

## ADMINISTRATIVE PLAN

### 8<sup>th</sup> District Pope County District Court

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#### 1. JUDGES.

The Pope County District Court is a state district court served by one judge, Clayton McCall. The judge serves in the statutorily designated departments of Russellville, Dover, Atkins, London, Pottsville and the greater area of Pope County.

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

Russellville Department: City Docket:  
1:00 PM (pleas) each Tuesday  
10:00 AM and 1:00 PM (trials) each Wednesday at the District Court Building located at:  
1506 East 2<sup>nd</sup> Street, Russellville, Arkansas  
County Docket:  
8:30 AM (pleas) 10:00 AM (trials) each Tuesday at the District Court Building located at:  
1506 East 2<sup>nd</sup> Street, Russellville, Arkansas

Dover Department: 4:00 PM (pleas and trials) on the 1<sup>st</sup> Monday of each month  
At the Dover City Hall Building located at:  
8904 Market Street, Dover, Arkansas

Atkins Department: 4:00 PM (pleas and trials) on the 4<sup>th</sup> Monday of each month  
At the Atkins Matthew Civic Center Building located at:  
108 West Main Street, Atkins, Arkansas

London Department: 4:00 PM (pleas and trials) on the 2<sup>nd</sup> Monday of each month  
At the London City Hall Building located at:  
10460 Highway 64, London, Arkansas

Pottsville Department: 9:30 AM (pleas) and  
1:30 PM (pleas and trooper citations)  
3:00 PM (trials)  
On the 2<sup>nd</sup> Thursday of each month at the Pottsville City Hall Building located at:  
173 East Ash, Pottsville, Arkansas

Traffic tickets and criminal cases are heard at each department. Civil and Small claims cases are only heard at the Russellville Department location located at 1506 East 2<sup>nd</sup> Street, Russellville, Arkansas, in the county seat, on Thursdays at 1:30 PM.

The statutory authority for the organization and designation of this district court is found is found at A.C.A. § 16-17-1110 et. seq.

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

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 Summons Pursuant to Rule 6.1
- Issue Arrest Warrant Pursuant to Rule 7.1 or A.C.A. §16-81-104
- 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
- Conduct Pretrial Release Inquiry Rules 9.1, 9.2 and 9.3
- Conduct Preliminary Hearing Pursuant to A.C.A. § 16-93-307

It is expected that the Pope County District Judge shall conduct felony bond hearings (pursuant to Rules 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 9.3, 9.4 of the Arkansas Rules of Criminal Procedure) every Monday, Wednesday, and Friday morning. The hearings are held in a small courtroom inside the Pope County Jail located at #3 Emergency Lane, Russellville, AR. The hearings will be conducted either in person or via an electronic method. The electronic method will utilize Zoom or another application utilizing a screen, audio and microphone in the courtroom where the defendants are located allowing the defendants to interact with the court and any other participants via the electronic method. The District court Judge shall conduct these hearings unless arrangements are made for the hearings to be held by one of the Circuit Judges.

Further, the "Criminal Matters" referred to in §6(b)(5) of Arkansas Supreme Court Administrative Order 18 shall be performed by the Pope County District Court Judge on an "as needed" basis.

Probation revocation preliminary hearings are to be held by the District Court Judge on Mondays, Wednesdays or Fridays in accordance with A.C.A. § 16-93-307.

**Digital Audio Recording Equipment**

Digital audio recording equipment is not utilized.

**4. SPECIALTY COURTS**

Currently no specialty courts are conducted.


**5. OTHER PROGRAMS OR DOCKETS.**

The District Court Judge presides over a probation program.

The Pope County District Court utilizes a probation clerk employed for Russellville City dockets and Pope County dockets for the purpose of utilizing alternative sanctions and programs to facilitate alternative sanctions for indigent individuals as well as utilizing public service work and other programs (Adult Education; mental health counseling; substance abuse counseling; financial literacy programs; and other rehabilitative programs) as part of its sentencing alternatives. The probation clerk will oversee individuals placed on probation and report to the Court on an individual's progress and compliance in such program(s). The program will be part of the Court's regularly scheduled dockets.

**6. EFFECTIVE DATE.**

This Administrative Plan is effective January 1, 2024.



Judge

Dated: \_\_\_\_\_

10/4/23