

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: December 8, 2017

SUBJECT: December 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 December 11, 2017

Judge Ural Glanville, 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 Jerry W. Baxter:

-Criminal Trial Backlog Division (JCT/ 1-C)	12/11 thru 12/15	9:30 a.m.	Carrie Newman
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Senior Judge Wendy L. Shoob: (In the Chambers of 9-J):

-Judicially Hosted Settlement Conference	12/11 only	10:00 a.m.	Provided By Counsel
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Senior Judge Philip F. Etheridge: (In the Chambers of 8-H):

-Judicially Hosted Settlement Conference	12/13 only	10:00 a.m.	Provided By Counsel
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Senior Judge T. Jackson Bedford: (In the Chambers of 8-J):

-Judicially Hosted Settlement Conference	12/14 only	10:00 a.m.	Provided By Counsel
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Judicial Officer Tamika Hrobowski-Houston: (FCC / 8-G)

-Domestic Violence Hearings	12/11 only	9:30 a.m.	Jannette Price
-Domestic Violence Hearings	12/15 only	9:30 a.m.	Mary Hanham

Mag. Judge Lillian Nash Caudle: (FCC / 6-J)

-Child Support Enforcement Calendar	12/11 only	9:00 a.m.	
-Child Support Enforcement Calendar	12/12 only	9:00 a.m.	
-Child Support Enforcement Calendar	12/13 only	9:00 a.m.	
-Child Support Enforcement Calendar	12/14 only	9:00 a.m.	

**Senior, Visiting, Magistrate Judge's & Court Reporter's Scheduled for the
Week of December 11, 2017**

****Judge**

Court Reporter**

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

-Complaint Room All Purpose Calendar	12/11 only	9:30 a.m.	Kimberly Stephens
-Complaint Room All Purpose Calendar	12/12 only	9:00 a.m.	Kimberly Stephens
-Complaint Room All Purpose Calendar	12/13 only	9:30 a.m.	Mary Hanham
-Complaint Room All Purpose Calendar	12/14 only	9:30 a.m.	Jannette Price
-SB440 Juvenile Hearings	12/14only	2:00 p.m.	Jannette Price

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

-Non-Complex Criminal Matters	12/11 only	9:00 a.m.	Jan Roberts
-Non-Complex Criminal Matters	12/12 only	9:00 a.m.	Jan Roberts
-Non-Complex Criminal Matters	12/13 only	9:00 a.m.	Jan Roberts
-Non-Complex Criminal Matters	12/14 only	9:00 a.m.	Jan Roberts

Mag. Judge Karen Smith Woodson:

-Non-Complex P&A Calendars (JCT/8-D)	12/11 only	9:00 a.m.	Mary Hanham
-Non-Complex P&A Calendars (Jail)	12/12 only	9:00 a.m.	Lynn Fowler
-Non-Complex P&A Calendars (JCT/ 8-E)	12/13 only	9:00 a.m.	Jannette Price
-Probation Revocation Hearings (Jail)	12/14 only	9:00 a.m.	Jackie Washington
-Complaint Room All Purpose Calendar (JCT/8-C)	12/15 only	9:30 a.m.	Evelyn Ramirez

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

Judge Shawn Ellen LaGrua	12/12 and 12/14	Evelyn Ramirez
Judge Alford J. Dempsey	12/11 only	Jackie Washington