

# INTEROFFICE MEMORANDUM



ATLANTA JUDICIAL CIRCUIT

**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:** March 21, 2025

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

**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.

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## Week of March 24, 2025

Superior Judge Ural Glanville, Presiding Judge (JCT/8F)  
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**

#### **-Judge Paige Whitaker (JCT/1C)**

-Criminal Motions

3/27 only

9:30 a.m.

**\*\*\* Octavia Winfrey**

#### **-Judge Alexandra Manning (FCC/8H)**

-Criminal Ankle Monitor Calendar

3/24 only

9:30 a.m.

**\*\*\* Lisa Sims**

### **Court Reporter\*\***

### **Senior and Visiting Judges**

#### **-Sr. Judge David Emerson (JCT/see below)**

-Consolidated Criminal Jury Trial

3/24 – 3/26

9:00 a.m.

**\*\* Samantha Engram**

#### **(JCT/1B)**

-Consolidated Criminal Jury Trial

3/27 – 3/28

9:00 a.m.

**\*\* Samantha Engram**

#### **(JCT/TBD)**

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

-Consolidated Criminal Motions

3/27 only

9:30 a.m.

**\*\*\* Joan Drammeh**

**\*\*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

Week of March 24, 2025

**\*\*Judge**

**Court Reporter\*\***

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

-Preliminary Hearings	3/24 only	9:00 a.m.	** Joan Drammeh
-Preliminary Hearings	3/25 only	9:00 a.m.	** LeToi Conner
-Preliminary Hearings	3/26 only	8:45 a.m.	** Joan Drammeh
-Preliminary Hearings	3/27 only	9:00 a.m.	** LeToi Conner
-Preliminary Hearings	3/28 only	8:45 a.m.	** Reed Hicks, ACR

**NCD Judge Nancy Mau in Non-Complex (NC1): (JCT/see below)**

-Case Management & Final Plea (JCT/1B)	3/24 only	9:30 a.m.	** LeToi Conner
-Bond P & A (JCT/1B)	3/25 only	10:00 a.m.	*** Ionie Taylor
-Motions, Pretrial Conf. Hearings (JCT/1A)	3/26 only	10:00 a.m.	** Melvina Hawkins, ACR
-Non-Complex P&A Calendars (Jail/Hybrid) (JCT/1A)	3/28 only	9:00 a.m.	** LeToi Conner
-Probation Revocation (Jail/Hybrid) (JCT/1A)	3/28 only	11:00 a.m.	** Lynn Fowler

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

-Criminal Trial Calendar	3/24 only	9:00am	***Denise Blackman
-Non-Complex P&A Calendars (Jail/Hybrid)	3/26 only	9:30 a.m.	** LeToi Conner

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

Judge Emily Richardson	3/25 only	*** Margaret Kellicut
Judge Jane Barwick	3/26 – 3/27	** Lynn Fowler
Judge Jane Barwick	3/28 only	*** Laundra Martin, ACR

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