

ADMINISTRATIVE PLAN

**26th State District Court
Composed of the Following County
Ashley County**

1. JUDGES.

The 26th District Court is state district court served by one Judge, Reid Harrod.

<u>Judge</u>	<u>Division Number</u>
---------------------	-------------------------------

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>
--------------------------------------	----------------------	---

2. DEPARTMENTS.

The statutory authority for the organization and designation of this district court is found is found at A.C.A. § 16-171110.

The judge(s) serve(s) in the statutorily designated departments of the court as follows:

<u>Judge</u>	<u>County</u>	<u>City Designated as Department</u>
Reid Harrod	Ashley	Hamburg
Reid Harrod	Ashley	Crossett

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

Town / City Abolished as Department

Effective Date

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.

<u>City / Town</u>	<u>Department Where Cases are Filed / Heard</u>
Wilmot	Hamburg
Portland	
Montrose	

**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:

<u>Judge</u>	<u>Department</u>	<u>Day</u>	<u>Time</u>	<u>Type of Case</u>
Reid Harrod	Hamburg	1 st Tuesday	9:00 AM	Criminal Pleas
Reid Harrod	Crossett	1 st Thursday	9:00 AM	Criminal Trial
Reid Harrod	Crossett	2 nd Tuesday	9:00 AM	Criminal Pleas
Reid Harrod	Hamburg	2 nd Thursday	9:00 AM	Criminal Trial
Reid Harrod	Hamburg	2 nd Thursday	1:30 PM	Criminal Trial
Reid Harrod	Hamburg	3 rd Tuesday	9:00 AM	Criminal Plea
Reid Harrod	Hamburg	3 rd Wednesday	9:00 AM	Civil Hearings/Trials
Reid Harrod	Hamburg	3 rd Wednesday	1:30 PM	Fine & Probation Review
Reid Harrod	Hamburg	1 st Friday	9:00 AM	Probation Review
Reid Harrod	Crossett	2 nd Friday	9:00 AM	Probation Review
Reid Harrod	Crossett	4 th Tuesday	9:00 AM	Criminal Pleas
Reid Harrod	Crossett	4 th Wednesday	9:00 AM	Civil Hearings/Trials
Reid Harrod	Crossett	4 th Wednesday	1:30 PM	Fine & Probation Review
Reid Harrod	Crossett	4 th Thursday	9:00 AM	Criminal Trial
Reid Harrod	Crossett	4 th Thursday	1:30 PM	Criminal Trial
Reid Harrod	Hamburg	Every Monday	1:30 PM	First App. (Felony and Misd.)
Reid Harrod	Hamburg	Every Wednesday	1:30 PM	First App. (Felony and Misd.)
Reid Harrod	Hamburg	Every Friday	1:30 PM	First App. (Felony and Misd.)

First Judicial Appearances (Circuit and District) are scheduled for Mondays, Wednesdays, and Fridays with time coordinated with Public Defender's office.

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
- No

The following matters have been referred by the 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.
- Forcible Entry and Detainers / Unlawful Detainer.

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.***

<u>Type of Other Matters</u>	<u>Hearing Location</u>
------------------------------	-------------------------

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.***

<u>Type of Other Matters</u>	<u>Hearing Location</u>
------------------------------	-------------------------

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

Digital Audio Recording Equipment

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

- Yes
- No

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 courts are conducted:

<u>Type of Specialty Court</u>	<u>Location</u>
---------------------------------------	------------------------

- a. Type of specialty docket and description of its operation:
- b. Statutory or legal authority on which it is based:
- c. Certification of compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs, probation fees.
- d. Use of court resources. *[Describe the court team including prosecuting attorneys, public defenders, and health professionals; that each has been consulted in setting up the program and its operation; scheduling has been coordinated; and the necessary resources are available.]*
- e. Sources of funding:

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 designated a district court judge to administer this specialty court program.

7. OTHER PROGRAMS OR DOCKETS.

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

Yes
 No

The following programs or dockets are administered:

Name of Docket	Location
-----------------------	-----------------

- a. Type of specialty docket and description of its operation:
- b. Statutory or legal authority on which it is based:
- c. Certification of compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs, probation fees.
- d. Use of court resources. *[Describe the court team including prosecuting attorneys, public defenders, and health professionals; that each has been consulted in setting up the program and its operation; scheduling has been coordinated; and the necessary resources are available.]*
- e. Sources of funding:

8. EFFECTIVE DATE.

This Administrative Plan is effective January 1, 2026.

2

Judge

Dated: 6-27-25

JANUARY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	28	29	30	31	1	2
				New Year's Day	First Appearances 1:30 p.m.	3
4	5	6	7	8	9	10
				Hamburg Trial City 9 A.M. County 1:30 P.M.	First Appearances 1:30 p.m.	
11	12	13	14	15	16	17
				Crossett City SC/CIV 9 A.M. FTC 1:30 P.M.	First Appearances 1:30 p.m.	
18	19	20	21	22	23	24
				Crossett Trial City 9 A.M. County 1:30 P.M.	First Appearances 1:30 p.m.	
25	26	27	28	29	30	31
					First Appearances 1:30 p.m.	
						Crossett County Plea 9 A.M.
						M. L. King Day

