not be sent away or left waiting for extended periods of time. Petitions should be reviewed within an hour of presentation to a judge or trial commissioner unless impossible due to no judge or trial commissioner being available.

II. Twenty-four Hour Accessibility

A. The following agencies and officers are authorized to take protective order petitions and administer oaths to petitioner **during** regular business hours: The appropriate Circuit Court Clerk's office or any law enforcement officer.

JOHNSON COUNTY: Any person seeking relief through the provision of a protective order and meeting the criteria as set forth by Statute can obtain a Domestic Violence Petition or Interpersonal Protective Petition by contacting the Johnson Circuit Clerk's office or the Domestic Violence Advocate's office during regular business hours 8:00 am – 4:00 pm, Monday through Friday.

LAWRENCE COUNTY: Any person seeking relief through the provision of a protective order and meeting the criteria as set forth by Statute can obtain a Domestic Violence Petition or Interpersonal Protective Petition by contacting the Lawrence Circuit Clerk's office during regular business hours 8:30 am – 4:00 pm, Monday through Friday, and 8:30 am – 12:00 pm on the first and last Saturdays of each month.

MARTIN COUNTY: Any person seeking relief through the provision of a protective order and meeting the criteria as set forth by Statute can obtain a Domestic Violence Petition or Interpersonal Protective Petition by contacting the Martin Circuit Clerk's office during regular business hours 8:00 am – 4:00 pm, Monday through Friday, and on the 1st and 3rd Thursdays of each month until 7:00 pm.

B. The following agencies and officers are authorized to take protective order petitions and administer oaths to petitioner **after** regular business hours and weekends:

JOHNSON COUNTY: After regular office hours (4:00 pm – 8:00 am) and on weekends and Holidays, a Domestic Violence Petition or Interpersonal Protective Petition can be obtained through the Johnson County Sheriff's Department, Paintsville City Police, Kentucky State Police, 911 Dispatch, the Johnson County Cabinet for Health and Family Services or the Domestic Violence Advocate's office.

LAWRENCE COUNTY: After regular office hours (4:00 pm – 8:30 am) and on weekends and Holidays, a Domestic Violence Petition or Interpersonal Protective Petition can be obtained through the Lawrence County Sheriff's Department, Louisa City Police, Kentucky State Police, 911 Dispatch or the Lawrence County Cabinet for Health and Family Services.

MARTIN COUNTY: After regular office hours (4:00 pm – 8:00 am) and on weekends and Holidays, a Domestic Violence Petition or Interpersonal Protective Petition can be obtained through the Martin County Sheriff's Department, Inez City Police, Kentucky State Police, 911 Dispatch or the Martin County Cabinet for Health and Family Services.

C. Upon receipt of a Petition and Affidavit for an Emergency Protective Order (EPO) **during** regular business hours, the authorized agency/officer shall present the petition to the following: Family Court Judge, Trial Commissioner (Lawrence and Martin counties only), then the on-call District Judge, then the off-call District Judge or Circuit Judge, in that order of availability. The Chief District Judge may appoint the Trial Commissioners for Johnson County in the event of unavailability of a Judge.

Upon receipt of a Petition and Affidavit for an Interpersonal Protective Order (IPO) **during** regular business hours, the authorized agency/officer shall present the petition to the following: the on-call District Court Judge, Trial Commissioner (Lawrence and Martin counties only), Family Court Judge, or off-call District Judge or Circuit Judge, in that order of availability. The Chief District Judge may appoint the Trial Commissioners for Johnson County in the event of unavailability of a Judge.

D. Upon receipt of a Petition and Affidavit for an Emergency Protective Order (EPO) or Interpersonal Protective Order (IPO) **after** regular business hours, the authorized agency/officer shall present the petition to: the on-call Judge (Trial Commissioners in Lawrence and Martin Counties). An on-call schedule shall be prepared (by agreement of the Family and District Court Judges with an equal rotation) prior to each month and distributed to the appropriate agencies. The Chief District Judge may appoint the Trial Commissioners for Johnson County in the event of unavailability of a Judge.

III. Assignment of Cases

A. Pursuant to KRS 403.735 and KRS 456.030, jurisdiction over petitions filed under this chapter is concurrent between district, circuit, and family court.

B. The judge reviewing a petition for an order of protection shall indicate in the "Court Action" section of the petition whether the resulting action is a domestic violence action under KRS Chapter 403 or an interpersonal protective order action under KRS Chapter 456.

C. The circuit clerk shall assign interpersonal protective order cases to the District Court.

D. The schedule for hearings on protective orders is as follows:

EMERGENCY PROTECTIVE ORDERS (EPO)

Johnson County: Domestic Violence Court cases are scheduled to be called on the 1st and 3rd Tuesdays of each month at 9:00 a.m. in the Johnson Family Courtroom.

Lawrence County: Domestic Violence Court cases are scheduled to be called on the 2nd and 4th Mondays of each month at 9:00 a.m. in the Lawrence Family Courtroom.

