



IMPORTANT NOTICE

Family Court Mediation Coordinators

To: ALL CERTIFIED FFS MEDIATORS

From: NC DISPUTE RESOLUTION COMMISSION

Re: COURT APPOINTMENTS/FFS PROGRAM (3/2020)

FFS Rule 2(b) 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 **FFS** 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 **FFS Rule 2(b)** 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 **FFS 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 **FFS 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

District # County if Applicable	Mediation Coordinator Name & Title	Mailing Address, Fax or E-mail Contact Information	Has the District adopted local FFS Rules? Counties
1	Lisa A. Sawyer, District Court Trial Court Coordinator	Phone (252) 331-4500 Fax (252) 331-4684 Lisa.A.Sawyer@nccourts.org	YES Gates, Currituck, Chowen, Dare, Perquimans, Pasquotank, Camden
2	Jacqueline Watson, Judicial Assistant	Beaufort County Courthouse P.O. Box 1403 Washington, NC 27889	YES Martin, Washington, Tyrrell, Hyde, Beaufort
3A	Kay A. Brown Family Court Coordinator	P.O. Box 6067 Greenville, NC 27835 Phone (252) 695-77288 Kay.A.Brown@nccourts.org	YES Pitt
3B	Cindy Dickerson, District Court Trial Court Coordinator	Craven County Courthouse 302 Broad St., Ste. 204 New Bern, NC 28560 Phone (252) 639-3011 Fax (252) 639-3140 Cindy.M.Dickerson@nccourts.org	Craven, Pamlico, Carteret
4	Maria F. Hernandez, Judicial Assistant Coordinator (Onslow) Jennifer E. Harrell, Judicial Assistant II (Sampson, Duplin, and Jones)	625 Court Street Jacksonville, NC 28540 Phone (910) 478-3612 Fax (910) 478-3613 Maria.F.Hernandez@ccourts.org 101 E. Main Street Clinton, NC 28328 Phone (910) 596-6612 Fax (910) 596-6613 Jennifer.E.Harrell@nccourts.org	Sampson, Duplin, Jones, Onslow
5	Suann N Bechtel, District Court Family Court Administrator	Suann.N.Bechtelnccourts.org	YES New Hanover, Pender
6	Penny Aycock, District Court Trial Court Coordinator	Halifax County Courthouse P.O. Box 66 Halifax, NC 27839 Fax (252) 593-3013 Penny.T.Aycock@nccourts.org	YES Halifax, Northampton, Hertford, Bertie
7	Doris Brantley, District Court Judicial Assistant	P.O. Box 999 Wilson, NC 27894 Fax (252) 206-3013 Doris.W.Brantley@nccourts.org	YES Nash, Wilson, Edgecombe

8	<p>Pamela Gatlin, Family Court Case Coordinator (Lenior)</p> <p>Anita Walker, Family Case Coordinator (Wayne & Greene)</p>	<p>Wayne County Courthouse 224 E. Walnut Street Goldsboro, NC 27530 Phone (919) 722-6254 Fax (919) 722-6182 Pam.S.Gatlin@nccourts.org</p> <p>Lenoir County P.O Box 68 Kinston, NC 28502 Phone (252) 520-5440 Fax (252) 520-5441 Anita.B.Walker@nccourts.org</p>	<p>YES Lenior</p> <p>Wayne & Greene</p>
9	<p>Ruth Roberts District Court Trial Court Coordinator</p>	<p>145 Williamsboro Street Oxford, NC 27565 Oxford Office (919) 693-5193 Oxford Fax (919) 690-8330 Henderson Office (252)430-5178 Henderson Fax (252) 430-5113 Ruth.B.Roberts@nccourts.org</p>	<p>YES Franklin, Granville, Person</p>
9B	<p>Linda Ramsey District Court Judicial Assistant</p>	<p>105 S. Main Street Roxboro, NC 27573 Linda.H.Ramsey@nccourts.org</p>	<p>Vance, Warren</p>
10	<p>Yvette Smith, Family Court Administrator</p>	<p>P.O. Box 351 Raleigh, NC 27602 Yvette.M.Smith@nccourts.org</p>	<p>YES Wake</p>
11	<p>Kimberly Jeffreys District Court Trial Court Coordinator</p> <p>and</p> <p>Cameron Johnson Judicial Assistant</p>	<p>PO Box 811 Smithfield NC 27577-0811 Phone (919) 209-5451 Fax (919) 209-5490 Kimberly.W.Jeffreys@nccourts.org</p> <p>Phone (919) 209-2453 Cameron.B.Johnson@nccourts.org</p>	<p>YES Lee, Johnson, Harnett</p>
12	<p>Sanya T. Eller Family Court Administrator</p>	<p>Cumberland County Courthouse P.O. Box 363 Fayetteville, NC 28302 Fax (910) 475-3013 Sanya.T.Eller@nccourts.org</p>	<p>YES Cumberland</p>

