

**PURSUANT TO THE SUPREME COURT'S ADMINISTRATIVE ORDER NO.18
27TH STATE DISTRICT COURT ADMINISTRATIVE PLAN
PART OF THE ADMINISTRATIVE PLAN OF THE 10TH JUDICIAL DISTRICT
2020**

The Administrative Plan for the 27th State District Court covers all District Court proceedings for Desha and Chicot Counties.

The State District Court Judge is Melinda N. French whose office is located at the McGehee Justice Facility, 2412 Hwy 65 North, McGehee, AR 71654.

DESHA COUNTY DISTRICT COURT

The Desha County District Court consists of two (2) departments, which are: McGehee and Dumas.

The McGehee Department has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the First and Second Thursday of each month at 9:00 a.m. at the McGehee Justice Facility, 2412 Hwy 65 North, McGehee, AR 71654.

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the McGehee Justice Facility, 2412 Hwy 65 North, McGehee, AR 71654.

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the McGehee Justice Facility, 2412 Hwy 65 North, Mcgehee, AR 71654.

First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and overload cases are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required.

End of the month reports are reviewed on or before the 10th day of each month.

Court Clerk
Leslie Hornaday
2412 Hwy 65 North
McGehee, AR 71654

Deputy Clerk
Sara Ferrar
2412 Hwy 65 North
McGehee, AR 71654

Chief of Police
Jim White
2412 Hwy 65 North
McGehee, AR 71654

The **Dumas** Department has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the First and Second Tuesday of each month at 9:00 a.m. at the Dumas Justice Facility, Waterman Street, Dumas, AR 71639.

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the Dumas Justice Facility, Waterman Street, Dumas, AR 71639.

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the Dumas Justice Facility, Waterman Street, Dumas, AR 71639.

First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and overload cases are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required.

End of the month reports are reviewed on or before the 10th day of each month. Time cards for payroll and comp time reports are reviewed every two (2) weeks. Purchase orders are signed each day as needed for city clerk.

Court Clerk
April Patterson
Waterman St
Dumas, AR 71639

Deputy Clerk
Shelbi Walters
Waterman St
Dumas, AR 71639

Chief of Police
Everett Cox
Waterman St
Dumas, AR 71639

CHICOT COUNTY DISTRICT COURT

The **Chicot County District Court** consists of three (3) departments, which are: Lake Village, Dermott and Eudora.

The **Lake Village Department** has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the First and Second Wednesday of each month at 9:30 a.m. at the Lake Village District Court, 514 Church Street, Lake Village, AR 71653.

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the Lake Village District Court, 514 Church Street, Lake Village, AR 71653.

PAGE 3
ADMINISTRATIVE PLAN – 2020

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the Lake Village District Court, 514 Church Street, Lake Village, AR 71653.

First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and overload cases are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required.

End of the month reports are reviewed on or before the 10th day of each month. Checks are approved and signed for end of the month reports at this time. Purchase orders are also approved for the City Clerk.

Court Clerk	Deputy Clerk	Chief of Police
Scilar Ray	Melissa Jarrett	Percy Wilburn
514 Church Street	514 Church Street	514 Church Street
Lake Village, AR 71653	Lake Village, AR 71653	Lake Village, AR 71653

The **Dermott** Department has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the First Friday of each month at 9:30 a.m. at the Dermott District Court, Dermott, AR 71638.

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the Dermott District Court, Dermott, AR 71638

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the Dermott District Court, Dermott, AR 71638.

First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and case overload are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required.

End of the month reports are reviewed on or before the 10th day of each month. Checks are reviewed and signed at this time for the end of the month reports.

Court Clerk	Deputy Clerk	Chief of Police
Megan Charlton	N/A	Eric Evans

The Eudora Department has four (4) divisions: Criminal, Traffic, Small Claims and Civil.

Criminal and Traffic Court is scheduled for the Second Friday of each month at 9:30 a.m. at the Eudora Chamber of Commerce Building, Main Street, Eudora, AR 7165.

Small Claims Court, docket review and administrative duties are scheduled for the Third week of each month on dates and times according to case load at the Eudora District Court, Main Street, Eudora, AR.

Civil Claims Court, docket review and administrative duties are scheduled for the Fourth week of each month on dates and times according to case load at the Eudora District Court, Main Street, Eudora, AR.

First Appearances, Warrants (Search & Arrest) and returns, Administrative office duties and case overload are scheduled for Mondays (all other days also) as needed for Desha and Chicot County for all departments as required.

End of the month reports are reviewed on or before the 10th of each month.

Court Clerk	Deputy Clerk	Chief of Police
Jennifer Bordelon	N/A	M. Atkins
Main Street		Main Street
Eudora, AR		Eudora, AR

SPECIALTY PROGRAMS: Currently, there are no specialty programs provided.

ASSIGNMENT FROM CIRCUIT COURTS: SEE EXHIBIT "A"


MELINDA N. FRENCH
27TH STATE DISTRICT JUDGE

“EXHIBIT A”

ASSIGNMENT OF DISTRICT JUDGES IN THE COUNTY OR COUNTIES IN WHICH THEY WERE ELECTED.

Tenth District has three District Judges. They are District Judge Bruce Anderson, Bradley and Drew Counties; District Judge Reid Harrod, Ashley County; and District Judge Melinda French, Chicot and Desha Counties.

With the exception of first appearance and waiver of extradition when the responsibility is shared among Circuit and District Judges, a District Judge is assigned and shall have primary responsibility to preside over the following cases including scheduling and related administrative duties within their particular counties. Following completion of the first appearance paperwork, that paperwork shall be forwarded to the circuit clerk, the prosecuting attorney, defense attorney, if any, and the circuit judges sharing the criminal docket for that county.

1. Forcible Entry and Detainers and Unlawful Detainer;
2. Search warrants pursuant to Rule 13.1;
3. Arrest warrants pursuant to Rule 7.1;
4. Civil, domestic relations, and probate cases upon the consent of all parties pursuant to Administrative Order No. 18(d);
5. Criminal case first appearances pursuant to Rule 9.1 through 8.4; and initial bond hearings, including waiver of extradition;
6. Petitions for mental or drug and alcohol commitments are assigned to Division Five (Judge Teresa French). However, should Circuit Judge Teresa French be unavailable then the district judge for that county shall handle that proceeding. If that judge is unavailable, then any circuit judge in the Tenth District may handle the commitment proceeding.

In each case of referral, the matters referred shall be subject to the superintending control of the Administrative Judge for the 10th Judicial District.

mf