

ADMINISTRATIVE PLAN

22nd District Composed of Lee and Phillips Counties

1. JUDGES.

The 22nd District Court is a state district court served by 1 judge.

Judge	Division Number
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Hon. Jason Carter	
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Are exchange agreements with other district judges utilized?

Yes

No

Pursuant to Administrative Order No. 18, at the request of the majority of the district judges of a district court, with the concurrence of a majority of the circuit judges of a judicial circuit, the administrative judge of the judicial circuit may designate one or more licensed attorneys to serve as a smalls claims magistrate to preside over the small claims division of the district court.

A small claims magistrate shall possess the same qualifications as a district court judge. The appointment shall be filed in writing and filed with the District Court Clerk.

Has a small claims magistrate has been designated by the administrative judge of the judicial circuit?

Yes

No

2. DEPARTMENTS.

The statutory authority for the organization and designation of this district court is found in A.C.A. § 16-17-1110(17).

The judge(s) serve(s) in the statutorily designated departments of the court as follows:

<u>Judge</u>	<u>County</u>	<u>City Designated as Department</u>
Hon. Jason Carter	Lee Phillips	Marianna (15 E. Chestnut St.) Helena-West Helena (226 Perry St.) Lake View (14264 Hwy. 44) Elaine (Corner of Elm & College) Marvell (402 N. Elm St.)

Consolidation of City Courts with District Courts

Pursuant to A.C.A. §16-17-1202, all city courts were consolidated with district courts on January 1, 2012, and former city courts became known as departments of the district court. If a town or city is no longer operating as a department of the district court, a copy of the local ordinance abolishing the city as a department of the court must be provided to the Administrative Office of the Courts.

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

- Yes
- No

3. OTHER JURISDICTIONAL AREAS.

The following cities and towns have police departments but have not been designated as statutory departments of the district court. Pursuant to A.C.A. §16-17-1203, these cities and towns contribute to the operational expenses of the district court and file cases in the district court.

<u>City / Town</u>	<u>Department Where Cases are Filed / Heard</u>
Haynes	Marianna

**4. COURT SESSIONS AND TYPES OF CASE BY SUBJECT MATTER
(Criminal, Traffic, Civil and Small Claims).**

Pursuant to Administrative Order No. 18, each department of a district court shall hear cases in all of the subject matter divisions.

Sessions of the court are generally scheduled on the following days of the week at the following times:

<u>Judge</u>	<u>Department</u>	<u>Day</u>	<u>Time</u>	<u>Type of Case</u>
Jason Carter	Marianna	Monday	9:00am	Criminal/Traffic (County)
	Marianna	Monday	10:00am	Criminal/Traffic (City)
	HWH	Tuesday	9:00am	P/A Traffic/Criminal
	HWH	Tuesday	1:00pm	Criminal Trials
	HWH	Thursday	9:00am	Traffic Trials
	Lake View	3 rd Weds.	9:00am	Traffic/Criminal
	Lake View	3 rd Weds.	9:30am	Civil/Small Claims
	Elaine	3 rd Weds.	10:00am	Traffic/Criminal
	Elaine	3 rd Weds.	10:30am	Civil/Small Claims
	Marvell	2 nd Weds.	9:30am	P/A Traffic/Criminal
	Marvell	2 nd Weds.	10:30am	Civil/Small Claims
	Marvell	4 th Weds.	9:30am	Traffic/Criminal Trials
	Marianna	2 nd & 4 th Fri.	9:00am	Civil/SC/Circuit Referrals
	HWH	1 st & 3 rd Fri.	9:00am	Civil/SC/Circuit Referrals

Mandatory Holding of Court in 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

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

5. ADMINISTRATIVE ORDER NO. 18 REFERRALS FROM CIRCUIT COURT.

The majority of the circuit judges of the First Judicial Circuit of Arkansas concur that the Administrative Judge may refer by Standing Order, to the State District Courts matters pending in the civil, domestic relations, probate, and criminal division of circuit court within the territorial jurisdiction of State District Court as provided in Section 6 of Administrative Order No. 18. The State District Court Judges shall hear and address such matters referred to him or her either in vacation or whenever said court is in session. The State District Court Judges shall establish regular days to hear said referred matters, with notice to all attorneys within his or her territorial jurisdiction of the time and place of these regular days. The granting of any additional jurisdiction requires the Administrative Judge's review and approval prior to referral to the State District Court Judge for action.

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 have been referred by the 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 (Ex Parte Only).

Forcible Entry and Detainers / Unlawful Detainer.

Other Matters of an Emergency or Uncontested Nature Pending in Civil, Domestic Relations or Probate Division. ***Please describe the types of other matters referred below and the location where these matters are heard.***

<u>Type of Other Matters</u>	<u>Hearing Location</u>
Civil Commitment Emergency Holds	All Departments Scheduled on an as needed basis

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. ***Please describe the types of other matters referred below and the location where these matters are heard.***

Type of Other Matters

Hearing Location

All Departments

Scheduled on an as needed basis

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 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

In order to comply with the requirements of Administrative Order 4, this Court will not accept referrals from Circuit Court unless the matter is uncontested and can be resolved solely through court filings (pleadings, affidavits, etc.). If a live hearing or live testimony is required, this Court will not accept referral.

6. SPECIALTY COURTS.

Does a district court judge preside over a specialty court program?

Yes

No

7. OTHER PROGRAMS OR DOCKETS.


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

Yes

No

8. EFFECTIVE DATE.

This Administrative Plan is effective January 1, 2024.



Judge

Dated: June 13, 2023