13	Cindy E. Patrick District Court Trial Court Coordinator	310 Government Center Dr., NE #4 Bolivia, NC 28422 Phone (910) 641-4412 Fax (910) 641-4412 Cindy.E.Patrick@nccourts.org	YES Bladen, Columbus, Brunswick
14	Nikki Smith Family Court Administrator	Durham County Courthouse 510 S. Main Street, Ste. 6500 Durham, NC 27701 (919) 808-3224 Fax (919) 808-3045 Evelyn.W.Smith@nccourts.org	YES Durham
15A	Sandy Cobb Trial Court Coordinator	Phone (336) 570-5267 Fax (336) 570-5213 Cassandra.L.Cobb@nccourts.org	Alamance
15B	Mindy Harris, Trial Court Coordinator	Orange County Courthouse P.O. Box 1088 Hillsborough, NC 27278 Fax (919) 644-3093	Chatham, Orange
16A	Richard H. Burgin Trial Court Coordinator	P.O. Box 1947 Rockingham, NC 28380 (910) 419-7575 (910) 419-7576 Richard.H.Burgin@nccourts.org	Anson, Richmond, Scotland, Hoke
16B	Louise Lassiter, Trial Court Coordinator	Robeson County Courthouse 500 N. Elm St. Lumberton, NC 28358 A.Louise.Lassiter@nccourts.org	Robeson
17A	Vicki Underwood, Judicial Assistant Sherri Desormeaux Judicial Assistant	Rockingham County Courthouse P.O. Box 97 Wentworth, NC 27375 Vicki.B.Underwood@nccourts.org P.O. Box 1077 Roxboro, NC 27573 Sherri.L.Desormeaux@nccourts.org	YES Rockingham Person

18	<p>Patricia M. Dixon Trial Court Coordinator</p> <p>Stephanie Wallace Trial Court Coordinator (High Point)</p>	<p>Guilford County Courthouse P.O. Box 3008 Greensboro, NC 27402-3008 Patricia.M.Dixon@nccourts.org</p> <p>District Court Judge's Office P.O. Box 2434 High Point, NC 27261 Office: (336) 822-6785 Fax: (336) 822-6713 Stephanie.M.Wallace@nccourts.org</p>	<p>Yes Guilford</p>
19A	<p>Patty R. Hoskins, District Trial Coordinator</p>	<p>P.O. Box 70 Concord, NC 28026 Office (704) 262-5512 Fax: (704) 262-5513 Patricia.R.Hoskins@ncourts.org</p>	<p>YES Cabarrus</p>
19B	<p>Nancy Butler, Family Court Administrator</p>	<p>Randolph County Courthouse 176 E. Salisbury St., Ste. 203 Asheboro, NC 27203 Phone: (336) 328-3292 Fax: (336) 328-3184 Nancy.M.Butler@nccourts.org</p>	<p>YES Randolph</p>
19C	<p>Marci Ward, Trial Court Coordinator</p> <p>Cindy Lefler Judicial Assistant</p>	<p>232 N. Main Street, Ste. 216 Salisbury, NC 28144 Marci's Phone: (704) 797-3092 Marci.H.Ward@nccourts.org</p> <p>Phone: (704) 797-3011 Cindy.J.Lefler@nccourts.org</p>	<p>YES Rowan</p>
19D	<p>De Maca Adams Family Court Case Coordinator</p>	<p>P.O. Box 369 Carthage, NC 28327 Phone: (910) 722-5015 Fax: (910) 722-5013 Demaca.B.Adams@nccourts.org</p>	<p>YES Hoke, Moore</p>
20A	<p>Tennelle W. Hann Family Court Administrator</p>	<p>Stanly County Courthouse P.O. Box 1607 Albemarle, NC 28002-1607 Phone (704) 986-7012 Fax (704) 986-7013 Tennelle.W.Hann@nccourts.org</p>	<p>YES Montgomery, Stanly</p>
20B	<p>Valerie Laney, Family Court Administrator</p>	<p>P.O. Box 305 Monroe, NC 28111 Phone: (704) 698-3224 Fax (704) 698-3113 Valerie.A.Laney@nccourts.org</p>	<p>YES Union</p>

