

ADMINISTRATIVE PLAN
FOR
SEVENTH JUDICIAL DISTRICT

Pursuant to "Administrative Order Number 14" of the Supreme Court of Arkansas, the Judges of the Seventh Judicial District adopt the following administrative plan.

1. The Seventh Judicial District consists of two Circuit Judges, namely, Chris E Williams and Stephen L. Shirron.
2. The Seventh Judicial District shall be divided into two Circuit divisions and one District Court as follows:

DIVISION 1	CHRIS E WILLIAMS
DIVISION 2	STEPHEN L. SHIRRON
33 rd DISTRICT COURT DISTRICT	BILLY JACK GIBSON

3. All Circuit Court Judges within the Seventh Judicial District shall at all times have the authority and affirmative duty to hear all matters within the jurisdiction of the Circuit Court regardless of the designation of divisions. Scheduling of all cases for court shall be made by the parties through the Trial Court Administrators of the Circuit Judges.
4. For the purpose of judicial administration and caseload management, the following subject matter divisions in each county (Grant/Hot Spring) in the District are established:

	WILLIAMS	SHIRRON
Criminal	50%	50%
Civil	50%	50%
Domestic Relations	*50%	*50%
Probate	50%	50%
Juvenile	*100%	0%

* To offset this Judge Shirron handles all plea and arraignment, District Court appeals and CSEU cases.

* District Judge Gibson primarily handles all Orders of Protection.

The establishment of these divisions shall in no way limit the power and duties of any Circuit Judges in the Seventh Judicial District. Further, no Judge is excluded from hearing any case in any subject matter division which may come before him or her.

5. This plan has been designed taking into consideration special circumstances within the Seventh Judicial District and the individual experience and expertise of all Judges.

The 2020 A.Q.C. calendar year statistics indicate 2,084 filings. Based on the above formula, there was a difference of 8 more cases in Division 1.

Judge Chris E Williams 987 new cases

Judge Stephen L. Shirron 979 new cases

District Judge Billy Jack Gibson 118 new Order of Protection cases

As of November 19, 2021, the A.O.C statistics indicate 2,019 filings. Based on

the above formula, there is a difference of 332 more cases in Division 1.

Judge Chris E Williams *1,118 new cases

Judge Stephen L. Shirron 786 new cases

District Judge Billy Jack Gibson 115 new cases

* This is primarily due to numerous recusals by Division 2. This should level out in the coming year.

It has been, and will continue to be, the policy of each Judge in the Seventh Judicial District to exercise jurisdiction over all matters, regardless of subject matter division. And to act for, on behalf of, and in substitution for the other Judge when circumstances warrant, when it is appropriate for the convenience of the litigants, attorneys and witnesses, and all other times when not to act may likely cause justifiable criticism of the judiciary of the Seventh Judicial District.

Judge Williams will also be assigned all Drug Court cases A.C.A. § 16-98-301 et seq. and Judge Shirron will be assigned all Swift Court cases A.C.A. § 16-93-1701 et seq.

Judge Shirron will conduct all plea and arraignments and all District Court appeals until this plan is modified by agreement of respective Judges and submitted for approval pursuant to Administrative Order 14. Judge Williams will conduct all Juvenile and DHS cases through December 31, 2023. Judge Shirron will conduct all Orders of Protection and CSEU cases until December 31, 2023, and until the plan is modified by the Judges in the Seventh Judicial District or the Supreme Court of Arkansas.

The Clerk of each subject matter division shall randomly assign all civil, criminal,

domestic, and probate cases equally to the Judges of the Seventh Judicial District.

The Seventh Judicial District is an automated court using the Contexte System approved by the Supreme Court. All civil, criminal, domestic and probate cases shall be randomly selected so an equal division of these cases will be maintained, other than modified by section 5 above.

6. SPECIALITY COURT PROGRAMS

The Hot Spring and Grant County Drug Court program has been in operation since July 20, 2005. Court sessions are conducted in Hot Spring County for both counties. The program utilizes a pre-adjudication process and is open to defendants who have committed eligible offenses and are recommended by the Prosecutor in the Seventh Judicial District, the Drug Court team consisting of the DCC Intake Officer, DCC Counselor, DCC Probation Officer, Public Defender and the Court. The Program is conducted in conformance with state Drug Court statutes (ACA 16-98-301 et seq.) and complies with applicable laws involving the assessment of fines, fees, court costs and probation fees. This program is funded by the Department of Community Correction and volunteer services of the Prosecutor, Public Defender and Circuit Judge. Linda White is the Drug Court Coordinator. Drug test are paid for by adult Drug Court fees.

The members of the team are consulted for purposes of scheduling, resources, and all conflicts with other court services are resolved by the Trial Court Judge, Chris E Williams.

