

FOURTH JUDICIAL DISTRICT OF ARKANSAS  
ADMINISTRATIVE PLAN  
EFFECTIVE JANUARY 1, 2024

INTRODUCTION

The majority of Circuit Judges presiding in the Fourth Judicial Circuit of Arkansas have, in accordance with the provisions of Administrative Order Number 14 of the Supreme Court of Arkansas, adopted this Administrative Plan for the Circuit.

The Fourth Judicial District of Arkansas consists of Madison and Washington Counties. The circuit has eight divisions with the following Circuit Judges serving in each division:

Currently, the following Circuit Judges serve in each division:

- Division 1 - Doug Martin
- Division 2 - John Threet
- Division 3 - Stacey Zimmerman
- Division 4 - Cristi Beaumont
- Division 5 - Beth Storey Bryan
- Division 6 - Mark Lindsay
- Division 7 - Joanna Taylor
- Division 8 - Diane Warren

Four separate buildings house the eight divisions as follows:

Main Court House, located at 280 N. College, Fayetteville: Divisions 1, 2, 5, 6 and 7

Historic Court House, located at 4 S. College, Fayetteville: Division 4, houses Drug Court, Drug Court Deputy Public Defender, Drug Court Case Manager, Drug Court Counselors, Drug Court Liaison and Drug Court Administrator (.3 miles from Main Court House)

Juvenile Justice Complex, located at 885 Clydesdale, Fayetteville: Division 3, houses Juvenile Court Division 3, Juvenile Officers and Staff serving Division 3, Teen Court Coordinator, Washington County Juvenile Detention Center with staff and 2 licensed Social Workers; and 2 Deputy Circuit Clerks who handle juvenile and domestic relations filings (2.9 miles from Main Court House)

Court House Annex, located at 123 N. College, Fayetteville: Division 8, houses Juvenile Court Division 8, Juvenile Officers and Staff serving Division 8 (.1 mile from Main Court House)

GOAL OF THE PLAN

The purpose of the Administrative Plan is to facilitate the best use of available judicial and support resources within the circuit in order that cases will be resolved in an efficient and prompt

manner. The Administrative Plan represents a process that apportions the business of the circuit courts among each of the judges on an equal basis as possible and for random distribution of cases to judges who hear the type of case set forth in the plan.

#### EFFECTIVE DATE

The Administrative Plan is adopted by the undersigned judges and shall take effect January 1, 2024, or upon approval by the Supreme Court of Arkansas, and shall remain in effect until a subsequent plan is adapted and approved.

#### Juvenile Cases

##### Juveniles Filed on as Adults

Juveniles filed as adults in criminal cases in both Washington and Madison Counties are assigned to Division 8 who also hears 50% of the juvenile docket. If the case is transferred to juvenile division, the case is randomly assigned to Division 3 or Division 8, both divisions hearing 50% of the docket and therefore, familiar with the services available through juvenile courts.

##### Juvenile Detention Hearings /First Appearance

Juvenile detention hearings for juveniles arrested and cited for non-traffic and non-game and fish misdemeanors and all felonies in Washington and Madison Counties are held on Mondays, Tuesdays, Thursdays and Fridays. Division 8 shall hear all juvenile detention hearings for Madison and Washington counties on the alternating weeks previously set in place. Division 3 shall hear all juvenile detention hearings for Madison and Washington counties on alternate weeks previously set in place.

Juvenile detention hearings shall continue to be held on Monday, Tuesday, Thursday and Friday so that the juveniles are brought before a juvenile division judge in the most expeditious manner.

