



## Administrative Office of the Courts

**Call the AOC at 502-573-2350 and enter the extension below if you have questions about...**

| Topic   | Number | Email                                  |
|---|--------|--|
| <b>Office of Audits (AUD)</b>                     |        |  |
| Anything Audit Related                            | 50860  | AliceWilson@kycourts.net               |
| Fraud / Investigations                            | 50860  | AliceWilson@kycourts.net               |
| Records Retention – Circuit Court Clerks          | 50861  | DebraKissick@kycourts.net              |
| Transfer Packets – Circuit Court Clerks           | 50861  | DebraKissick@kycourts.net              |
| <b>Office of Communications (OC)</b>              |        |  |
| Graphic Design                                    | 50031  | CommsDept@kycourts.net                 |
| KCOJ Website                                      | 50031  | CommsDept@kycourts.net                 |
| News Releases                                     | 50031  | CommsDept@kycourts.net                 |
| Photography                                       | 50031  | CommsDept@kycourts.net                 |
| Social Media                                      | 50031  | CommsDept@kycourts.net                 |
| Video Services                                    | 50031  | CommsDept@kycourts.net                 |
| <b>Office of Finance and Administration (OFA)</b> |        |  |
| AOC Policies                                      | 50417  | TressaMilburn@kycourts.net             |
| General Concerns                                  | 50419  | JennyLafferty@kycourts.net             |
| Open Records Requests                             | 50854  | OpenRecords@kycourts.net               |
| <b>Budget Department</b>                          |        |  |
| Grants  | 50051  | CaroleH@kycourts.net                   |
| Personnel Complement                              | 50051  | CaroleH@kycourts.net                   |
| Travel, Out-of-State Authorization                | 50051  | CaroleH@kycourts.net                   |
| Vacancy Requests                                  | 50051  | VacancyRequest@kycourts.net            |
| <b>Department of Court Facilities</b>             |        |  |
| Access Cards Troubleshooting                      | 50166  | SecurityTechnicianRequest@kycourts.net |
| Capital Construction Projects (Ongoing)           | 50081  | MarkBannister@kycourts.net             |
| Capital Construction Projects (Requests)          | 50077  | DannyRhoades@kycourts.net              |
| Conference Room Reservations                      | 50009  | AOCGuestServices@kycourts.net          |
| Court Facilities (Emergencies)                    | 50812  | FacilitiesRequest@kycourts.net         |
| Court Facilities (Janitorial Needs)               | 50831  | FacilitiesRequest@kycourts.net         |
| Court Facilities (Maintenance Needs)              | 50831  | FacilitiesRequest@kycourts.net         |
| Court Facilities (Repairs)                        | 50831  | FacilitiesRequest@kycourts.net         |