21	Julia Frye, District Court Trial Court Coordinator	P.O. Box 20099 Winston-Salem, NC 27120-0099 Phone (336) 779-6650 Fax (336) 779-6336 Julia.B.Frye@nccourts.org	YES Forsyth
22A	Kimberly Miller, Judicial Assistant	221 East Water Street Statesville, NC 28677 Phone: (704) 832-6612 Fax: (704) 832-6613 Kimberly.D.Miller@nccourts.org	Alexander, Iredell
22B	Rosa Terry, Judicial Assistant	P.O. Box 1123 Lexington, NC 27293 Rosa.Terry@nccourts.org	Davie, Davidson
23	Rebekah F. Bray, Trial Court Coordinator	(336) 651-4412 Rebekah.F.Bray@nccourts.org	Alleghany, Ashe, Wilkes, Yadkin
24	Theresa L. King, Trial Court Coordinator	P.O. Box 1130 Newland, NC 28657 Phone (828) 737-6750 Fax (828) 7376713 Theresa.King@nccourts.org	YES Avery, Madison, Mitchell, Watauga, Yancey
25	Brandi Tolbert Trial Court Coordinator	100 Government Drive Newton, NC 28658 Phone (828) 695-6215 Fax (828) 695-6134 Brandi.Tolbert@nccourts.org	YES Burke, Caldwell, Catawba
26	Amanda Casillas Trial Court Administrator	832 East Fourth Street Suite 3520 Charlotte, NC 28202 Phone (704) 686-0291 Fax (704) 686-0296 Amanda.Casillas@nccourts.org	YES Mecklenburg
27A	Betty Kelso, District Court Trial Court Coordinator	Gaston County Courthouse 325 N. Marietta Street Gastonia, NC 28052 Fax (704) 852-3325 Betty.Kelso@nccourts.org	Gaston

27B	Kathy.P.Gamble, District Court Judicial Coordinator	Cleveland County Courthouse 100 Justice Place Shelby, NC 28150 Phone (704) 476-7812 Fax (704) 476-7813 Kathy.P.Gamble@nccourts.org	YES Cleveland, Lincoln
28	Anne H. Elliott Family Court Administrator	Buncombe County Courthouse 60 Court Plaza, 3 rd Floor Asheville, NC 28801 Phone (828) 259-6467 Fax (828) 259-3372 Anne.H.Elliott@nccourts.org	YES Buncombe
29A	Elizabeth Hamrick, District Court Judicial Assistant	21 S. Main Street Marion, NC 28752 Elizabeth.Hamrick@nccourts.org	YES McDowell, Rutheford
29B	Sharon Orr, Trial Court Coordinator	200 N. Grove St., Ste. 276 Hendersonville, NC 28792 Sharon.Orr@nccourts.org	Transylvania, Henderson, Polk
30	Patty S. Horton District Court Judicial Assistant II	285 North Main Street, Ste. 2300 Waynesville, NC 28786 Phone (828) 454-6511 Patty.S.Horton@nncourts.org	YES Cherokee, Clay, Jackson, Haywood, Macon, Graham, Swain

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