

DISTRICT COURT ADMINISTRATIVE PLAN
District Court of the Northern District of Arkansas County, Arkansas
Arkansas County, Arkansas

1. JUDGE

The District Court of the Northern District of Arkansas County, Arkansas, is a local district court served by 1 Judge.

<u>Judge</u>	<u>Court Address</u>
M. Elizabeth Skinner	514 S. Main St., Stuttgart, AR 72160 (physical location)

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

<u>Small Claim Magistrate</u>	<u>County</u>	<u>City Designated as Department</u>
N/A		

2. DEPARTMENTS

The statutory authority for the organization and designation of this district court is found is found at A.C.A. §16-17-904.

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>
M. Elizabeth Skinner	Arkansas	Stuttgart

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

<u>Town / City Abolished as Department</u>	<u>Effective Date</u>
--	-----------------------

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.

<u>City / Town</u>	<u>Department Where Cases are Filed / Heard</u>
--------------------	---

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
M. Elizabeth Skinner	Stuttgart	Thursday	1:00pm	Criminal Traffic Small Claims Civil

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

6. SPECIALTY COURTS.

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

Yes

No

7. OTHER PROGRAMS OR DOCKETS.

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

Yes

No

8. EFFECTIVE DATE.

This Administrative Plan is effective January 1, 2024.



Judge M. Elizabeth Skinner

Dated: 10.21.23