

INTEROFFICE MEMORANDUM



TO: All Senior Judges, Magistrates, Court Reporters, Case Managers, Jeannie Ashley, Lt. Col. M. McKee, Capt. L. Gates, Major H. Mason Capt. N. Mayo

FROM: Alicia R. Chapman, Superior Court Administrator's Office

DATE: December 7, 2018

SUBJECT: December 2018 Schedule 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 10, 2018

Judge Constance C. Russell, Presiding
Judge Karen Smith Woodson, Back-Up Presiding Judge
Judge Lillian Nash Caudle, Back-Up Presiding Judge

Note: If Presiding or All Purpose Judge are unavailable please contact Alicia Chapman at x26806 to make arrangements for a back-up to Presiding Judge. Please do not send cases to another Judge without contacting Ms. Chapman first. She is responsible for assignment of Presiding Judges.

**Judge

Court Reporter**

Senior Judge Doris L. Downs:

-Criminal Jury Trial for Judge Millender's Div. (JCT/1-C)	12/10 thru 12/14	9:30 a.m.	Shelley Duhon
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Chief Judge Robert C.I. McBurney:

-Criminal Matters (JCT/5-F)	12/12 only	9:30 a.m.	Carrie Newman
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Judicial Officer Alison K. Arce: (FCC / 8-G)

-Domestic Violence Hearings	12/11 only	9:30 a.m.	Amelia Lopez
-Domestic Violence Hearings	12/13 only	9:30 a.m.	TBD

Mag. Judge Alex Manning: (FCC / 6-J)

-Child Support Enforcement Calendar	12/11 only	9:00 a.m.	
-Child Support Enforcement Calendar	12/12 only	9:00 a.m.	
-Child Support Enforcement Calendar	12/13 only	9:00 a.m.	
-Child Support Enforcement Calendar	12/14 only	9:00 a.m.	

Mag. Judge Alex Manning:

-Child Support Inmate Calendar (JCT/8-E)	12/11 only	9:00 a.m.	
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**Senior, Visiting, Magistrate Judge's & Court Reporter's Scheduled for the
Week of December 10, 2018**

****Judge**

Court Reporter**

Mag. Judge Lillian Nash Caudle (JCT/1-D):

-Complaint Room All Purpose Calendar	12/10 only	9:00 a.m.	Jackie Washington
-Complaint Room All Purpose Calendar	12/11 only	9:00 a.m.	Jackie Washington
-Complaint Room All Purpose Calendar	12/12 only	9:00 a.m.	Amelia Lopez
-Complaint Room All Purpose Calendar	12/13 only	9:00 a.m.	Carrie Newman
-SB440 Juvenile Hearings	12/13 only	2:00 p.m.	Carrie Newman

Mag. Judge Karen Smith Woodson (JCT/8-C):

-Non-Complex Criminal Matters	12/10 only	9:30 a.m.	Cindy Keeler
-Non-Complex Criminal Matters	12/11 only	9:30 a.m.	Cindy Keeler
-Non-Complex Criminal Matters	12/12 only	9:30 a.m.	Cindy Keeler
-Non-Complex Criminal Matters	12/13 only	9:30 a.m.	Cindy Keeler
-Complaint Room All Purpose Calendar (JCT/8-C)	12/14 only	9:00 a.m.	Carrie Newman

Mag. Judge Jeffrey W. Frazier:

-Non-Complex P&A Calendars (JCT/8-E)	12/10 only	9:00 a.m.	Amelia Lopez
-Non-Complex P&A Calendars (Jail)	12/11 only	9:00 a.m.	Lynn Fowler
-Non-Complex P&A Calendars (JCT/ 5-C)	12/12 only	9:00 a.m.	Jackie Washington
-Probation Revocation Hearings (Jail)	12/13 only	9:00 a.m.	Lynn Fowler

****Floating Court Reporters Assignments For The Superior Court Judges****

Judge Shawn Ellen LaGrua	12/10 thru 12/14	Karen Rivers
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