

FJAA OFFICERS 2023—2024



**Bernita Henley —
President**
c/o Hon. Charmiane G. Claxton
US District Court
Odell Horton Federal Bldg.
167 N. Main Street, Room 341
Memphis, TN 38103
Phone: 901-495-1312

Bernita has been a Judicial Assistant to the Honorable Charmiane G. Claxton, Magistrate Judge for the Western District of Tennessee – Western Division since June 2009. Bernita graduated Magna Cum Laude with a BPS in paralegal studies from the University of Memphis. She has two grown daughters and four grandchildren. She enjoys dancing, singing traveling, cooking and spending time with family and friends.



**Yvette Garcia—
President Elect**
c/o Hon. Michael A. Ambri
United States District Court
Evo A. DeConcini U.S. Courthouse
405 West Congress St., Suite 6160
Tucson, AZ, 85701
Phone: 520-205-4500

Yvette Garcia is a Judicial Assistant with 18 years of experience currently working alongside newly appointed Magistrate Judge Michael A. Ambri. She holds a BA and MBA in management. Yvette is a powerful force in the workplace and uses her positive attitude and tireless energy to encourage others to work hard and succeed. She is enthusiastic, self-motivated, reliable, responsible, and hard working. Yvette is inspired daily by her wife and their three adult daughters. In her free time, Yvette loves to run, cycle, hike, and travel.



**Jennifer Hodge—
Vice-President**
c/o Hon. J. Daniel Breen
U.S. Courthouse
111 S. Highland Ave Suite 417
Jackson, TN 38301
Ph: 731-421-9252

Jennifer has been Judicial Assistant to the Honorable J. Daniel Breen since 2014. Jennifer has been employed with the Federal Court in Jackson, Tennessee since 2005, serving as an intake clerk, jury operations clerk, and backup courtroom deputy. She graduated from Union University with a Bachelor of Science Degree in Organizational Leadership. Prior to her Federal Court experience, she spent approximately 15 years working in law firms. Jennifer is married and has one son. She enjoys gardening, photography, restoring antiques and spending time with family.



Gabriela Ma— Secretary
c/o Hon. James Alan Soto
United States District Court
Evo A. DeConcini U.S. Courthouse
405 West Congress St., Suite 6160
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Gabriela Ma is the JA to the Honorable James A. Soto, U.S. District Judge in the District of Arizona. Gabriela became a JA when Judge Soto was appointed to the federal bench in 2014. Gabriela graduated with a BA from the University of Arizona in 2011. She worked as a booking clerk for the Santa Cruz County Sheriff's Office, and worked in the Santa Cruz County Superior Court Administration Office. It was there that she met Judge Soto, the presiding judge on the Superior Court bench at the time. In May 2022, Gabriela completed her paralegal certification. She enjoys crocheting, tending to her desert tortoise, and collecting eggs from her chickens.



**Melissa Hardin—
Treasurer**
c/o Hon. William M. Conley
Robert W. Kastenmeier
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120 N. Henry Street Room 560
Madison, WI 53703
Phone: 608-261-5718

Melissa has been a judicial assistant since 1998, first with the state courts in Wisconsin, then joining the U.S. District Court for Western Wisconsin in 2002 as the administrative assistant to the Clerk of Court. She then worked eight years as the judicial secretary for Judge John C. Shabaz until he retired. Since March of 2010, Melissa has been the judicial assistant for Judge William Conley. Melissa is a graduate of the University of Wisconsin. She and her husband Bob love to travel the world.



**Tracy Young—
Past-President**
c/o Hon. Linda V. Parker
Theodore Levin Courthouse
231 W. Lafayette Blvd., Room 204
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Phone: 313-234-5525

Tracy Young is the Judicial Assistant to Judge Linda V. Parker. Tracy joined the court family in April 2014 when Judge Parker was appointed to the Federal Court. Tracy has worked with Judge Parker in the Michigan State Court since 2010. Tracy has been married for 33 years and has two amazing adult children. She enjoys planning and hosting family events and baking.



Debby Sawyer—Parliamentarian
c/o Hon. Aleta Arthur Trauger
Estes Kefauver Federal Bldg.
& U.S. Courthouse
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Debby is the Judicial Assistant to USDC Judge Aleta A. Trauger in Nashville, TN. Prior to working for Judge Trauger, Debby was a Civil Case Manager/Courtroom Deputy for Chief Judge James C. Dever III – Eastern District of NC. She is an Advanced Certified Paralegal (ACP) and worked as a litigation paralegal for 22+ years prior to joining the federal judiciary. She has a Bachelor's Degree in Organizational Leadership and Management from Regent University and a Paralegal Certificate from Jackson State Community College. She enjoys reading, shopping, and traveling.