

ADMINISTRATIVE PLAN

5th Judicial District Composed of the Following Counties Crawford

1. JUDGES.

Effective January 1, 2026, the 5th Judicial District Court is a state district court served by Judge Rinda Baker.

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>
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2. DEPARTMENTS.

The statutory authority for the organization and designation of this district court is found is found at A.C.A. §16-17-1110 et seq.

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

<u>Judge</u>	<u>County</u>	<u>City Designated as Department</u>
Rinda Baker	Crawford	Van Buren
Rinda Baker	Crawford	Alma
Rinda Baker	Crawford	Mulberry
Rinda Baker	Crawford	Mountainburg (heard in Mulberry Department)

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

<u>Town / City Abolished as Department</u>	<u>Effective Date</u>
Dyer	August 9, 2011

☒ 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>
Cedarville	Van Buren
Kibler	Van Buren-County

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
Rinda Baker	Van Buren	Monday	1:00/2:00 PM	Traffic/Criminal
		1st Tuesday	1:30 PM	Traffic/Criminal
		1st and 3rd	9:00 AM	Traffic/Criminal
		Wednesday		
		1st and 3rd	9:00AM	Civil/Small Claims
	Alma	Thursday		
		Thursday	9:00AM/1:00PM	Traffic/Criminal
		Monday	9:00AM	Traffic/Criminal
	Mulberry and Mountainburg	1st and 3rd	4:00PM	Traffic/Criminal
		Wednesday		
	All	M/W/F	12:30/2:00PM	Traffic/Criminal For Jail Inmates Including bond hrgs

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 Mountainburg Department are held in the Mulberry 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.***

Type of Other Matters

Hearing Location

Matters of an emergency or uncontested nature pending in the civil, domestic relations, or probate division of Circuit Court (such as ex parte emergency involuntary commitments pursuant to Ark. Code Ann. 20-47-210, decedent estate administration, uncontested divorces, and defaults) with a contemporaneous record of the proceedings as provided by law.

☐ 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

☒ 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:

Type of Specialty Court

Location

a. Type of specialty docket and description of its operation: DWI Treatment Court for multiple DWI offenders who can benefit from concentrated treatment in an effort to reduce recidivism.

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. The DWI Court team includes a prosecuting attorney, public defender, various health professionals, law enforcement, probation officer, an employee of the Department of Motor Vehicles, a social worker, Crawford County Adult Education employees, Crawford County District Clerks, the District Judge, and community volunteers. Each are consulted in setting up the program and in its operation. Team meetings are scheduled before court sessions and at other times as needed. Resources available to the participants include therapy, financial advice/job training, housing, etc.

e. Sources of funding: City of Van Buren, Crawford County, state and federal grants, and fees paid by participants.

☐ 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:

7. EFFECTIVE DATE.

This Administrative Plan is effective January 1, 2026.

[All judges must sign]



Judge

Dated:

10/25/25

CITY OF DYER, ARKANSAS

ORDINANCE NO. 2011-7-19-2

AN ORDINANCE ABOLISHING THE CITY COURT OF DYER, ARKANSAS, DECLARING AN EMERGENCY, AND FOR OTHER RELATED PURPOSES.

WHEREAS, the City of Dyer, Arkansas, currently has a city court with jurisdiction pursuant to the laws of the State of Arkansas;

WHEREAS, the City Council of the City of Dyer has determined after diligent inquiry that it is in the best interests of the citizens of Dyer and the administration of justice for the city court jurisdiction to be transferred to a division of the District Court of Crawford County, Arkansas; and

WHEREAS, Amendment 80 to the Arkansas Constitution provides authority for the City Council of Dyer, Arkansas, to abolish its city court.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DYER, ARKANSAS, AS FOLLOWS:

SECTION 1: The City Court of the City of Dyer, Arkansas, shall be hereby abolished as of and effective at 11:59 p.m. on August 9, 2011.

SECTION 2: All jurisdiction of the City Court of the City of Dyer, Arkansas shall transfer immediately upon abolishment to the District Court of Crawford County, Arkansas.

SECTION 3: The administration of the former city court jurisdiction shall be in a manner agreed upon by the relevant governing bodies and the district court subject to all applicable rules, regulations and laws.


SECTION 4: All prior ordinances that conflict with the terms and provisions of this ordinance are hereby repealed.

