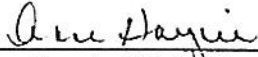


Protocol for Blocking and Unblocking District Court Calendars

- Before any district court judge's calendar can be officially blocked, a "no add-on" order must be received from the Court Administrator's Office, and the order must be entered and distributed by the Office of the Circuit Court Clerk (OCCC). The only OCCC employees authorized to block a court calendar are members of the supervisory team.
- Deputy clerks are permitted to "unblock" a court calendar to add on a case, as an exception to the "no add-on" order, in the following circumstances:
 - Ten and twenty day preliminary hearing dates
 - Court dates assigned by Pretrial Services following the setting of administrative release or release on recognizance bonds
 - Cases transferred to another division by a judge, including but not limited to, transfers from arraignment court, night traffic court, and from one general courtroom to another general courtroom
 - Cases remanded to district court by the grand jury
 - Cases in which the Jefferson County Attorney's Office (JCAO) has filed a motion to revoke. (The JCAO will be noticed of no add-on orders by the OCCC. Should the OCCC receive a motion to revoke for which the defendant has been noticed for a blocked-day, the case is to be added on as an exception.)
- Cases are no longer authorized to be added to a blocked calendar in the following instances:
 - Motions for Expungement
 - Violations of the Monitored Conditional Release Program (MCR), the Court Monitoring Center (CMC) Program, or the Home Incarceration Program (HIP). These cases should be added to the next available court calendar, unless authorized to be added on to the blocked calendar date by the presiding judge in writing.
 - Requests for clarification of orders by Louisville Metro Department of Corrections (LMDC). Should a clerk receive a request for clarification of an order from LMDC, the case should be taken to the presiding judge for clarification.
 - Redocket Requests ("Yellow Sheets"). Redocket requests are only allowed to be added to a calendar that has been blocked if the redocket request has been signed by the presiding judge.
- Any time a presiding judge grants permission to add a case to a blocked calendar day, the clerks are authorized to do so.



Judge Anne Haynie, Chief Judge, Jefferson District Court

Date: 6-15-17