

# District Court

## Clerk's Office Hours:

Monday – Friday 7:30 a.m. – 4:30 p.m.

**working hours will be 8am - 4pm**

**Starting on January 1, 2024**



**Phone:** 479-846-3467 • **Fax:** 479-846-5548

**Location:** 955 E. Douglas



**Graham Nations**

District Court Judge

479-846-3467

**Steve Parker**

City Prosecutor

479-846-3467

**Rachel Guenther**

District Court Clerk

479-846-3467 [Email](#)

[View Slideshow](#)

## Related Questions

### Can I make payments on my ticket without going to court?

Some charges require a court appearance. Call the Court for more information on fine amounts, to inquire if an appearance is required, or to set up a payment plan.

### How can I pay my fines?

Fines are payable by cash, money order, check, or credit/debit card. Payments by money order or check can be mailed to the court or in person at the clerk's window. Credit/debit card payments can be made by calling the court, in person at the clerk's office or online at <https://www.myfinepayment.com>. We also have a drop box by our front door for payment by check or money order. Please do not put cash in the drop box or in the mail.

## **How do I know my payment is applied to my account?**

When you make a payment online, you will get a confirmation that it is made. The court will get an email notifying your payment information and the payment amount is applied to your account. Feel free to contact the court to verify the payment has been made and applied.

## **I forgot my court date or forgot to make my payment. Now what?**

Now you have a warrant out for your arrest and most likely a suspended driver's license. You need to contact the court immediately. You will need to have the warrant served and get a new court date. You may be required to bond on the charge(s).

## **I pled not guilty at my arraignment. Can I meet with the prosecuting attorney before trial?**

Yes. The prosecutor will meet with each defendant before any trials actually begin.

## **I received a ticket in Prairie Grove. Can I pay the fine without going to court? How long do I have to do that?**

You can pay the ticket if the charge is not a "must appear" charge. You can contact the court to verify that it can be paid and get the amount you will need to pay. You must have the fine paid by the court date listed on the front of your ticket. If not paid by that date, you will need to appear before the judge.

## **Is there a fee for payment by credit or debit card?**

Payments made by credit or debit card are processed by a private company. This company does charge a fee on each payment. The District Court does not receive any portion of this fee

# When do you have court?

Arraignments are held on the 1st, 2nd, 3rd, and 4th Tuesday of each month at 8:30 a.m.

Trials:

- City cases on the 1st Tuesday each month (pro se cases at 10:00 a.m. – attorney cases at 1:30 p.m.)
- County/State cases on 3rd Tuesday each month (pro se cases at 10:00 a.m. – attorney cases at 1:30 p.m.)
- Civil and Small Claims Trials are held on the 2nd and 4th Tuesdays each month at 9:30 a.m.
- Contact the Court for your specific Court Date (479-846-3467)

[View All FAQ's](#)