Martin County: Domestic Violence Court cases are scheduled to be called on the 2nd and 4th Wednesdays of each month at 9:00 a.m. in the Martin Circuit Courtroom.

INTERPERSONAL PROTECTIVE ORDERS (IPO)

Johnson County: Interpersonal Protective Order cases are scheduled to be called on the 1st, 2nd, 3rd and 4th Monday of each month at 1:00 p.m. in the Johnson District Courtroom.

Lawrence County: Interpersonal Protective Order cases are scheduled to be called on the 1st, 2nd, 3rd and 4th Tuesday of each month at 11:00 a.m. in the Lawrence District Courtroom.

Martin County: Interpersonal Protective Order cases are scheduled to be called on the 1st, 2nd, 3rd and 4th Monday of each month at 1:00 p.m. in the Martin District Courtroom.

E. Cases may be reassigned or transferred between courts if it is determined that there are other actions pending or circumstances indicate that review by the other court is proper. KRS 403.725, KRS 456.030. If reassignment or transfer occurs, the issuing Judge shall re-issue a summons until the matter may be heard by the receiving Judge.

IV. Contempt Proceedings

A. Pursuant to KRS 403.763 and KRS 456.180, civil and criminal proceedings for violation of a protective order for the same violation of a protective order shall be mutually exclusive. Once a criminal or contempt proceeding has been initiated, the other shall not be undertaken regardless of the outcome of the original proceeding.

B. Petitioners seeking to initiate contempt proceedings should contact: The County Attorney or Assistant County Attorney. If the County Attorney believes contempt proceedings through the Family Court are more appropriate, the Petitioner will be directed to the Circuit Court Clerk's office to file an Affidavit.

C. No petitioner may be held in contempt for failure to appear at a domestic violence hearing or prosecute a criminal violation of a protective order.

The undersigned hereby acknowledge that all general orders, forms, policies and procedures relating to domestic violence within the judicial circuit are attached to this protocol and incorporated by reference.

The above protocol is adopted by all judicial officers in the 24th Judicial Circuit:

HON. JANIE MCKENZIE WELLS
FAMILY COURT JUDGE
24TH JUDICIAL CIRCUIT, DIV I

HON. JOHN DAVID PRESTON
CIRCUIT COURT JUDGE
24TH JUDICIAL CIRCUIT, DIV II

HON. JOHN T. CHAFIN
DISTRICT COURT JUDGE
24TH JUDICIAL CIRCUIT, DIV I

HON. JOHN KEVIN HOLBROOK
CHIEF DISTRICT JUDGE
24TH JUDICIAL CIRCUIT, DIV II

APPENDIX B

24th JUDICIAL CIRCUIT

MODEL TIME-SHARING/VISITATION GUIDELINES

The following schedules are suggested as Guidelines for the parents and the Court in establishing time-sharing/visitation schedules. Each case will present unique facts or circumstances which shall be considered by the Court in establishing a time-sharing/visitation schedule and **the final schedule established by the Court or agreed to by the parents may or may not be what these Guidelines suggest.**

1. The time-sharing/visitation schedule set by the Court for holidays and school breaks shall control over regularly scheduled time-sharing/visitation times, even if this allows more or less time-sharing/visitation periods.

2. The non-residential parent exercising time-sharing/visitation shall be responsible for timely picking up the child(ren) at the beginning of the time-sharing/visitation period and returning the child(ren) in a timely manner at the end of the time-sharing/visitation period unless otherwise agreed by the parties or ordered by the Court.

3. All times in the time-sharing/visitation schedule shall be set in the time zone where the child primarily resides.

4. For time-sharing/visitation times pertaining to school holidays, whether in a formal school or home-school, the school holidays where the child(ren) primarily reside shall apply.

5. Each parent shall provide to the other parent contact numbers and addresses (unless a Domestic Violence Order is in effect) where the child(ren) can be located.

6. The non-residential parent exercising time-sharing/visitation shall be given a minimum of every other weekend as time-sharing/visitation time with the child(ren), and one mid-week evening or overnight time-sharing/visitation during the week in which time-sharing/visitation is not scheduled for the following weekend, as set forth below. This time-sharing/visitation period shall begin on Friday at 6:00 p.m. and shall conclude on Sunday at 6:00 p.m. every other weekend. The time-sharing/visitation period for mid-week shall be on Thursday night, unless otherwise agreed by the parties or ordered by the Court. If the child(ren) are of school age, then the non-custodial parent shall pick the child(ren) up from school on Thursday and take the child(ren) back to school the next morning. If school is not in session, then the time-sharing/visitation period shall be from 4:00 p.m. on Thursday until 4:00 p.m. on Friday unless otherwise agreed by the parties or ordered by the Court. If the child(ren) are <u>not</u> of school age, then the Thursday time-sharing visitation shall be from 4:00 p.m. until 8:00 p.m.

7. If the parties cannot agree on a particular exchange point for time-sharing/visitation, then the exchange point shall be at the local Sheriff's Department where the child(ren) primarily reside unless otherwise agreed by the parties or ordered by the Court.

