

Main Phone Number for *Clerk of Court* – **398-3411**

Clerk of Court Extensions

Civil Division	1212	Criminal	1132
Small Claims	1209	Accounting	1243
Probate	1223	Jury Manager	1241
Traffic	1162	JJC	1155

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Main Phone Number for *Court Administration* – **398-3920**

Court Administration Extensions

Carroll Edmondson	1322	Traffic Scheduler	1104
Kellee Cortez	1103	JJC Scheduler	1170
Scheduler Group*	1100	<i>Court Attendant stations:</i>	
-Julie Green	1102	-1 <sup>st</sup> Floor	1303/1501
-Julie Fette	1105	-3A/3B	1301
-Connie Trosky	1320	-3C	1317
-Lori Schoon	1321	-4 <sup>th</sup> Floor	1405/1406
		-JJC	1172

\*Notes regarding “Scheduler Group”:

- Scheduler Group extension (1100) rings all 4 Court Admin Schedulers (Julie G, Julie F, Connie T, & Lori S); the first scheduler available will pick up; this group extension has a group voicemail that will get to all schedulers – the first scheduler available will take care of the message. Each scheduler also maintains their individual extensions and voicemails.
- Julie Fette (1105) schedules all cases for Benton, Iowa, Jones and Tama Counties, and criminal District Court cases in Linn County
- Connie Trosky (1320) and Lori Schoon (1321) share scheduling duties for Associate Court matters in Linn County and Juvenile matters in Benton, Iowa, Jones and Tama Counties
- Connie Trosky (1320) schedules civil cases for Linn County, except for family law
- Lori Schoon (1321) schedules family law cases for Linn County
- Deb Skelton, Marge Morgan, and Courtney Arnold are on a rotation for scheduling Juvenile matters in Linn County (1170), as well as scheduling traffic and small claims cases for Linn County (1104); Deb, Marge, and Courtney typically *cannot* be reached through the Scheduler Group extension