

## ADMINISTRATIVE PLAN

### 39th Judicial District Composed of the Following Counties District Court of Columbia and Ouachita County, Arkansas

#### 1. JUDGES.

The 39th District Court is a State District Court served by one (1) Judge. The Judge serves in the statutory designated departments of the Court as follows:

<b>Judge</b>	<b>Division Number</b>
Ryan P. Phillips	Magnolia Department (Including Columbia County) 517 N. Jackson St. Magnolia, Arkansas
Ryan P. Phillips	Camden Department (Including Ouachita County) 109A Goodgame Street Camden, Arkansas
Ryan P. Phillips	Waldo Department 308 E. Main St. Waldo, Arkansas
Ryan P. Phillips	East Camden Department 100 Womble Avenue East Camden, Arkansas
Ryan P. Phillips	Stephens Department 121 W. Ruby St. Stephens, Arkansas
Ryan P. Phillips	Chidester Department 118 Willow Street Chidester, Arkansas
Ryan P. Phillips	Bearden Department 20 N. 2 <sup>nd</sup> St. Bearden, Arkansas

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

**Small Claim Magistrate**                      **County**                      **City Designated as Department**

**2. DEPARTMENTS.**

The statutory authority for the organization and designation of this district court is found is found at A.C.A. §16-17-1113(n)(1).

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

**Judge**                      **County**                      **City Designated as Department**

Ryan P. Phillips                      Columbia                      Magnolia Department  
517 N. Jackson St.  
Magnolia, Arkansas

Ryan P. Phillips                      Ouachita                      Camden Department  
109A Goodgame St.  
Camden, Arkansas

Ryan P. Phillips	Columbia	Columbia County Department 517 N. Jackson St. Magnolia, Arkansas
Ryan P. Phillips	Ouachita	Ouachita County Department 109A Goodgame St. Camden, Arkansas
Ryan P. Phillips	Columbia	Waldo Department 308 E. Main St. Waldo, Arkansas
Ryan P. Phillips	Ouachita	East Camden Department 100 Womble Avenue East Camden, Arkansas
Ryan P. Phillips	Ouachita	Stephens Department 121 W. Ruby St. Stephens, Arkansas
Ryan P. Phillips	Ouachita	Chidester Department 118 Willow Street Chidester, Arkansas
Ryan P. Phillips	Ouachita	Bearden Department 20 N. 2 <sup>nd</sup> St. Bearden, Arkansas

**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

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

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

**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.

**City / Town** **Department Where Cases are Filed / Heard**

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N/A

**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:

<b>Judge</b>	<b>Department</b>	<b>Day</b>	<b>Time</b>	<b>Type of Case</b>
Phillips	Magnolia/ Columbia County	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays	9:00 a.m. & 1:30 p.m.	Criminal/Traffic Trials
		2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays	9:00 a.m. & 1:30 p.m.	Criminal/Traffic Arraignments
		2 <sup>nd</sup> Friday	9:00 a.m.	Civil/Small Claims
		3 <sup>rd</sup> Friday	1:30 p.m.	Special Settings
		5 <sup>th</sup> Tuesday (When applicable)	9:00 a.m. & 1:30 p.m.	Compliance Review

Phillips	Camden/ Ouachita County	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday	9:00 a.m.	City Plea & Arraignment
		3 <sup>rd</sup> Thursday	9:00 a.m.	County Plea & Arraignment
		1 <sup>st</sup> Friday	9:00 a.m.	City and County Trials – DWI’s and Domestic Battery 3 <sup>rd</sup>
		2 <sup>nd</sup> Wednesday	9:00 a.m.	City Trials (Criminal/Traffic)
		2 <sup>nd</sup> Thursday	9:00 a.m.	County Trials (Criminal Traffic)
		2 <sup>nd</sup> & 4 <sup>th</sup> Friday	9:00 a.m.	Special Settings
		1 <sup>st</sup> Thursday	9:00 a.m.	Civil/Small Claims
		4 <sup>th</sup> Wednesday	9:00 a.m.	Compliance Review
Phillips	Waldo	2 <sup>nd</sup> Monday	9:00 a.m.	Plea and Arraignment/ Trials (Criminal/Traffic)
Phillips	Stephens	2 <sup>nd</sup> Monday	1:30 p.m.	Plea and Arraignment/ Trials (Criminal/Traffic)
Phillips	Chidester	3 <sup>rd</sup> Friday	10:00 a.m.	Plea and Arraignment/ Trials (Criminal/Traffic)
Phillips	East Camden	4 <sup>th</sup> Monday	1:30 p.m.	Plea and Arraignment/ Trials (Criminal/Traffic)
Phillips	Bearden	1 <sup>st</sup> Monday	10:00 a.m.	Plea and Arraignment/ Trials (Criminal/Traffic)

### **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.**

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.

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.***

**Type of Other Matters** **Hearing Location**

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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**

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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 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

**6. SPECIALTY COURTS.**

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

- Yes
- No

**7. OTHER PROGRAMS OR DOCKETS.**

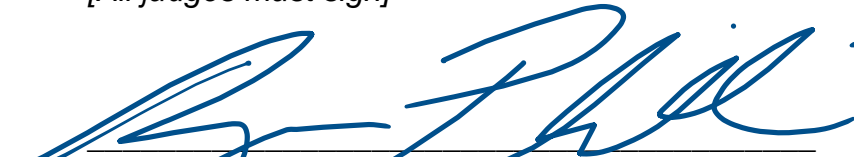
Does a district court judge preside over other programs or dockets?

- Yes
- No

**7. EFFECTIVE DATE.**

This Administrative Plan is effective 1/1/2024.

*[All judges must sign]*

  
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Judge  
Dated: 6-30-23