

ADMINISTRATIVE PLAN
30th District
District Court of Lonoke County, Arkansas

1. JUDGES.

The Lonoke County District Court is a state district court served by two (2) judges. The judges serve in the statutorily designated departments of the court as follows:

Judge	District / Division	Department
Teresa M. Smith	Division 1	England Department 110 Northwest 2 nd Street England, Arkansas
Teresa M. Smith	Division 1	Carlisle Department 121 West Main Street Carlisle, Arkansas
Teresa M. Smith	Division 1	Lonoke Department 107 West 2 nd Street Lonoke, Arkansas
Clint McGue	Division 2	Cabot Department 805 W. Main St. Suite B Cabot, Arkansas
Clint McGue	Division 2	Ward Department 405 Hickory Street Ward, Arkansas
Clint McGue	Division 2	Austin Department 3181 AR-367 Austin, Arkansas

The statutory authority for the organization and designation of this district court is found is found at A.C.A. §16-17-1113(l).

Consolidation of City Courts with District Courts

Pursuant to A.C.A. §16-17-1202, the following towns or cities are no longer operating as a department of the district court and a copy of the local ordinance abolishing the city as a department of the court has been provided to AOC with this plan.

Town / City Abolished as Department	Effective Date
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Not Applicable

☐ A copy of the local ordinance abolishing the department of the district court has been attached.

2. 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 town contribute to the operational expenses of the district court and file cases in the district court.

City / Town	Department Where Cases are Filed / Heard
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Not Applicable

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

Sessions of the court are generally scheduled on the following days of the week at the following times:

Division	Department	Day	Time	Type of Case
Division 1	England Department	1st and 3rd Thursday	9:00 a.m.	Traffic / Criminal Pleas
		1 st Thursday	11:00 a.m.	Small Claims / Civil Pay Plan Review
		2 nd Thursday	9:00 a.m.	Traffic / Criminal Trials
Division 1	Carlisle Department	2 nd Wednesday	9:00 a.m.	Traffic / Criminal Pleas
		4 th Wednesday	11:00 a.m.	Small Claims / Civil
		4 th	2:00 p.m.	Traffic / Criminal

Division	Department	Wednesday		Trials Type of Case
		Day	Time	
Division 1	Lonoke Department	Monday (not holidays)	9:00 a.m.	Traffic / Criminal Plea
		1 st Monday	1:00 p.m.	Time Pay Review
		3 rd Monday	1:00 p.m.	Small Claims / Civil
		1 st and 3 rd Wednesdays	9:00 a.m.	Traffic / Criminal Trials
Division 2	Cabot Department	1 st , 2 nd and 3 rd Wednesday	9:00 a.m.	Traffic / Criminal / Contempt / Affidavits Pleas
		1 st , 2 nd and 3 rd Wednesday	1:00 p.m.	Traffic / Criminal / Contempt / Affidavits Trial
		4 th Wednesday	9:00 a.m.	Small Claims / Civil

*All civil and small claims matters are heard in the Cabot department.

Division 2	Ward Department	1 st Tuesday	1:00 p.m.	Traffic / Criminal Trials
		2 nd Tuesday	1:00 p.m.	Traffic / Criminal / Contempt / Affidavits Pleas
		4 th Tuesday	1:00 p.m.	Traffic / Criminal / Contempt / Affidavits Trials

Division 2 Austin Department

2nd Monday 1:00 p.m.

Traffic / Criminal /
Contempt /
Affidavits
Pleas and
Trials

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.

4. ADMINISTRATIVE ORDER NO. 18 REFERRALS FROM CIRCUIT COURT.

The following matters are referred from 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.

District / Division	Day	Time	Location
Division 1	1 st and 3 rd Tuesday	9:00 a.m.	Lonoke County Sheriff's Office Complex Courtroom 440 Dee Dee Lane Lonoke, AR 72086

*In the event of a conflict in a particular month, the 2nd and 4th Tuesday will be used. However, the dates for each calendar year are set months in advance.

☐ Forcible Entry and Detainers / Unlawful Detainer.

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

Type of Matters	District / Division	Day	Time	Location
Child Support	Division 2	3 rd Thursday	8:30 a.m.	Cabot Department 805 W. Main St Suite B Cabot, Arkansas

☐ 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
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Not Applicable.

☒ 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

Type of Matters	District / Division	Day	Time	Location
First Appearances	Divisions 1 and 2	Monday Wednesday Friday	8:00 a.m. 8:00 a.m. 8:00 a.m.	Lonoke County Sheriff's Office Complex Courtroom 440 Dee Dee Lane Lonoke, Arkansas 72086

*The circuit judges and district judges preside on a rotating basis for First Appearances.

Digital Audio Recording Equipment

Division 1 – Judge Teresa M. Smith

☒ 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.

and

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

Division 2 – Judge Clint McGue

☒ 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.

and

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

5. SPECIALTY COURTS.


☒ No specialty courts are conducted.

6. OTHER PROGRAMS OR DOCKETS.

☒ No other programs or dockets are administered.


7. EFFECTIVE DATE.

This Administrative Plan is effective January 1, 2026.



Teresa M. Smith
District Judge

Date 5/12/25



Clint McGue
District Judge

Date 5/12/25