8. The non-residential parent having time-sharing/visitation shall be responsible for delivering the child(ren) to school, child care, and their extra-curricular activities such as athletic events and dance classes, etc., as agreed by the parties or ordered by the Court, during their time-sharing/visitation period.

9. **Holidays**

If a Holiday is celebrated on the Monday following a non-residential parent's regularly scheduled time-sharing/visitation, then the non-residential parent shall be permitted to extend time-sharing/visitation until 6:00 p.m. on the Holiday if it is that parent's scheduled Holiday time, unless the parties otherwise agree.

A) The **NON-RESIDENTIAL PARENT** shall have time-sharing/visitation with the minor child(ren) scheduled as follows:

1) **Martin Luther King Jr., Easter**, and **Memorial Day** on odd-numbered years; and **New Years' Day, July 4th**, and **Labor Day** on even-numbered years, from 8:00a.m.until 6:00p.m.;

2) **Thanksgiving**: from 6:00 p.m. the day school ends until 9:00 a.m. on Thanksgiving Day on even-numbered years; and from 9:00 a.m. on Thanksgiving Day until the following Sunday at 6:00 p.m. on odd-numbered years;

3) **Christmas/Winter Break**: from 6:00 p.m. the day schools ends until 9:00 p.m. on Christmas Eve on odd-numbered years; and from 9:00 p.m. on Christmas Eve until 6:00 p.m. on New Year's Eve on even-numbered years.

4) **Halloween Trick O' Treat**: for one night only, from 5:00 p.m. until 9:00 p.m., and the specific night shall be as agreed by the parties or as ordered by the Court; and

5) Holidays not listed that are of special interest to the family shall be assigned to the non-residential parent in time amounts similar to those listed above, and these Holidays must be identified to the Court by the parties prior to scheduling same.

B) Holiday time not scheduled above to the non-residential parent exercising time-sharing/visitation shall be with the primary residential parent.

C) **Mother's Day and Father's Day** shall be spent with the appropriate parent from 8:00 a.m. until 6:00 p.m regardless of any conflict with the weekend schedule.

D) **Fall Break or Spring Break**, as allowed by the child(ren)'s school calendar, shall be alternated, and the non-residential parent shall receive time-sharing/visitation with the minor child(ren) during the first scheduled break following the Court's Order of visitation from 6:00 p.m. the day school ends until 6:00 p.m. the following Friday. If the school break is shorter than one week due to the school schedule, the parent with whom the child(ren) primarily reside shall be scheduled for the first half of the break and the other parent shall

be scheduled for the last half of the break. Further, the exchange of the child(ren) shall be at 6:00 p.m. on the middle day of the entire break period and at 6:00 p.m. on the day of return only if the school break is shorter than one week. If no Fall Break or Spring Break is taken by the school, then this provision shall not be enforceable for that particular break.

E) **Summer Break**: The non-residential parent shall receive time-sharing/visitation for a minimum of two periods of two consecutive weeks (or of four consecutive weeks if agreed by the parties) during the months of June and July. This shall supercede any weekend or mid-week visitation which shall not be enforceable during the months of June and July only. The non-residential parent shall submit **in writing** the time periods that he/she desires to the primary residential parent before the end of the child(ren)s' school year, or at least thirty (30) days in advance of the requested time. If a child must attend summer school in order to pass to the next grade, then the Summer Break time-sharing/visitation period shall not prevent the child's attendance at summer school.

F) **Birthdays**: Unless the child's birthday or the non-residential parent's birthday falls on the non-residential parent's regularly scheduled time-sharing/visitation day, the non-residential parent shall be scheduled for birthday time with the child from 5:00 p.m. until 8:00 p.m. on the child's birthday and from 5:00 p.m. until 8:00 p.m. on the non-residential parent's birthday. If it is a regularly scheduled time-sharing/visitation day of the non-residential parent's, then the residential parent shall have birthday time with the child from 5:00 p.m. until 8:00 p.m. on the child's birthday and from 5:00 p.m. until 8:00 p.m. on the primary residential parent's birthday.

10. **Waiting/Tardiness/Cancellations**

A) In the event either parent will be more than 30 minutes late, due to reasonable and unforeseen circumstances, to pick up the child(ren), he or she shall provide direct notice to the other parent or the designated third party, and make suitable arrangements for exchange of the child(ren).

B) If time-sharing/visitation is missed through no fault of the parent and reasonable notice has been given, then that time shall be made up within thirty (30) days unless otherwise ordered by the Court.

C) If a child is ill to the extent that he/she is unable to have time-sharing/visitation with the non-residential parent as scheduled, then the primary residential parent shall give 24-hours notice thereof, if possible, and the time-sharing/visitation shall be rescheduled as soon as possible and no later than thirty (30) days thereafter unless otherwise ordered by the Court.

11. **Transportation**: The parents shall transport the child(ren) in a safe manner, which includes utilizing the appropriate child restraint systems and not driving under the influence of intoxicants.