

# The Supreme Court of Ohio

65 SOUTH FRONT STREET, COLUMBUS, OH 43215-3431

CHIEF JUSTICE  
SHARON L. KENNEDY

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JUSTICES  
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October 2, 2023

Dear Judge,

Included with this letter is a copy of the amended Guidelines for the Assignment of Judges (“Guidelines”). These Guidelines are the product of a joint effort between you and the Supreme Court over the past nine months. As you may recall, I first wrote to you regarding the Judicial Assignment Program this past January. My follow-up letter to you in March answered some of your questions about the then-existing Guidelines and identified areas that needed further clarification. Many of you generously volunteered your time and met with me via Zoom in April to thoroughly discuss the assignment process.

I deeply appreciate your unwavering partnership through this process. The insight and guidance that you have shared with me through the initial Zoom meeting and all subsequent phone calls, emails and in-person discussions, is invaluable. In the end, I believe we have achieved greater efficiency and clarity in the judicial assignment process.

## **Training**

In order to help you get acclimated to the new Guidelines, we have scheduled multiple offerings of training webinars. You need only attend one session. These sessions will take place on October 10<sup>th</sup>, 12<sup>th</sup>, and 17<sup>th</sup> from 12:00 to 1:00 p.m. You, as well as any members of your staff, may sign-up for any of these sessions through the link in the email to which this letter was attached. That same link is reiterated in the “Webpage” section, below.

Upon registration, you will receive a confirmation email with details on how to access your chosen webinar. You will have an opportunity to submit questions during the webinar and/or you may submit questions at any time after the training sessions via email to [JudicialAssignments@sc.ohio.gov](mailto:JudicialAssignments@sc.ohio.gov).

Please be advised that these live training sessions are also eligible for one hour of Judicial College CLE credit.

## **Questions**

We anticipate that as we implement these revised Guidelines there may be questions from time to time. In order to properly manage the anticipated questions, please (1) sign up for

a training session, and (2) submit your questions in writing to the email noted above. I believe that many, if not all, of your questions may be addressed by the training session. To that end, I would suggest that you wait until during or after the training session to submit your written questions. We will provide instructions at the beginning of any session as to how you may submit questions during that session.

Of course, as we move forward Dahria Beaver, our new Judicial Assignment Specialist, will be providing further correspondence regarding support for you and your office. This will include the best ways to have questions answered expeditiously, as well as information regarding future training sessions (especially with respect to the IGOR enhancements noted below).

## **Webpage**

The Judicial Assignment Program webpage provides access to all of the following:

1. A copy of the amended Guidelines.
2. Registration link for the three training sessions described above.
3. A recording of the first webinar (to be posted on October 11)
4. A summary of Frequently Asked Questions (“FAQ”). These FAQ will be posted on October 11<sup>th</sup> and will be perpetually updated as we receive questions through the training process.

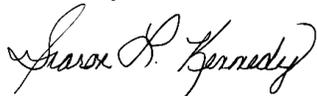
The following link will take you to the Judicial Assignment Program [webpage](#).

## **IGOR**

The update to the Guidelines is the first key outcome of our work together. We are also in the process of making important updates to the IGOR system. I plan to announce additional training sessions later this year when those updates are available. The new IGOR system will help all of us ensure that all assignment requests meet the requirements of the revised Guidelines. It is anticipated that the data fields required for any given assignment will be tailored to the request type selected. It is our belief that this will greatly enhance the end-user experience.

Together we have accomplished a great deal thus far. All of us here at the Supreme Court look forward to our continuing collaboration in the years to come.

Sincerely,



Sharon L. Kennedy  
Chief Justice

cc: Court Administrators