

ADMINISTRATIVE PLAN

Thirteenth District Court of Arkansas

1. JUDGE

The Thirteenth District Court of Arkansas is a state district court served by one (1) judge and encompasses all of Cleburne County. The judge serves in the statutorily designated departments of the court as follows:

<u>Judge</u>	<u>Department</u>	
Lance Wright	Heber Springs	Cleburne County Courts Building 922 South 9 th Street Heber Springs, AR 72543
Lance Wright	Greers Ferry	Greers Ferry City Hall 8739 Edgemont Road Greers Ferry, AR 72067
Lance Wright	Concord	Concord City Hall 75 Central Avenue Concord, AR 72523
Lance Wright	Quitman	Quitman City Hall #5 2 nd Street Quitman, AR 72131

The statutory authority for the organization and designation of this district court is found at A.C.A. §16-17-1110 (10).

2. COURT SESSIONS AND TYPES OF CASE BY SUBJECT MATTER (Criminal, Traffic, Civil and Small Claims).

All correspondence or filings should be filed with the clerk's office in the respective department where the case is assigned or filed. Prior to the end of each calendar year the Court designates and sets dates for the following year. These dates are published and available at the clerk's offices. Additional dates may be added to the calendar as need arises.

Heber Springs Department- The Heber Springs Department maintains two separate dockets that are the Heber Springs Docket and the Cleburne County Docket. Matters that are filed by the Heber Springs Police Department or that are alleged to arise within the incorporated boundaries of the City of Heber Springs are placed on the Heber Springs Docket. All other matters filed are placed on the Cleburne County Docket. It should be noted that the Heber Springs Department Clerk's Office and Court is commonly referred to as, "Cleburne County District Court" as the Clerk's Office is operated by the County. The Clerk's Office and all proceedings are located at

the Cleburne County Courts Building, 922 South 9th Street, Heber Springs, Arkansas 72543. All employees are employees of Cleburne County.

Greers Ferry Department-The Greers Ferry Department will exclusively hear matters brought/filed by the Greers Ferry Police Department and any other criminal, traffic or violation filed in the department. The Greers Ferry Department's Clerk's Office and proceedings are held at the Greers Ferry City Hall located at 8739 Edgemont Road, Greers Ferry, Arkansas 72067.

Concord Department-The Concord Department will exclusively hear matters brought/filed by the Concord Police Department and any other criminal, traffic or violation filed in the department. The Concord Department's Clerk's Office is at Concord City Hall located at 75 Central Avenue Concord, Arkansas 72523. Court proceedings are normally held at the Concord Community Center located at 10424 Heber Springs Road North, Concord, Arkansas 72523. In the event Concord Community Center is not available, proceedings are held at Concord City Hall.

Quitman Department-The Quitman Department will exclusively hear matters brought/filed by the Quitman Police Department and any other criminal, traffic or violation filed in the department. The Quitman Department's Clerk's Office and proceedings are held at Quitman City Hall located at #5 2nd Street, Quitman, Arkansas 72131.

Review Dockets- In an effort to assist individuals in meeting their court obligations, special review dockets are held monthly in each department. Defendants may be placed on these dockets that are appearing back before the Court for non-compliance issues.

Matters brought/filed by the Arkansas State Police and Arkansas Game and Fish or any other state agency not specifically mentioned above may be filed in any Department.

Civil and Small Claims Dockets-Civil and Small Claims matters may be filed and will be heard in any department.

Mandatory Holding of Court for Departments of a District Court

Pursuant to A.C.A. §16-17-138, sessions of court are held at least one (1) time per month unless mutually waived by the district court judge and the governing body of the city or town where the department is located.

3. ADMINISTRATIVE ORDER NO. 18 REFERRALS FROM CIRCUIT COURT.

The following matters are referred from circuit court and have been included in the circuit court administrative plan:

Consent Jurisdiction. Upon the consent of all parties, the following types of cases are referred from circuit court:

- Civil
- Domestic Relations
- Probate

Protective Orders.

Forcible Entry and Detainers / Unlawful Detainer.

Other Matters of an Emergency or Uncontested Nature Pending in Civil, Domestic Relations or Probate Division.

Other Matters, if Justification for the Reference and Procedures to be Employed are Sufficiently Demonstrated in the Circuit Court Administration Plan Pursuant to Administrative Order No. 14.

Type of Other Matters _____ **Location** _____

Criminal. The following duties are referred with respect to an investigation or prosecution of an offense lying within the exclusive jurisdiction of the circuit court:

- Issue Search Warrant Pursuant to Rule 13.1
- Issue Arrest Warrant Pursuant to Rule 7.1 or A.C.A. §16-81-104
- Issue Summons Pursuant to Rule 6.1
- Reasonable Cause Determinations Pursuant to Rule 4.1 (e)
- Conduct First Appearance Pursuant to Rule 8.1
- Appoint Counsel Pursuant to Rule 8.2
- Inform Defendant Pursuant to Rule 8.3
- Accept Plea of "Not Guilty" or "Not Guilty by Reason of Insanity"
- Conduct Pretrial Release Inquiry Rules 9.1, 9.2 and 9.3
- Conduct Preliminary Hearing Pursuant to A.C.A. §16-93-307

Digital Audio Recording Equipment

Pursuant to Administrative Order No. 4, digital audio recording equipment is utilized to record a verbatim record of all proceedings pertaining to any contested matter before the court or jury.

I have provided the State District Court Digital Audio Recording Equipment Compliance Form to the Administrative Office of the Courts.

4. SPECIALTY COURTS.

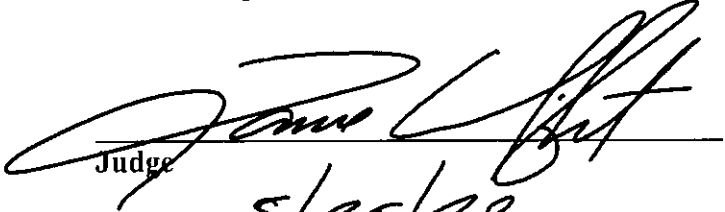
No specialty courts are conducted.

5. OTHER PROGRAMS OR DOCKETS.

No other programs or dockets are administered.

6. EFFECTIVE DATE.

This Administrative Plan is effective January 1, 2024, and amends all previously submitted plans and shall expire January 1, 2025.



Judge

Dated: 5/25/23