

ADMINISTRATIVE PLAN

25th Judicial District State District Court of Cross and St. Francis County, Arkansas

1. JUDGES.

The 25th District Court composed of Cross and St. Francis County District Courts is a state district court served by two (2) judges. The judge(s) serve(s) in the statutorily designated district of the court as follows:

<u>Judge</u>	<u>District / Division</u>	<u>County</u>	<u>Department</u>
Hon. Ann Hudson	25 th /1	St. Francis	Forrest City Madison Palestine

St. Francis County District Court **Forrest City Department** physical address:
615 East Cross Street Forrest City, Arkansas 72335

St. Francis County District Court **Madison Department** physical address:
302 MLK Street, Madison, AR 72359
Madison, by city ordinance authorized the holding of court in Forrest City.

St. Francis County District Court **Palestine Department** physical address:
101 Higgins Street, Palestine, AR 72373
Palestine, by city ordinance authorized the holding of court in Forrest City.

Hon. Mike Smith	25 th /2	Cross	Wynne Cherry Valley Parkin
-----------------	---------------------	-------	----------------------------------

Cross County District Court **Wynne Department** physical address:
205 Mississippi Street S., Wynne, AR 72396

Cross County District Court **Cherry Valley Department** Physical Address:
166 Hwy 1 B., Cherry Valley, AR 72324
Cherry Valley, by city ordinance authorized the holding of court in Wynne.

Cross County District Court **Parkin Department** Physical Address:
122 Wilson Street, Parkin, AR 72373

Judge Hudson will maintain a primary office in Forrest City and a secondary office in Wynne. Judge Smith will maintain a primary office in Wynne and a secondary office in

Forrest City. Judge Hudson and Judge Smith with both handle matters in all departments in both counties.

The statutory authority for the organization and designation of this district court is found is found at A.C.A. §16-17-1113(k)(1-5).

Consolidation of City Courts with District Courts

Pursuant to A.C.A. §16-17-1202, the following towns or cities are no longer operating as a department of the district court and a copy of the local ordinance abolishing the city as a department of the court has been provided to AOC with this plan.

Town / City Abolished as Department	Effective Date
--	-----------------------

A copy of the local ordinance abolishing the department of the district court has been attached.

2. OTHER JURISDICTIONAL AREAS.

The following cities and towns have police departments but have not been designated as statutory departments of the district court. Pursuant to A.C.A. §16-17-1203, these cities and town contribute to the operational expenses of the district court and file cases in the district court.

City / Town	Department Where Cases are Filed / Heard
--------------------	---

Colt	Forrest City	615 East Cross Street Forrest City, Arkansas 72335
Hughes	Forrest City	615 East Cross Street Forrest City, Arkansas 72335
Widener	Forrest City	615 East Cross Street Forrest City, Arkansas 72335
Wheatley	Forrest City	615 East Cross Street Forrest City, Arkansas 72335
Hickory Ridge	Wynne	205 Mississippi Street S., Wynne, AR 72396

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

Sessions of the court are generally scheduled on the following days of the week at the following times:

<u>District / Division</u>	<u>Department</u>	<u>Day</u>	<u>Time</u>	<u>Type of Case</u>	
25/1	Forrest City	Monday	9:00/1:00	Criminal/Traffic	
		Wednesday	9:00/1:00	Criminal/Traffic	
		Thursday	9:00	Plea/Arraignment	
		1 st Tuesday	3:00	Civil/Small Claims	
	Madison	1 st Tuesday	9:00	Criminal/Traffic Civil/Small Claims	
		1 st Tuesday	1:00	Criminal/Traffic	
	Palestine	1 st Tuesday	3:00	Civil/Small Claims	
		1 st Tuesday	1:00	Criminal/Traffic	
	Wheatley	1 st Tuesday	3:00	Civil/Small Claims	
		1 st Tuesday	1:00	Criminal/Traffic	
	Madison, Palestine, Wheatley holds court at the Forrest City Courthouse				

Circuit Court Referrals, Civil/Small Claims and Criminal/Traffic special settings available for scheduling as needed on days not having scheduled sessions set out above.

25/2	Wynne	Tuesday	9:00/1:00	Criminal/Traffic	
		Thursday	9:00	Criminal/Traffic	
		Once a month		Civil Small Claims	
	Parkin	Thursday	1:00	Criminal/Traffic	
		Once a month		Civil Small Claims	
	Cherry Valley	Thursday	1:00	Criminal/Traffic	
		Once a month		Civil Small Claims	
	Cherry Valley Court holds court at the Wynne Courthouse				

Circuit Court Referrals, Civil/Small Claims and Criminal/Traffic special settings available for scheduling as needed on days not having scheduled sessions set out above.

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.

or

A written agreement waiving the mandatory holding of court for departments of a district court has been entered into and has been adopted by ordinance of the governing body of the city or town in which the department is located.

Based upon said written agreement, sessions of court for the Madison, Palestine, and Wheatley Departments are held in the Forrest City Department.

Based upon said written agreement, sessions of court for the Cherry Valley Department are held in the Wynne Department.

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

No referrals are made from circuit court.

or

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

Consent Jurisdiction. Upon the consent of all parties, and approval by the circuit judge originally assigned, the following types of cases are referred from circuit court:

- Civil
- Domestic Relations
- Probate

Protective Orders. (Ex Parte Only).

Forcible Entry and Detainers / Unlawful Detainer.

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

<u>Type of Other Matters</u>	<u>Location</u>
Civil Commitment Emergency Holds	All Departments Scheduled on an as needed basis

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.

<u>Type of Other Matters</u>	<u>Location</u>
	All Departments Scheduled on an as needed basis

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.

and

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

or

Digital audio recording equipment is not utilized.

5. SPECIALTY COURTS.

No specialty courts are conducted.

required by Administrative Order No. 14 of the Supreme Court designated a district court judge to administer this specialty court program.

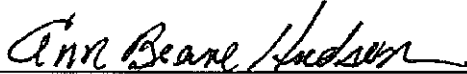
6. OTHER PROGRAMS OR DOCKETS.

No other programs or dockets are administered.

7. EFFECTIVE DATE.


This Administrative Plan is effective January 1, 2024

[All judges must sign]



Ann B. Hudson
District Judge
Dated: 5-30-23

Ann Beane Hudson
State District Judge, Division 1
AR State District Court 25
St. Francis County/Cross County



Mike Smith
Judge
Dated: 5-30-23

STATE DISTRICT COURT
DIVISION 1
ST. FRANCIS COUNTY
CROSS COUNTY