

## DISTRICT COURT ADMINISTRATIVE PLAN

*This template is not mandatory. Its purpose is to assist district judges in preparing the administrative plan required by Administrative Order No. 18. The following format may be used or modified, and additional information may be included.*

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### ADMINISTRATIVE PLAN

District Court of South Arkansas County,  
Arkansas County, Arkansas

<b>1. JUDGES.</b>
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The South Arkansas County District Court is a local district court served by one judge.

<b>Judge</b>	<b>Division Number</b>
B. Park Eldridge, Jr.	

Are exchange agreements with other district judges utilized?

Yes

No

<p>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.</p>
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<p>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.</p>
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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

**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>
B. Park Eldridge, Jr.	Arkansas	DeWitt
B. Park Eldridge, Jr.	Arkansas	Gillett
B. Park Eldridge, Jr.	Arkansas	St. Charles

**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

**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:

<u>Judge</u>	<u>Department</u>	<u>Day</u>	<u>Time</u>	<u>Type of Case</u>
B. Park Eldridge, Jr.	DeWitt	1 <sup>st</sup> Tuesday 3 <sup>rd</sup> Tuesday	1:30pm	Criminal, Civil, Traffic, Small Claims
B. Park Eldridge, Jr.	DeWitt	1 <sup>st</sup> Thursday	2:00pm	DWI Specialty Court
B. Park Eldridge, Jr.	Gillett	1 <sup>st</sup> Tuesday	9:00am	Criminal, Traffic
B. Park Eldridge, Jr.	St. Charles	3 <sup>rd</sup> Tuesday	9:00am	Criminal, Traffic

**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

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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

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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**

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:

<u>Type of Specialty Court</u>	<u>Location</u>
DWI/BWI Specialty Court	DeWitt, AR

a. Type of specialty docket and description of its operation: The Specialty Court program operates on its own docket targeting drug and alcohol offenders. Each individual is individually evaluated for program suitability. The program is operated in a rural area where a first time offender's chances of having a substance abuse problem are far greater due to the limited law enforcement presence. The specialty court program is a highly intensive monitoring program combined with treatment and is patterned on the National Center for DWI Courts Model.

b. Statutory or legal authority on which it is based: A.C.A. §§ 16-102-101 & 16-102-102

c. Certification of compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs, probation fees.

I hereby certify that the South Arkansas County District Court operates its specialty court in compliance with all applicable laws, including fines, fees, court costs, and probation assessments.

d. Use of court resources. The South Arkansas County Specialty Court Team consists of a judge, chief court clerk, deputy court clerk, chief of police, city attorney, probation officer, peer support specialists, and a counselor/evaluator. The South Arkansas County District Court uses outside treatment facilities that provide written reports. Also a counselor/evaluator is used for local treatment. Team members have attended training in setting up a treatment court and have direct input in the specialty court's operation. Team members regularly attend specialty court sessions.

e. Sources of funding: The South Arkansas County District Court is funded by a grant administered by the rural healthcare alliance, state specialty court grants, and probation fees.

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:

<b>Name of Docket</b>	<b>Location</b>
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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.

B. Paul Elledge  
Judge

Dated: 5/17/23