



IMPORTANT NOTICE

Superior Court Mediation Coordinators

To: ALL CERTIFIED MEDIATORS

From: NC DISPUTE RESOLUTION COMMISSION

Re: COURT APPOINTMENTS/MSC PROGRAM (07/2018)

MSC Rule 2.C provides that court appointments to mediate are to be made by each judicial district rotating through the Commission's list of certified mediators who have expressed a willingness to accept court appointments in a particular district. You may wish to contact court staff in any judicial district in which you have indicated you are willing to be court appointed to verify your placement on each district's list.

To assist mediators in contacting individual districts, the Commission has compiled the following list of **MSC** contact persons. The list indicates who the contact person is and where and how they can be reached. Most court staff prefer being contacted in writing. The contact list also indicates which districts have adopted local mediation rules; the Commission urges you to familiarize yourself with any such local rules before mediating in the district.

Under amended **MSC Rule 2.C** effective April 1, 2014, mediators will be required on an annual basis to designate those districts in which they wish to accept court appointments. By designating a particular district, you are representing that you will accept court appointments in that district. Failure to accept an appointment may result in sanctions, including removal from that district's court appointed list. The Commission reminds all mediators who accept court appointments that their fees are capped by **MSC Rule 7** and they are not permitted to charge for mileage, hotels, or other travel expenses in connection with court appointed mediations. Also, please review amended **MSC Rule 3.A** which provides that if the parties and the mediator cannot agree on the location of the mediation, it shall be held in the county where the action is pending, at a location in the discretion of the mediator.

Cases assigned to court appointed mediators can be difficult to both schedule and mediate. The Commission and the courts are very grateful to all of you who undertake this important service.

Telephone (919) 890-1415 * Facsimile (919) 890-1935 * Web Address: www.ncdrc.gov
Mailing Address: P.O. Box 2448, Raleigh, NC 27602

Mediation Coordinators

- **Superior Court Civil = Mediated Settlement Conference Program**

District #	Mediation Coordinator Name & Title	Address, Fax and Email
1	Kelly Hale, Superior Court Trial Court Coordinator	P.O. Box 1761 Manteo, NC 27954 Fax: (252) 475-5217 Kelly.Hale@nccourts.org
2	Paula Weathington, Superior Court Trial Court Administrator	P.O. Box 575 Washington, NC 27889 Fax (242) 940-4088 Paula.M.Weathington@nccourts.org
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4A	Donna Herring, Superior Superior Court Trial Court Coordinator	P.O. Box 26 Clinton, NC 28329 Fax: (910) 596-6617 Donna.E.Herring@nccourts.org
4B	Catlin Emmons, Superior Court Trial Court Administrator	625 Court Street Jacksonville, NC 28451 Fax (910) 478-3626 Caitlin.R.Emmons@nccourts.org
5	Valerie Lee Jordan, Superior Court Trial Court Administrator	New Hanover County Judicial Building 316 Princess Street, Suite 323 Wilmington, NC 28401 Valerie.Jordan@nccourts.org
6A	Denise Cherry, Superior Court Judicial Assistant	Halifax County Courthouse P.O. Box 66 Halifax, NC 27839 Fax: (252) 583-0060 Denise.W.Cherry@nccourts.org

6B	Pamela Hall, Superior Court Judicial Assistant	Bertie County Courthouse P.O. Box 489 Windsor, NC 27983 Fax: (252)794-6817 Pamela.A.Hall@nccourts.org
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7BC	Janice C. Allsbrook, Superior Court Judicial Assistant	P.O. Box 2445 Wilson, NC 27894-2445 Fax (252) 641-4646 Janice.C.Allsbrook@nccourts.org
8A	Amy Carter Scott, Superior Court Trial Court Coordinator	P.O. Box 68 Kinston, NC 28502-0068 Fax: (252) 520-5421 Amy.C.Scott@nccourts.org
8B	Leslie Brophy, Superior Court Judicial Assistant	Wayne County Courthouse 224 E. Walnut St., Suite 314 Goldsboro, NC 27530 Telephone: (919) 722-6280 Fax: (919) 722-6183 Leslie.D.Brophy@nccourts.org
9	Ella Wrenn, Superior Court Trial Court Coordinator	102 S. Main Street Louisburg, NC 27549 Fax: (919) 497-4303 Ella.Wrenn@nccourts.org
9A	Sherri Desormeaux, Superior Court Judicial Assistant	Caswell County Courthouse P.O. Box 1777 Yanceyville, NC 27379 Fax: (336) 459-4017 Sherri.L.Desormeaux@nccourts.org
10	Kellie Myers, Superior Court Trial Court Administrator	Wake County Courthouse P.O. Box 351 Raleigh, NC 27602 Fax: (919) 792-4951 Kellie.Z.Myers@nccourts.org
11A	Natalie Munz, Superior Court Trial Court Coordinator	301 West Cornelius Harnett Blvd. Suite 100 Lillington, NC 27546 Fax (910) 814-4487 Natalie.S.Munz@nccourts.org

11B	Barbara H. Johnson, Superior Court Trial Court Coordinator	P.O. Box 2739 Smithfield, NC 27577 Fax: (919) 209 5501 Barbara.H.Johnson@nccourts.org
12	Ellen Hancox, Superior Court Trial Court Administrator Sue Buford, Mediation Coordinator	Cumberland County Courthouse P.O. Box 363 Fayetteville, NC 28302 Fax: (910) 475-3017 Ellen.B.Hancox@nccourts.org Sue.G.Buford@nccourts.org
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13B	Michelle Ingram, Superior Court Trial Court Coordinator	Brunswick County Superior Court 310 Government Center Drive Suite 50 Bolivia, NC 28422 Fax: (910) 253-3037 Anna.M.Ingram@nccourts.org
14	E. Deneen Barrier, Superior Court Trial Court Administrator	Durham County Judicial Building 510 S. Dillard Street, 9 th Floor Durham, NC 27701 Ph: (919)808-3250 Fax: (919)808-3037 E.Deneen.Barrier@nccourts.org
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15B	Jamie Richardson Superior Court Trial Court Coordinator. Orange County	Superior Court Judges' Office Chatham County Justice Center 40 E. Chatham Street PO Box 609 Pittsboro, NC 27312 919-545-3517 Direct Fax Jamie.N.Richardson@nccourts.org Old Orange County Courthouse 104 E. King Street Hillsborough, NC 27278 Fax: (919) 732-4497 Jamie.N.Richardson@nccourts.org

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21	Cecilia Gordon, Superior Court Trial Court Administrator	Forsyth County Hall of Justice P.O. Box 20099 Winston-Salem, NC 27120-0099 Fax (336) 779-6335 Cecila.J.Gordon@nccourts.org
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