##### Felony 8.1 and Felony Arraignments for Adults

Pursuant to Administrative Order 18 of the Supreme Court, (A)(5)(iv) and (C), and by agreement of all Circuit and District Court Judges, Washington County District Judges shall hear felony 8.1 hearings and felony arraignments (in addition to misdemeanor first appearances and arraignments) on Mondays, Wednesdays and certain Fridays of each month. Circuit Judges for Divisions 4 and 5 shall hear felony 8.1 hearings and felony arraignments (in addition to misdemeanor first appearances and arraignments by agreement) on the 2nd and 4th Fridays. District Judge Graham Nations shall hear felony 8.1 hearings and felony arraignments (in addition to misdemeanor first appearances and arraignments by agreement) every Monday. District Judge Casey Jones shall hear felony 8.1 hearings and felony arraignments (in addition to misdemeanor first appearances and arraignments by agreement) every Wednesday. District Judge Terra Stephenson shall hear felony 8.1 hearings and felony arraignments (in addition to misdemeanor

first appearances and arraignments by agreement) the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Fridays of each month. The proceedings shall be of record using the court reporter provided by Washington County.

Additionally, pursuant to Administrative Order No 18, the state district judges may issue search warrants pursuant to Rule 13.1, issue arrest warrants pursuant to Rule 7.1 or §16-81-104, appoint counsel pursuant to Rule 8.2, inform Defendant pursuant to Rule 8.3, accept pleas of “Not Guilty” or “Not Guilty by Reason of Insanity” and conduct pretrial release inquiries pursuant to Rules 9.1, 9.2 and 9.3.

### CASELOAD ESTIMATES AND CASE ASSIGNMENTS

Annual new case filings per division are estimates based upon averages from new case filings from January 1, 2021 through December 31, 2022:

Division 1- 2,205  
Division 2- 1,758  
Division 3- 857  
Division 4- 1,171  
Division 5- 1,758  
Division 6- 3,104  
Division 7- 1,625  
Division 8- 832

Division 1	50% Probate 50% Civil
Division 2	25% Civil 25% Domestic Relations (excluding Domestic Abuse cases and any divorce, custody, support or visitation case that includes allegations of domestic violence) 25% Probate
Division 3	Madison County:  100% Family In Need of Services cases, 100% Delinquency cases, and All Dependency/Neglect cases currently pending in Div 3

and D/N cases) filed before January 1, 2021,

Madison and Washington Counties:

Juvenile Detention Hearings held on  
Mondays, Tuesdays, Thursdays and Friday,  
on Alternate Weeks

10% Domestic Relations (excluding  
Domestic Abuse cases and any divorce,  
custody, support or visitation case that  
includes allegations of domestic violence)

Division 4

25% Domestic Relations (excluding Domestic Abuse cases  
and any divorce, custody, support or visitation case that  
includes allegations of domestic violence)  
Drug Court and Veteran's Court

Division 5

25% Civil  
25% Domestic Relations (excluding Domestic Abuse cases  
and any divorce, custody, support or visitation case that  
includes allegations of domestic violence)  
25% Probate

Division 6

75% Washington County Criminal Cases  
100% Madison County Criminal Cases  
The Madison County District Judge shall hear felony 8.1  
hearings.  
Domestic Relations filed January 1, 2015 to April 15, 2016  
Open Probate cases assigned prior to January 1, 2013

Division 7

100% Order of Protection cases  
All new and re-opened Domestic Relations  
and Probate cases involving parties or  
children with pending or final Order of  
Protection cases in Washington or Madison  
Counties;  
25% Washington County Criminal Cases (to  
include cases involving domestic violence  
charges that might be transferred from  
the 6<sup>th</sup> Division from time to time).

Any re-opened Division 7 Domestic  
Relations cases that were closed as of  
January 1, 2022, shall be assigned equally  
and randomly to the 2<sup>nd</sup> Division (Judge

(Judge Warren).

Beginning January 1, 2022, any re-opened Division 6 Domestic Relations cases that were closed as of January 1, 2015, shall be assigned equally and randomly to the 2<sup>nd</sup> Division (Judge Threet), 4<sup>th</sup> Division (Judge Beaumont), 5<sup>th</sup> Division (Judge Bryan) and 8<sup>th</sup> Division (Judge Warren).