| Topic  | Extension | Email                                  |
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| <b>Office of Finance and Administration (OFA) ...continued</b>                                     |           |  |
| Facility Keys  | 50080     | CourtSecurity@kycourts.net             |
| Fleet Vehicle Management (Maintenance, Assignment)   | 50924     | Fleet_Administration@kycourts.net      |
| Fleet Vehicle Reservations   | 50009     | Vehicle_Reserve@kycourts.net           |
| Furniture and Furnishing Requests (Desks, Chairs, Flags, etc.)                                     | 50923     | FacilitiesRequest@kycourts.net         |
| Moves (Furniture or office)  | 50840     | SteveGoins@kycourts.net                |
| Nonrecurring Project Requests for Court Facilities (Over \$2,500)                                  | 50831     | FacilitiesRequest@kycourts.net         |
| Property Accountability (Inventory Scheduling, Suplus Delegation)                                  | 50923     |  |
| Security Camera Footage  | 50080     | CourtSecurity@kycourts.net             |
| Security Equipment Repairs (Panic Buttons, Cameras, Access Control, X-ray Machine, Metal Detector) | 50166     | SecurityTechnicianRequest@kycourts.net |
| Security Equipment, New Installation Requests  | 50166     | SecurityTechnicianRequest@kycourts.net |
| Security Incident Reports (FAC-50 Forms)   | 50080     | CourtSecurity@kycourts.net             |
| Security Personnel Requests (Supplementation for Trials, Assessments)                              | 50080     | CourtSecurity@kycourts.net             |
| Space Requests (Increase or Decrease in Occupied Space, New Leases)                                | 50831     | FacilitiesRequest@kycourts.net         |
| Surplus Pick up (Non-technical Equipment, Furniture)   | 50840     | SteveGoins@kycourts.net                |
| <b>Department of Financial Services</b>  |           |  |
| Administrative Expenses for Justices and Judges  | 50836     | AOCTravel@kycourts.net                 |
| Contracts, Drafting and Review   | 50150     | Procurement@kycourts.net               |
| Fleet Vehicle Personal Mileage Reports   | 50815     | TammyBrown@kycourts.net                |
| Insurance for Court of Justice / Bonds for Elected Officials                                       | 50854     | DanielleCraig@kycourts.net             |
| Invoice Payments   | 50831     | Accounting@kycourts.net                |
| Master Commissioners   | 50854     | MasterCommissionerFilings@kycourts.net |
| Post Office Boxes  | 50826     | Accounting@kycourts.net                |
| Postage Meters / Pitney Bowes Supplies   | 50831     | Accounting@kycourts.net                |
| Purchases / AOC-3  | 50822     | Purchasing@kycourts.net                |
| Request-It   | 50823     | Purchasing@kycourts.net                |
| Retired Clerk Payments   | 50824     | Accounting@kycourts.net                |
| Retired Judge Payments   | 50824     | Accounting@kycourts.net                |
| Robes  | 50832     | Purchasing@kycourts.net                |
| Travel Vouchers  | 50836     | AOCTravel@kycourts.net                 |
| Travel, Out-of-State Payments  | 50824     | AOCTravel@kycourts.net                 |
| Vendors  | 50150     | Procurement@kycourts.net               |

| Topic                                  | Extension    | Email                             |
|--|--------------|-----------------------------------|
| <b>Office of General Counsel (OGC)</b> |              |                                   |
| AOC State-wide Forms                   | 50414        | FormsAdministrator@kycourts.net   |
| Archive and Destruction of Records     | 50768        | Archive_Destruction@kycourts.net  |
| Book Ordering / Westlaw                | 502-564-4848 | MarkSmith@kycourts.net            |
| Digital Library                        | 502-564-4848 | MarkSmith@kycourts.net            |
| Internal Office Policy Review          | 50414        | LegalServicesRequest@kycourts.net |
| Legal Research                         | 502-564-4848 | DouglasBarnett@kycourts.net       |
| Subpoenas                              | 50414        | LegalServicesRequest@kycourts.net |
| Summonses / Lawsuits                   | 50414        | LegalServicesRequest@kycourts.net |

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| <b>Office of Governmental Affairs (GA)</b> |       |                            |
| Legislation                                | 50071 | JasonReynolds@kycourts.net |

