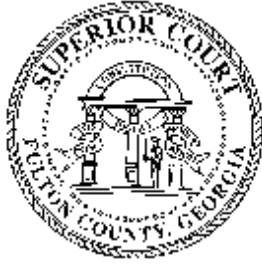


# INTEROFFICE MEMORANDUM



**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:** November 22, 2017

**SUBJECT:** November 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 November 27, 2017

**Judge Robert C.I. McBurney, 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\*\***

**Visiting Senior Judge G. Grant Brantley:**

-Criminal Trial Backlog Division (JCT/ 1-C)	11/27 thru 12/1	10:00 a.m.	Jannette Price
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**Senior Judge T. Jackson Bedford Jr. (FCC/ 8-J)**

-Judicially Hosted Settlement Conference	11/27 only	10:00 a.m.	Jackie Washington
-Judicially Hosted Settlement Conference	11/30 only	10:00 a.m.	Carrie Newman

**Senior Judge Philip F. Etheridge:**

- Judicially Hosted Settlement Conference (FCC/ 8-H)	11/29 only	10:00 a.m.	Jackie Washington
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**Senior Judge Wendy L. Shoob:**

- Judicially Hosted Settlement Conference (FCC/ 9-J)	11/29 only	10:00 a.m.	Jackie Washington
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**Judicial Officer Tamika Hrowbowski-Houston: (FCC / 8-G)**

-Domestic Violence Hearings	11/27 only	9:30 a.m.	Jackie Washington
-Domestic Violence Hearings	12/1 only	9:30 a.m.	TBD

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

-Child Support Enforcement Calendar	11/27 only	9:00 a.m.
-Child Support Enforcement Calendar	11/28 only	9:00 a.m.
-Child Support Enforcement Calendar	11/29 only	9:00 a.m.
-Child Support Enforcement Calendar	11/30 only	9:00 a.m.

**Senior, Visiting, Magistrate Judge's & Court Reporter's Scheduled for the  
Week of November 27, 2017**

**\*\*Judge**

**Court Reporter\*\***

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

-Complaint Room All Purpose Calendar	<b>11/27 only</b>	<b>9:30 a.m.</b>	<b>Evelyn Ramirez</b>
-Complaint Room All Purpose Calendar	<b>11/28 only</b>	<b>9:00 a.m.</b>	<b>Carl Forte</b>
-Complaint Room All Purpose Calendar	<b>11/29 only</b>	<b>9:30 a.m.</b>	<b>Carrie Newman</b>
-Complaint Room All Purpose Calendar	<b>11/30 only</b>	<b>9:30 a.m.</b>	<b>DeeDee Matthews</b>
-SB440 Juvenile Hearings	<b>11/30only</b>	<b>2:00 p.m.</b>	<b>DeeDee Matthews</b>

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

-Non-Complex Criminal Matters	<b>11/27 only</b>	<b>9:00 a.m.</b>	<b>Jan Roberts</b>
-Non-Complex Criminal Matters	<b>11/28 only</b>	<b>9:00 a.m.</b>	<b>Jan Roberts</b>
-Non-Complex Criminal Matters	<b>11/29 only</b>	<b>9:00 a.m.</b>	<b>Jan Roberts</b>
-Non-Complex Criminal Matters	<b>11/30 only</b>	<b>9:00 a.m.</b>	<b>Jan Roberts</b>

**Mag. Judge Karen Smith Woodson:**

-Non-Complex P&A Calendars (JCT/8-A)	<b>11/27 only</b>	<b>9:00 a.m.</b>	<b>Genean Womble</b>
-Non-Complex P&A Calendars (Jail)	<b>11/28 only</b>	<b>9:00 a.m.</b>	<b>Lynn Fowler</b>
-Non-Complex P&A Calendars (JCT/5-F)	<b>11/29 only</b>	<b>9:00 a.m.</b>	<b>Evelyn Ramirez</b>
-Probation Revocation Hearings (Jail)	<b>11/30 only</b>	<b>9:00 a.m.</b>	<b>Lynn Fowler</b>
-Complaint Room All Purpose Calendar (JCT/8-C)	<b>12/1 only</b>	<b>9:30 a.m.</b>	<b>Carrie Newman</b>

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

<b>Judge Kelly Lee Ellerbe</b>	<b>11/27 only</b>	<b>Carrie Newman</b>
<b>Judge Shawn Ellen LaGrua</b>	<b>11/27 thru 12/1</b>	<b>Mary Hanham</b>
<b>Judge Eric Dunaway</b>	<b>11/30 only</b>	<b>Jackie Washington</b>
<b>Judge Todd Markle</b>	<b>11/30 only</b>	<b>Evelyn Ramirez</b>
<b>Judge Constance Russell</b>	<b>11/27 only</b>	<b>Kimberly Stephens</b>
<b>Judge Robert McBurney</b>	<b>11/27 only</b>	<b>Lorraine Carter</b>