

Supreme Court of Kentucky

2025-41

AMENDED ORDER

**IN RE: Administrative Rules of Practice and Procedure Electronic
Filing in the Kentucky Court of Justice**

Under Section 116 of the Constitution of Kentucky, it is ORDERED that Section 15 of the Administrative Rules of Practice and Procedure Electronic Filing in the Kentucky Court of Justice, adopted by the Supreme Court of Kentucky, Administrative Order 2025-02, is deleted in its entirety and replaced as follows:

SECTION 15. Court Record

(1) The clerk shall process, according to Sections 8 and 9 of these rules, all newly eFiled and non-confidential civil complaints (or other initiating documents) on the same business day of submission or if submitted after 4pm or outside of business hours, on the next business day, unless impractical or the clerk experiences technical difficulties or system unavailability. If not processed within this timeframe, the clerk, upon request, shall provide a copy of the complaint (or other initiating document) prior to review or processing as soon as is practicable.

(2) Once processed, the clerk will print all eFilings and maintain a paper file in each case. The paper file will constitute the official court record.

(3) Conventionally filed or court-generated documents may be scanned by the clerk. The original documents will be maintained in the paper file.

(4) When the law requires the filing of an original document, such as a will, voucher, bond, oath, mortgage document, birth certificate, foreign judgment, or other certified or verified document, the eFiler must scan the original document and electronically transmit to the court the scanned document using the eFiling system. The eFiler must either (i) retain the original document in accordance with Section 18 of these rules; (ii) file the original document with the appropriate agency or officer as may be required by law; or (iii) file it conventionally with the court when necessary for actions involving original documents.


(5) Electronic receipts may be generated for financial transactions. In the event a receipt is generated, the court's file copy shall be retained in electronic format.

(6) Notwithstanding subsection (2) of this Section, the Kentucky Supreme Court may designate pilot counties where the electronic court record may be designated as the official court record.

This Order shall be effective immediately upon entry.

All sitting; all concur.

Entered this 30th day of October 2025.


CHIEF JUSTICE