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| <b>Department of Human Resources (HR)</b>          |       |  |
| ADA Accommodation Requests                         | 50300 | HRRegulatoryCompliance@kycourts.net    |
| Badges   | 50300 | badges@kycourts.net                    |
| Benefits – Health, Life, Optional Insurance        | 50300 | HRPayrollServices@kycourts.net         |
| Classification (Job Descriptions, Job Titles)      | 50319 | MeganLowe@kycourts.net                 |
| Compensation (New Hire Salary Reviews, Pay Grades) | 50319 | MeganLowe@kycourts.net                 |
| Deferred Compensation                              | 50300 | HRPayrollServices@kycourts.net         |
| Discipline   | 50319 | MeganLowe@kycourts.net                 |
| Diversity, Equity, & Inclusion                     | 50319 | MeganLowe@kycourts.net                 |
| Employee Onboarding                                | 50325 | COJOnboarding@kycourts.net             |
| Ergonomic Accommodation Requests                   | 50300 | HRRegulatoryCompliance@kycourts.net    |
| File a Formal Complaint or Grievance               | 50319 | MeganLowe@kycourts.net                 |
| HR Newsletter                                      | 50310 | JasonMontgomery@kycourts.net           |
| HR SharePoint / Website                            | 50310 | JasonMontgomery@kycourts.net           |
| Internship Program                                 | 50319 | MeganLowe@kycourts.net                 |
| Job Postings / Recruiting / Candidate Review       | 50312 | DonnaRichards@kycourts.net             |
| KCOJ Personnel Policy Guidance                     | 50319 | MeganLowe@kycourts.net                 |
| Medical Leave Programs (FMLA / Sick Leave Sharing) | 50324 | KimR@kycourts.net                      |
| New Employee Orientation                           | 50325 | AOCNewEmployeeOrientation@kycourts.net |
| Pay / Timesheet / Direct Deposit / Taxes           | 50300 | HRPayrollServices@kycourts.net         |
| Performance Management                             | 50319 | MeganLowe@kycourts.net                 |
| Report an Injury / Workers' Compensation           | 50300 | HRRegulatoryCompliance@kycourts.net    |
| Retirement   | 50300 | HRPayrollServices@kycourts.net         |
| Verifications of employment                        | 50300 | COJHR2@kycourts.net                    |
| Workplace Safety                                   | 50300 | HRRegulatoryCompliance@kycourts.net    |

| Topic   | Extension | Email                            |
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| <b>Information &amp; Technology Services (ITS)</b>                          |           |                                  |
| <b>Audio/Video Services</b>   |           |                                  |
| JAVS  | 50767     | AudioVideoSupport@kycourts.net   |
| <b>Court Services</b>   |           |                                  |
| Accounting Manual / Remittance of Fees / Unclaimed Property                 | 50109     | BookkeepingSupport@kycourts.net  |
| AR Processing (Bail Bonds, Monetary Events, Sentencing, etc.)               | 50109     | eCourtSupport@kycourts.net       |
| Bank Reconciliation Assistance  | 50109     | BookkeepingSupport@kycourts.net  |
| Bookkeeping / Receipts / Reports  | 50109     | BookkeepingSupport@kycourts.net  |
| Clerk's Manual, Changes to / Clarifications                                 | 50109     | eCourtSupport@kycourts.net       |
| CourtNet  | 50109     | CourtNetAdmin@kycourts.net       |
| Data Entry in KYCourts  | 50109     | eCourtSupport@kycourts.net       |
| eCitations Processing   | 50109     | eCourtSupport@kycourts.net       |
| eFiling Processing for Attorneys  | 50109     | eCourtSupport@kycourts.net       |
| eQueue Processing   | 50109     | eCourtSupport@kycourts.net       |
| eWarrants / Eepo / IPO Processing   | 50109     | eCourtSupport@kycourts.net       |
| Field Visits / Support Services   | 50109     | eCourtSupport@kycourts.net       |
| Jury Management   | 50109     | JuryAdmin@kycourts.net           |
| KYCourts Permissions  | 50109     | eCourtSupport@kycourts.net       |
| Reports (Negative Balance Report, SCIP Validation Report, SBE Report, etc.) | 50109     | eCourtSupport@kycourts.net       |
| Training Support  | 50109     | LMS@kycourts.net                 |
| <b>Judicial Branch Education</b>  |           |                                  |
| Elected Officials Colleges & Continuing Education Credits                   | 50790     | PaulineRoberts@kycourts.net      |
| Judicial Benchbooks   | 50790     | PaulineRoberts@kycourts.net      |
| <b>Records Services</b>   |           |                                  |
| Criminal Record Requests  | 78888     | Records@kycourts.net             |
| Employment Background Checks  | 78888     | COJEmploymentR@kycourts.net      |
| Expungement Certification   | 50745     | Records@kycourts.net             |
| <b>Research &amp; Statistics</b>  |           |                                  |
| Analytics (Pending Case, 180-day DUI, DNA / Adoption, etc.)                 | 50719     | AnalyticsHelp@kycourts.net       |
| Custom Statistical Reports  | 50787     | Statistics@kycourts.net          |
| State Board of Elections (SBE) Felony Conviction Exceptions                 | 50787     | AnalyticsHelp@kycourts.net       |
| <b>Service Operations</b>   |           |                                  |
| Archiving and Record Destruction  | 50767     | Archive_Destruction@kycourts.net |
| Password Resets   | 59999     | ServiceDesk@kycourts.net         |
| Phone Issues  | 59999     | ServiceDesk@kycourts.net         |

