

ADMINISTRATIVE PLAN
CLARK COUNTY DISTRICT COURT
40th DISTRICT

1. JUDGES.

The Clark County District Court is a state district court served by one judge. The judge serves in the statutorily designated departments of the court as follows:

Judge	Department
Randy Hill	Arkadelphia
Randy Hill	Caddo Valley
Randy Hill	Gurdon
Randy Hill	Amity

The statutory authority for the organization and designation of this district court is found is found at A.C.A. §16-17-110 (31).

2. 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:

Department	Docket	Day	Time	Type of Case
Arkadelphia	city	1 st & 3 rd Wed	10:00 a.m.	traffic/crim
Arkadelphia	county	2 nd & 4 th Wed	10:00 a.m.	traffic/crim
Caddo Valley	city	3 rd Tuesday	10:00 a.m.	traffic/crim
Gurdon	city	3 rd Thursday	10:00 a.m.	traffic/crim
Amity	city	every other mo. 4 th Wednesday	10:00 a.m.	traffic/crim
Arkadelphia	civil	every other mo. 2 nd and 4 th Tues	1:00 pm	civil/small cl

*All court sessions are held in the courtroom located in the Arkadelphia.

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.

Historically, court sessions for the Gurdon department and Amity department have been held every month in the Arkadelphia department. The district court judge will coordinate with these two cities to enact an appropriate ordinance reflecting this agreement at their next city council meeting in January 2020.

3. 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

Forcible Entry and Detainers / Unlawful Detainer

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

<u>Type of Other Matters</u>	<u>Location</u>
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The District Judge is not primarily responsible for but will be authorized to handle the following matters when the Circuit Judge is unavailable.

- a. Uncontested divorces;
- b. Requests for ex parte mental commitment orders;
- c. Requests for ex parte orders of protection;
- d. Requests for ex parte drug/alcohol commitment orders;
- e. Criminal case First Appearances pursuant to Rule 8.1 thru 8.4;
- f. Transport orders for incarcerated litigants or witnesses; and
- g. Collection cases (i.e. uncontested default judgment motions, uncontested garnishments, post judgment contempt hearings for debtor failure to file financial schedule, motions for extension of time for service of process, uncontested motions for summary judgment or judgments on the pleadings).

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
- Conduct First Appearance Pursuant to Rule 8.1
- Appoint Counsel Pursuant to Rule 8.2
- Inform Defendant Pursuant to Rule 8.3

Digital Audio Recording Equipment

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.

I have provided the State District Court Digital Audio Recording Equipment Compliance Form to the Administrative Office of the Courts.

4. SPECIALTY COURTS.

The following specialty courts are conducted:

<u>Name of Docket</u>	<u>Location</u>
Sobriety Court (DWI Court)	Arkadelphia – District Courtroom

a. Type of specialty docket or description of its operation:

The sessions for Sobriety Court have a team of probation officers from Southwest Probation Services that supervise defendants who have been admitted into this Court. Quapaw House, Father's House, Potter's Place, and Shalom Recovery Center are the treatment providers used.

These sessions are held every first Thursday of the month at 10:00 a.m.

b. Statutory or legal authority on which it is based:

When a specialty court program has not been expressly created through legislation, A.C.A. §16-10-139 (a)(4) provides authority for the Supreme Court to approve other specialty court programs. The Clark County District Court continues to operate a Sobriety Court (DWI Court) that has been approved by the Supreme Court in prior administrative plans.

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

The Sobriety Court is in compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs and probation fees.

d. Sources of funding:

Funding for this specialty court is allocated in our annual budget and approved by the Clark County Quorum Court.

Name of Docket

Location

Felony Drug Court

Arkadelphia – District Courtroom

a. Type of specialty docket or description of its operation:

The sessions for Felony Drug Court have a team of probation officers from Southwest Probation Services that supervise defendants who have been admitted into this Court. Quapaw House, Father's House, Potter's Place, and Shalom Recovery Center are the treatment providers used.

Felony Drug Court is held twice a month on the 1st and 3rd Thursdays at 9:00 a.m.

b. Statutory or legal authority on which it is based:

Drug Court programs are authorized under A.C.A. §16-98-301 et seq. Pursuant to A.C.A. §16-17-137, a state district judge may be authorized to preside over a drug court program in the administrative plan for the judicial circuit required by Administrative Order No. 14 and Administrative Order No. 18.

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

The Felony Drug Court is in compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs and probation fees.

d. Sources of funding:

Funding for this specialty court is allocated in the Circuit Court's annual budget and approved by the Clark County Quorum Court.

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.

5. OTHER PROGRAMS OR DOCKETS.

None

