

DISTRICT COURT ADMINISTRATIVE PLAN

ADMINISTRATIVE PLAN

39th State District
Composed of the Following Counties

Columbia and Ouachita

1. JUDGES.

The Thirty-ninth District Court is a state district court served by one judge. The judge serves in the statutorily designated with seven departments and two divisions of the court as follows:

Judge	District / Division	Department
Daren J. Nelson	Columbia	Magnolia Waldo
	Ouachita	Camden East Camden Bearden Stephens Chidester

2. DEPARTMENTS.

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

**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:

Judge	Department	Day	Time	Type of Case
Daren J. Nelson	Magnolia	Tuesdays	9:00 am	Traffic/Crim
	Columbia Co	Tuesdays	1:30 pm	Traffic/Crim
	Camden	Weds	9:00 am	Traffic/Crim
	Ouachita Co	Thursdays	9:00 am	Traffic/Crim
	Camden/OC	1st Thurs	9:00 am	Small Claim/ Civil
	Camden/OC	1st Friday	9:00 am	DWI/DB3
	Magnolia	2nd Friday	9:00 am	Small Claim/ Civil
	Waldo	2nd Monday	9:00 am	Traffic/Crim
	Stephens	2nd Monday	1:30 pm	Traffic/Crim
	Chidester	4th Monday	9:00 am	Traffic/Crim
	Bearden	4th Monday	11:00 am	Traffic/Crim
	East Camden	4th Monday	1:30 pm	Traffic/Crim

Mandatory Holding of Court for 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.

Based upon said written agreement, sessions of court for the Beaden Department and the East Camden Department are held in the Camden Department.

Warrant Docket

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 of Circuit Court Under Guidelines and Procedures Set Out in the Judicial Circuit's Administrative Plan.

<u>Type of Other Matters</u>	<u>Location</u>
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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.

<u>Type of Other Matters</u>	<u>Location</u>
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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 Pursuant to Rules 8.4 and 8.5
- Release Defendant from Custody Pursuant to 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>
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- 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:


<u>Name of Docket</u>	<u>Location</u>
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- 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.

[All judges must sign]



Judge

Dated: 6/27/2025