Division 8 -

Madison County:

100% of all new Dependency/Neglect petitions filed after February 2023  
All Dependency/Neglect cases currently pending in Div 8

Washington County:

50% Juvenile cases filed (50% Delinquency, 50% Family In Need of Services and 50% D/N cases)  
50% of open juvenile cases (50% Delinquency, Family In Need of Services and D/N cases) filed before January 1, 2021

Juvenile Detention Hearings held on Mondays, Tuesdays, Thursdays and Friday, on Alternate Weeks

All Criminal Division cases in which a juvenile is charged

15% Domestic Relations (excluding Domestic Abuse cases and any divorce, custody, support or visitation case that includes allegations of domestic violence)

Probate cases involving a child or party in an open and pending Juvenile proceeding shall be transferred to **Division 3** or **Division 8** depending on which judge is assigned the companion case.

#### TRANSFERS POLICY

A judge may transfer a case to another Division for judicial economy to manage

A judge may transfer a case to another Division for judicial economy to manage related cases or for the purposes of redistribution of cases to assist in case management provided the Judge receiving the case is in agreement. The Order of Transfer shall specify if the Clerk of the Court is to randomly assign a subsequently filed case to the transferring Division in order to maintain equal distribution of cases among the Divisions in effectuating the transfer. If the Order of Transfer specifies that there be no assignment of a subsequently filed case to the transferring Division, the Clerk of the Court shall take no action except to note the reassignment of the case.

### RANDOM ASSIGNMENT

The assignment of cases shall be random, based on case types as assigned to the various Divisions of Court as provided in Assignment of Cases section. The Clerk is directed not to assign a case to a Division until such time as the file-mark of the Clerk has been affixed. The Clerk is prohibited from making the Division assignment known until the number is affixed to the pleading initiating the case. The Clerk is to maintain Criminal, Civil, Domestic Relations, Probate and Juvenile docket for each of the respective numerical Divisions.

### SPECIALTY DOCKETS OR PROGRAMS

#### Washington County Drug Court

The Washington/Madison County Drug Court program has been in operation since 1999. Court sessions are conducted in Washington County. In February 2019, Washington and Madison County drug courts were split, and we started having Madison County services and court in Madison County when possible. The program utilizes a pre-adjudication and post-adjudication process and is open to defendants with a felony charge, non-violent offenders.

Washington County Drug Court (WCDC) is held in the courtroom of the **4th Division** of Washington County Circuit Court. In order to be accepted into the program, the applicant must be charged with a felony. The applicant's attorney submits the request for admission to the Prosecuting Attorney. If the presiding Judge and Prosecuting Attorney approve, the case is transferred to the Fourth Division.

#### Graduation Requirements:

1. Have paid all financial obligations, including court-ordered and probation fines and fees and treatment program balance owed.
2. Have been actively involved in the program.
3. Verify abstinence (by urinalysis drug screens) during the last 180 days in the program.
4. Complete all treatment plan assignments/other assignments.

5. Complete application and get approval by Treatment Team for graduation.
2. The statutory authority for WCDC is A.C.A. Section 16-98-301 to 16-98-307 et seq.
3. The WCDC conforms to all applicable sentencing laws, including fines, fees, court costs, and probation assessments.
4. The program is conducted in conformance with state drug court statutes and complies with applicable laws involving the assessment of fines, fees, court costs, and probation fees. The program receives staff funding from the Public Defenders Commission, Department of Community Corrections, the Washington County Quorum Court, the State of Arkansas, and collection of court fees and grants.
5. The members of the drug court program team include the Judge, Prosecuting Attorney, Case Manager, Drug Court Liaison, Public Defender, Treatment Provider, Probation Officers, DCC Administrative Staff, Law Enforcement, and Coordinator. They have been consulted for purposes of scheduling, to ensure that the necessary resources are available and to avoid conflicts with other court programs and responsibilities in which team members may be required to participate.

### Madison County Drug Court

In February of 2019, the Madison County Drug Court was established to allow participants in Madison County to have easier access to treatment and court. The program utilizes a pre-adjudication and post-adjudication process and is open to defendants with a felony charge, non-violent offenders.

