

# In the Supreme Court of the State of Idaho

**IN RE: MEMBERSHIP OF THE COURT  
ASSISTANCE OFFICE COMMITTEE**

**ORDER**

WHEREAS the Idaho Supreme Court is committed to its mission of ensuring access to justice within the courts of this State; and,

WHEREAS the Court Assistance Office programs throughout the State continue to provide a critical route for self-represented people to secure that access to justice; and,

WHEREAS the Court Assistance Office Committee is charged as follows:

- Research and study the barriers faced and the needs of those persons of low income or modest means and those choosing to proceed unrepresented by attorneys when accessing the court system;
- Recommend the development of resources and services in those areas of highest need for persons of low income or modest means and those who choose to proceed unrepresented;
- Recommend policies, guidelines, and best practices that further equal and meaningful access to the court for all services provided by the Court Assistance Office for self-represented litigants;
- Evaluate options and make recommendations for the use of technology that increases the accessibility of information and resources to self-represented litigants; improves the efficiency of delivery of services, and maximizes available resources;
- Develop and promulgate simplified court forms for use by self-represented litigants, and incorporate the principles of plain language into forms, interactive form interviews, instructions, and written communication provided by the Court Assistance Office;
- Partner with key stakeholders including the bench, the bar, government, nonprofit organizations and others in the development of resources and services;
- Coordinate with other Supreme Court Committees that have an impact on issues that affect self-represented litigants;
- Examine and consider long term funding strategies to permit development and implementation of Court Assistance Office services.

The Court Assistance Office Committee shall meet regularly and shall report periodically to the Administrative Conference and to the Court on actions taken, as well as recommendations for improvements to judicial and non-judicial education.

The Court, having received a recommendation from Judge Michael Dean, Chair of the Court Assistance Office Committee, and in coordination and consultation with Courtney Holthus, Statewide Access to Justice Manager;

The following adjustments shall be made to the Court Assistance Office Committee roster:

The following committee members are released from the duties associated with said committee, with appreciation for their service:

M. Scott Keim, Idaho Department of Labor

The following committee member shall be reappointed to the Committee, but in a new capacity, due to his recent appointment to the Seventh Judicial District's Magistrate bench:

Honorable Jacob Workman, Magistrate Judge, Seventh Judicial District

The following individuals are appointed to said committee:

Sunrise Ayers, Esq., Executive Director, Idaho Legal Aid Services

Jennifer Schindele, Esq., Director, Idaho Volunteer Lawyers Program

The following committee members shall remain on said committee:

Honorable Michael Dean, Magistrate Judge, Fourth Judicial District, Committee Chair

Honorable Todd Garbett, Magistrate Judge, Sixth Judicial District

Honorable Karin Seubert, Magistrate Judge, Second Judicial District

Jason Dye, Trial Court Administrator, Sixth Judicial District

Sharee Sprague, Elected Clerk, Power County, Sixth Judicial District

Jerry Woolley, Court Assistance Officer, Fifth Judicial District

Tony Salazar, Court Assistance Officer, Third Judicial District

Jennifer White, Family Court Services District Manager, Seventh Judicial District

Jennifer Brumley, Esq., Idaho State Bar Family Law Section Attorney, First Judicial

District

After the above adjustments are made to the roster, the Court Assistance Office Committee shall be comprised of the following members:

#### **Committee Membership**

Honorable Michael Dean, Magistrate Judge, Fourth Judicial District, Committee Chair

Honorable Todd Garbett, Magistrate Judge, Sixth Judicial District

Honorable Karin Seubert, Magistrate Judge, Second Judicial District

Honorable Jacob Workman, Magistrate Judge, Seventh Judicial District

Jason Dye, Trial Court Administrator, Sixth Judicial District

Sharee Sprague, Elected Clerk, Power County, Sixth Judicial District

Jerry Woolley, Court Assistance Officer, Fifth Judicial District

Tony Salazar, Court Assistance Officer, Third Judicial District

Jennifer White, Family Court Services District Manager, Seventh Judicial District

Jennifer Brumley, Esq., Idaho State Bar Family Law Section Attorney, First Judicial District

Sunrise Ayers, Esq., Executive Director, Idaho Legal Aid Services

Jennifer Schindele, Esq., Director, Idaho Volunteer Lawyers Program

Administrative Office of the Courts staff person and legal counsel appointed to provide on-going support and guidance to the Court Assistance Office Committee:

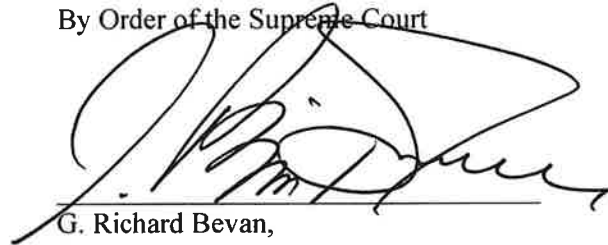
AOC Lead Staff Courtney Holthus, Statewide Access to Justice Manager

Amy Stack, Senior Manager, Court Access and Operations

Deena Layne, Deputy Legal Counsel

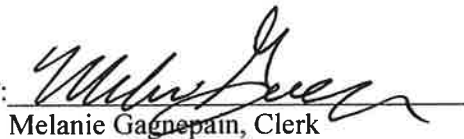
Dated this 6<sup>th</sup> day of January, 2026.

By Order of the Supreme Court



G. Richard Bevan,  
Chief Justice, Idaho Supreme Court

ATTEST:



Melanie Gagnepain, Clerk

I, Melanie Gagnepain, Clerk of the Supreme Court/  
Court of Appeals of the State of Idaho, do hereby  
Certify that the above is a true and correct copy of the  
Order entered in the above entitled  
cause and now on record in my office. WITNESS my  
hand and the Seal of this Court 1-6-2026  
Melanie Gagnepain, Clerk

By Lena McKee Deputy