



**NINTH JUDICIAL DISTRICT  
FAULKNER COUNTY DISTRICT COURT  
VAN BUREN COUNTY DISTRICT COURT**

*The Russell L. "Jack" Roberts District Court Building  
810 Parkway St  
Conway, Arkansas 72034  
Telephone: (501) 450-6112  
FAX: (501) 450-6184*

**Hon. Chris R. Carnahan**  
District Judge – Division II

September 10, 2020

Honorable Chief Justice John Dan Kemp  
625 Marshall Street  
Little Rock, AR 72201  
VIA ELECTRONIC DELIVERY

Dear Mr. Chief Justice,

Accompanying this letter are proposed changes to the Ninth State District Court Administrative Plan beginning January 1, 2021. I am pleased to note if you did not already know it that the Honorable Ed Clawson has been to succeed me to our Second Division District Judgeship and I have been elected to a full term as First Division District Judge.

We met and decided to request an amendment to our district's administrative plan. We are asking for a switch in the responsibilities of the two divisions. In essence all First Division assigned matters will be switched to Second Division and all Second Division assignments will be switched to First Division. This will allow me to continue to oversee our Specialty/Sobriety Courts.

If I can answer any questions you may have, please contact me at the above numbers or on my personal cell phone (501) 993-3887.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Chris R. Carnahan".

Hon. Chris R. Carnahan  
District Judge

**AMENDED ADMINISTRATIVE PLAN**  
**The 9<sup>th</sup> Judicial District Court of Arkansas**

The District Judges for the Ninth State District Court propose the following plan for allocation of the caseload and specialty courts within this district.

**ADMINISTRATIVE POLICY**

The judges shall meet periodically (no less than quarterly) and shall consider case management, administrative procedures, forms, calendars, etc. Any modification of this plan shall be by written agreement signed by both judges of the district. Each year a calendar shall be printed and published indicating such courtroom assignments and court dates.

**CASE ASSIGNMENT AND ALLOCATION**

The clerk of each department shall assign newly filed cases by computer program as provided in the attached Case Allocation.

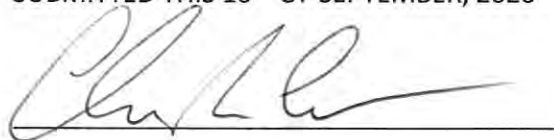
**SPECIALITY COURTS**

Sobriety Court --- Please see attached

**ARRAIGNMENTS, EMERGENCY, AND UNCONTESTED HEARINGS**

It is preferable for the division assigned to a case to handle all proceedings concerning the case. However, both judges may preside over arraignments, probations revocation and uncontested matters when presented and may sit on exchange when necessary. Emergency orders shall be presented to and heard by the judge assigned unless that judge is unavailable. In no event shall any Judge refuse to act on any case not part of their assignment for lack of jurisdiction.

SUBMITTED THIS 10<sup>TH</sup> OF SEPTEMBER, 2020



HONORABLE CHRIS R. CARNAHAN

1<sup>ST</sup> DIVISION, Judge Elect



HONORABLE CHARLES E. CLAWSON

2<sup>ND</sup> DIVISION, Judge Elect

**9<sup>TH</sup> State District Court  
Faulkner and Van Buren  
Counties**

**CASE ALLOCATION**

**1st Division** — Judge Chris  
Carnahan

**2<sup>nd</sup> Division** — Judge Charles  
Clawson

**CLINTON/ FAIRFIELD BAY/VAN  
BUREN COUNTY DEPARTMENT**

*Criminal division:* All  
misdemeanor DWI cases.

*Criminal division:* All misdemeanor  
domestic violence cases\*.

50% of all other criminal and traffic  
cases other than domestic violence  
cases.

50% of all other criminal and traffic  
cases other than DWI.

*Civil Division:* 100% of small claims and  
civil cases.

**CONWAY/FAULKNER COUNTY  
DEPARTMENT**

*Criminal division:* All misdemeanor  
DWI Cases.

*Criminal division:* All misdemeanor  
DWI Cases.

50% of all other criminal and traffic  
cases other than domestic violence  
cases.

50% of all other criminal and traffic  
cases other than domestic violence cases.

*Civil Division:* 50% of all cases.

*Civil Division:* 50% of all cases.

**DAMASCUS DEPARTMENT**

100 % of all criminal and traffic cases.

**GREENBRIER DEPARTMENT**

*Criminal division:* All  
misdemeanor DWI cases.

*Criminal division:* All misdemeanor  
domestic violence cases.\*

50% of all other criminal and traffic  
cases other than domestic violence  
cases.

50% of all other criminal and traffic  
cases other than DWI.

## **1<sup>st</sup> Division**

## **2<sup>nd</sup> Division**

### **GUY DEPARTMENT**

100% of all criminal, traffic cases.

### **MAYFLOWER DEPARTMENT**

100% of all criminal, traffic cases.

### **VILONIA DEPARTMENT**

100% of all criminal, traffic and civil cases.

\*Domestic Battery, Violation of Order of Protection, Assault on Family or household member. At the request of all parties and with the consent of the Division I Judge, these cases may be transferred to Division II for a speedier adjudication.

Van Buren County, City of Clinton and City of Fairfield Bay Courts are held at the Van Buren County Circuit Courtroom, 273 Main St. Clinton, Arkansas; unless Circuit Court or other circumstances do not permit, whereupon court is held at the Van Buren County Courthouse Annex, 1414 Hwy 65, Clinton, Arkansas.

Faulkner County and City of Conway Courts are held at the Jack Roberts Courts Building, 810 Parkway St., Conway, Arkansas.

City of Greenbrier cases are heard at the City of Greenbrier City Council/Courtroom, 11 Wilson Farm Road, Greenbrier, Arkansas.

City of Guy cases are heard at the City of Guy Council/Courtroom, 405 Hwy 25 N, Guy, Arkansas.

City of Mayflower Cases are heard at the City of Mayflower City Council/Courtroom, 2 Ashmore Drive, Mayflower, Arkansas.

City of Vilonia cases are heard at the City of Vilonia City Council/Courtroom, 18 Bise St., Vilonia, Arkansas.

City of Damascus cases are heard at the City of Damascus City Council/Courtroom, 17319 Hwy 65 S., Damascus, Arkansas.