SECTION 5: If any court of competent jurisdiction shall declare any portion of this ordinance illegal or otherwise unenforceable, the remaining provisions shall remain in full force and effect.

SECTION 6: This ordinance is deemed important for the immediate protection and preservation of the public peace, health, safety, and welfare of the citizens of Dyer, Arkansas, because of the continuing need to enforce the laws and ordinances of the city and without this ordinance, the city cannot properly administer the jurisdiction of its city

court going forward in the future. Therefore an emergency is hereby declared and this ordinance shall be and take effect and be in full force after its passage, approval, and publication.

PASSED AND APPROVED THIS 19th DAY OF JULY 2011.



MAYOR



RECORDER/TREASURER

CERTIFICATION

I, the City Recorder/Treasurer of Dyer, Arkansas, certify that the foregoing ordinance was passed by a vote of 5 to 0 and the included emergency clause was passed by separate vote of 5 to 0 by the City Council of Dyer, Arkansas, at its regular meeting held on July 19, 2011 such that the ordinance was duly adopted and approved and an emergency was declared.



Recorder/Treasurer

Ordinance No.: 2011-7-19-2

CITY OF MULBERRY, ARKANSAS

RESOLUTION NO. 2023-07

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE CITY OF MOUNTAINBURG, ARKANSAS TO LOCATE THE MOUNTAINBURG DEPARTMENT OF THE CRAWFORD COUNTY DISTRICT COURT IN THE CITY OF MULBERRY, ARKANSAS.

WHEREAS, the City of Mulberry, Arkansas has developed a large court facility with the ability to handle more cases than generated by the City of Mulberry alone;

WHEREAS, the City of Mountainburg, Arkansas, currently has its district court department located in Van Buren, Arkansas;

WHEREAS, both the City of Mulberry and the City of Mountainburg believe that the citizens of both cities will be better served with Mountainburg's court relocating to the City of Mulberry;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MULBERRY, ARKANSAS, AS FOLLOWS:

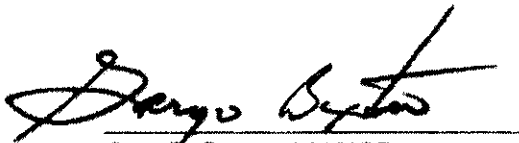
SECTION 1: The City Council hereby authorizes the Mayor to negotiate and enter into such agreements as may be necessary to relocate the Mountainburg Department of the Crawford County District Court to the court facility in Mulberry, Arkansas, with associated clerk and court duties.

SECTION 2: The City Council hereby authorizes the Mayor and Recorder/Treasurer to execute any documents necessary to accept the court.

PASSED AND APPROVED THIS 19 DAY OF September, 2023.

APPROVED:

ATTESTED:


Gary D. Baxter, MAYOR


Carla Dickerson, RECORDER/TREASURER

CITY OF MOUNTAINBURG, ARKANSAS

ORDINANCE NO. 2023-002

AN ORDINANCE CREATING THE PROCEDURES FOR THE TRIAL OF PERSONS CHARGED WITH A VIOLATION OF LAW OR ORDINANCE WITHIN THE CITY OF MOUNTAINBURG, ARKANSAS, PURSUANT TO AMENDMENT 80 TO THE ARKANSAS CONSTITUTION AND OTHER LAWS OF THE STATE OF ARKANSAS, DECLARING AN EMERGENCY, AND FOR OTHER RELATED PURPOSES.

WHEREAS, the City of Mountainburg has previously by ordinance under the authority of Amendment 80 abolished its city court and transferred the jurisdiction to the Mountainburg Department of the Crawford County District Court located in Van Buren, Crawford County, Arkansas;

WHEREAS, the City Council of Mountainburg desires to move the location of its district court department to Mulberry, Arkansas;

WHEREAS, the City Council of Mountainburg desires to set the procedures for the trial of persons charged with violations of law and ordinances within the City of Mountainburg;

WHEREAS, the Mulberry Department of the Crawford County District Court shall be the proper location and court for the trial of persons charged with violations of law and ordinances within the City of Mountainburg;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF MOUNTAINBURG, ARKANSAS:

SECTION 1: All persons charged with violations of applicable laws and ordinances within the City of Mountainburg, Arkansas shall be tried in the Mulberry Department of the Crawford County District Court located in Mulberry, Crawford County, Arkansas.

SECTION 2: Court costs assessed in criminal actions by the City of Mountainburg, Arkansas, shall be paid to the State of Arkansas, with such turn-back as may be provided for under Arkansas law.

