

IN THE DISTRICT COURT OF CLARK COUNTY, ARKANSAS

Pursuant to the Supreme Court's Administrative Order No. 18

DISTRICT COURT ADMINISTRATIVE PLAN

Clark County District Court

1. JUDGE: The Clark County District Court is served by one state district judge, Judge Randy L. Hill. The judge serves in the designated departments of the court as follows:

Clark County Sheriff's Office - Arkadelphia, AR
Arkadelphia Police Department - Arkadelphia, AR
Gurdon Police Department - Gurdon, AR
Caddo Valley Police Department - Caddo Valley, AR
Amity Police Department - Amity, AR

2. COURT: Sessions of court are generally scheduled on:

Clark County Sheriff's Office - 2nd and 4th Wednesday
Arkadelphia Police Department - 1st and 3rd Wednesdays
Gurdon Police Department - every other month on 3rd Thursday morning
Amity Police Department - every other month on 2nd Tuesday morning
Caddo Valley Police Department - every month on 3rd Tuesday
Civil/Small Claims for entire county - 2nd and 4th Tuesdays at 1:00 PM

3. TYPES OF CASES: The following cases are heard at these locations:

Traffic and criminal offenses filed thru the Clark County Sheriff's Office are adjudicated in the Clark County District Courtroom in Arkadelphia, AR.

Traffic and criminal offenses filed thru the Arkadelphia Police Department are adjudicated in the Clark County District Courtroom in Arkadelphia, AR.

All civil and small claims adjudicated in the Clark County District Courtroom in Arkadelphia, AR.

Traffic and criminal offenses filed thru the Amity Police Department are adjudicated at the Amity City Hall in Amity, AR.

Traffic and criminal offenses filed thru the Gurdon Police Department are adjudicated at the Gurdon City Hall in Gurdon, AR.

Traffic and criminal offenses filed thru the Caddo Valley Police Department are adjudicated at the Caddo Valley City Hall in Caddo Valley, AR.

**Administrative Plan
for
Ninth East (9-E) Judicial District**

On this 27 day of June, 2013, pursuant to Administrative Order Number 14, the following Administrative Plan is submitted to the Arkansas Supreme Court. The 9-East Judicial District covers only Clark County with one Circuit Judge, Robert McCallum, and one full-time District Judge, Randy Hill. The Circuit Judge will hear all cases in all of the five divisions: criminal, civil, domestic, probate and juvenile, except for matters hereafter described which will be assigned to the District Judge as authorized under Administrative Order Number 18.

Assignments to District Judge: The District Judge will have primary responsibility to preside over the following matters including scheduling and related administrative duties :

- (1) Drug Court Program - Circuit Court;
- (2) Pro se uncontested divorces;
- (3) Forcible Entry and Detainers and Unlawful Detainer;
- (4) Search warrants pursuant to Rule 7.1;
- (5) Arrest warrants pursuant to Rule 13.1;
- (6) Collection cases - uncontested default judgment motions, uncontested garnishments, post-judgment contempt hearings for a debtors failure to file a financial schedule, motions for extension of time for service of process, uncontested motions for summary judgment or judgment on the pleadings to which the defendant has not responded;
- (7) Civil, domestic relations and probate cases upon the consent of all parties pursuant to Administrative Order No. 18(d).

The District Judge will not be primarily responsible for but will be authorized to handle the following matters when the Circuit Judge is unavailable:

- (1) Requests for ex-parte mental commitment orders;
- (2) Requests for ex-parte orders of protection;
- (3) Requests for ex-parte drug/alcohol commitment orders;
- (4) Criminal case First Appearances pursuant to Rule 8.1 through 8.4;
- (5) Transport orders for incarcerated litigants or witness;
- (6) Requests for ex-parte juvenile detention orders

Specialty Courts: The specialty courts operating within the 9-East Judicial District consist of the Drug Court Program in Circuit Court and the Drug Court Program in District Court. The Circuit Court Program will be handled by the District Judge and will be operated independent of and separate from the District Court Program.

Circuit Level Drug Court Program: The Circuit Court drug court program has been in operation since 2004. Court sessions are conducted in Clark County in the Circuit Courtroom. The program utilizes 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 for the program, the Defendant must, in consultation with defense counsel, enter a guilty plea in the criminal case as part of a 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 criminal case 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 defendant's

guilty plea and plea agreement. The program is conducted in conformance with state drug court statutes 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 and the collection of court fees. The members of the drug court program team include Randy Hill, District Judge; Blake Batson, Prosecuting Attorney; Krystle Williams, Probation/Parole Officer; Carla Nutt, Counselor; and Mike Wolfe, Administrative Specialist II. They have been consulted for purposes of scheduling to insure that the necessary resources are available and to avoid conflicts with other court programs and responsibilities in which the team members may be required to participate.

District Level Drug Court Program: The District Court DWI/Drug Court program is a post adjudication process. Upon a finding of guilt or plea of guilt a defendant who has alcohol or drug dependency issues may ask or be asked to enter this program. The defendant is screened to determine if alcohol or drug treatment would benefit the defendant. If recommended the defendant must complete the treatment program. If the screening does not indicate treatment the defendant must complete a period of probation, during which time the defendant is regularly screened for drug or alcohol use. The other standard probation requirements must be met. Upon successful completion the defendant receives a reduction on fines owed and jail time (other than mandatory) is suspended. All mandated fees, cost and fines are collected.

This program is strictly voluntary. The Court receives no funding or grant assistance. Court is held monthly and upon completion graduates are commended and receive certificates. DWI/Drug team members include the District Court Probation



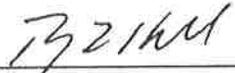
office, Prosecutory Attorney, Clark County Sheriff, and a representative of Quapaw House. This Court complies with all applicable laws and court rules.

Enhanced Jury List: After careful consideration, this District declines the use of the enhanced jury list pursuant to Arkansas Code Ann. 16-32-303(b).



Robert McCallum, Circuit Judge

Dated: 6/27/13



Randy Hill, District Judge

Dated: 6-27-13