

INTEROFFICE MEMORANDUM



ATLANTA JUDICIAL CIRCUIT

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: May 26, 2017

SUBJECT: May 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 May 29, 2017

Judge Constance C. Russell, Presiding
 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.

****Judge**

Court Reporter**

Senior Judge Jerry W. Baxter:

-Criminal Matters for Backlog Division (JCT/5-B)	5/31 only	9:00 a.m.	Kristina Weaver
-Criminal Matters for Backlog Division (JCT/1-C)	6/2 only	9:00 a.m.	Kristina Weaver

Judicial Officer Tamika- Hrowbowski-Houston: (FCC / 8-G)

-Domestic Violence Hearings	6/2 only	9:30 a.m.	Mary Hanham
-----------------------------	----------	-----------	-------------

Mag. Judge Lillian Nash Caudle: (FCC / 6-J)

-Child Support Enforcement Calendar	5/30 only	9:00 a.m.	
-Child Support Enforcement Calendar	5/31 only	9:00 a.m.	
-Child Support Enforcement Calendar	6/1 only	9:00 a.m.	

Mag. Melynee Leftridge: (JCT / 8-C)

-Complaint Room All Purpose Calendar	5/30 only	9:30 a.m.	Mary Hanham
-Complaint Room All Purpose Calendar	5/31 only	9:30 a.m.	Mary Hanham
-Complaint Room All Purpose Calendar	6/1 only	9:30 a.m.	Jannette Price
-SB440 Juvenile Hearings	6/1 only	2:00 p.m.	Jannette Price
-Complaint Room All Purpose Calendar	6/2 only	9:30 a.m.	Carrie Newman

**Senior, Visiting, Magistrate Judge's & Court Reporter's Scheduled for the
Week of May 29, 2017**

****Judge**

Court Reporter**

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

-Non-Complex Criminal Matters	5/30 only	9:00 a.m.	Evelyn Ramirez
-Non-Complex Criminal Matters	5/31 only	9:00 a.m.	Evelyn Ramirez
-Non-Complex Criminal Matters	6/1 only	9:00 a.m.	Evelyn Ramirez

Mag. Judge Karen Smith Woodson:

-Non-Complex P&A Calendars (Jail)	5/30 only	9:30 a.m.	Lynn Fowler
-Non-Complex P&A Calendars (JCT/1-C)	5/31 only	9:30 a.m.	Carrie Newman
-Probation Revocations Hearings (Jail)	6/1 only	9:30 a.m.	Lynn Fowler

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

Judge Shawn Ellen LaGrua	5/30 thru 6/2	Karen Rivers
Judge Tom Campbell	5/30 only	Kimberly Stephens
Judge Todd Markle	5/30 only	Carrie Newman