

ELECTRONIC FILING

CASE MANAGEMENT

JURY MANAGEMENT

ONLINE PAYMENTS

ONLINE PUBLIC ACCESS

ELECTRONIC CITATIONS

INTERGOVERNMENTAL
DATA EXCHANGES



Arkansas Supreme Court
Administrative Office of the Courts

acap.help@arcourts.gov

www.courts.arkansas.gov/acap

"Supporting Courts; Ensuring Justice"

2016 ACAP Systems Conference

"Supporting Courts; Ensuring Justice"

Changing the Sheets-Part 1

Civil, Domestic, Probate
(Circuit Court)

Larry Brady, Donna Gay,
Diane Robinson

Arkansas Supreme Court

Administrative Office of the Courts

July 2016

Cover sheets

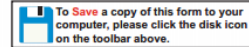
- What do you like about the current cover sheets?
- What do you dislike about the current cover sheets?



Current cover sheet - Civil

Multiple claims. If a complaint asserts multiple claims which involve different subject matter divisions of the circuit court, the cover sheet for that division which is most definitive of the nature of the case should be selected and completed.

**COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: CIVIL**



The civil reporting form and the information contained herein shall not be admissible as evidence in any court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law or Supreme Court Rule. This form is required pursuant to Administrative Order Number 8. Instructions are located on the back of the form.

FILING INFORMATION

County: _____ District: _____ Docket Number: CV _____
 Judge: _____ Division: _____ Filing Date: _____
 Plaintiff: _____ Defendant: _____
 Attorney Providing Information: _____
 Plaintiff Defendant Intervenor Address _____
 Litigant, if Pro Se: _____ Address _____
 Related Case(s): Judge: _____ Case Number(s) _____

Type of Case:

Torts	Equity	Miscellaneous
<input type="checkbox"/> (NM) Negligence: Motor Vehicle	<input type="checkbox"/> (FC) Foreclosure	<input type="checkbox"/> (CD) Condemnation
<input type="checkbox"/> (NO) Negligence: Other	<input type="checkbox"/> (QT) Quiet Title	<input type="checkbox"/> (RE) Replevin
<input type="checkbox"/> (BF) Bad Faith	<input type="checkbox"/> (IJ) Injunction	<input type="checkbox"/> (DJ) Declaratory Judgment
<input type="checkbox"/> (FR) Fraud	<input type="checkbox"/> (PT) Partition	<input type="checkbox"/> (UD) Unlawful Detainer
<input type="checkbox"/> (MP) Malpractice	<input type="checkbox"/> (OT) Other _____	<input type="checkbox"/> (IN) Incorporation
<input type="checkbox"/> (PL) Product Liability		<input type="checkbox"/> (EL) Election
<input type="checkbox"/> (OD) Other _____		<input type="checkbox"/> (FJ) Foreign Judgment
Contracts		<input type="checkbox"/> (WT) Writs _____
<input type="checkbox"/> (IS) Insurance		<input type="checkbox"/> (AA) Administrative Appeal
<input type="checkbox"/> (DO) Debt: Open Account		<input type="checkbox"/> (CF) Property Forfeiture
<input type="checkbox"/> (PN) Debt: Promissory Note		<input type="checkbox"/> (RD) Remove Disabilities
<input type="checkbox"/> (EM) Employment		<input type="checkbox"/> (NC) Name Change
<input type="checkbox"/> (OC) Other _____		<input type="checkbox"/> (OM) Other _____

Jury Trial Requested: Yes No **Manner of Filing:** Original Re-open Transfer
 Return from Federal/Bankruptcy Court

DISPOSITION INFORMATION

Disposition Date: _____ Bench Trial Non-Trial Jury Trial

Judgment Type:	Dismissal Type:	Other:
<input type="checkbox"/> (DJ) Default Judgment	<input type="checkbox"/> (DW) Dismissed with Prejudice	<input type="checkbox"/> (TR) Transferred to Another Jurisdiction
<input type="checkbox"/> (SJ) Summary Judgment	<input type="checkbox"/> (DN) Dismissed without Prejudice	<input type="checkbox"/> (RB) Removed to Bankruptcy Court
<input type="checkbox"/> (CJ) Consent Judgment		<input type="checkbox"/> (RF) Removed to Federal Court
<input type="checkbox"/> (TJ) Trial Judgment		<input type="checkbox"/> (AR) Arbitration
<input type="checkbox"/> (OJ) Other Judgment		
<input type="checkbox"/> (PG) Petition Granted		
<input type="checkbox"/> (PD) Petition Denied		
<input type="checkbox"/> (DF) Decree of Foreclosure		

Judgment For: Plaintiff Defendant Both **Judgment Amount:** \$ _____

Clerk's Signature
 AOC 23 10-01
 625 Marshall Street
 Little Rock, AR 72201

Date _____

Send 1 paper or electronic copy to AOC upon filing.
 Send 1 paper or electronic copy to AOC upon disposition.
 Keep original in court file.

