ADMINISTRATIVE PLAN

30th District
District Court of Lonoke County, Arkansas

1. JUDGES.

The Lonoke County District Court is a state district court served by two (2) judges. The judges serve in the statutorily designated departments of the court as follows:

Judge	District / Division	Department
Teresa M. Smith	Division 1	England Department 110 Northwest 2nd Street England, Arkansas
Teresa M. Smith	Division 1	Carlisle Department 121 West Main Street Carlisle, Arkansas
Teresa M. Smith	Division 1	Lonoke Department 107 West 2nd Street Lonoke, Arkansas
Clint McGue	Division 2	Cabot Department 208 North 1st Street Cabot, Arkansas
Clint McGue	Division 2	Ward Department 405 Hickory Street Ward, Arkansas
Clint McGue	Division 2	Austin Department 3181 AR-367 Austin, Arkansas

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

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

Not Applicable

☐ 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

Not Applicable

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:

Division	Department	Day	Time	Type of Case
Division 1	England Department	1st and 3rd Thursday	10:00 a.m.	Traffic / Criminal Pleas
		1st Thursday	1:00 p.m.	Small Claims / Civil
		2nd Thursday	10:30 a.m.	Traffic / Criminal Trials
Division 1	Carlisle Department	2nd Wednesday	9:00 a.m.	Traffic / Criminal Pleas
		4th Wednesday	11:00 a.m.	Small Claims / Civil
		4th	2:00 p.m.	Traffic / Criminal

Division	Department	Day	Time	Type of Case
		Wednesday		Trials
Division 1	Lonoke Department	Tuesday	9:00 a.m.	Traffic / Criminal Plea
		1st Tuesday	1:00 p.m.	Time Pay Review
		3rd Tuesday	1:00 p.m.	Small Claims / Civil
		1st and 3rd Wednesdays	9:00 a.m.	Traffic / Criminal Trials
Division 2	Cabot Department	1st, 2nd and 3rd Wednesday	9:00 a.m.	Traffic / Criminal Pleas
		1st, 2nd, 3rd Wednesday	1:00 p.m.	Traffic / Criminal Trials
		4th Wednesday	9:00 a.m.	Small Claims / Civil

*All civil and small claims matters are heard in the Cabot department.

Division 2	Ward Department	1st Monday Every Other Month	1:00 p.m.	Contempt / Affidavits
		1st Tuesday	1:00 p.m.	Traffic / Criminal Trials
		4th Tuesday	1:00 p.m.	Traffic / Criminal Trials
		2nd Tuesday	1:00 p.m.	Traffic / Criminal Pleas
Division 2	Austin Department	2nd Monday	1:00 p.m.	Traffic / Criminal Pleas and Trials

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.

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

The following matters are referred from 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.

District / Division	Day	Time	Location
Division 1	1st and 3rd Monday	10:00 a.m.	Lonoke County Sheriff's Office Complex Courtroom 440 Dee Dee Lane Lonoke, AR 72086

*If the 1st or 3rd Monday falls on a legal holiday, these matters will be heard on the following Monday.

☐Forcible Entry and Detainers / Unlawful Detainer.

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

Type of Matters	District / Division	Day	Time	Location
Child Support	Division 2	3rd Thursday	9:00 a.m. and 1:00 p.m.	Lonoke County Sheriff's Office Complex Courtroom 440 Dee Dee Lane Lonoke, AR 72086 Or

Cabot Department
201 North 1st Street
Cabot, Arkansas

☐ 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.

Type of Other Matters	Location

Not Applicable.

☒ 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

Type of Matters	District / Division	Day	Time	Location
First Appearances	Divisions 1 and 2	Monday Wednesday Friday	8:00 a.m. 8:00 a.m. 8:00 a.m.	Lonoke County Sheriff's Office Complex Courtroom 440 Dee Dee Lane Lonoke, Arkansas 72086

*The circuit judges and district judges preside on a rotating basis for First Appearances.

Digital Audio Recording Equipment

Division 1 – Judge Teresa M. Smith

☒ 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.

Division 2 – Judge Clint McGue

☒ 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.

5. SPECIALTY COURTS.

☒No specialty courts are conducted.

6. OTHER PROGRAMS OR DOCKETS.

☒No other programs or dockets are administered.

7. EFFECTIVE DATE.

This Administrative Plan is effective January 1, 2021.

Teresa Smith

Teresa M. Smith
District Judge

September 29, 2020

Date

Clint McGue
District Judge

9/29/20

Date