

# INTEROFFICE MEMORANDUM



ATLANTA JUDICIAL CIRCUIT

**TO:** All Senior Judges, Magistrates, Court Reporters, Litigation Managers, Lt. Col. S. Edwards, Major C. Clark, Captain Kendle

**FROM:** Ms. Talya Smith, Superior Court Administrator's Office

**DATE:** April 26, 2024

**SUBJECT:** April 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 April 29, 2024

Superior Judge Jane Barwick, Presiding Judge (JCT/8A)  
Mag. Judge Brandy Brooks, Back-Up Presiding Judge (JCT/2B)

**Note:** If the Presiding or Back-Up Presiding Judges are unavailable, please contact Ms. Jared Earley at 404-612-4371 to make arrangements for a back-up Presiding Judge. Please do not send cases to another Judge without contacting Ms. Earley first. She is responsible for locating an alternate judge.

**\*\*Judge**

**Court Reporter\*\***

**Sr. Judge John Goger (FCC/9J)**

-Judicial Hosted Settlement Conf.	4/26 only	9:00 a.m.	** Provided by Counsel
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**Judge Brandy Brooks in Pre-Indictments: (JCT/2B)**

-Preliminary Hearing	4/29 only	9:00 a.m.	** Tiffany Jones (HCR)
-Preliminary Hearing	4/30 only	9:00 a.m.	** Leita Seaborn(ACR)
-Prelim & Bond Revoc Hearings	5/1 only	9:00 a.m.	**Leita Seaborn(ACR)
-Preliminary Hearings	5/2 only	9:00 a.m.	** Tiffany Jones (HCR)
-Preliminary Hearing	5/3 only	9:00 a.m.	** Meghan Elder (ACR)

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

-Case Management/Final Plea	4/29 only	9:30 a.m.	***Margaret Kellicut
-Bond P & A/Prob. Compliance	4/30 only	10:00 a.m.	** Lynn Fowler
-Motions & Pretrial Conference	5/01 only	9:30 a.m.	*** Lisa Sims
-Non-Complex P&A Calendars (Jail/Hybrid)	5/03 only	9:00 a.m.	** Lynn Fowler

**\*\*Takedown by Zoom**

**\*\*\*Takedown in Courtroom**

ACR=American Court Reporting Agency    GPCR=Global Precision Court Reporting Agency  
HCR=Huesby Court Reporting Agency    ULSCR=US Legal Support Court Reporting Agency

Week of April 22, 2024

**\*\*Judge**

**Court Reporter\*\***

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

-Jury Trial	4/29-5/3 only	9:00a.m.	***Lisa Sims
-Non-Complex P&A Calendars (Jail/Hybrid)	5/1 only	9:30 a.m.	**Lynn Fowler
-Probation Revocation (Hybrid)	5/3 only	11:00 a.m.	**Margaret Kellicut

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

Judge Thomas A. Cox Jr.	4/30	**Melvina Hawkins (ACR)
Judge Thomas A. Cox Jr.	5/2	**Margaret Kellicut
Judge Melynee Leftridge	5/1 – 5/2	***Denise Blackmon

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