

INTEROFFICE MEMORANDUM



ATLANTA JUDICIAL CIRCUIT

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

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

DATE: December 6, 2024

SUBJECT: December 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.

Week of December 9, 2024

Presiding Mag. Judge Jeffrey Frazier for Judge K. Adams **12/9** only (JCT/**1A**)
 Superior Judge Kimberly Adams, Presiding Judge (Call Judge's Chambers, 404-612-4305)
 12/10 – 12/13
 Mag. Judge Jeffrey Frazier, Back-Up Presiding Judge (JCT/**1A**) 12/10 – 12/13

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**

Superior Court Judges

Judge Kelly Lee Ellerbe (JCT/8J)

-Family2 Division Calendars	12/9-12/13	9:00am	Provided by Council
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Senior and Visiting Judges

Sr. Judge Jerry Baxter (JCT/1D)

-Judge Whitaker Crim Jury Trial	12/9-12/13	9:00 a.m.	*** Margaret Kellicut
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Sr. Judge David Emerson (JCT/5D)

-Consolidated Crim Jury Trial	12/9-12/13	9:00 a.m.	*** Samantha Engram
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Sr. Judge James Cornwell (JCT/9J)

-Judge Benton Civil Jury Trial	12/9-12/13	9:00 a.m.	Provided by Council
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Sr. Judge Wendy Shoob (JCT/Virtual/Hybrid)

-Judge Leftridge Criminal Calendars	12/13 only	9:00 a.m.	*** Sarah Taylor
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****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 December 9, 2024

Judge

Court Reporter

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

-Preliminary Hearings	12/9 only	9:15a.m.	** Joan Drammeh
-Preliminary Hearings	12/10 only	9:15a.m.	** Joan Drammeh
-Preliminary & Special Hearings	12/10 only	1:00p.m.	** Joan Drammeh
-Preliminary & Special Hearings	12/11 only	9:15a.m.	** TBD, ACR
-Preliminary Hearings	12/12 only	9:15a.m.	** LeToi Conner
-Preliminary Hearings	12/13 only	9:15a.m.	** TBD, ACR

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

-Criminal Trial Calendars (JCT/1B)	12/9-12/10	9:00a.m.	*** Edwina Minniefield, ACR
-Probation Compliance Calendar (Jail/Hybrid) (JCT/1B)	12/10 only	1:30p.m.	** Ionie Taylor
-Non-Complex P&A Calendars (Jail/Hybrid) (JCT/1A)	12/13 only	8:30a.m.	** Lynn Fowler
-Probation Revocation (Jail/Hybrid) (JCT/1A)	12/13 only	11:00a.m.	** LeToi Conner

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

-Bond P & A	12/9 only	10:00a.m.	** Lynn Fowler
-Motions Calendar	12/10 only	9:00a.m.	*** Lynn Fowler
-Non-Complex P&A Calendars (Jail/Hybrid)	12/11 only	9:00a.m.	** Lynn Fowler
-Case Management & Final Plea	12/13 only	9:00a.m.	** Ionie Taylor

**Floating Court Reporters Assignments for the Superior Court Judge

Judge Melynee Leftridge 12/10-12/13 ***TBD

Judge Shukura Ingram 12/12-12/13 ***TBD

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