Hot Spring and Grant County have been operating a "Swift Court" since July 1,

2012, under the authority of the Administrative Office of the Courts and the Supreme Court (ACA 16-93-1701 et seq.). The program primarily utilizes a pre-adjudication process and is open to defendants recommended by the Prosecutor. The program is conducted in conformance with the training sessions of the federally funded Hope Court located in Saline County and approved by the Arkansas Supreme Court. The program complies with applicable laws involving the assessment of fines, fees, court costs and probation fees. The program receives staff and funding from the Department of Community Correction. The members of the Swift Court program include the Prosecuting Attorney, Public Defender, DCC Probation Officer dedicated to Swift Court and the Circuit Judge, Stephen L. Shirron. Linda White is the Swift Court Coordinator. Drug test are paid for by adult Swift Court fees.

The members of the team are consulted for purposes of scheduling, resources, and all conflicts with other court services are resolved by the Trial Court Judge, Stephen L. Shirron.

7. A. Any case, including juvenile cases, in which any Judge in the Seventh Judicial District is available may be heard by the available Judge without the necessity of a specific exchange order submitted to the Administrative Office of the Courts.

I. This practice has been followed by the Judges in our District in the past for all types of cases, including juvenile, and it has resulted in an almost equal division of cases between judges and the prompt, efficient disposition of cases in the Seventh Judicial District.

II. The above practice has also resulted in the prompt satisfactory

disposition of cases for litigants and attorneys.

B. The assignment of cases in the above manner will prevent a workload imbalance between the Judges of the Seventh Judicial District. Further, while each division of the types of cases between Judges is not equal, the case load between Judges will be almost equal.

8. Other than in criminal cases where the Defendant has prior or pending cases, the Circuit Clerks shall use Contexte to randomly assign cases.

Judge Williams presides over Drug Court. All cases where a Defendant will be participating in the "Drug Court" program shall be transferred to Judge Williams. The authority for the Drug Court is attached as Exhibit 1 to this Plan. By his signature below, Judge Williams certifies that the Drug Court Program conforms to the all applicable sentencing laws, including fines, fees, court costs and probation assessments.

Referrals to State District Judge: District Judge Billy Jack Gibson is State District Court Judge for the 33rd District. With this distinction, the State District Court Judge has authority, pursuant to Administrative Order Number 18, to handle some matters that were previously exclusive to the Circuit Courts. However, the Circuit Judges in this district allow the District Judge to hear all temporary and final Orders of Protection pursuant to A.C.A. § 9-15-201 through 217.

While recognizing that the State District Court Judge maintains a full-time docket, the State District Court Judge shall have the following additional authority if a Circuit Judge is not available:

1. To sign Ex-Parte Temporary Orders of Protection pursuant to A.C.A. § 9-15-201 through 217;
2. To sign Ex-Parte Emergency Involuntary Commitments pursuant to A.C.A. § 20-47-209 and 210;
3. To sign Ex-Parte Orders in Forcible Entry and Detainers and Unlawful Detainer pursuant to A.C.A. § 18-60-312;
4. Any other matters allowed pursuant to Administrative Order Number 18 that from time to time may become necessary or expedient to be exercised by said District Courts.
5. If a Circuit Judge is not available, the District Judge has the authority to act on behalf of the Circuit Judges to sign Search Warrants and Arrest Warrants.

When the State District Court Judge signs any Ex-Parte Order allowed pursuant to this Plan, the State District Court Judge shall coordinate with the Circuit Court where the case originated for the scheduling of the return hearing.

Digital audio recording equipment is utilized to make a verbatim record of matters referred from the circuit court.

The State District Judge DOES NOT conduct any type of specialty court.

Juvenile Transfer Hearings: When a Petition to transfer a criminal charge is filed under A.C.A. § 9-27-318, this Judicial District agrees to have the transfer hearing conducted in the juvenile division of the Circuit Court. If the juvenile division of the Circuit Court denies the Petition, the case shall remain in the original criminal division of the Circuit Court. If the juvenile's criminal charges are transferred and converted into delinquency charges under A.C.A. § 9-27-318, the case will remain in the juvenile

division.

Specialty Courts: The specialty courts operating within the Seventh Judicial District consist of the Drug Court Program and Swift Court in the Circuit Court. Both Courts will be handled per previous Administrative Order.

Circuit Level Drug Court Program: The Circuit Court Drug Court program has been in operation since July 20, 2005, and Swift Court since July 1, 2012. Court sessions are conducted in Hot Spring County in the Circuit Courtroom. These programs utilize a pre-adjudication process. As part of a negotiated plea agreement process, the Defendant is screened for acceptance into the program by Drug Court staff. If the Defendant is eligible and wants to proceed, the Defendant must, in consultation with defense counsel, enter a guilty plea as part of negotiated plea agreement. If the plea agreement is accepted by the Court, the sentence pursuant to the plea agreement is held in abeyance to allow the Defendant to enter the program. Successful completion of the program results in a dismissal of the charges and an Order to Seal the file. Failure to complete the program results in the imposition of the sentence that was held in abeyance pursuant to the plea agreement.

