

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: February 23, 2018

SUBJECT: February 2018 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 February 26, 2018

Judge Doris L. Downs, Presiding
Judge Melynee Leftridge, Back-Up Presiding Judge
Judge Jeffrey W. Frazier, 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**

Senior Judge Elizabeth E. Long:

-Business Court Hearing (FCC/9-J)	2/27 only	10:00 a.m.	Provide By Counsel
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Senior Judge Melvin K. Westmoreland:

-Business Court Hearing (FCC/8-H)	2/27 only	2:00 p.m.	Provide By Counsel
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Senior Judge Wendy L. Shoob: (In the Chambers of 8-H)

-Judicially Hosted Settlement Conference (FCC/9-J)	2/28 only	9:30 a.m.	Provide By Counsel
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Senior Judge Philip F. Etheridge: (In the Chambers of 8-H)

-Judicially Hosted Settlement Conference	2/28 only	9:30 a.m.	Provide By Counsel
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Chief Judge Robert C. I McBurney:

-Criminal Matters (JCT/7-F)	2/26 only	1:00 p.m.	Cherry Tullos
-Criminal Matters (JCT/1-C)	2/27 only	11:00 a.m.	Evelyn Ramirez
-Criminal Matters (JCT/8-A)	2/28 only	9:00 a.m.	Carrie Newman
-Criminal Matters (JCT/1-C)	2/28 only	1:30 p.m.	Carrie Newman

Judicial Officer Tamika-Hrobowski-Houston: (FCC / 8-G)

-Domestic Violence Hearings	2/26 only	9:30 a.m.	TBD
-Domestic Violence Hearings	3/2 only	9:30 a.m.	TBD

**Senior, Visiting, Magistrate Judge's & Court Reporter's Scheduled for the
Week of February 26, 2018**

****Judge**

Court Reporter**

Mag. Judge Alex Manning: (FCC / 6-J)

-Child Support Enforcement Calendar	2/26 only	9:00 a.m.	
-Child Support Enforcement Calendar	2/27 only	9:00 a.m.	
-Child Support Enforcement Calendar	2/28 only	9:00 a.m.	
-Child Support Enforcement Calendar	3/1 only	9:00 a.m.	

Mag. Judge Alex Manning:

-Child Support Inmate Calendar (JCT/1-C)	2/27 only	9:00 a.m.	
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Mag. Judge Jeffrey W. Frazier (JCT / 8-C)

-Complaint Room All Purpose Calendar	2/26 only	9:00 a.m.	Kimberly Stephens
-Complaint Room All Purpose Calendar	2/27 only	9:00 a.m.	Carrie Newman
-Complaint Room All Purpose Calendar	2/28 only	9:00 a.m.	Jannette Price
-Complaint Room All Purpose Calendar	3/1 only	9:30 a.m.	Carrie Newman
-SB440 Juvenile Hearings	3/1 only	2:00 p.m.	Carrie Newman
-Complaint Room All Purpose Calendar (JCT/8-C)	3/2 only	9:30 a.m.	Evelyn Ramirez

Mag. Judge Melynee Leftridge: (JCT / 1-D)

-Non-Complex Criminal Matters	2/26 only	9:00 a.m.	Jackie Washington
-Non-Complex Criminal Matters	2/27 only	9:00 a.m.	Jackie Washington
-Non-Complex Criminal Matters	2/28 only	9:00 a.m.	Jackie Washington
-Non-Complex Criminal Matters	3/1 only	9:00 a.m.	Jackie Washington

Mag. Judge Karen Smith Woodson:

-Non-Complex P&A Calendars (JCT/1-C)	2/26 only	9:30 a.m.	Jannette Price
-Non-Complex P&A Calendars (Jail)	2/27 only	9:30 a.m.	Lynn Fowler
-Non-Complex P&A Calendars (JCT/TBD)	2/28 only	9:30 a.m.	Evelyn Ramirez
-Probation Revocation Hearings (Jail)	3/1 only	9:30 a.m.	Lynn Fowler

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

Judge Shawn Ellen LaGrua	2/26 thru 3/1	Mary Hanham
Judge Kelly Lee Ellerbe	2/26 only	Carrie Newman
Judge Thomas A. Cox Jr.	2/26 only	Evelyn Ramirez
Judge John J. Goger	2/27 only	Jannette Price
Judge Constance C. Russell	3/2 only	Jannette Price