| Topic   | Extension | Email                    |
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| <b>Information &amp; Technology Services (ITS) ...continued</b> |           |                          |
| Printer Issues  | 59999     | ServiceDesk@kycourts.net |
| Printshop   | 50837     | PrintShop@kycourts.net   |
| Software Access   | 59999     | ServiceDesk@kycourts.net |
| Telecommunications Equipment                                    | 59999     | ServiceDesk@kycourts.net |
| Workstation Hardware (Laptop, PC, Wyse Box, etc.) Issues        | 59999     | ServiceDesk@kycourts.net |

| <b>Department of Language Access (LA)</b>                                   |       |  |
|---|-------|--|
| Document Translation  | 50103 | KCOJTranslations@kycourts.net              |
| General Language Access Issues (e.g., Policies, Scheduling, Concerns, etc.) | 50103 | StatewideInterpretingRequests@kycourts.net |

| <b>Office of Statewide Programs (OSP)</b>     |       |                   |
|---|-------|-------------------|
| Kentucky Judicial Commission on Mental Health | 15524 | JCMH@kycourts.net |

| <b>Department of Family And Juvenile Services</b>   |              |                              |
|---|--------------|------------------------------|
| Citizen Foster Care Review Board (CFCRB)            | 50524        | DoloresSmith@kycourts.net    |
| Court Designated Worker (CDW) Program               | 50524        | AshleyClark@kycourts.net     |
| Families In Transition (FIT) Program                | 502-595-3618 | DarleneBibb@kycourts.net     |
| Family Law  | 50524        | NathanielGoins@kycourts.net  |
| Family Recovery Courts                              | 50524        | EboniThompson@kycourts.net   |
| Fiscal Questions                                    | 50524        | MonicaWilkie@kycourts.net    |
| Kentucky Teen Court Program                         | 50524        | BillyS@kycourts.net          |
| Legal Training for DNA                              | 50524        | NathanielGoins@kycourts.net  |
| Racial, Ethnic, & Equity Disparities (REED) Program | 50524        | MichelleSawyers@kycourts.net |
| Restore Initiative                                  | 50524        | MichelleSawyers@kycourts.net |
| Truancy Diversion Program                           | 50524        | JamesHopson@kycourts.net     |
| Violence Against Women Act (VAWA) Program           | 50524        | MichelleSawyers@kycourts.net |

| <b>Department of Pretrial Services</b> |       |                           |
|--|-------|---------------------------|
| Pretrial Services                      | 50071 | AngelaDarcy@kycourts.net  |
| Senate Bill 90 (SB90)                  | 50071 | JasonDufleck@kycourts.net |

| <b>Department of Specialty Courts</b>  |       |                              |
|--|-------|------------------------------|
| Specialty Courts (Drug Court, Mental Health Courts, Veterans Treatment Courts) | 50163 | SpecialtyCourts@kycourts.net |

The “Whom to Call List” is stored in a convenient PDF format for effortless downloading and printing. Additionally, it will be accessible online at <https://kcoj.info/WhomToCall>. The document is scheduled for quarterly updates. To request revisions, updates or offer suggestions, please reach out to the Office of Communications via email at [CommsDept@kycourts.net](mailto:CommsDept@kycourts.net).