The program is conducted in conformance with state Drug Court statute A.C.A. § 16-98-301 et seq. and complies with applicable laws involving the assessment of fines, court costs and probation fees. The program receives staff and funding from the Department of Community Corrections, collection of court fees and grants. The members of the Drug Court program team include Chris E Williams, Circuit Judge; Melanie Rock, Chief Deputy Prosecuting Attorney; Philip Wilson, Public Defender;

Danny Marsh, Probation / Parole Officer; Haley Collins, Counselor; Linda White, Administrative Specialist II / Drug Court Coordinator. They have been consulted for purposes of scheduling to insure that the necessary resources are available and to avoid any conflicts.

Any cases in which a Circuit Judge in the Seventh Judicial District is available may be heard by the available Judge without the necessity of a specific exchange order submitted to the Administrative Office of the Courts.

1. This practice has been followed by the Judges in our District in the past for all types of cases and it has resulted in an almost equal division of cases between Judges and the prompt, efficient disposition of cases in the Seventh Judicial District.
2. The above practice has also resulted in the prompt satisfactory disposition of cases for litigants and attorneys.

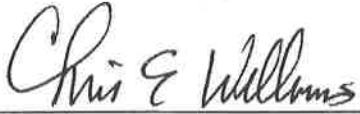
Miscellaneous: The Circuit Judges of this Circuit recognize that any Judge may act for another Judge in his absence or in an emergency or other unusual circumstances and may sign routine uncontested matters or Orders arising therefrom.


The Assignment of cases in the above manner will prevent a workload imbalance between the Judges of the Seventh Judicial District. Further, while each division of the types of cases between Judges are not equal, the case load between Judges will be almost equal.


The Circuit Judges of the Seventh Judicial District, by unanimous vote, also

elected Chris E Williams, First Division Circuit Court Judge, as the Administrative Judge. His term will expire January of 2023.

This Administrative Plan is unanimously adopted by the undersigned on this 23rd day of November, 2021.


CHRIS E WILLIAMS
CIRCUIT JUDGE, DIVISION 1


STEPHEN L. SHIRRON
CIRCUIT JUDGE, DIVISION 2


BILLY JACK GIBSON
DISTRICT JUDGE, 33rd DISTRICT

7th JUDICIAL DISTRICT ADULT DRUG COURT PROGRAM

A. **Description of Program and How it is Operated.** The 7th Judicial District Adult Drug Court (JDC) is a pre-adjudication program that serves medium to high-risk adults ages 18 and older, excluding violent offenders and sex offenders. The 20th JDC is a four-phase drug treatment program, typically not to exceed a year. Participants' treatment needs are assessed by the coordinator and treatment staff, upon referral to the program and throughout the program based on the changing circumstances and compliance with court Orders. Incentives and sanctions are issued by the Circuit Judge based upon the participant's program compliance through the treatment phases. Intensive supervision is provided by adult probation staff and the Adult Drug Court Coordinator. Participants receive at least monthly court reviews. The Adult Drug Court Coordinator or his/her designee enters data on performance measures on each Adult Drug Court participant into eOMIS and Scales.

B. **Statutory of Legal Authority.** A.C.A. § 16-98-301 et seq.

C. **Certification.** The program conforms to all applicable sentencing laws, including Fines, fees, court costs, and probation assessment.

D. **Description of the Program's Use of Court Resources.** JDC Team members include: Adult Drug Court Coordinator, the Circuit Judge, drug treatment providers, Public Defenders, Prosecutors and Probation Officers. Team members participate in staffings and in hearings to ensure that all available resources are used in a timely manner to meet an adult's individualized needs. Treatment is available to Drug Court by a contract agency.

EXHIBIT 1

E. **Source of Funding for Program.** Linda White is the Drug Court Coordinator Hired by the Department of Community Corrections. Drug test are paid for by adult court fees. The Adult Drug Court Coordinator or his/her designee enters data on performance measures on each Adult Drug Court participant into eOMIS and Scales.

7th JUDICIAL DISTRICT ADULT SWIFT COURT PROGRAM

A. **Description of Program and How it is Operated.** The 7th Judicial District Swift Court is a pre-adjudication program that serves medium to high-risk adults ages 18 and older, excluding violent offenders and sex offenders. The 20th JDC is a four-phase drug treatment program, typically not to exceed a year. Participants' treatment needs are assessed by the coordinator and treatment staff, upon referral to the program and throughout the program based on the changing circumstances and compliance with court Orders. Incentives and sanctions are issued by the Circuit Judge based upon the participant's program compliance through the treatment phases. Intensive supervision is provided by adult probation staff and the Swift Court Coordinator. Participants receive at least monthly court reviews. The Swift Court Coordinator or his/her designee enters data on performance measures on each Swift Court participant into eOMIS and Scales.

