
ADMINISTRATIVE PLAN

**27th STATE DISTRICT
DESHA AND CHICOT COUNTY**

1. JUDGES.

The 27TH State District Court is a State District Court served by 1 Judge.

Judge	Division Number
MELINDA N. FRENCH	

Are exchange agreements with other district judges utilized?

- Yes
 No

Pursuant to Administrative Order No. 18, at the request of the majority of the district judges of a district court, with the concurrence of a majority of the circuit judges of a judicial circuit, the administrative judge of the judicial circuit may designate one or more licensed attorneys to serve as a smalls claims magistrate to preside over the small claims division of the district court.

A small claims magistrate shall possess the same qualifications as a district court judge. The appointment shall be filed in writing and filed with the District Court Clerk.

Has a small claims magistrate has been designated by the administrative judge of the judicial circuit?

- Yes
 No

Small Claim Magistrate	County	City Designated as Department
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2. DEPARTMENTS.

The statutory authority for the organization and designation of this district court is found is found at A.C.A. §16-17-1110(21)(A).

The judge(s) serve(s) in the statutorily designated departments of the court as follows:

<u>Judge</u>	<u>County</u>	<u>City Designated as Department</u>
MELINDA N. FRENCH	DESHA	DUMAS
	CHICOT	MCGEHEE
		EUDORA
		DERMOTT
		LAKE VILLAGE

Consolidation of City Courts with District Courts

Pursuant to A.C.A. §16-17-1202, all city courts were consolidated with district courts on January 1, 2012, and former city courts became known as departments of the district court. If a town or city is no longer operating as a department of the district court, a copy of the local ordinance abolishing the city as a department of the court must be provided to the Administrative Office of the Courts.

Are all towns or cities statutorily designated as departments still operating as departments of the district court?

Yes

No

Town / City Abolished as Department

Effective Date

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

3. 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 towns contribute to the operational expenses of the district court and file cases in the district court.

City / Town _____ **Department Where Cases are Filed / Heard** _____

ARKANSAS CITY

MCGEHEE

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

Pursuant to Administrative Order No. 18, each department of a district court shall hear cases in all of the subject matter divisions.

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

Judge	Department	Day	Time	Type of Case
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SEE ATTACHED LIST FOR EACH DEPARTMENT

Mandatory Holding of Court in Departments of a District Court

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

Is court held in each town or city designated as a department of the district court at least one (1) time per month?

Yes

No

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.

The ordinance(s) has/have been attached to this plan.

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

Pursuant to Administrative Order No. 18, a warrant docket shall be established within the criminal division. The docket shall be divided into a "search warrant docket," designated by the prefix "SW" and an "arrest warrant docket," designated by the prefix "AW." The warrant docket is used for warrants that have been returned either executed or unexecuted when a case file has not yet been opened. If a criminal case is subsequently opened, the information in the warrant docket related to the criminal case is transferred to it.

Has the warrant docket been established within the criminal division?

Yes

No

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

Has the circuit court referred matters pursuant to Administrative Order No. 18 to be heard by a state district judge?

Yes

No

The following matters have been referred by the 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. *Please describe the types of other matters referred below and the location where these matters are heard.*

Type of Other Matters

Hearing Location

Petitions for mental, drug or alcohol commitments. If Judge Teresa French is not available, the district judge for that county shall handle that proceeding. If that district judge is unavailable, any of the circuit judges in the 10th Circuit may handle the commitment proceeding.

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. *Please describe the types of other matters referred below and the location where these matters are heard.*

Type of Other Matters

Hearing 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 8.1
- 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

Is digital audio recording equipment utilized to make a verbatim record of matters referred from the circuit court?

- Yes
- No

Has the State District Court Digital Audio Recording Equipment Compliance Form been provided to the Administrative Office of the Courts?

- Yes
- No

6. SPECIALTY COURTS.

Does a district court judge preside over a specialty court program?

- Yes

No

The following specialty courts are conducted:

Type of Specialty Court	Location
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- a. Type of specialty docket and description of its operation:
- b. Statutory or legal authority on which it is based:
- c. Certification of compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs, probation fees.
- d. Use of court resources. *[Describe the court team including prosecuting attorneys, public defenders, and health professionals; that each has been consulted in setting up the program and its operation; scheduling has been coordinated; and the necessary resources are available.]*
- e. Sources of funding:

This specialty court was established in the circuit court administrative plan, but the judicial circuit does not have a circuit judge who is available to administer the specialty court on a consistent basis. Accordingly, the administrative plan for the judicial circuit required by Administrative Order No. 14 of the Supreme Court designated a district court judge to administer this specialty court program.

7. OTHER PROGRAMS OR DOCKETS.

Does a district court judge preside over other programs or dockets?

