

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: October 13, 2017

SUBJECT: October 2017 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 October 16, 2017

Judge Constance C. Russell, Presiding
Judge Melynee Leftridge, Back-Up Presiding Judge
Judge Richard E. Hicks, 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 T. Jackson Bedford Jr.:

-Criminal Matters for Judge Downs Division (JCT/ 7-F)	10/16 thru 10/20	9:30 a.m.	Cherry Tullos
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Senior Judge Jerry W. Baxter:

-Criminal Trial for Backlog Division (JCT/ 1-C)	10/16 thru 10/20	9:30 a.m.	Carrie Newman
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Superior Court Judge Doris L. Downs:

-Criminal Matters (JCT/ 5-C)	10/18 only	2:00 p.m.	Evelyn Ramirez
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Judicial Officer Tamika Hrobowski-Houston: (FCC / 8-G)

-Domestic Violence Hearings	10/16 only	9:30 a.m.	TBD
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Judicial Officer Alison K. Arce: (FCC / 8-G)

-Domestic Violence Hearings	10/19 only	9:30 a.m.	Evelyn Ramirez
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Mag. Judge Lillian Nash Caudle: (FCC / 6-J)

-Child Support Enforcement Calendar	10/16 only	9:00 a.m.	
-Child Support Enforcement Calendar	10/17 only	9:00 a.m.	
-Child Support Enforcement Calendar	10/18 only	9:00 a.m.	

Chief Mag. Judge Cassandra Kirk: (FCC / 6-J)

-Child Support Enforcement Calendar	10/19 only	9:00 a.m.	
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**Senior, Visiting, Magistrate Judge's & Court Reporter's Scheduled for the
Week of October 16, 2017**

****Judge**

Court Reporter**

Mag. Melynee Leftridge: (JCT / 8-C)

-Complaint Room All Purpose Calendar	10/16 only	9:30 a.m.	Melanie Reed
-Complaint Room All Purpose Calendar	10/17 only	9:00 a.m.	Evelyn Ramirez
-Complaint Room All Purpose Calendar	10/18 only	9:30 a.m.	Kristina Weaver
-Complaint Room All Purpose Calendar	10/19 only	9:30 a.m.	Kristina Weaver
-SB440 Juvenile Hearings	10/19 only	2:00 p.m.	Kristina Weaver

Mag. Judge Richard E. Hicks: (JCT / 1-D)

-Non-Complex Criminal Matters	10/16 only	9:00 a.m.	Jan Roberts
-Non-Complex Criminal Matters	10/17 only	9:00 a.m.	Jan Roberts
-Non-Complex Criminal Matters	10/18 only	9:00 a.m.	Jan Roberts
-Non-Complex Criminal Matters	10/19 only	9:00 a.m.	Jan Roberts

Mag. Judge Karen Smith Woodson:

-Non-Complex P&A Calendars (JCT/ 4-D)	10/16 only	9:30 a.m.	Evelyn Ramirez
-Non-Complex P&A Calendars (Jail)	10/17 only	9:30 a.m.	Lynn Fowler
-Non-Complex P&A Calendars (JCT/ 4-D)	10/18 only	9:30 a.m.	Kimberly Stephens
-Probation Revocations Hearings (Jail)	10/19 only	9:30 a.m.	Lynn Fowler
-Complaint Room All Purpose Calendar (JCT/8-C)	10/20only	9:30 a.m.	Kristina Weaver

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

Judge Gail S. Tusan	10/16 thru 10/20	Jackie Washington
Judge Kelly Lee Ellerbe	10/16 only	Kristina Weaver
Judge Paige Whitaker	10/16 only	Jannette Price
Judge Paige Whitaker	10/17 only	Kimberly Stephens
Judge Robert McBurney	10/18 only	Evelyn Ramirez
Judge Tom Campbell	10/20 only	Evelyn Ramirez
Judge Robert McBurney	10/20 only	Donald Sasser