B. **Statutory of Legal Authority.** A.C.A. § 16-93-1701 et seq.

C. **Certification.** The program conforms to all applicable sentencing laws, including Fines, fees, court costs, and probation assessment.

D. **Description of the Program's Use of Court Resources.** Swift Court Team

members include: Swift Court Coordinator, the Circuit Judge, drug treatment providers, Public Defenders, Prosecutors and Probation Officers. Team members participate in staffings and in hearings to ensure that all available resources are used in a timely manner to meet an adult's individualized needs. Treatment is available to Swift Court by a contract agency.

E. Source of Funding for Program. Linda White is the Swift Court Coordinator Hired by the Department of Community Corrections. Drug test are paid for by adult court fees. The Swift Court Coordinator or his/her designee enters data on performance measures on each Swift Court participant into eOMIS and Scales.

Allison Collie

From: Scott Graves <Scott.Graves@arcourts.gov>
Sent: Friday, November 19, 2021 3:57 PM
To: Allison Collie; Timothy N. Holthoff
Subject: RE: 2020 Cases

CAUTION: This email originated outside of hotspringcounty.org. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, here they are. Let me know if you need anything else.

County	Issue Area	Division			Issue Total
		01	02	DJ30MV	
GRANT	CIVIL	52	54		106
	CRIMINAL	74	82		156
	DOMESTIC REL	118	48	63	229
	JUVENILE	78	2		80
	PROBATE	48	48		96
	County Total	370	234	63	667
HOT SPRING	CIVIL	178	175		353
	CRIMINAL	166	169		335
	DOMESTIC REL	175	106	52	333
	JUVENILE	120	1		121
	PROBATE	109	101		210
	County Total	748	552	52	1,352
Grand Total		1,118	786	115	2,019

Scott

From: Allison Collie <acollie@hotspringcounty.org>
Sent: Friday, November 19, 2021 2:21 PM
To: Scott Graves <Scott.Graves@arcourts.gov>; Timothy N. Holthoff <Tim.Holthoff@arcourts.gov>
Subject: RE: 2020 Cases

Scott,

Can you please give me the 2021 calendar year statistics as of today?

Thank You,

Allison Collie
Trial Court Administrator
7th Judicial District – Division 1

Exhibit 2

Grant / Hot Spring County
 210 Loucust Street
 Malvern, AR 72104
 501-337-7651 Office
 501-337-7744 Fax
acollie@hotspringcounty.org

From: Scott Graves <Scott.Graves@arcourts.gov>
Sent: Monday, March 29, 2021 5:06 PM
To: Timothy N. Holthoff <Tim.Holthoff@arcourts.gov>; Allison Collie <acollie@hotspringcounty.org>
Subject: RE: 2020 Cases

Good afternoon, no problem. Here you go:

2020 Filings	Division			Issue Total
Grant County	01	02	DJ30MV	
Civil	55	56		111
Criminal	88	81		169
Domestic Relations	71	89	75	235
Juvenile	39	36		75
Probate	45	46		91
County Total	298	308	75	681
Hot Spring County	01	02	DJ30MV	300
Civil	150	150		442
Criminal	226	216		343
Domestic Relations	128	172	43	92
Juvenile	75	17		226
Probate	110	116		300
County Total	689	671	43	1,403
Circuit Grand Total	987	979	118	2,084

Scott

From: Timothy N. Holthoff <Tim.Holthoff@arcourts.gov>
Sent: Monday, March 29, 2021 1:22 PM
To: Allison Collie <acollie@hotspringcounty.org>; Scott Graves <Scott.Graves@arcourts.gov>
Subject: RE: 2020 Cases

Dr. Scott Graves can help you with that!
 Thanks,
 Tim

From: Allison Collie <acollie@hotspringcounty.org>
Sent: Monday, March 29, 2021 1:11 PM
To: Timothy N. Holthoff <Tim.Holthoff@arcourts.gov>
Subject: 2020 Cases

Good Afternoon, Tim.

We are working on our Administrative Plan for 2021. We need the 2020 AOC calendar year statistics for the total number of filings, how many cases were in Division 1, and how many were in Division 2. Can you please direct us to the person that we need to contact for this information?

Thank you so much for all of your help.

Allison Collie
Trial Court Administrator
7th Judicial District – Division 1
Grant / Hot Spring County
210 Locust Street
Malvern, AR 72104
501-337-7651 Office
501-337-7744 Fax
acollie@hotspringcounty.org