

# 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:** March 10, 2025

**SUBJECT:** March 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.

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## Week of March 10, 2025

Superior Judge Robert McBurney, Presiding Judge (JCT/8D)  
Mag. Judge Nancy Mau, Back-Up Presiding Judge (JCT/1C) 3/10 only  
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. Smith first. She is responsible for locating an alternate judge.

### **\*\*Judge**

### **Court Reporter\*\***

#### **Senior and Visiting Judges**

##### **-Visiting Judge William Hamrick (FCC/9J)**

-Statewide Business Court Jury Trial      3/10 – 3/14      9:00 a.m.      \*\*\* Provided by Counsel

##### **-Sr. Judge Henry Newkirk (JCT/5A)**

-Consolidated Criminal Jury Trial      3/11 only      9:30 a.m.      \*\* Kayla Gibbs, ACR

##### **-Sr. Judge Alford Dempsey Jr. (JCT/1B)**

-Consolidated Criminal Motions      3/11 only      9:30 a.m.      \*\*\* Samantha Engram  
-Consolidated Criminal Motions      3/13 only      9:30 a.m.      \*\* Melvina Hawkins, ACR

##### **-Sr. Judge John Goger (FCC/8J)**

-Judicial Hosted Settlement Conference      3/14 only      9:30 a.m.      \*\*\* Provided by Counsel

##### **-Judge Alexandra Manning (JCT/8J)**

-Criminal Ankle Monitor Calendar      3/10 only      9:30 a.m.      \*\*\* Carley Adamson, ACR

**\*\*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 March 10, 2025

**\*\*Judge**

**Court Reporter\*\***

**Mag. Judge Catherine Koura in Pre-Indictments: (JCT/2B)**

-Preliminary Hearings 3/10 only 9:15 a.m. \*\* Reed Hicks, ACR

**Mag. Judge Holly Hughes in Pre-Indictments: (JCT/2B)**

-Preliminary Hearings 3/11 only 9:15 a.m. \*\* Reed Hicks, ACR

-Preliminary Hearings 3/12 only 9:15 a.m. \*\* Reed Hicks, ACR

-Preliminary Hearings 3/13 only 9:15 a.m. \*\* Meghan Elder, ACR

-Preliminary Hearings 3/14 only 9:15 a.m. \*\* Laundra Martin, ACR

**NCD Judge Nancy Mau in Non-Complex (NC1): (JCT/1C)**

-Case Management & Final Plea 3/10 only 9:30 a.m. \*\* Joan Drammeh

-Bond P & A 3/11 only 10:00 a.m. \*\* LeToi Conner

-Motions, Pretrial Conf. Hearings 3/12 only 10:00 a.m. \*\*\* LeToi Conner

-Non-Complex P&A Calendars 3/14 only 9:00 a.m. \*\* Lynn Fowler

(Jail/Hybrid)

-Probation Revocation 3/14 only 11:00 a.m. \*\* Joan Drammeh

(Jail/Hybrid)

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

-Bond P & A 3/10 only 10:00 a.m. \*\* LeToi Conner

**NCD Judge Brandy Brooks in Non-Complex (NC2): (JCT/1A)**

-Motions, Pretrial Conf. Prob. Rev. 3/11 only 10:00 a.m. \*\* Lynn Fowler

-Non-Complex P&A Calendars 3/12 only 9:30 a.m. \*\* Joan Drammeh

(Jail/Hybrid)

-Case Management & Final Plea 3/13 only 9:00 a.m. \*\*\* Carley Adamson, ACR

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

Judge Paige Whitaker 3/12 only \*\*\* Margaret Kellicut

Judge Jane Barwick 3/12 only \*\*\* TBD

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