FEBRUARY 2026

MARCH 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
First Appearances 1:30 p.m.	Hamburg City Plea 9 A.M.			First Appearances 1:30 p.m.		
8	9	10	11	12	13	14
First Appearances 1:30 p.m.	Crossett City Plea 9 A.M.			Hamburg Trial City 9 A.M. County 1:30 P.M.	First Appearances 1:30 p.m.	
15	16	17	18	19	20	21
First Appearances 1:30 p.m.	Hamburg County Plea 9 A.M.	Hamburg SC/CIV 9 A.M. FTC 1:30 P.M.	Crossett City Trial 9 A.M.	First Appearances 1:30 p.m.		
22	23	24	25	26	27	28
First Appearances 1:30 p.m.	Crossett County Plea 9 A.M.	Crossett SC/CIV 9 A.M. FTC 1:30 P.M.	Crossett Trial City 9 A.M. County 1:30 P.M.	First Appearances 1:30 p.m.		
29	30	31	1	2	3	4
First Appearances 1:30 p.m.						

APRIL 2026

APRIL 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	29	30	31	1	2	3
					Good Friday	4
Easter Sunday	5	6	7	8	9	10
					Hamburg Trial City 9 A.M. County 1:30 P.M.	
	12	13	14	15	16	17
					Crossett City SC/CIV 9 A.M. FTC 1:30 P.M.	
					Hamburg SC/CIV 9 A.M. FTC 1:30 P.M.	
	19	20	21	22	23	24
					Crossett Trial City 9 A.M. County 1:30 P.M.	
					Crossett SC/CIV 9 A.M. FTC 1:30 P.M.	
	26	27	28	29	30	1
					First Appearances 1:30 p.m.	2
					Crossett County Plea 9 A.M.	3
					First Appearances 1:30 p.m.	4

MAY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JUNE 2026

JUNE 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
	First Appearances 1:30 p.m.	Hamburg City Plea 9 A.M.			First Appearances 1:30 p.m.	
7	8	9	10	11	12	13
	First Appearances 1:30 p.m.	Crossett City Plea 9 A.M.	Hamburg Trial City 9 A.M. County 1:30 P.M.		First Appearances 1:30 p.m.	
14	15	16	17	18	19	20
	First Appearances 1:30 p.m.	Hamburg County Plea 9:00 A.M.	Hamburg SC/CIV 9 A.M. FTC 1:30 P.M.	Crossett City Trial 9 A.M.	Juneteenth	
21	22	23	24	25	26	27
	First Appearances 1:30 p.m.	Crossett County Plea 9 A.M.	Crossett SC/CIV 9 A.M. FTC 1:30 P.M.	Crossett Trial City 9 A.M. County 1:30 P.M.	First Appearances 1:30 p.m.	
28	29	30	1	2	3	4
	First Appearances 1:30 p.m.					

JULY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
First Appearances 1:30 p.m.	Crossett County Plea 9 A.M. SC/CIV 9 A.M. FTC 1:30 P.M.	Crossett County Plea 9 A.M. SC/CIV 9 A.M. FTC 1:30 P.M.		First Appearances 1:30 p.m.		

AUGUST 2026

SEPTEMBER 2026

OCTOBER 2026

OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	27		28	29	30	1
						2
						3
						4
						5
						6
						7
						8
						9
						10
						11
						12
						13
						14
						15
						16
						17
						18
						19
						20
						21
						22
						23
						24
						25
						26
						27
						28
						29
						30
						31

NOVEMBER 2026

NOVEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
First Appearances 1:30 p.m.	Hamburg City Plea 9 A.M.	Crossett SC/CIV 9 A.M. FTC 1:30 P.M.	Crossett SC/CIV 9 A.M. FTC 1:30 P.M.	Hamburg Trial City 9 A.M. County 1:30 P.M.	First Appearances 1:30 p.m.	
8	9	10	11	12	13	14
First Appearances 1:30 p.m.	Crossett City Plea 9 A.M.	Veterans Day	Hamburg Trial City 9 A.M. County 1:30 P.M.	First Appearances 1:30 p.m.		
15	16	17	18	19	20	21
First Appearances 1:30 p.m.	Hamburg County Plea 9 A.M.	Hamburg SC/CIV 9 A.M. FTC 1:30 P.M.	Crossett Trial 9 A.M.	First Appearances 1:30 p.m.		
22	23	24	25	26	27	28
First Appearances 1:30 p.m.	Crossett County Plea 9 A.M.		Thanksgiving Day			
29	30	1	2	3	4	5
First Appearances 1:30 p.m.						

DECEMBER 2026

DECEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	29					
	30		1	2	3	4
		First Appearances 1:30 p.m.	Hamburg City Plea 9 A.M.		First Appearances 1:30 p.m.	
	6	7	8	9	10	11
		First Appearances 1:30 p.m.	Crossett City Plea 9 A.M.	Crossett SC/CIV 9 A.M. FTC 1:30 P.M.	Hamburg Trial City 9 A.M. County 1:30 P.M.	First Appearances 1:30 p.m.
	13	14	15	16	17	18
		First Appearances 1:30 p.m.	Hamburg County Plea 9 A.M.	Hamburg SC/CIV 9 A.M. FTC 1:30 P.M.	Crossett A.M. City Trial 9	First Appearances 1:30 p.m.
	20	21	22	23	24	25
		First Appearances 1:30 p.m.	Crossett County Plea 9 A.M.		Christmas	
	27	28	29	30	31	1
						2