

# 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:** November 27, 2024

**SUBJECT:** November 2024 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 December 2, 2024

Superior Judge Alice Benton, Presiding Judge (JCT/4C)  
 Mag. Judge Nancy Mau, Back-Up Presiding Judge 12/2-12/3 (JCT/1B)  
 Back-Up Presiding , 12/4-12/6 (*Call Court Admin, 404-612-4518, press #1, then #9*)

**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.

### Superior Court Judges

#### **Judge Jane Barwick**

-Civil Calendars (FCC/8H) 12/6 only  
 -Criminal Calendars (JCT/TBD) 12/4 only  
 -Criminal Calendars (JCT/1B) 12/5 only

### Court Reporter\*\*

Provided by Council  
 \*\*\*Lisa Sims  
 \*\*\*Lisa Sims

#### **Judge Kelly Lee Ellerbe (JCT/8J)**

-Family Division 4 Calendars 12/2-12/6

9:00am Provided by Council

### Senior and Visiting Judges

#### **Sr. Judge Henry Newkirk (JCT/8A)**

-Judge Barwick Crim Jury Trial 12/2-12/6

9:00 a.m. \*\*\* Samantha Engram

#### **Sr. Judge Jerry Baxter (JCT/1D)**

-Judge Leftridge Crim Jury Trial 12/2-12/6

9:00 a.m. \*\*\* Margaret Kellicut

#### **Sr. Judge Alford Dempsey Jr. (JCT/5D)**

-Judge Whitaker Crim. Calendars 12/5 only

9:00 a.m. \*\*\* Sarah Taylor

\*\*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 December 2, 2024

Court Reporter

**Judge**

**Judge Brandy Brooks in Pre-Indictments: (JCT/2B)**

-Preliminary Hearings	12/2 only	9:30a.m.	** ACR agency
-Preliminary Hearings	12/3 only	1:00 p.m.	** ACR agency
-Preliminary & Special Hearings	12/4 only	9:30 a.m.	** Joan Drammeh
-Preliminary & Special Hearings	12/5 only	9:30 a.m.	** Joan Drammeh
-Preliminary Hearings	12/6 only	9:30 a.m.	** ACR agency

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

-Case Mgmt & Final Plea	12/2 only	9:30am	** LeToi Conner
-Plea Arraignment & Compliance	12/3 only	10:00 a.m.	** LeToi Conner
- Motions, P/T Conf., Prob. Rev (JCT/TBD)	12/4 only	10:00a.m.	**ACR agency
-Jail P & A (JCT/TBD) (Jail/Hybrid)	12/6 only	9:00a.m.	**Joan Drammeh

**NCD Judge Jeffrey Frazier in Non-Complex (NC2): (JCT/1A)**

-Bond P & A Calendars	12/2 only	10:00a.m.	**Lynn Fowler
- Motions & Pretrial Conferences	12/3 only	10:00a.m.	**Lisa Sims
-Jail P & A (Jail/Hybrid)	12/4 only	9:00 a.m.	**Lynn Fowler
-Case Management & Final Plea	12/5 only	9:00a.m.	**Denise Blackman
-Probation Revocation (Jail/Hybrid)	12/6 only	11:00a.m.	**Lynn Fowler

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

Judge Paige Whitaker	12/2-12/6	***Ionie Taylor
Judge Shukura Ingram	12/4 only	***Denise Blackman

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