

**ADMINISTRATIVE PLAN**

**21<sup>st</sup> District  
Composed of the Following Counties  
Crittenden**

**1. JUDGES.**

The 21st District Court is a state district court served by one judge. The judge serves in the statutorily designated District and Departments of the court as follows:

<u>Judge</u>	<u>District / Division</u>	<u>Department</u>
Tyler Ginn	21 / 1	Marion, West Memphis, Earle, Turell, Jericho, Gilmore

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

**Consolidation of City Courts with District Courts**

Pursuant to A.C.A. §16-17-1202, the following towns or cities are no longer operating as a department of the district court, and a copy of the local ordinance abolishing the city as a department of the court has been provided to AOC with this plan.

Are all towns or cities statutorily designated as departments still operating as departments of the district court?

- Yes
- No

**Town / City Abolished as Department** \_\_\_\_\_ **Effective Date** \_\_\_\_\_

A copy of the local ordinance abolishing the department of the district court has been attached.

**Exchange Agreements**

Are exchange agreements with other district judges utilized?

- Yes
- No



Tyler Ginn Gilmore

Tuesday\*\*\* 3:00 pm

Traffic/Criminal/1<sup>st</sup> App.  
Traffic/Criminal Trials

\* denotes 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Tuesdays of the month only

^ denotes 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month only

\*\* denotes 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month only

\*\*\* denotes 2<sup>nd</sup> Tuesday of the month only

### **Mandatory Holding of Court for Departments of a District Court**

Pursuant to A.C.A. §16-17-138, sessions of court must be held at least one (1) time per month in each department unless mutually waived by the district court judge and the governing body of the city or town where the department is located.

Is court held in each town or city designated as a department of the district court at least one (1) time per month?

Yes

No

A written agreement waiving the mandatory holding of court for departments of a district court has been entered into and has been adopted by ordinance of the governing body of the city or town in which the department is located.

Based upon said written agreement, sessions of court for the \_\_\_\_\_  
Department are held in the \_\_\_\_\_ Department.

### **Warrant Docket**

Pursuant to Administrative Order No. 18, a warrant docket shall be established within the criminal division. The docket shall be divided into a "search warrant docket," designated by the prefix "SW" and an "arrest warrant docket," designated by the prefix "AW." The warrant docket is used for warrants that have been returned either executed or unexecuted when a case file has not yet been opened. If a criminal case is subsequently opened, the information in the warrant docket related to the criminal case is transferred to it.

Has the warrant docket been established within the criminal division?

Yes

No

**4. ADMINISTRATIVE ORDER NO. 18 REFERRALS FROM CIRCUIT COURT.**

Has the circuit court referred matters pursuant to Administrative Order No. 18 to be heard by a state district judge?

- Yes
- No

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>
Uncontested Divorces	West Memphis
Uncontested Probate Matters (Orders)	West Memphis

Other Matters, if Justification for the Reference and Procedures to be Employed are Sufficiently Demonstrated in the Circuit Court Administration Plan Pursuant to Administrative Order No. 14.

<u>Type of Other Matters</u>	<u>Location</u>
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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
- Issue Arrest Warrant Pursuant to Rule 7.1 or A.C.A. §16-81-104
- Issue Summons Pursuant to Rule 6.1
- Reasonable Cause Determinations Pursuant to Rule 4.1 (e)

- Conduct First Appearance Pursuant to Rule 8.1
- Appoint Counsel Pursuant to Rule 8.2
- Inform Defendant Pursuant to Rule 8.3
- Accept Plea of "Not Guilty" or "Not Guilty by Reason of Insanity"
- Conduct Pretrial Release Inquiry Pursuant to Rules 8.4 and 8.5
- Conduct Pretrial Release Inquiry Rules 9.1, 9.2 and 9.3
- Conduct Preliminary Hearing Pursuant to A.C.A. §16-93-307

**Digital Audio Recording Equipment**

Is digital audio recording equipment utilized to make a verbatim record of matters referred from the circuit court?

- Yes
- No

Has the State District Court Digital Audio Recording Equipment Compliance Form been provided to the Administrative Office of the Courts?

- Yes
- No

<b>5. SPECIALTY COURTS.</b>
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Does a district court judge preside over a specialty court program?

- Yes
- No

However, upon request of Judge Tonya Alexander and acquiescence by Judge Tyler Ginn, Judge Ginn may temporarily fill-in for a specialty court session of the Crittenden County Mental Health Court in the Crittenden County Circuit Court as outlined in the Second Judicial Circuit Administrative Plan.

The following specialty courts are conducted:

<b>Name of Docket</b>	<b>Location</b>
a. Type of specialty docket and description of its operation:	
b. Statutory or legal authority on which it is based:	

- c. Certification of compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs, probation fees.
- d. Use of court resources. *[Describe the court team including prosecuting attorneys, public defenders, and health professionals; that each has been consulted in setting up the program and its operation; scheduling has been coordinated; and the necessary resources are available.]*
- e. Sources of funding:

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.

**6. OTHER PROGRAMS OR DOCKETS.**

Does a district court judge preside over other programs or dockets?


- Yes
- No

<b>Name of Docket</b>	<b>Location</b>
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- a. Type of specialty docket and description of its operation:
- b. Statutory or legal authority on which it is based:
- c. Certification of compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs, probation fees.
- d. Use of court resources. *[Describe the court team including prosecuting attorneys, public defenders, and health professionals; that each has been consulted in setting up the program and its operation; scheduling has been coordinated; and the necessary resources are available.]*
- e. Sources of funding:

**7. EFFECTIVE DATE.**

This Administrative Plan is effective July 1, 2025.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal stroke and a vertical stroke.

Judge

Dated:

12/8/2025