

INTEROFFICE MEMORANDUM



TO: All Senior Judges, Magistrates, Court Reporters, Litigation Managers, Lt. Col. S. Edwards, Major C. Clark, Major Kendle

FROM: Ms. Talya Smith, Superior Court Administrator's Office

DATE: April 11, 2025

SUBJECT: April 2025 of Senior, Visiting, and Magistrate Judges' and Court Reporters' Usage

ATLANTA JUDICIAL CIRCUIT

NOTE: ALL (assigned and floating) court reporters have the office hours of 8:30 a.m. until 5:00 p.m. except when the court schedule dictates a different time, or this office is notified.

Week of April 14, 2025

Superior Judge Scott McAfee, Presiding Judge (JCT/5A)
Mag. Judge Holly Hughes, Back-Up Presiding Judge (JCT/2B)

Note: If the Presiding or Back-Up Presiding Judges are unavailable, please contact Ms. Talya Smith at 404-613-6707 to make arrangements for a back-up Presiding Judge. Please do not send cases to another Judge without contacting Ms. Smith first. She is responsible for locating an alternate judge.

****Judge**

Court Reporter**

Senior and Visiting Judges

-Sr. Judge Alford Dempsey Jr. (JCT/1B)

-Consolidated Criminal Motions 4/17 only 9:30 a.m. *** Edwina Minniefield, ACR

Judge Alexandra Manning (FCC/8H)

-Consolidated Ankle Monitor Calendar 4/14 only 9:00 a.m. *** Margaret Kellicut

Pre-Indictment and Non-Complex Divisions

Mag. Judge Holly Hughes in Pre-Indictments: (JCT/2B)

-Preliminary Hearings	4/14 only	9:00 a.m.	** Reed Hicks, ACR
-Preliminary Hearings	4/15 only	9:00 a.m.	** Reed Hicks, ACR
-Preliminary Hearings	4/16 only	9:00 a.m.	** Joan Drammeh, TCR
-Preliminary Hearings	4/17 only	9:00 a.m.	** Joan Drammeh, TCR
-Preliminary Hearings	4/18 only	9:00 a.m.	** Reed Hicks, ACR

****Takedown by Zoom**

*****Takedown in Courtroom**

ACR=American Court Reporting Agency GPCR=Global Precision Court Reporting Agency EDS=Esquire Depo Solutions
HCR=Huesby Court Reporting Agency ULSCR=US Legal Support Court Reporting Agency TCR=Taggart Court Reporting

Week of April 11, 2025

****Judge**

NCD Judge Nancy Mau in Non-Complex (NC1): (JCT/1C)

-Case Management & Final Plea	4/14 only	9:30 a.m.
-Bond P&A	4/15 only	10:00 a.m.
-Criminal Motions Calendar	4/16 only	10:00 a.m.
-Non-Complex P&A Calendars (Jail/Hybrid)	4/18 only	9:00 a.m.

NCD Judge Brandy Brooks in Non-Complex (NC2): (JCT/1A)

-Bond P&A	4/14 only	10:00 a.m.
-Motions, Pretrial Conf. Hearings	4/15 only	10:00 a.m.
-Non-Complex P&A Calendars (Jail/Hybrid)	4/16 only	9:30 a.m.
-Case Management & Final Plea	4/17 only	9:00 a.m.
-Probation Revocation (Jail/Hybrid)	4/18 only	11:00 a.m.

Court Reporter**

**** LeToi Conner**
***** Melvina Hawkins, ACR**
***** Melvina Hawkins, ACR**
**** LeToi Conner**

**** Joan Drammeh**
**** Edwina Minniefield, ACR**
**** LeToi Conner**

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****Floating Court Reporters Assignments for the Superior Court Judge**

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