

# Overview

The Court Administration office has a broad range of duties: overseeing and supervising court departments and programs, providing operations and administrative support to judicial offices, and supervising a variety of special projects. Duties include personnel and fiscal management, calendaring and scheduling, public information, physical operations, case statistics and analysis, information systems, and liaison functions to various groups and agencies. The Court Administrator is judicially appointed and also assists the Chief Judge and the judicial branch by regularly coordinating with other classes of court and with the other branches of county government.

With the assistance of a Deputy Court Administrator and two Division Directors, the Administrator oversees operations for the following departments:

- Accountability Courts / Treatment Services
- Court Information Systems
- Family Law Information Center
- Hall County Probation Services
- Indigent Defense
- Interpretive Services
- Law Libraries
- Pretrial Services

## Staff Contacts

[Jason Stephenson](#)

Court Administrator

(770) 532-1895

[Katie Mincey](#)

Deputy Court Administrator

[Cyndi Hurst](#)

Court Operations Division Director

[Jessi Emmett](#)

Judicial Accountability Division Director

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