Madison County Drug Court (MCDC) is held in the courtroom of the Madison County Courthouse in Huntsville, Arkansas once or twice a month. In order to be accepted into the program, the applicant must be charged with a felony. The applicant's attorney submits the request for admission to the Prosecuting Attorney. If the presiding Judge and Prosecuting Attorney approve, the case is transferred to the Fourth Division.

#### Graduation Requirements:

1. Have paid all financial obligations, including court-ordered and probation fines and fees and treatment program balance owed.
2. Have been actively involved in the program for a minimum of 15 months.
3. Verify abstinence (by urinalysis drug screens) during the last 180 days in the program.
4. Complete all treatment plan assignments/other assignments.
5. Complete application and get approval by Treatment Team for graduation.

2. The statutory authority for MCDC is A.C.A. Section 16-98-301 to 16-98-307 et seq.
3. The WCDC conforms to all applicable sentencing laws, including fines, fees, court costs, and probation assessments.
4. The program is conducted in conformance with state drug court statutes and complies with applicable laws involving the assessment of fines, fees, court costs, and probation fees. The program receives staff funding from the Public Defenders Commission, Department of Community Corrections, the Washington County Quorum Court, the State of Arkansas, and collection of court fees and grants.
5. The members of the drug court program team include the Judge, Prosecuting Attorney, Case Manager, Drug Court Liaison, Public Defender, Treatment Provider, Probation Officers, DCC Administrative Staff, Law Enforcement, and Coordinator. They have been consulted for purposes of scheduling, to ensure that the necessary resources are available and to avoid conflicts with other court programs and responsibilities in which team members may be required to participate.

FOR NEW DRUG COURT PROGRAMS AND/OR SPECIALTY PROGRAMS OTHER THAN  
DRUG COURTS:

Veterans' Treatment Court

1. The Veterans' Treatment Court is an accountability-based program designed to address addiction and the criminal behavior associated with it. Participants who choose to take part in VTC are willing to attend treatment meetings and a bi weekly or monthly court session in exchange to have their charges reduced or even dismissed from their records when they graduate.

VTC is held in the courtroom of the 4th Division of Washington County Circuit Court. In order to be accepted into the program, the applicant must be charged with a felony. The applicant's attorney submits the request for admission to the Prosecuting Attorney. If the presiding Judge and Prosecuting Attorney approve, the case is transferred to the Fourth Division.

The minimum amount of time it takes to finish VTC is 15 months. Each participant has an individualized treatment plan.

Graduation Requirements:

1. Have paid all financial obligations, including court-ordered and probation fines and fees and treatment program balance owed.
2. Have been actively involved in the program for a minimum of 15 months.
3. Verify abstinence (by urinalysis drug screens) during the last 180 days in the program.



4. Complete all treatment plan assignments/other assignments.
  5. Complete application and get approval by Treatment Team for graduation.
2. The statutory authority for Veterans' Treatment Court is A.C.A. Section 16-101-101 et seq.
  3. The Veterans' Treatment Court program conforms to all applicable sentencing laws, including fines, fees, court costs, and probation assessments.
  4. The Veteran's Treatment Court uses the same Court resources as the existing drug court program. The prosecuting attorney, public defender, court reporter, drug court coordinator, case manager and law clerk employed for the existing drug court program perform their same duties for the veterans' program. The judge currently presiding over the drug court program also presides over the veterans' program. Treatment/counseling services are provided by the Veterans' Administration.
  5. The program receives funding from the Public Defenders Commission, Department of Community Corrections, the Washington County Quorum Court, the State of Arkansas, the Federal government, and the collection of court fees. Some grant funds are also available. The Veterans' Administration provides its resources at no cost to Washington or Madison Counties.

