

**AMENDED ADMINISTRATIVE PLAN  
2022-2024**

**7<sup>th</sup> Judicial State District Court  
Franklin & Johnson Counties**

**1. JUDGES.**

The 7<sup>th</sup> Judicial State District Court is a state district court served by one judge. The judge serves in the six (6) statutorily designated departments of the court as follows:

<u>Judge</u>	<u>District / Division</u>	<u>Department</u>
Hon. Sarah E. Capp	Franklin District Court/ Division 1	Charleston Department 1418 East Main St. Charleston, AR 72933
	Franklin County District Court/ Division 1	Ozark Department 116 South 2 <sup>nd</sup> St. Ozark, AR 72949
	Johnson County District Court/ Division 1	Clarksville Department 301 Porter Industrial Road Clarksville, AR 72830

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

**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.

<u>Town / City Abolished as Department</u>	<u>Effective Date</u>
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A copy of the local ordinance abolishing the department of the district court has been attached.

**2. 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 town contribute to the operational expenses of the district court and file cases in the district court.

*sl*

City / Town

Department Where Cases are Filed / Heard

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

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

<u>Division</u>	<u>Department</u>	<u>Day</u>	<u>Time</u>	<u>Type of Case</u>
Division 1	Altus	2 <sup>nd</sup> Monday	9:00 a.m.	Traffic/Criminal P&A
			1:00 p.m.	Trials
	Charleston	1 <sup>st</sup> Thursday	1:00 p.m.	Traffic/Criminal
		2 <sup>nd</sup> Thursday	1:00 p.m.	Traffic/Criminal/ Small Claims
	Clarksville	Monday/Wednesday/Friday	8:30 a.m.	Circuit Court Referral
			9:00 a.m.	Show Cause
		4 <sup>th</sup> Tuesday	10:30 a.m.	Small Claims/Civil
			1:00 p.m.	Pre-trials
		1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday	9:00 a.m.	Traffic/Criminal P&A
			1:00 p.m.	Traffic/Criminal Trials
		2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday	9:00 a.m.	Traffic/Criminal P&A
			1:00 p.m.	Pre-trials
	2 <sup>nd</sup> Wednesday	4 <sup>th</sup> Wednesday	1:00 p.m.	Traffic/Criminal Trials
			1:00 p.m.	Traffic/Criminal Trials
	Lamar/Coal Hill	1 <sup>st</sup> Tuesdays	10.00 a.m.	Traffic/Criminal
			1:00 p.m.	Traffic/Criminal Trials
	Ozark	1 <sup>st</sup> and 4 <sup>th</sup> Mondays	9:00 a.m.	Traffic/Criminal
			1:00 p.m.	Pre-Trials
		2 <sup>nd</sup> and 3 <sup>rd</sup> Mondays	9:00 a.m.	Traffic/Criminal
			1:00 p.m.	Pre-Trials
3 <sup>rd</sup> Monday		1:00 p.m.	Trials	
4 <sup>th</sup> Monday		1:00 p.m.	Trials	
4 <sup>th</sup> Monday		2:30 p.m.	Show Cause	
4 <sup>th</sup> Monday		3:00 p.m.	Small Claims	

\*Review Hearings for T/P cases to be scheduled Quarterly

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

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

or

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.

The Altus Department dockets are heard in the Ozark Department.

The Coal Hill and Lamar Departments dockets are heard in the Clarksville Department.

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

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.

<u>District / Division</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
N/A			

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 Matters</u>	<u>District / Division</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
N/A				

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>
N/A	

82

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

<u>Type of Matters</u>	<u>District / Division</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Felony Bond Hearings	Johnson/1	M/W/F	10:00 a.m.	Via
Zoom/electronic or in person				

**Digital Audio Recording Equipment**

Digital audio recording equipment is not utilized

**5. SPECIALTY COURTS.**

No specialty courts are conducted.

**6. OTHER PROGRAMS OR DOCKETS.**

No other programs or dockets are administered.

**7. EFFECTIVE DATE.**

This Administrative Plan is effective October 6th, 2023.

  
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Sarah E. Capp  
District Judge

10/6/23  
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Date