SECTION 3: All fines and costs assessed by the City of Mountainburg in criminal actions shall be payable through the Clerk of the Crawford County District Court, Mulberry Department, Mulberry, Crawford County, Arkansas.

SECTION 4: All fines collected on behalf of the City of Mountainburg by the Crawford County District Court Clerk Mulberry Department shall be divided with fifteen percent (15%) to the City of Mulberry District Court Fund for use by the City of Mulberry in its sole discretion as permitted by law and with the remaining eighty-five (85%) to the City of Mountainburg for its use in its sole discretion as permitted by law.

SECTION 5: There shall be assessed and collected a fifty dollar (\$50.00) warrant fee, with respect to issuance of warrants by the Mulberry Department of the Crawford County District Court, Mulberry, Arkansas with respect to matters in which the City of Mountainburg, Arkansas, is the Plaintiff, payable to the Mulberry Department of the Crawford County District Court of Mulberry, Crawford County, Arkansas, for the benefit of the City of Mountainburg, Arkansas, and proper disbursements, in cases of, or relating to, traffic and misdemeanor matters.

SECTION 6: In the event of probation, there shall be charged a \$20.00 per month probation fee, to be administered by the Mulberry Clerk of the Mulberry Department of the Crawford County District Court of Mulberry, Crawford County, Arkansas, in the same manner as that of the City of Mulberry, Arkansas.

SECTION 7: In the event of installment or time payments of fines and costs, there shall be added thereto a fee after the first month of ten dollars (\$10.00) per month, one-half (½) of which shall be paid to the Mulberry Department of the Crawford County District Court, and one-half (½) to the Court Technology Trust on behalf of the City of Mountainburg, Arkansas, to be used by the Mulberry Department of the Crawford County District Court, Arkansas for court technology.

SECTION 8: In the event that a person against whom fines are assessed is unable to pay those fines, the District Court may order community service to the entity to which fines are due, and the Mayor of Mountainburg shall keep the Mulberry Department of the Crawford County District Court apprised of the person and location designated to whom individuals shall report to perform community service due the City of Mountainburg.

SECTION 9: The Mountainburg Police Department shall turn in completed ticket books to the Clerk of the Mulberry Department of the Crawford County District Court, each calendar year quarter, or at such other times as the clerk may request.

SECTION 10: The Mayor of Mountainburg, Arkansas, shall contract for and is hereby directed to execute the necessary documents for payment of jail fees and other expenses necessary to incarcerate prisoners of the City of Mountainburg, with the Crawford County Sheriff or such other entities as may be permitted under state law.

SECTION 11: The Mountainburg Police Department shall be responsible for transportation of prisoners to and from their place of incarceration for legal proceedings;

Ordinance No.: 2023-002

however, the City of Mountainburg may contract with other entities, particularly those entities providing jail services to the city, to provide for the necessary transportation as may be required.

SECTION 12: The Mayor is hereby authorized to negotiate and enter into such additional agreements with the City of Mulberry as may be necessary to effectuate the purposes and intent of this ordinance.

SECTION 13: All ordinances or provisions of ordinances that may be in conflict herewith are hereby repealed.

SECTION 14: If a court of competent jurisdiction shall deem any portion of this ordinance invalid or unenforceable, the remaining provisions shall remain in full force and effect.

SECTION 15: The adoption of this Ordinance is necessary for the proper and efficient administration of the Crawford County District Court acting on behalf of the City of Mountainburg, Arkansas, and therefore contributes directly to the safety and security of the citizenry being necessary for the operation of the Mountainburg Police Department, and for the preservation of the health, safety and welfare of the residents of Mountainburg, Arkansas; therefore an emergency is declared to exist and this ordinance shall take effect, and be in full force and effect, immediately upon its passage, approval, and publication as required by law.

PASSED AND APPROVED THIS 11 DAY OF September, 2023.

APPROVED:


MAYOR

ATTESTED:


RECORDER/TREASURER

Ordinance No.: 2023-002

City of Mountainburg

101 Highway 71 N.W. – Mountainburg, Ark 72946 Crawford County
Phone 479-369-2791 Fax 479-369-4674 E-mail: cityofmtburg@yahoo.com

Mayor Susan Wilson

City Office Manager Melany McKenzie Recorder/Treasurer Tina Moore

Council Members: Rick Kimes, Susan Sharp, Michelle Henson,
Lori Rogers, Elijah Wilson, Mary Heginger

September 11, 2023

City Council Minutes

Meeting called to order 6:00pm.

