

# 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 Chapman, Superior Court Administrator's Office

**DATE:** July 21, 2017

**SUBJECT:** July 2017 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 July 24, 2017

Senior Judge Wendy L. Shoob, Presiding for Judge Ural Glanville  
 Judge Melynee Leftridge, Back-Up Presiding Judge  
 Judge Richard E. Hicks, 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.

<u>**Judge</u>			<u>Court Reporter**</u>
<b>Senior Judge Wendy L. Shoob</b>			
-Presiding for Judge Glanville's Division (JCT/5-F)	7/24 thru 7/26	9:30 a.m.	Yoranda Said
-Presiding for Judge Glanville's Division (JCT/5-F)	7/27 thru 7/28	9:30 a.m.	Kristina Weaver
<b>Judicial Officer Alison K. Arce : (FCC / 8-G)</b>			
-Domestic Violence Hearings	7/25 only	9:30 a.m.	Kristina Weaver
<b>Judicial Officer Tamika Hrowboski-Houston: (FCC / 8-G)</b>			
-Domestic Violence Hearings	7/27 only	9:30 a.m.	Mary Hanham
<b>Mag. Judge Lillian Nash Caudle: (FCC / 6-J)</b>			
-Child Support Enforcement Calendar	7/24 only	9:00 a.m.	
-Child Support Enforcement Calendar	7/25 only	9:00 a.m.	
-Child Support Enforcement Calendar	7/26 only	9:00 a.m.	
<b>Chief Mag. Judge Cassandra Kirk: (FCC / 6-J)</b>			
-Child Support Enforcement Calendar	7/27 only	9:00 a.m.	
<b>Mag. Melynee Leftridge: (JCT / 8-C)</b>			
-Complaint Room All Purpose Calendar	7/24 only	9:30 a.m.	Carrie Newman
-Complaint Room All Purpose Calendar	7/25 only	9:30 a.m.	Mary Hanham
-Complaint Room All Purpose Calendar	7/26 only	9:30 a.m.	Mary Hanham
-Complaint Room All Purpose Calendar	7/27 only	9:30 a.m.	Carrie Newman
-SB440 Juvenile Hearings	7/27 only	2:00 p.m.	Carrie Newman

**Senior, Visiting, Magistrate Judge's & Court Reporter's Scheduled for the  
Week of July 24, 2017**

**\*\*Judge**

**Court Reporter\*\***

**Mag. Judge Richard E. Hicks: (JCT / 1-D)**

-Non-Complex Criminal Matters	<b>7/24 only</b>	<b>9:00 a.m.</b>	<b>Jannette Price</b>
-Non-Complex Criminal Matters	<b>7/25 only</b>	<b>9:00 a.m.</b>	<b>Jannette Price</b>
-Non-Complex Criminal Matters	<b>7/26 only</b>	<b>9:00 a.m.</b>	<b>Jannette Price</b>
-Non-Complex Criminal Matters	<b>7/27 only</b>	<b>9:00 a.m.</b>	<b>Jannette Price</b>

**Mag. Judge Karen Smith Woodson:**

-Non-Complex P&A Calendars (JCT/1-C)	<b>7/24 only</b>	<b>9:30 a.m.</b>	<b>Mary Hanham</b>
-Non-Complex P&A Calendars (Jail)	<b>7/25 only</b>	<b>9:30 a.m.</b>	<b>Lynn Fowler</b>
-Non-Complex P&A Calendars (JCT/1-C)	<b>7/26 only</b>	<b>9:30 a.m.</b>	<b>Carrie Newman</b>
-Probation Revocations Hearings (Jail)	<b>7/27 only</b>	<b>9:30 a.m.</b>	<b>Lynn Fowler</b>
-Complaint Room All Purpose Calendar (JCT/8-C)	<b>7/28 only</b>	<b>9:30 a.m.</b>	<b>Carrie Newman</b>

**\*\*Floating Court Reporters Assignments To The Superior Court Judges\*\***

**Judge Kelly Lee Ellerbe**

**7/24 only**

**Kristina Weaver**