

INTEROFFICE MEMORANDUM



ATLANTA JUDICIAL CIRCUIT

TO: All Senior Judges, Magistrates, Court Reporters, Litigation Managers, Lt. Col. S. Edwards, Major C. Clark, Major Kendle

FROM: Ms. Talya Smith, Superior Court Administrator's Office

DATE: January 17, 2025

SUBJECT: January 2025 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 January 20, 2025

Superior Judge Shermela Williams, Presiding Judge (JCT/4A)
Mag. Judge Brandy Brooks, Back-Up Presiding Judge (JCT/2B)

Note: If the Presiding or Back-Up Presiding Judges are unavailable, please contact Ms. Talya Smith at 404-613-6707 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

Court Reporter**

Judge Melynee Leftridge (JCT/1D)

-Criminal Calendars 1/24 only 9:00 a.m. *** Shenika Hammond

Senior and Visiting Judges

Sr. Judge Henry Newkirk (JCT/5D)

-Judge Whitaker Criminal Calendars 1/23 only 9:00 a.m. *** Laundra Martin, ACR

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

-Preliminary Hearings 1/21 only 9:00 a.m. *** Lisa Sims
-Preliminary Hearings 1/22 only 9:00 a.m. *** Lisa Sims
-Preliminary Hearings 1/23 only 9:00 a.m. *** Lisa Sims
-Preliminary Hearings 1/24 only 9:15 a.m. ** Takira Allen

NCD Judge Nancy Mau in Non-Complex (NC1): (JCT/see below)

-Criminal Trial Calendar 1/21 only 9:00 a.m. *** Ionie Taylor
(Jail/1D)
-Non-Complex P&A Calendars 1/24 only 8:30 a.m. ** Ionie Taylor
(Jail/Hybrid) (JCT/1C)

**Takedown by Zoom

***Takedown in Courtroom

ACR=American Court Reporting Agency GPCR=Global Precision Court Reporting Agency EDS=Esquire Depo Solutions
HCR=Huesby Court Reporting Agency ULSCR=US Legal Support Court Reporting Agency

Week of January 20, 2025

****Judge**

Court Reporter**

NCD Judge Jeffrey Frazier in Non-Complex (NC2): (JCT/1A)

-Motions, Pretrial Conf., Prob. Rev.	1/21 only	9:00a.m.	*** Margaret Kellicut
-Non-Complex P&A Calendars (Jail/Hybrid)	1/22 only	9:30 a.m.	** Joan Drammeh
-Case Management & Final Plea	1/23 only	9:00 a.m.	*** Margaret Kellicut
-Probation Revocation (Jail/Hybrid)	1/24 only	11:00 a.m.	** Joan Drammeh

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

Fulton County will be closed January 20th in observance of the holiday

****Takedown by Zoom**

*****Takedown in Courtroom**

ACR=American Court Reporting Agency GPCR=Global Precision Court Reporting Agency EDS=Esquire Depo Solutions
HCR=Huesby Court Reporting Agency ULSCR=US Legal Support Court Reporting Agency