

WESTERN DISTRICT OF KENTUCKY
COVID-19 Frequently Asked Questions

Q. Is the Court still open?

A. Yes. While the clerk's office remains closed to the public, the Western District Courthouses remain open from 10:00 a.m. until 2:00 p.m. local time, through May 29. Phones will continue to be answered each day from 8:30 a.m. to 4:30 p.m., local time and mail is being processed daily. CM/ECF (electronic filing) remains operational for attorneys. Please see the [Notice Re: Entry into Western District Courthouses](#).

Contact information for the court, including mailing addresses and phone numbers, can be found at <https://www.kywd.uscourts.gov/court-info/court-locations>.

Q. How are hearings being handled?

A. The Court continues to conduct hearings via video or telephone conferencing. Litigants are encouraged to monitor their email for relevant Notices of Electronic Filing, or regularly check the individual case docket. With respect to pre-trial practice, case management deadlines remain in force, and the court is continuing to process pending motions.

Q. How are trials being handled?

The Court has entered General Order 20-09 continuing all jury trials that are scheduled through May 29, 2020 for a minimum of thirty (30) days. Any prospective juror that is required to report for jury service after this time period can expect to receive a written summons from the Court by way of regular mail.

Q. Are naturalization ceremonies being postponed?

A. Yes. Pursuant to General Order 20-09, all naturalization ceremonies scheduled through May 29, 2020, are postponed and will be rescheduled at a later time.

Q. How can I file if I am a self-represented litigant?

A. Documents may be filed at the drop boxes located outside of each courthouse, by mail, and, pursuant to General Order 2020-04, by email to intake-kywECF@kywd.uscourts.gov.

Q. I'm an attorney working remotely. How can I notify the court of my up to date contact information?

A. If you have a proceeding scheduled to take place telephonically, and the court will be contacting you, please immediately alert the courtroom deputy clerk for the assigned Judge.

Q. What is the most expeditious way to seek admission to practice on a *pro hac vice* basis?

A. Motions for pro hac vice admission that the filer is unable to file electronically can be either mailed or deposited in one of the drop boxes outside the Courthouses. ECF Registration forms may be emailed to cja@kywd.uscourts.gov prior to the motion being granted.

Q. How can I file a new sealed civil action?

A. While complaints initiated by attorneys must be filed via CM/ECF, civil actions that are sought to be filed under seal (e.g., Complaints filed pursuant to the False Claims Act) are required to be filed conventionally. However, until further notice, such actions may alternatively be submitted by email to KYWDml_Intake_sealed@kywd.uscourts.gov.

Q. Is the court accepting payments for restitution, attorney admissions, etc. by phone?

A. Yes. Clerk's office staff are still answering the phones and can process credit card payments by phone. Individuals may also send checks or money orders to the court or may pay criminal debt online at the Court's website. Please do not send cash payments through the mail or deposit cash payments in the Court's dropboxes.