### Teen Court

Over the last 25 years, Washington county has had a very successful Teen Court, and is led by the Teen Court coordinator who is a part-time Washington County employee (not a juvenile intake or probation officer), who is housed at the Washington County Juvenile Justice Complex at 885 Clydesdale, Fayetteville. It is not a specialty court. It is a diversion program for a juvenile who has been cited with a non-violent misdemeanor who has no court history. There is no judge involvement. If the juvenile and his/her custodian agree to have the citation go through Teen Court, the Teen Court Coordinator gives the juvenile a date in which to participate in Teen Court. At the Teen Court meeting, juvenile peers serve on the pretend jury, a juvenile is the pretend prosecutor, a juvenile is a pretend defense attorney, and a local attorney serves as a pretend judge. The Teen Court jury can give the juvenile community service, and/or require the juvenile to write a letter of apology. As Teen Court is not a real court, it is not a specialty court. Teen Court is a diversionary program.

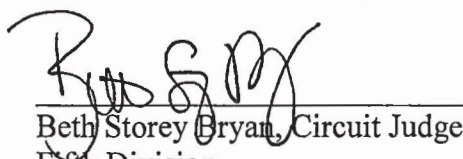
STATE DISTRICT COURT ADMINISTRATIVE PLANS

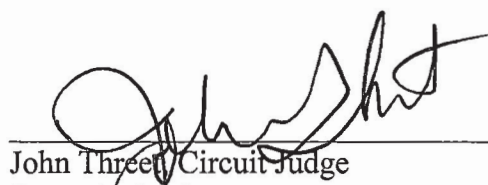
In accordance with the provisions of Administrative Orders Numbers 14 and 18, the State District Courts for Madison and Washington counties, each having multiple venues in the district, have submitted Administrative Plans which are appended to the Circuit Court Administrative Plan and said plans are endorsed by the undersigned circuit judges.

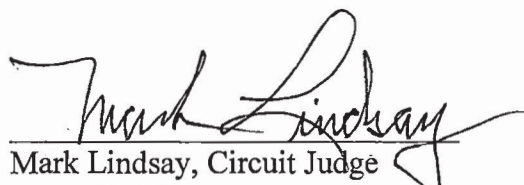
The Administrative Plan for the Fourth Judicial Circuit of Arkansas is hereby submitted to the Arkansas Supreme Court for approval on the \_\_\_\_ day of \_\_\_\_\_, 2023.

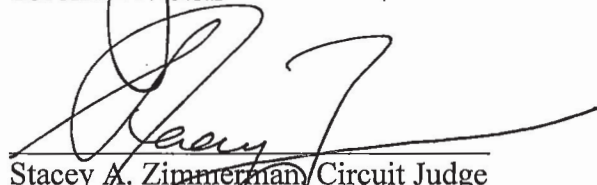
Approved:

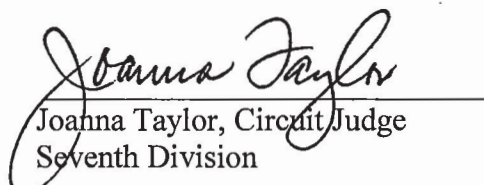
  
\_\_\_\_\_  
Doug Martin, Circuit Judge  
First Division


  
\_\_\_\_\_  
Beth Storey Bryan, Circuit Judge  
Fifth Division

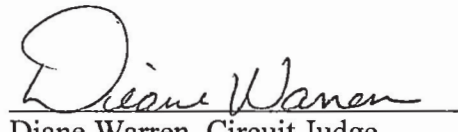
  
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John Threet, Circuit Judge  
Second Division

  
\_\_\_\_\_  
Mark Lindsay, Circuit Judge  
Sixth Division

  
\_\_\_\_\_  
Stacey A. Zimmerman, Circuit Judge  
Third Division

  
\_\_\_\_\_  
Joanna Taylor, Circuit Judge  
Seventh Division

  
\_\_\_\_\_  
Cristi Beaumont, Circuit Judge  
Fourth Division

  
\_\_\_\_\_  
Diane Warren, Circuit Judge  
Eighth Division