

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. Jared Earley, Superior Court Administrator's Office

DATE: May 17, 2024

SUBJECT: May 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 May 20, 2024

Superior Judge **Emily Richardson**, Presiding Judge (JCT/**5B**)
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**

Superior Judge Thomas A. Cox Jr.: (JCT)

-Criminal Matters (JCT/ 1B)	5/20-5/21 only	9:00 a.m.	**Leita Seaborn, ACR
-Criminal Matters (JCT/ 8F)	5/23 only	9:00 a.m.	**Laundra Martin, ACR

Mag. Judge Cheryl Treadwell: (FCC/9J**)**

-Civil Bench Trial (Judge Cox Div.)	5/21 only	9:00 a.m.	Provided by Counsel
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Senior Judge Jerry Baxter: (FCC/9J**)**

-State Court Voir Dire	5/20 only	9:30 a.m.	Provided by Counsel
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Visiting Senior Judge David Emerson: (JCT/1D**)**

-Consolidated Criminal Jury Trials	5/20-5/24 only	9:00 a.m.	***Ionie Taylor
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Visiting Senior Judge Adele Grubbs: (JCT/4A**)**

-Bench Trial (Judge Williams Div.)	5/20-5/22 only	9:00 a.m.	Provided by Counsel
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Senior Judge Jim Altman: (Virtual**)**

-Bench Trial (Judge Williams Div.)	5/20-5/24 only	9:00 a.m.	Provided by Counsel
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****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 May 20, 2024

****Judge**

Court Reporter**

Mag. Back-up Presiding Judge Brandy Brooks in Pre-Indictments: (JCT/2B)

-Preliminary Hearing & <i>Special Bond Rev.</i>	5/20 only	9:00 a.m.	**Tiffany Jones, HCR
-Preliminary Hearing	5/21 only	9:00 a.m.	**Margaret Kellicut
-SB440	5/21 only	1:00 p.m.	**Margaret Kellicut
-Preliminary Hearing & Bond Revocation	5/22 only	9:00 p.m.	** Zicaydah Coleman
-Preliminary Hearing	5/23 only	9:00 a.m.	**Takira Allen
-Preliminary Hearing	5/24 only	9:00 a.m.	** Zicaydah Coleman

Mag. NCD Judge Nancy Mau in Non-Complex (NC1): (JCT/8F-Hybrid)

-Jury Trial	5/20-22 only	9:00 a.m.	*** Lisa Sims
-Non-Complex P&A Calendars (Jail/Virtual)	5/24 only	9:30 a.m.	** Kesha Richardson
-Probation Revocation (Virtual)	5/24 only	11:00 a.m.	** Denise Blackman

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

-Bond P & A	5/20 only	10:00 a.m.	*** Kesha Richardson
-Motions	5/21 only	10:00 a.m.	*** Mary Hanham
-Non-Complex P&A Calendars (Jail/Virtual)	5/22 only	9:30 a.m.	** Kesha Richardson
-Final Plea	5/23 only	10:00 a.m.	***Mary Hanham
-Case Management	5/23 only	1:30 p.m.	***Mary Hanham

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

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