

# **ADMINISTRATIVE PLAN 2024-2025**

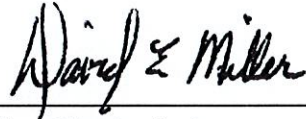
## **DISTRICT COURT OF IZARD COUNTY, ARKANSAS**

1. **JUDGES:** The IZard County District Court is served by one Local District Judge, David E. Miller. Judge Miller serves in the designated divisions of the court as follows:
  - Melbourne City and IZard County Divisions (P.O. Box 337, Melbourne, AR 72556, 870-368-4390)
    - Amber Lee, Clerk
    - Susan Graham, Clerk
  - Horseshoe Bend Division (P.O. Box 337, Melbourne, AR 72556, 870-368-4390)
    - Amber Lee, Clerk
    - Susan Graham, Clerk
  
2. **COURT:** Sessions of court are generally scheduled as follows:
  - Melbourne City and IZard County Division arraignments and trials are held twice per month on Thursday beginning at 8:30 a.m. until completed as well as any Small Claims or Civil cases (both divisions).
  - Horseshoe Bend Division arraignments and trials are held once per month on Tuesday beginning at 9:30 a.m. until completed.
  
3. **TYPES OF CASES:** The following cases are heard at these locations:
  - Melbourne City and IZard County Division criminal and traffic cases are held in the IZard County District Courtroom located at 300 Circle Drive, Melbourne, AR 72556.
  - Horseshoe Bend Division criminal and traffic cases are held in the courtroom of the Horseshoe Bend Municipal Building located at 704 W. Commerce Street, Horseshoe Bend, AR 72512.
  - Small Claims and Civil cases (both divisions) are held in IZard County District Courtroom located at 300 Circle Drive, Melbourne, AR 72556.
  
4. **SPECIALTY PROGRAMS:** The following specialty programs are provided:
  - None.

5. **CRIMINAL MAGISTRATE:** The 16th Circuit has designated the judge of the IZARD County District Court a criminal magistrate. See the attached language from the circuit court plan.

All correspondence or filings shall be coordinated with the Clerk in the respective division where the case is assigned or filed. This court's calendar is available at the Clerk's Office.

WHEREFORE, this plan is submitted as the IZARD County District Court Administrative Plan pursuant to Administrative Order 18 and corresponding Arkansas Code Sections and shall remain in effect until amended or suspended.



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David E. Miller, District Judge



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Date

**Local District Judges  
Designated as Criminal Magistrates**

Pursuant to Rule 1.8 of the Arkansas Rules of Criminal Procedure, the administrative judge for the 16<sup>th</sup> Judicial Circuit, with the concurrence of a majority of the Circuit Court Judges, and with the consent of the District Judges, has designated the judges of the Fulton County District Court, the IZARD County District Court, and the Stone County District Court as Criminal Magistrates.

Criminal magistrates shall be subject at all times to the superintending control of the circuit judges of the judicial circuit, and the criminal magistrate's territorial jurisdiction shall be coextensive to that of the circuit judges of the judicial circuit.

A criminal magistrate may perform the following duties with respect to an investigation or prosecution of an offense lying within the exclusive jurisdiction of the circuit court:

1. Issue a search warrant pursuant to Rule 13.1.
2. Issue an arrest warrant pursuant to Rule 7.1 or Ark. Code Ann. § 16-81-104, or issue a summons pursuant to Rule 6.1.
3. Make a reasonable cause determination pursuant to Rule 4.1(e).
4. Conduct a first appearance pursuant to Rule 8.1, at which the criminal magistrate may appoint counsel pursuant to Rule 8.2; inform a defendant pursuant to Rule 8.3; accept a plea of "not guilty" or "not guilty by reason of insanity"; conduct a pretrial release inquiry pursuant to Rules 8.4 and 8.5; or release a defendant from custody pursuant to Rules 9.1, 9.2, and 9.3.
5. Conduct a preliminary hearing as provided in Ark. Code Ann. § 16-93-307(a).