

Court Staff Reference Guide

The **Court Administrator's** principal role is to facilitate the administrative functions of the court under the general guidance of the Presiding Judge. The daily operations of the court as well as the yearly budgeting of the court are just a few of the Court Administrator's responsibilities. The Court currently employs one Court Administrator, who also serves as the Magistrate (see below).

The **Magistrate** serves as a full-time employee of the court as provided by Civ.R. 53, and Crim.R. 19. The Magistrate has the authority to preside over certain hearings as provided by the Rules referenced above, e.g., arraignments, probable cause hearings, pretrials, and civil stalking protection order hearings. The Court presently employs one Magistrate, who also serves as the Court Administrator (see above). Magistrate and Court Administrator Jillian Boone can be contacted at 740-652-7424 or jillian.boone@fairfieldcountyohio.gov.

The **Staff Attorney / Bailiff** performs legal research and prepares drafts of memoranda and entries for the Judges concerning motions in cases pending before the court. They also ensure the Court's docket runs in an effective manner on a daily basis. The Court presently employs one Staff Attorney / Bailiff and one Bailiff. Judge Berens' Staff Attorney / Bailiff Michael Cox can be contacted at 740-652-7432 or michael.cox@fairfieldcountyohio.gov. Judge Trimmer's Bailiff Joshua Butler can be contacted at 740-652-7430 or joshua.butler@fairfieldcountohio.gov.

The **Assignment Commissioner** attends to the assignment of all cases for trial and discharges such other duties as the Court requires, including but not limited to, scheduling all hearings, pretrials and any other case-related matter. The court presently employs two Assignment Commissioners, one for each Judge. Judge Berens' Assignment Commissioner Misty Conkle can be contacted at 740-652-7431 or misty.conkle@fairfieldcountyohio.gov. Judge Trimmer's Assignment Commissioner Kathy Hartman can be contacted at 740-652-7427 or kathy.hartman@fairfieldcountyohio.gov.

The **Judicial Administrative Assistant** is responsible for assisting the Court Administrator or Assignment Commissioner with their respective duties as well as handling the preparation of Court notices and Court correspondence. The Court presently employs two Judicial Administrative Assistants. Judge Berens' Administrative Assistant Traci Dresbach can be contacted at 740-652-7435 or traci.dresbach@fairfieldcountyohio.gov. Magistrate Boone's Administrative Assistant Shannon Seesholtz can be contacted at 740-652-7434 or shannon.seesholtz@fairfieldcountyohio.gov.

The **Court Services Coordinator** oversees all jury, notary, and transcript requests. Specifically, the Coordinator processes all matters related to jury service and official transcript requests as

well as obtaining or renewing a notary public commission. Court Services Coordinator Kelly Starkey may be contacted at (740) 652-7433 or kelly.starkey@fairfieldcountyohio.gov.

The **Community Control Director / Chief Probation Officer** manages the Court's Community Control Department (commonly known as "Probation"). The Court presently employs 11 Community Control Officers and one Presentence Investigator. Collectively, the Department supervises approximately 1400 felony offenders who have been placed on community control. Director / CPO Angel Sanderson can be contacted at (740) 652-7344 or angel.sanderson@fairfieldcountyohio.gov.

Contact Reference Guide

For Questions about custody or child support hearings or other domestic relations matters:

- Please contact the Domestic Relations Division at (740) 652-7440.

For Questions about marriage licenses or probate matters:

- Please contact the Probate Division at (740) 652-7464.

For Questions about matters involving juveniles:

- Please contact the Juvenile Division at (740) 652-7463.

For Questions Concerning the Court's Community Control Department (Adult Probation):

- Please contact Angel Sanderson, [link to angel.sanderson@fairfieldcountyohio.gov] Director of the Community Control Department / CPO

For Questions about Jury Service, Transcripts, or Notary Applications:

- Please contact Kelly Starkey, [link to kelly.starkey@fairfieldcountyohio.gov] Court Services Coordinator

For Scheduling Questions about Judge Trimmer's Docket:

- Please contact Kathy Hartman, [link to kathy.hartman@fairfieldcountyohio.gov] Judge Trimmer's Assignment Commissioner

For Scheduling Questions about Judge Berens' Docket:

- Please contact Misty Conkle, [link to misty.conkle@fairfieldcountyohio.gov] Judge Berens' Assignment Commissioner

For Substantive or Procedural Questions about Cases Pending before Judge Trimmer:

- Please contact Jillian Boone, [link to jillian.boone@fairfieldcountyohio.gov] Magistrate

For Substantive or Procedural Questions about Cases Pending before Judge Berens:

- Please contact Michael Cox, [link to michael.cox@fairfieldcountyohio.gov] Staff Attorney & Bailiff

For Questions about Civil Stalking Protection Orders:

- Please contact Megan Brown, Victim Advocate, at 740-689-2679, or Shannon Seesholtz, [link to shannon.seesholtz@fairfieldcountyohio.gov] Administrative Assistant

For Administrative Questions, Concerns, or Feedback:

- Please contact Jillian Boone, [link to jillian.boone@fairfieldcountyohio.gov] Magistrate & Court Administrator or Shannon Seesholtz, [link to shannon.seesholtz@fairfieldcountyohio.gov] Administrative Assistant

For All Public Records Requests:

- Please contact Jillian Boone, [link to jillian.boone@fairfieldcountyohio.gov] Magistrate & Court Administrator