

IN THE FIFTH JUDICIAL DISTRICT OF IOWA

**IN RE: POLK COUNTY JUDICIAL
MAGISTRATES ASSIGNMENTS
FOR 2024**

ADMINISTRATIVE ORDER 2023-27

WHEREAS it is necessary to determine dockets and assignments to distribute the workload of the eight Polk County Judicial Magistrates in order to fully utilize these judicial resources and to promote the ideal of efficient court administration for the public and court system:

THEREFORE, IT IS HEREBY ORDERED THAT:

1. The Polk County Magistrates shall primarily preside over the areas of Chapter 229 Mental Health and Chapter 125 Substance Abuse Adult Involuntary Commitments, Small Claims proceedings, Suburban Traffic Court matters and in City of Des Moines/State Traffic Court and Simple Misdemeanors as needed through scheduling by Court Administration. In addition, Magistrates may be called upon to preside over any court in Polk County for which judicial magistrates have statutory authority on a temporary basis. Magistrates shall be responsible for all orders and related electronic or hard copy documentation associated with the Mental Health and Substance Abuse Adult Involuntary Commitment cases during regular business hours.

2. Iowa Court rule 22.14(2) provides, "Schedules for judicial magistrates should be arranged by the chief judge of each district to accommodate a reasonable vacation period; however, a judicial magistrate shall not be entitled to any specific vacation days for which compensation may be granted, nor may compensation be granted for days not taken prior to separation from judicial service," Magistrates of the Fifth Judicial District are not allowed any specific vacation. Before any absence for a reasonable vacation period, from Polk County on a day(s) for which the Magistrate is scheduled to cover a court assignment, such Magistrate shall


arrange with another Judicial Magistrate from Polk County, or if no Polk County Magistrate is available to provide coverage, with a Judicial Magistrate in another county of the Fifth Judicial District, to cover and attend to the Judicial Magistrate's designated responsibilities.

This policy does not apply to any leave other than a reasonable vacation period. For any other contemplated leave, Magistrates are to notify the District Court Administrator of any contemplated intermittent or extended absence. An extended absence is defined as an absence of more than four (4) days in which the Magistrate is scheduled to cover, pursuant to their regular court assignment. Before the extended leave is taken, the Magistrate must notify the District Court Administrator of his or her intention to be out for an extended or intermittent absence and indicate the specific dates and the reason(s) for the extended leave. The District Court Administrator will arrange coverage during the extended leave period. Extended leave requests which do not comply with the advance notice requirement shall be denied unless the chief judge determines otherwise for good cause.

3. Polk County Magistrate Court shall be in session from 8:00 a.m. to 4:30 p.m., Monday through Friday except legal holidays or as otherwise approved by the Chief Judge. On days the Magistrates are assigned to cover court, Magistrates may take a reasonable lunch break over the noon hour but shall otherwise be accessible at the court facility to the Clerk of Court and the public while Magistrate Court is in session. Additionally on days when Magistrates are assigned to cover court they shall exclusively serve as judicial officers and shall not perform legal duties associated with their private practice.

4. The attached Exhibit "A" shall constitute the Judicial Magistrate assignments for the four-year terms of office which began on August 1, 2021 and ends on July 31, 2025. Such assignments shall remain in effect unless modified by order of the Chief Judge. The Magistrates shall follow the rotation schedule set forth in this order and shall not switch assignments without written permission of the Chief Judge.

Dated this 29th day of September, 2023.



MICHAEL D. HUPPERT, CHIEF JUDGE
FIFTH JUDICIAL DISTRICT OF IOWA

FILED
POLK COUNTY, IA.
SEP 29 PM 4:11
FIFTH JUDICIAL DISTRICT COURT

Copies to:

Chief Justice Susan Christensen, Iowa Supreme Court
Liaison Justice Edward Mansfield, Iowa Supreme Court
State Court Administrator, Bob Gast
D5 Polk Judges, Staff and Stakeholders by email
Posting on Judicial Branch Website

	August 1, 2023	February 1, 2024	August 1, 2024	February 1, 2025	August 1, 2026	February 1, 2027
MH/SC Mon/Tue	3	4	5	6	7	8
SC/Traffic Thu/Fri	4	5	6	7	8	1
Traffic/SC Tues/Wed	5	6	7	8	1	2
SC/MH Mon/Tues	6	7	8	1	2	3
Traffic/SC Thu/Fri	7	8	1	2	3	4
Traffic/MH Mon/Wed	8	1	2	3	4	5
Traffic/MH Wed/Thu	1	2	3	4	5	6
SC/MH Thu/Fri	2	3	4	5	6	7

1- Beth Tigges
2-Jeffrey Lipman
3-Adnan Mahmutagic
4-Wesley Hoyer
5-Robb Goedicke
6-Heather Dickinson
7-Leah Patton
8-Anastasia Baker-Hurn

**MAGISTRATE COURT– SUBURBAN TRAFFIC AND CRIMINAL-
JANUARY - JUNE 2024 SCHEDULE**

THE FOLLOWING CHARGES SHOULD BE SET BY THIS SCHEDULE IN MAGISTRATE COURT:

Altoona, Ankeny, Bondurant, Clive, Johnston, Pleasant Hill, Polk City, Urbandale and Windsor Heights, - All traffic violations & simple misdemeanors under both city & state code.

West Des Moines- Traffic violations & simple misdemeanors under city code ONLY

Mitchellville- Traffic violations & simple misdemeanors under city code ONLY

TIMES TO SET TRIALS:

Traffic at **1:00 PM**

Simple Misdemeanors at **1:30 PM**

	CITY	January	February	March	April	May	June
Urbandale	Friday 1:00/T 1:30/SM	5	2	1	5	3	7
Clive	Wednesday 1:00/T 1:30/SM	10 24	14 28	13 27	10 24	8 22	12 26
Mitchellville Bondurant Pleasant Hill Polk City	Monday 1:00/T 1:30/SM	8 22	12 26	11 25	8 22	13 27	10 24
Altoona	Wednesday 1:00/T 1:30/SM	3	7	6	3	1	5
West Des Moines	Thursday 1:00/T 1:30/SM	4 18	1 15	7 21	4 18	2 16	6 20
Johnston	Tuesday 1:00/T 1:30/SM	2	6	5	2	7	4
Windsor Heights	Monday 1:00/T 1:30/SM	Holiday	5	4	1	6	3
Ankeny	Thursday 1:00/T 1:30/SM	11 25	8 22	14 28	11 25	9 23	13 27