



Kentucky Court Document Checklist & Organizer

A Practical Guide to Gathering, Tracking, and Organizing Documents for Kentucky Court Cases

Prepared by: Legal Ease Info Initiative

For: Kentucky residents, families, and incarcerated individuals

Purpose: Education & organization only — not legal advice

HOW TO USE THIS DOCUMENT (READ FIRST)

This checklist is designed to help you:

- Identify which documents matter
- Know where to get each one
- Track requests, dates, and follow-ups
- Walk into court or a legal meeting organized and prepared

You do not need a lawyer to use this document.

If you do have a lawyer, this will help you communicate more clearly and efficiently.

SECTION 1: BASIC CASE INFORMATION (COMPLETE FIRST)

Fill this section out before requesting any documents.

Full Legal Name: _____

Date of Birth: _____

Case Number(s): _____

County of Case: _____

Court Type: District Circuit Family

Court Location (City): _____

Next Known Court Date (if any): _____

Attorney (if applicable):

Name: _____

Phone / Email: _____

SECTION 2: CORE COURT DOCUMENTS (HIGH PRIORITY)

These are the minimum documents most Kentucky cases require.

■ Charging Document / Citation

What this is: The document that officially states what you are charged with.

Where to get it: District or Circuit Court Clerk (county of case)

Notes:

■ Case Docket / Case Summary

What this is: A running list of everything filed in your case.

Where to get it:

- Court Clerk
- Kentucky Court of Justice online systems (if available)

Why it matters: This tells you what documents exist — even ones you don't have yet.

■ Bond Order / Conditions of Release

What this is: The judge's written order setting bond and conditions.

Where to get it:

- Court Clerk
- Jail release paperwork

Important: Violating conditions can cause re-arrest.

SECTION 3: SEARCH, ARREST & SEIZURE DOCUMENTS (IF APPLICABLE)

These documents are critical if property was taken or searched.

■ Search Warrant

What this is: Authorization for law enforcement to search a location or property.

Where to get it:

- Court Clerk
- Sometimes attached to the affidavit

■ Affidavit Supporting the Search Warrant

What this is: The officer's sworn statement explaining why the warrant was issued.

Why it matters: This is often reviewed for legal challenges.

■ Property Inventory / Seizure List

What this is: A list of items taken during a search or arrest.

Where to get it:

- Law enforcement agency
- Attached to warrant return
- Court Clerk (sometimes filed later)

Notes:

SECTION 4: LAW ENFORCEMENT RECORDS

These are not always filed automatically with the court.

■ Police Report / Incident Report

Where to request:

- Police department records division
- Request under the Kentucky Open Records Act

Tip: Requests should be written and specific.

■ Body Cam / Dash Cam (if applicable)

Where to request: Law enforcement agency

May require written request and time limits

SECTION 5: JAIL & DETENTION RECORDS (IF INCARCERATED)

■ Booking Sheet

Where to get it:

- Jail administration
- Release paperwork

■ Call Logs / Mail Logs (if relevant)

Where to get it:

- Jail records office
- Often requires written request

SECTION 6: REQUEST TRACKING LOG (VERY IMPORTANT)

Use this to avoid delays, missed follow-ups, and “they said they never got it.”

Document Requested: _____

Requested From: _____

Date Requested: _____

Method: In Person Mail Email

Fee Paid (if any): _____

Response Received: Yes No

Follow-Up Date Needed: _____

(Repeat this section as needed)

SECTION 7: ORGANIZATION & COURT PREP TIPS

- Keep documents in date order
- Bring copies, not originals, to court
- Write the case number on every page
- Use folders or envelopes labeled by category:
 - Court
 - Police
 - Jail
 - Property
- Keep a pen and notebook with your documents

SECTION 8: IF YOU ARE INCARCERATED

- You can request court records by mail
- Family or advocates can request documents for you
- Always include:
 - Full name
 - Date of birth
 - Case number
- Deadlines still apply while incarcerated

IMPORTANT DISCLAIMER

This document is for educational and organizational purposes only.

It does not provide legal advice and does not replace an attorney.

Court procedures may vary by county and case type.