



WARREN COUNTY COMMON PLEAS COURT REGISTRATION INFORMATION

REGISTRATION PROCESS

1. To find available dates for training, review the Warren County Common Pleas Court Calendar.
2. Complete the appropriate Training Enrollment Form. The enrollment forms are located on this web site.
3. Have the training enrollment form signed by your director or department head.
4. Submit the form to Alison Landrum via Email or Fax.
5. Mandatory training classes for Common Pleas Court employees are notated with a **RED** text box on the Annual Training Class Description and Schedule document.

COURSE CANCELLATION POLICY

- If any training course is cancelled, the Training Coordinator will notify class participants.
- To cancel participation in a scheduled training course, it is the responsibility of the participant to notify the Training Coordinator within 24 hours of the scheduled start date/time by submitting the training cancellation form located on this web site.

CONTACT INFORMATION

Alison Landrum

Training Coordinator

Warren County Court of Common Pleas

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