

**DISTRICT COURT ADMINISTRATIVE PLAN**  
**16<sup>th</sup> State District Court**

**1. JUDGES**

The 16<sup>th</sup> State District Court is comprised of Arkansas and Monroe Counties. It is served by two judges.

<u>Judge</u>	<u>District Number</u>
M. Elizabeth Skinner	2
B. Park Eldridge, Jr.	1

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

<u>Small Claim Magistrate</u>	<u>County</u>	<u>City Designated as Department</u>
N/A		

**2. DEPARTMENTS**

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

The judges serves in the statutorily designated departments of the court as follows:

<b>Judge</b>	<b>County</b>	<b>City Designated as Department</b>
M. Elizabeth Skinner	Arkansas	Stuttgart
		DeWitt
	Monroe	Brinkley
		Clarendon
		Holly Grove
B. Park Eldridge, Jr.	Arkansas	DeWitt
		Stuttgart
		Gillett
		St. Charles
	Monroe	Brinkley

### **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

<b><u>Town / City Abolished as Department</u></b>	<b><u>Effective Date</u></b>
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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.

<b><u>City / Town</u></b>	<b><u>Department Where Cases are Filed / Heard</u></b>
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**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>
M. Elizabeth Skinner	DeWitt	Monday	1:30pm	Criminal, Traffic Small Claims Civil
	Stuttgart	Tuesday	9:00am 1:30pm	Plea Criminal Traffic Small Claims Civil
	Clarendon	1 <sup>st</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Wed.	9:00am 1:00pm	Plea Criminal, Traffic Small Claims Civil
	Holly Grove	2 <sup>nd</sup> Wed.	1:00pm	Criminal, Traffic Small Claims Civil
	Brinkley	Thursday	9:00am 1:00pm	Plea Criminal, Traffic Small Claims Civil
B. Park Eldridge, Jr.	Gillett	Monday	9:00 am	Criminal, Traffic, Small Claims, Civil
	St. Charles	Monday	1:30 pm	Criminal, Traffic Small Claims, Civil
	Brinkley	Tuesday	9:30 am Arraignment & Pleas 1:30 pm Trials	Criminal, Civil Traffic, Small Claims, DWI Specialty Court
	Stuttgart	Wednesday	9:30am Arraignment & Pleas 1:30 pm	Criminal, Civil, Traffic, Small Claims; DWI Specialty Court

			Trials
DeWitt	Thursday	9:30am	Criminal, Civil,
		Arraignment	Traffic, Small
		& Pleas	Claims, DWI
		1:30 pm	Specialty Court
		Trials	

### **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

☐ 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 ordinance(s) has/have been attached to this plan.

Based upon said written agreement, sessions of court for the \_\_\_\_\_ Department are held in the \_\_\_\_\_ Department.

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 – Arkansas County & Monroe County  
☐ No

The following matters have been referred by the circuit court and have been included in the circuit court administrative plan:

**Arkansas County (11<sup>th</sup> Judicial – East):**

☒ 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 Detainers.

☐ Other Matters of an Emergency or Uncontested Nature Pending in Civil, Domestic Relations or Probate Division.

☒ 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
- ☒ 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

☒ Specialty Court – Adult Drug Court

☒ This specialty court was established in the circuit court administrative plan, but the judicial circuit does not have a circuit judge who is available to administer the specialty court on a consistent basis. Accordingly, the administrative plan for the judicial circuit required by Administrative Order No. 14 of the Supreme Court designates a district court judge to administer this specialty court program. The Honorable Elizabeth Skinner will be the designee.

### Digital Audio Recording Equipment

Is digital audio recording equipment utilized to make a verbatim record of matters referred from the circuit court?

☐ Yes

☒ No, any matters that are heard by a District Court Judge will be recorded by the Circuit Court's Official Court Reporter.

Has the State District Court Digital Audio Recording Equipment Compliance Form been provided to the Administrative Office of the Courts?

☐ Yes

☒ No

### **Monroe County (1<sup>st</sup> Judicial):**

☒ Consent Jurisdiction. Upon the consent of all parties, the following types of cases are referred from circuit court:

☒ Civil

☒ Domestic Relations

☒ Probate

☒ Protective Orders (Ex Parte Only).

☐ Forcible Entry and Detainers/Unlawful Detainers.

☐ 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**

Civil Commitment Emergency Holds

All Departments

Scheduled on an as needed basis

☐ 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**

All allowed

All Departments

Scheduled on an as needed basis

☒ 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
- ☒ 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

☐ Specialty Court –

#### Digital Audio Recording Equipment

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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

The following specialty court is conducted by Judge B. Park Eldridge, Jr.:

Type of Specialty Court	Location
DWI/BWI Specialty Court	DeWitt, AR Stuttgart, AR Brinkley, AR

- a. Type of specialty docket and description of its operation: The Specialty Court program operates on its own docket targeting drugs and alcohol offenders. Each individual is individually evaluated for program suitability. The program is operated in a rural area where a first time offender's chances of having a substance abuse problem are far greater due to the limited law enforcement presence. The specialty court program is a highly intensive monitoring program combined with treatment and is patterned on the National Center for DWI Courts Model.
- b. Statutory or legal authority on which it is based: A.C.A. §§16-102-101 & 16-102-102
- c. The court certifies that it operates in compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs, probation fees.
- d. Use of court resources. The 16<sup>th</sup> Judicial District Court –Division One Specialty Court Team consists of a judge, chief court clerk, deputy court clerk, chief of police, city attorney, probation officer, peer support specialists, and a counselor/evaluator. The 16<sup>th</sup> Judicial District Court –Division One uses outside treatment facilities that provide written reports. Also a counselor/evaluator is used for local treatment. Team members have attended training in setting up a treatment court and have direct input in the specialty court's operation. Team members regularly attend specialty court sessions.
- e. Sources of funding: The 16<sup>th</sup> Judicial District Court – Division One is funded by a grant administered by the rural healthcare alliance, state specialty court grants, and probation fees.

The following court is conducted by Judge M. Elizabeth Skinner:

Type of Specialty Court	Location
Drug Specialty Court	Stuttgart, AR

☒ Specialty Court – Adult Drug Court

☒ This specialty court was established in the circuit court administrative plan, but the judicial circuit does not have a circuit judge who is available to administer the specialty court on a consistent basis. Accordingly, the administrative plan for the judicial circuit required by Administrative Order No. 14 of the Supreme Court designates a district court judge to administer this specialty court program. The Honorable Elizabeth Skinner will be the designee.

**7. OTHER PROGRAMS OR DOCKETS.**

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

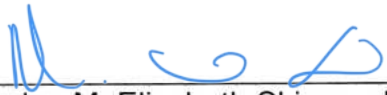
☐ Yes

☒ No



**8. EFFECTIVE DATE.**

This Administrative Plan is effective January 1, 2026.

  
\_\_\_\_\_  
Judge M. Elizabeth Skinner, Division 2

Dated: 6.13.25

  
\_\_\_\_\_  
Judge B. Park Eldridge, Jr., Division 1

Dated: 6/12/25