

## **ADMINISTRATIVE PLAN**

### **Thirteenth District Court of Arkansas Cleburne County & Stone County**

#### **1. JUDGE**

The Thirteenth District Court is composed of Cleburne County and Stone County. It is a two-county district served by one judge. The judge serves in the statutorily designated departments of the court as follows:

<b>Judge</b>	<b>Department</b>	
Lance Wright	Heber Springs	Cleburne County Courts Building 922 South 9 <sup>th</sup> Street Heber Springs, AR 72543
Lance Wright	Greers Ferry	Greers Ferry City Hall 8739 Edgemont Road Greers Ferry, AR 72067
Lance Wright	Concord	Concord City Hall 75 Central Avenue Concord, AR 72523
Lance Wright	Quitman	Quitman City Hall #5 2 <sup>nd</sup> Street Quitman, AR 72131
Lance Wright	Mountain View	Stone County Court Complex 211 Blanchard Street, Suite A Mountain View, AR 72560

The statutory authority for the organization and designation of this district court is found at A.C.A. §16-17-1115

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

All correspondence or filings should be filed with the clerk's office in the respective department where the case is assigned or filed. Prior to the end of each calendar year the Court designates and sets dates for the following year. These dates are published and available at the District Clerk's Offices. Additional dates may be added to the calendar as need arises.

Heber Springs Department- The Heber Springs Department maintains two separate dockets that are the Heber Springs Docket and the Cleburne County Docket. Matters that are filed by the Heber Springs Police Department or that are alleged to arise within the incorporated boundaries of the

City of Heber Springs are placed on the Heber Springs Docket. All other matters filed are placed on the Cleburne County Docket. It should be noted that the Heber Springs Department Clerk's Office and Court is commonly referred to as, "Cleburne County District Court" as the Clerk's Office is operated by the County. The Clerk's Office and all proceedings are located at the Cleburne County Courts Building, 922 South 9th Street, Heber Springs, Arkansas 72543. All employees are employees of Cleburne County.

Greers Ferry Department-The Greers Ferry Department will exclusively hear matters brought/filed by the Greers Ferry Police Department and any other criminal, traffic or violation filed in the department. The Greers Ferry Department Clerk's Office and proceedings are held at the Greers Ferry City Hall located at 8739 Edgemont Road, Greers Ferry, Arkansas 72067.

Concord Department-The Concord Department will exclusively hear matters brought/filed by the Concord Police Department and any other criminal, traffic or violation filed in the department. The Concord Department Clerk's Office is at Concord City Hall located at 75 Central Avenue Concord, Arkansas 72523. Court proceedings are normally held at the Concord Community Center located at 10424 Heber Springs Road North, Concord, Arkansas 72523. In the event Concord Community Center is not available, proceedings are held at Concord City Hall.

Quitman Department-The Quitman Department will exclusively hear matters brought/filed by the Quitman Police Department and any other criminal, traffic or violation filed in the department. The Quitman Department Clerk's Office and proceedings are held at Quitman City Hall located at #5 2nd Street, Quitman, Arkansas 72131.

Mountain View Department-The Mountain View Department will hear all matters brought/filed in Stone County. The Mountain View Department maintains two separate dockets that are the Mountain View Docket and the Stone County Docket. Matters that are filed by the Mountain View Police Department or that are alleged to arise within the incorporated boundaries of the City of Mountain View are placed on the Mountain View Docket. All other matters filed are placed on the Stone County Docket. It should be noted that the Mountain View Department Clerk's Office and Court is commonly referred to as, "Stone County District Court" as the Clerk's Office is operated by the County. The Clerk's Office and most proceedings are located at the Stone County Court Complex, 211 Blanchard Street, Mountain View, Arkansas 72560. There may be times when Court proceedings are held at other locations due to Circuit Court using the Courtroom. All clerks are employees of Stone County.

Review Dockets- In an effort to assist individuals in meeting their court obligations, special review dockets are held monthly in each department. Defendants may be placed on these dockets who are appearing back before the Court for non-compliance issues.

Matters brought/filed by the Arkansas State Police and Arkansas Game and Fish or any other state agency not specially mentioned above may be filed in any Department within the County were the violation/action occurred.

**Civil and Small Claims Dockets**- Civil and Small Claims Dockets may be filed and will be heard in any department within the County that has subject matter and personal jurisdiction.

## **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.

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

The following matters are referred from circuit court in Cleburne County 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.

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.

### Type of Other Matters

### Location

**Criminal.** The following duties are referred in both Cleburne County and Stone County 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**

Pursuant to Administrative Order No. 4, digital audio recording equipment is utilized to record a verbatim record of all proceedings pertaining to any contested matter before the court or jury.

I have provided the State District Court Digital Audio Recording Equipment Compliance Form to the Administrative Office of the Courts.

### **4. SPECIALTY COURTS.**

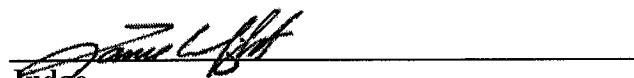
No specialty courts are conducted.

### **5. OTHER PROGRAMS OR DOCKETS.**

No other programs or dockets are administered.

### **6. EFFECTIVE DATE.**

This Administrative Plan is effective January 1, 2026.



Judge

Dated: 6/2/25