



ELECTION DAY EMERGENCY FILING PROCEDURES

The following procedures applies **only** to parties seeking to file an election-related emergency matter that requires the IMMEDIATE attention of a Judge or the Clerk's Office because the emergency is so urgent it cannot wait until the following business day.

Election Day Filings Made BEFORE 4:30 p.m. EST

1. Emergency petitions are to be filed electronically using CM/ECF.
2. Once the relevant papers are filed, the filer must contact the Clerk of Court (502-625-3528) or the Chief Deputy Clerk (502-625-3508) to advise of the filing.
3. If for some reason a filing cannot be made electronically, you must deliver the documents to the Clerk's Office for filing.

Election Day Filings Made AFTER 4:30 p.m. EST

1. Emergency petitions are to be filed electronically using CM/ECF.
2. Once the relevant papers are filed, the filer must contact the Clerk of Court (502-625-3528) or the Chief Deputy Clerk (502-625-3508) to advise of the filing. **Be certain to leave a message as these lines will be monitored, but not immediately answered, outside of the court's normal operating hours.**
3. If for some reason a filing cannot be made electronically, you must contact the Clerk of Court or Chief Deputy Clerk to arrange for delivery of your papers.
4. Depending on the filings submitted and the nature of relief being sought, the case will be decided by in-person proceedings, by telephonic proceedings, or electronically, at the discretion of the reviewing Judge.
5. All emergency, election-related matters submitted after 4:30 p.m. EST on Election Day that are assigned to the Louisville Division shall be assigned to Judge David J. Hale and any such filings assigned to any of the Court's other divisions shall be assigned to Judge Greg N. Stivers.