

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 28, 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.

Week of March 31, 2025

Superior Judge Rachel Krause, Presiding Judge (JCT/4B)
Mag. Judge Brandy Brooks, Back-Up Presiding Judge (JCT/1A)

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 David Emerson (JCT/1D)

-Consolidated Criminal Jury Trial	3/31	9:00 a.m.	*** Samantha Engram
-Consolidated Criminal Jury Trial	4/1	9:00 a.m.	** Laundra Martin, ACR
-Consolidated Criminal Jury Trial	4/2	9:00 a.m.	*** Samantha Engram
-Consolidated Criminal Jury Trial	4/3	9:00 a.m.	** Laundra Martin, ACR
-Consolidated Criminal Jury Trial	4/4	9:00 a.m.	*** Samantha Engram

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

-Consolidated Criminal Motions	4/1 only	9:30 a.m.	*** Edwina Minniefield, ACR
-Consolidated Criminal Motions	4/3 only	9:30 a.m.	*** Melvina Hawkins, ACR

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

-Preliminary Hearings	3/31 only	9:00 a.m.	** Reed Hicks, ACR
-Preliminary Hearings	4/1 only	9:00 a.m.	** Reed Hicks, ACR
-Preliminary Hearings	4/2 only	9:00 a.m.	** Reed Hicks, ACR
-Preliminary Hearings	4/3 only	9:00 a.m.	** Kayla Gibbs, ACR
-Preliminary Hearings	4/4 only	9:00 a.m.	** Carley Adamson, 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

Week of March 31, 2025

****Judge**

Court Reporter**

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

-Case Management & Final Plea	3/31 only	9:30 a.m.	*** Lisa Sims
-Bond P & A	4/1 only	10:00 a.m.	** Lynn Fowler
-Motions, Pretrial Conf. Hearings	4/2 only	10:00 a.m.	** LeToi Conner
-Final Plea	4/3 only	9:30 a.m.	*** Denise Blackman
-Non-Complex P&A Calendars (Jail/Hybrid)	4/4 only	9:00 a.m.	** LeToi Conner

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

-Bond P & A	3/31 only	10:00 a.m.	** Joan Drammeh
-Motions, Pretrial Conf. Hearings	4/1 only	10:00 a.m.	*** Jessica Warner, ACR
-Non-Complex P&A Calendars (Jail/Hybrid)	4/2 only	9:30 a.m.	** Joan Drammeh
-Case Management & Final Plea	4/3 only	9:00 a.m.	*** Edwina Minniefield
-Probation Revocation (Jail/Hybrid)	4/4 only	11:00 a.m.	** Joan Drammeh

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

Judge Eric Dunaway	4/1 only	*** Margaret Kellicut
Judge Jane Barwick	4/2 only	** Lynn Fowler
Judge Jane Barwick	4/3 only	** Joan Drammeh

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