

ADMINISTRATIVE PLAN
CLARK COUNTY DISTRICT COURT
40th DISTRICT

1. JUDGES.

The Clark County District Court is a state district court served by one judge. The judge serves in the statutorily designated departments of the court as follows:

Judge	Department
Randy Hill	Arkadelphia
Randy Hill	Caddo Valley
Randy Hill	Gurdon
Randy Hill	Amity

The statutory authority for the organization and designation of this district court is found is found at A.C.A. §16-17-110 (31).

Court for all departments are held at Clark County Courthouse located at 412 Crittenden Street in Arkadelphia, Arkansas 71923.

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 small 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

Small Claim Magistrate	County	City Designated as Department
-------------------------------	---------------	--------------------------------------

Not Applicable

**2. 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:

Department	Docket	Day	Time	Type of Case
Arkadelphia	City	1 st & 3 rd Wed	10:00 a.m.	Criminal & Traffic
Arkadelphia	County	2 nd & 4 th Wed	10:00 a.m.	Criminal & Traffic
Caddo Valley	City	3 rd Tuesday	10:00 a.m.	Criminal & Traffic
				Civil & Small Claims
Amity	City	4 th Wednesday	10:00 a.m.	Criminal & Traffic
Gurdon	City	3 rd Thursday	10:00 a.m.	Criminal & Traffic
Arkadelphia		2 nd and 4 th Tues	10:00 a.m.	Civil & Small Claims
Arkadelphia		1 st & 3 rd Thurs.	9:00 a.m.	Felony Drug Court
Arkadelphia		1 st Thurs.	10:30 a.m.	Misdemeanor Drug Court
Arkadelphia		4 th Thurs.	1:30 p.m.	Orders of Protection

*All court sessions are held in the courtroom located in the Clark County Courthouse.

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.

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.

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

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

The following matters are referred from the Ninth East Judicial Circuit 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.

*These matters will be referred by agreement to Judge Hill and when Judge Batson is unavailable

The District Judge is not primarily responsible for but will be authorized to handle the following matters when the Circuit Judge is unavailable.

<u>Type of Other Matters</u>	<u>Location</u>
Request for Ex-Parte Mental Commitment	Clark County Circuit or District Court Courtrooms
Pro Se Uncontested Divorces	Clark County Circuit or District Court Courtrooms
Request for Ex Parte Drug/Alcohol Commitment	Clark County Circuit or District Court Courtrooms

**These matters will be referred by agreement to Judge Hill when Judge Batson is unavailable.*

☒ 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.
- ☐ Conduct Preliminary Hearing Pursuant to A.C.A. §16-93-307

Other criminal matters may be referred including authority to sign miscellaneous criminal orders of a non-adversarial nature. Examples of such non-adversarial orders include but are not limited to, orders involving the conversion of fines, fees, and court costs to community service, and orders applying funds received from the Great Arkansas Treasure Hunt to fines, fees, court costs, and restitution.

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.

☒ The following specialty courts are conducted:

*Judge Randy Hill presides over the circuit court drug court concurrently with Judge Blake Batson.

Name of Docket	Location
Sobriety Court (DWI Court)	Arkadelphia – District Courtroom

a. Type of specialty docket or description of its operation:

The sessions for Sobriety Court have a team of probation officers from Southwest Probation Services that supervise defendants who have been admitted into this Court. Quapaw House, Father's House, Potter's Place, and Shalom Recovery Center are the treatment providers used.

These sessions are held every first Thursday of the month at 10:00 a.m.

b. Statutory or legal authority on which it is based:

When a specialty court program has not been expressly created through legislation, A.C.A. §16-10-139 (a)(4) provides authority for the Supreme Court to approve other specialty court programs. The Clark County District Court continues to operate a Sobriety Court (DWI Court) that has been approved by the Supreme Court in prior administrative plans.

- c. Certification of compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs and probation fees:

The Sobriety Court is in compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs and probation fees.

- d. Sources of funding:

Funding for this specialty court is allocated in our annual budget and approved by the Clark County Quorum Court.

<u>Name of Docket</u>	<u>Location</u>
Felony Drug Court	Arkadelphia – District Courtroom

- a. Type of specialty docket or description of its operation:

The sessions for Felony Drug Court have a team of probation officers from Southwest Probation Services that supervise defendants who have been admitted into this Court. Quapaw House, Father's House, Potter's Place, and Shalom Recovery Center are the treatment providers used.

Felony Drug Court is held twice a month on the 1st and 3rd Thursdays at 9:00 a.m.

- b. Statutory or legal authority on which it is based:

Drug Court programs are authorized under A.C.A. §16-98-301 et seq. Pursuant to A.C.A. §16-17-137, a state district judge may be authorized to preside over a drug court program in the administrative plan for the judicial circuit required by Administrative Order No. 14 and Administrative Order No. 18.

- c. Certification of compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs and probation fees:

The Felony Drug Court is in compliance with all applicable sentencing laws, including assessment, collection and remittance of fines, fees, court costs and probation fees.

d. Sources of funding:

Funding for this specialty court is allocated in the Circuit Court's annual budget and approved by the Clark County Quorum 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 designated a district court judge to administer this specialty court program.

5. **OTHER PROGRAMS OR DOCKETS.**

None

6. **EFFECTIVE DATE.**

This Administrative Plan is effective January 1, 2026.

Judge

