

# 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 R. Chapman, Superior Court Administrator's Office

**DATE:** February 15, 2019

**SUBJECT:** February 2019 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.

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## Week of February 18, 2019

Judge Henry M. Newkirk, Presiding  
Judge Richard E. Hicks, Back-Up Presiding Judge  
Judge John DeFoor, 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 Doris L. Downs:**

-Criminal Matters (JCT/1-C)	2/22 only	9:30 a.m.	Cindy Keeler
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#### **Judge Shukura I. Millender:**

-Criminal Matters (JCT/1-C)	2/19 only	9:30 a.m.	Susan Cooper
-Criminal Matters (JCT/1-C)	2/20 only	9:30 a.m.	Susan Cooper

#### **Mag. Judge Alex Manning: (FCC / 8-G)**

-Domestic Violence Hearings	2/19 only	9:00 a.m.	TBD
-Domestic Violence Hearings	2/22 only	9:00 a.m.	Shelley Duhon

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

-Child Support Enforcement Calendar	2/19 only	9:00 a.m.	
-Child Support Enforcement Calendar	2/20 only	9:00 a.m.	
-Child Support Enforcement Calendar	2/21 only	9:00 a.m.	

**Senior, Visiting, Magistrate Judge's & Court Reporter's Scheduled for the  
Week of February 18, 2019**

**\*\*Judge**

**Court Reporter\*\***

**Mag. Judge John DeFoor (JCT/1-D):**

-Complaint Room All Purpose Calendar	2/19 only	9:00 a.m.	Jackie Washington
-Complaint Room All Purpose Calendar	2/20 only	9:00 a.m.	Carrie Newman
-Complaint Room All Purpose Calendar	2/21 only	9:00 a.m.	Amelia Lopez
-SB440 Juvenile Hearings	2/21 only	2:00 p.m.	Amelia Lopez

**Mag. Judge Richard E. Hicks (JCT/8-C):**

-Non-Complex Criminal Matters	2/19 only	9:30 a.m.	Hadassah David
-Non-Complex Criminal Matters	2/20 only	9:30 a.m.	Hadassah David
-Non-Complex Criminal Matters	2/21 only	9:30 a.m.	Hadassah David

**Mag. Judge Lillian Nash Caudle**

-Non-Complex P&A Calendars (Jail)	2/19 only	9:00 a.m.	Melanie Reed
-Non-Complex P&A Calendars (JCT/7-E)	2/20 only	9:00 a.m.	Donald Sasser
-Probation Revocation Hearings (Jail)	2/21 only	9:00 a.m.	Melanie Reed
-Complaint Room All Purpose Calendar (JCT/1-D)	2/22 only	9:00 a.m.	Hadassah David

**\*\*Floating Court Reporters Assignments For The Superior Court Judges\*\***

Judge Jane C. Barwick	2/19 only	Amelia Lopez
Judge Gail S. Tusan	2/20 only	Ionie Taylor
Judge Shawn Ellen LaGrua	2/20 and 2/21	Karen Rivers