



# 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 Jessica States via Email or Fax.

## COURSE CANCELLATION POLICY

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

## CONTACT INFORMATION

### **Jessica States**

Training Department  
Warren County Court of Common Pleas  
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Lebanon, Ohio 45036

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