Prayer and Pledge of Allegiance

Roll Call by City Recorder/Treasurer (Melany) Tina Moore Absent

Michelle: Yes Sue: Absent Lori: Yes Mary: Yes Elijah: Absent Rick: Yes

Previous Months Minutes

Motion to accept the minutes for the August 2022 Council Meeting.

Motion Made by: Lori

Seconded: Mary

Michelle: Yes Sue: Absent Lori: Yes Mary: Yes Elijah: Absent Rick: Yes

Financial Report

Motion to accept the August 2022 Financial Report.

Motion Made by: Michelle

Seconded: Mary

Michelle: Yes Sue: Absent Lori: Yes Mary: Yes Elijah: Absent Rick: Yes

Special Guests:

None

Department Head Reports

Fire – Chief Angela Volk Absent in a meeting

Police – Chief Bradley Ridenour-Told Council about Mayor Wilson being Mayor of the Year for Arkansas Police Chief Association.

Water & Sewer - Scott Dyer Trouble with Rackley pumps hopefully lined out.

Street - Nick Shaffer-Bob Daniel praised how well the town looks. Kenneth did a outstanding job on cleaning ditch.

Mayor – Susan Wilson-We are still 24,000 to the good in General Fund so we are ok. Do we want to put mulch in the playground money in the budget but cost is way up so decided to wait closer to spring. National Night Out Oct 3 @ Crawford County Hospital.

We received a packet from LOPFI today about consoladation, more to come next month.

Unfinished Business

Fireworks Ordinance Rick Kimes and has done some research on will get Mayor to help write a new ordinance.

New Business

Motion to pass _____ to purchase truck for Water and Sewer truck.

After discussion: No motion made tabled until next month.

Chief Shannon Gregory from Mulberry was here and discussion was had about moving court to Mulberry instead of Van Buren and that the cost is the same and hopefully easier for the office to get needed information.

Motion that we suspend the reading rule and read the Ordinance 2023-002 one time by number and title only.

Motion Made by: Mary

Seconded: Rick

Michelle: Yes Sue: Absent Lori: Yes Mary: Yes Elijah: Absent Rick: Yes

Ordinance 2023 read by number and title by Mayor Susan Wilson, Ordinance 2023-002 AN ORDINANCE CREATING THE PROCEDURES FOR THE TRIAL OF PERSONS CHARGED WITH VIOLATION OF LAW OR ORDINANCE WITHIN THE CITY OF MOUNTAINBURG, ARKANSAS, PURSUANT TO AMENDMENT 80 TO THE ARKANSAS CONSTITUTION AND OTHER LAWS OF THE STATE OF ARKANSAS. DECLARING AN EMERGENCY, AND FOR OTHER RELATED PURPOSES.

Motion to adopt Ordinance 2023-002

Motion Made by: Mary

Seconded: Rick

Michelle: Yes Sue: Absent Lori: Yes Mary: Yes Elijah: Absent Rick: Yes

Motion to declare an emergency on Ordinance 2023-002

Motion Made by: Mary

Seconded: Rick

Michelle: Yes Sue: Absent Lori: Yes Mary: Yes Elijah: Absent Rick: Yes

Motion to allow Mayor to ask for better interest rates on CD for Street and Fire Departments

Motion Made by: Michelle

Seconded: Mary

Michelle: Yes Sue: Absent Lori: Yes Mary: Yes Elijah: Absent Rick: Yes

Motion to allow Mayor to enter into an Agreement for Thursday Night Music

After a lengthy discussion by Bob Daniel, Jackie Daniel, Carrie Estrada no agreement was entered into because of venue having to purchase annual permit from ASCAP.

Open Public Forum

Kenny Bryant came before council about fighting vidcos at City Hall that were taped in May of last year. Would like more police presents.

Lena Pinkerton introduction to all present, she is running for District Judge.

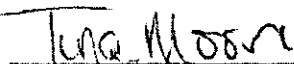
Motion to Adjourn.

Motion Made by: Michelle

Seconded: Lori

Michelle: Yes Sue: Absent Lori: Yes Mary: Yes Elijah: Absent Rick: Yes

Mayor called meeting adjourn at: 7:45 pm



Recorder/Treasurer Tina Moore