

# 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:** April 19, 2024

**SUBJECT:** April 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.

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## Week of April 22, 2024

Superior Judge Melynee Leftridge, Presiding Judge (JCT/8C)  
Mag. Judge Jeffrey Frazier, Back-Up Presiding Judge (JCT/1A)

**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

#### Sr. Judge Jerry Baxter (Virtual)

-Chief Judge Glanville Civil Motions 4/26 only 9:00 a.m.

### Court Reporter\*\*

\*\* Provided by Counsel

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

-Preliminary Hearing 4/22 only 9:00 a.m.  
-Preliminary Hearing 4/23 only 9:00 a.m.  
-SB440 4/23 only 1:00 p.m.  
-Preliminary Hearing 4/24 only 9:00 a.m.  
-Bond Revocation 4/24 only 2:00 p.m.  
-Preliminary Hearing 4/25 only 9:00 a.m.  
-Preliminary Hearing 4/26 only 9:00 a.m.

\*\* Lisa Sims  
\*\* Megan Elder (ACR)  
\*\* Megan Elder (ACR)  
\*\* Ionie Taylor  
\*\* Ionie Taylor  
\*\* Joan Drammeh  
\*\* Joan Drammeh

#### NCD Judge Nancy Mau in Non-Complex (NC1): (FCC/1D)

-Jury Trial 4/22-4/25 only 9:00a.m.  
-Non-Complex P&A Calendars 4/26 only 9:00 a.m.  
(Jail/Hybrid)  
-Probation Revocation (Hybrid) 4/26 only 11:00 a.m.

\*\*\*Dana Pulliam  
\*\* Margaret Kellicut  
\*\* Lisa Sims

\*\*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 April 22, 2024**

**\*\*Judge**

**Court Reporter\*\***

**Mag. Back-up Presiding Judge NCD Judge Jeffrey Frazier in Non-Complex (NC2): (JCT/1A)**

|                                              |           |            |                     |
|----------------------------------------------|-----------|------------|---------------------|
| -Bond P & A                                  | 4/22 only | 10:00 a.m. | ** Kesha Richardson |
| -Motions & Pretrial Conference               | 4/23 only | 10:00 a.m. | *** Mary Hanham     |
| -Non-Complex P&A Calendars<br>(Jail/Virtual) | 4/24 only | 9:30 a.m.  | ** Kesha Richardson |
| -Case Management                             | 4/25 only | 10:00 a.m. | *** Mary Hanham     |
| -Final Plea                                  | 4/25 only | 1:30 p.m.  | *** Mary Hanham     |

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

|                            |             |                      |
|----------------------------|-------------|----------------------|
| Judge Paige Reese Whitaker | 4/22 - 4/26 | ***Ziyacdah Coleman  |
| Judge Craig L. Schwall Sr. | 4/25 only   | ***Margaret Kellicut |
| Judge Thomas A. Cox Jr.    | 4/25 only   | **Melvina Hawkins    |
| Judge Craig L. Schwall Sr. | 4/26 only   | ***Ionie Taylor      |

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