



ARKANSAS JUDICIARY

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Rule 3-7 Cover Sheet

(a) When an initial record or pleading is filed with the Clerk of the Supreme Court and Court of Appeals, a cover sheet shall be completed and filed. The cover sheet shall be used for case initiation purposes. The cover sheet shall not replace or supplement the filing and service of other papers as required by law or the Rules of the Supreme Court and Court of Appeals.

(b) The Administrative Office of the Courts shall be responsible for the content and format of the cover sheet and instructions for its use.

The Clerk shall not accept an initial record or pleading that is not accompanied by the cover sheet. The Clerk shall place the completed cover sheet in the case file.

The attorney or pro se litigant at the time of filing an initial record or pleading shall be responsible for completing the information on the cover sheet. The cover sheet shall be type written; however, a pro se litigant may submit a handwritten cover sheet.

Associated Court Rules:

Rules of the Supreme Court and Court of Appeals of the State of Arkansas

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