

20th Judicial District Trial/Hearing Setting Sheet

County: _____

VS. NO _____

FOR COURT USE

DATE: _____
TIME: _____
DIVISION: _____
SET BY: _____

REQUESTED BY: _____ NEED INTERPRETER
TYPE HEARING: _____
ESTIMATED TIME: _____
REMARKS: _____
AD LITEM: _____

ATTORNEY FOR PLAINTIFF: _____ ATTORNEY FOR DEFENDANT: _____

PHONE: _____ PHONE: _____
FAX: _____ FAX: _____
EMAIL: _____ EMAIL: _____

1. To set a trial/hearing date, mail, email or fax a copy of the setting sheet to the appropriate division. The trial court assistant will schedule the trial/hearing based on the information provided and return one copy of this form to the party requesting trial/hearing.
2. **IT IS THE RESPONSIBILITY OF THE PARTY REQUESTING THE SETTING TO NOTIFY ALL OPPOSING COUNSEL (OR PARTIES), SEND A COPY OF THE LETTER OF NOTIFICATION TO THE TRIAL COURT ASSISTANT AND TO THE CLERK FOR THE FILE.**
3. Should opposing counsel have a conflict with the scheduled trial/hearing date, the case and opposing counsel are to be notified within ten (10) days. If an alternate date cannot be agreed upon, counsel for all parties will be required to conference with the Court to set the matter.

Division 1: Susan Weaver, Judge
Brittani Burnette, Trial Court Administrator
Fax: (501) 450-4977
Phone: (501) 450-4904
brittani.burnette@faulknercounty.org

Division 4: David M. Clark, Judge
Shannon Naylor, Trial Court Administrator
Fax: (501) 328-4157
Phone: (501) 328-4156
shannon.naylor@faulknercounty.org

Division 2: Troy Braswell, Judge
Thai McBee, Trial Court Administrator
Fax: (501) 329-4934
Phone: (501) 450-4931
thai.mcbee@faulknercounty.org

Division 5: H.G. Foster, Judge
Jan Wilbanks, Trial Court Administrator
Fax: (501) 450-4966
Phone: (501) 450-4925
jan.wilbanks@faulknercounty.org

Division 3: Charles E. Clawson, III, Judge
Amanda Todd, Trial Court Administrator
Fax: (501) 450-4972
Phone: (501) 450-4970
amanda.todd@faulknercounty.org

MAILING ADDRESS:

801 Locust Street
Conway, AR 72034

- Faulkner County Justice Building
510 S. German Lane, Conway, AR 72034
 - Courtroom 2A Courtroom 3C
 - Courtroom 2B Courtroom 3D
 - Courtroom 3A Courtroom 4
 - Courtroom 3B

- Van Buren County Annex (2)
100 Success Dr., Ste 27, Clinton, AR 72031
- Searcy County Courthouse (1)
Courthouse Square, Marshall, AR 72650

- Van Buren County Courthouse (1)
273 Main Street, Clinton, AR 72031

- Searcy County Annex (Paul V. Jones Annex) (2)
Courthouse Square, Marshall, AR 72650