Yes

No

The following programs or dockets are administered:

Name of Docket	Location
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- a. Type of specialty docket and description of its operation:
- b. Statutory or legal authority on which it is based:

- c. Certification of compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs, probation fees.
- d. Use of court resources. *[Describe the court team including prosecuting attorneys, public defenders, and health professionals; that each has been consulted in setting up the program and its operation; scheduling has been coordinated; and the necessary resources are available.]*
- e. Sources of funding:

7. EFFECTIVE DATE.

This Administrative Plan is effective January 1, 2024.

[All judges must sign]



Judge

Dated: June 15, 2023

Exhibit A

The Eudora Department has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the Second Friday of each month at 9:30 a.m. at the Eudora Chamber of Commerce Building, Main Street, Eudora, AR 7165.

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the Eudora District Court, Main Street, Eudora, AR.

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the Eudora District Court, Main Street, Eudora, AR.


First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and case overload are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required-

End of the month reports are reviewed on or before the 10th day of each month and checks are signed at this time for the end of the month reports.

Court Clerk	Deputy Clerk	Chief of Police
Jennifer Bordelon Main Street Eudora, AR	N	Mike Pitts Main Street Eudora, AR

SPECIALTY PROGRAMS: Currently, there are no specialty programs provided.

ASSIGNMENT FROM CIRCUIT COURTS: See Exhibit A.


MELINDA N. FRENCH 27TH STATE DISTRICT JUDGE

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the Lake Village District Court, 514 Church Street, Lake Village, AR 71653.

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the Lake Village District Court, 514 Church Street, Lake Village, AR 71653.

First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and overload cases are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required.

End of the month reports are reviewed on or before the 10th day of each month. Checks are approved and signed for end of the month reports at this time. Purchase orders are also approved for the City Clerk.

Court Clerk	Deputy Clerk	Chief of Police
Shelby Saldana	Krystal Guimbellot	Bob Graham
514 Church Street	514 Church Street	514 Church Street
Lake Village, AR 71653	Lake Village, AR 71653	Lake Village, AR 71653

The Dermott Department has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the First Friday of each month at 9:30 am. at the Dermott District Court, Dermott, AR 71638.

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the Dermott District Court, Dermott, AR 71638.

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the Dermott District Court, Dermott, AR 71638.

First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and case overload are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required.

End of the month reports are reviewed on or before the 10th day of each month. Checks are reviewed and signed at this time for the end of the month reports.

Court Clerk	Deputy Clerk	Chief of Police
Megan Charlton	N/A	Eric Evans
112 North Freeman St		
Dermott, AR 71638		

The Dumas Department has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the First and Second Tuesday of each month at 9:00 a.m. at the Dumas Justice Facility, Waterman Street, Dumas, AR 71639.

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the Dumas Justice Facility, Waterman Street, Dumas, AR 71639.

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the Dumas Justice Facility, Waterman Street, Dumas, AR 71639.

First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and overload cases are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required.

End of the month reports are reviewed on or before the 10th day of each month.

Time cards for payroll and comp time are reviewed every two (2) weeks. Purchase orders are signed each day as needed for city clerk.

Chief Clerk

Shelbi Walters

Waterman St

Dumas, AR 71639

Deputy Clerk

Donna McKinzie

Waterman St

Dumas, AR 71639

Chief of Police

Keith Finch

Waterman St

Dumas, AR 71639

CHICOT COUNTY DISTRICT COURT

The Chicot County District Court consists of three (3) departments, which are: Lake Village, Dermott and Eudora.

The Lake Village Department has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the First and Second Wednesday of each month at 9:30 a.m. at the Lake Village District Court, 514 Church Street, Lake Village, AR 71653.

PURSUANT TO THE SUPREME COURT'S ADMINISTRATIVE ORDER NO.18
27TH STATE DISTRICT COURT ADMINISTRATIVE PLAN
PART OF THE ADMINISTRATIVE PLAN OF THE 10TH JUDICIAL
DISTRICT PLAN TO BECOME EFFECTIVE JANUARY 1, 2024

The Administrative Plan for the State District Court covers all District Court proceedings for Desha and Chicot Counties.

The State District Court Judge is Melinda N. French whose office is located at the McGehee Justice Facility, 2412 Hwy 65 North, McGehee, AR 71654.

DESHA COUNTY DISTRICT COURT

The Desha County District Court consists of two (2) departments, which are: McGehee and Dumas,

The McGehee Department has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the First and Second Thursday of each month at 9:00 a.m. at the McGehee Justice Facility, 2412 Hwy 65 North, McGehee, AR 71654.

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the McGehee Justice Facility, 2412 Hwy 65 North, McGehee, AR 71654.

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the McGehee Justice Facility, 2412 Hwy 65 McGehee, AR 71654.

First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and overload cases are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required.

End of the month reports are reviewed on or before the 10th day of each month.

Court Clerk	Deputy Clerk	Chief of Police
Leslie Hornaday	Cassidy Smith	Scott Williams
2412 Hwy 65 North	2412 Hwy 65 North	2412 Hwy 65 North
McGehee, AR 71654	McGehee, AR 71654	McGehee, AR 71654