

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 3, 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 6, 2024

Superior Judge Thomas A. Cox, Presiding Judge (*See courtroom schedule below*)
Mag. Judge Nancy Mau, Back-Up Presiding Judge (JCT/1D)

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

Presiding Superior Judge Thomas A. Cox: (JCT/FCC)

-Presiding Matters (JCT/1B) 5/6 only
-Presiding Matters (JCT/8F) 5/7 only
-Presiding Matters (FCC/8J) 5/8 only
-Presiding Matters (FCC/8J) 5/9 only
-Presiding Matters (FCC/8J) 5/10 only

Court Reporter**

** Edwina Minniefield, ACR
*** Edwina Minniefield, ACR
** Melvina Hawkins, ACR
** Tarsha Watts, ACR
** Melvina Hawkins, ACR

Senior Judge Jerry Baxter: (JCT/5A)

-Criminal Jury Trial 5/6-5/10 only 8:30 a.m. Kimesha Smith
(Judge McAfee Div.)

Senior Judge John Goger: (FCC/9J)

-Judicial Hosted Settlement Conference 5/10 only 10:00 a.m. Provided by Counsel

Senior Judge Jim Altman: (Virtual)

-Civil Matters 5/10 only 8:30 a.m. Provided by Counsel
(Chief Judge Glanville Div.)

**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 6, 2024

****Judge**

Court Reporter**

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

-Preliminary Hearing	5/6 only	9:00 a.m.	**Katie Cram, <i>ULSCR</i>
-Preliminary Hearing	5/7 only	9:00 a.m.	**Tiffany Jones, <i>ULSCR</i>
- <i>SB440</i>	5/7 only	1:00 p.m.	**Tiffany Jones, <i>ULSCR</i>
-Preliminary Hearing & Bond Revocation	5/8 only	9:00 p.m.	**Tiffany Jones, <i>ULSCR</i>
-Preliminary Hearing	5/9 only	9:00 a.m.	**Takira Allen
-Preliminary Hearing	5/10 only	9:00 a.m.	** Tiffany Jones, <i>ULSCR</i>

Mag. NCD Back-up Presiding Judge Nancy Mau in Non-Complex (NC1): (JCT/1D-Hybrid)

-Case Management & Final Plea	5/6 only	10:00 a.m.	** Bailey Diaz, <i>ULSCR</i>
-Bond P & A	5/7 only	10:00 a.m.	** Lynn Fowler
-Motions & Pretrial Conference	5/8 only	10:00 a.m.	***Bailey Diaz, <i>ULSCR</i>
-Case Management	5/9 only	10:00 a.m.	** Bailey Diaz, <i>ULSCR</i>
-Final Plea	5/9 only	10:00 a.m.	** Bailey Diaz, <i>ULSCR</i>
-Non-Complex P&A Calendars (Jail/Virtual)	5/10 only	9:00 a.m.	** Lynn Fowler
-Probation Revocation (Virtual)	5/10 only	11:00 a.m.	** Nicholas Carroll, <i>ACR</i>

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

-Bond P & A	5/6 only	10:00 a.m.	** Deb Puckett, <i>ULSCR</i>
-Motions & Pretrial Conference	5/7 only	10:00 a.m.	*** Mary Hanham
-Non-Complex P&A Calendars (Jail/Virtual)	5/8 only	9:30 a.m.	** Lynn Fowler
-Case Management	5/9 only	10:00 a.m.	*** Mary Hanham
-Final Plea	5/9 only	1:30 p.m.	*** Mary Hanham

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

Superior Judge Kelly Lee Ellerbe 5/7 only ***Erin Grass, *ULSCR*

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