

# 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 10, 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.

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## Week of May 13, 2024

Superior Judge Melynee Leftridge, Presiding Judge (JCT/8C) 5/13-5/14 only  
Superior Judge Robert McBurney, Presiding Judge (JCT/8D) 5/15-5/16 only  
Superior Judge Paige Reese Whitaker, Presiding Judge (JCT/5D) 5/17 only  
Mag. Judge Jeffrey Frazier, Back-Up Presiding Judge (JCT/1A)

**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 Emily Richardson: (JCT/FCC)**

-Criminal Matters(JCT/5D)	5/13 only	9:00 a.m.	Laura Harris
-BHTC (FCC/8J)	5/16 only	9:00 a.m.	Laura Harris

#### **Visiting Senior Judge James E. Cornwell: (JCT/5B)**

-Criminal Jury Trial (Judge Richardson's Div.)	5/13-5/15 only	9:00 a.m.	***Edwina Minniefield, ACR
-Criminal Jury Trial (Judge Richardson's Div.)	5/16-5/17 only	9:00 a.m.	***Melvina Hawkins, ACR

#### **Visiting Senior Judge David Emerson: (JCT/1D)**

-Consolidated Criminal Jury Trials	5/13-5/17 only	9:00 a.m.	***Margaret Kellicut
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#### **Senior Judge Gail Tusan: (FCC/9J)**

-Judicially Hosted Settlement Conf.	5/13 only	9:30 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 13, 2024

**\*\*Judge**

**Court Reporter\*\***

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

-Preliminary Hearing & *Special Set Motions* 5/13 only 9:00 a.m.  
-Preliminary Hearing 5/14 only 9:00 a.m.  
-*SB440* 5/14 only 1:00 p.m.  
-Preliminary Hearing & Bond Revocation 5/15 only 9:00 p.m.  
-Preliminary Hearing 5/16 only 9:00 a.m.

**\*\*Reed Hicks, ULSCR**  
**\*\*Katelyn Cram, ULSCR**  
**\*\*Katelyn Cram, ULSCR**  
**\*\*Tiffany Jones, HCR**  
**\*\*Lynn Fowler**

**Mag. Judge Higgins-Brooks in Pre-Indictments: (JCT/2B)**

-Preliminary Hearing 5/17 only 9:00 a.m.

**\*\*Lynn Fowler**

**Mag. NCD Judge Nancy Mau in Non-Complex (NC1): (JCT/5C-Hybrid)**

-Case Management & Final Plea 5/13 only 10:00 a.m.  
-Bond P & A 5/14 only 10:00 a.m.  
-Motions & Pretrial Conference 5/15 only 10:00 a.m.  
-Non-Complex P&A Calendars 5/17 only 9:30 a.m.  
(*Jail/Virtual*)

**\*\*\* Erin Grass, ULSCR**  
**\*\* Kesha Richardson**  
**\*\*\* Erin Grass, ULSCR**  
**\*\* Kesha Richardson**

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

-Bond P & A/Forfeiture 5/13 only 10:00 a.m.  
-Motions & Pretrial Conference 5/14 only 10:00 a.m.  
-Non-Complex P&A Calendars 5/15 only 9:30 a.m.  
(*Jail/Virtual*)  
-Case Management 5/16 only 10:00 a.m.  
-Final Plea 5/16 only 1:30 p.m.  
-Probation Revocation (*Virtual*) 5/17 only 11:00 a.m.

**\*\*\* Carley Adamson, ACR**  
**\*\*\* Carley Adamson, ACR**  
**\*\* Kesha Richardson**  
  
**\*\*\* Mary Hanham**  
**\*\*\* Mary Hanham**  
**\*\* Takira Allen**

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

Superior Judge Kimberly M. Esmond Adams 5/13-5/17 only **\*\*\*Mariah North, HCR**  
Superior Judge Thomas A. Cox 5/13 only **\*\*Lisa Sims**  
Superior Judge Paige Reese Whitaker 5/16 only **\*\*\*Denise Blackman**

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