Effective 1-1-2002



Current cover sheets - DR

Multiple claims. If a complaint asserts multiple claims which involve different subject matter divisions of the circuit court, the cover sheet for that division which is most definitive of the nature of the case should be selected and completed.

**COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: DOMESTIC RELATIONS**

The domestic relations reporting form and the information contained herein shall not be admissible as evidence in any court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law or Supreme Court Rule. This form is required pursuant to Administrative Order Number 8. Instructions are located on the back of the form.

FILING INFORMATION

County: _____ District: _____ Docket Number: DR

Judge: _____ Division: _____ Filing Date: _____

Plaintiff: _____ Defendant: _____
Last Name First Name Last Name First Name

Date of Marriage: _____
Month Day Year

Attorney Providing Information: _____
 Plaintiff Defendant Address _____

Litigant, if Pro Se: _____
 Address _____

Related Case(s): Judge _____ Case Number(s) _____

Type of Case: (Select One) **IV-D Case (For OCSE use only)**

<input type="checkbox"/> (DV) Divorce	<input type="checkbox"/> (CS) Custody/Visitation	<input type="checkbox"/> (DA) Domestic Abuse
<input type="checkbox"/> (DS) Divorce w/Support	<input type="checkbox"/> (SP) Child Support	<input type="checkbox"/> (FJ) Foreign Judgment
<input type="checkbox"/> (AN) Annulment	<input type="checkbox"/> (PT) Paternity	<input type="checkbox"/> (CT) Contempt
<input type="checkbox"/> (SM) Separate Maintenance	<input type="checkbox"/> (PS) Paternity/Support	<input type="checkbox"/> (BA) Body Attachment
		<input type="checkbox"/> (OT) Other _____

Manner of Filing: Original Re-Open Transfer

DISPOSITION INFORMATION

Disposition Date: _____ Bench Trial Non-Trial Jury Trial

Decree or Judgment Type: (JD) Divorce Granted (OD) Other Decree (OJ) Other Judgment

Dismissal Type: (DW) Dismissed with Prejudice (DN) Dismissed without Prejudice

Other: (TR) Transferred to Another Jurisdiction

Family Information:
 There are no children born of the marriage.
 There are children born of the marriage; See Confidential Data AOC Form 35

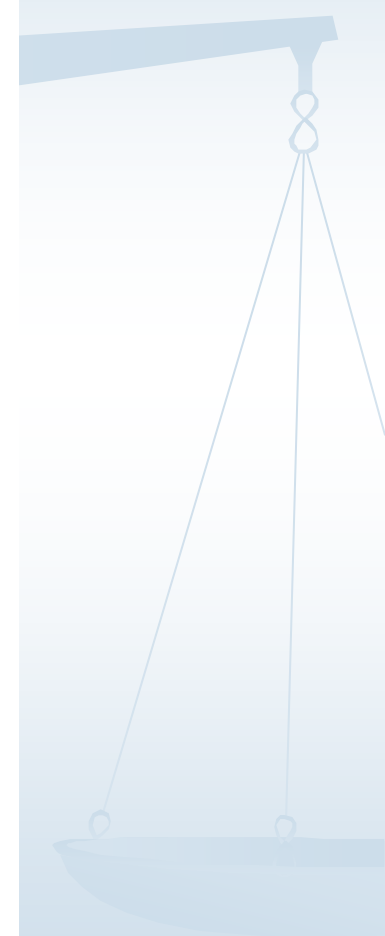
Public Law 104-193 Information:

<input type="checkbox"/> <input type="checkbox"/> Custody Placed With:	<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Defendant	<input type="checkbox"/> Other (Name) _____
<input type="checkbox"/> <input type="checkbox"/> Child Support	<input type="checkbox"/> New	<input type="checkbox"/> Modified	<input type="checkbox"/> Terminated
<input type="checkbox"/> <input type="checkbox"/> Spousal Support	<input type="checkbox"/> New	<input type="checkbox"/> Modified	<input type="checkbox"/> Terminated
<input type="checkbox"/> <input type="checkbox"/> Order of Protection	<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Defendant	<input type="checkbox"/> Child
<input type="checkbox"/> <input type="checkbox"/> Income Withholding			


Judgment Amount \$ _____

Clerk Signature _____
 AOC 24 7-05
 625 Marshall Street
 Little Rock AR 72201

Date _____
 Send 1 paper or electronic copy to AOC upon Filing.
 Send 1 paper or electronic copy to AOC upon Disposition.
 Keep original in Court file.



Current cover sheets - Probate

 To Save a copy of this form to your computer, please click the disk icon on the toolbar above.

Multiple claims. If a complaint asserts multiple claims which involve different subject matter divisions of the circuit court, the cover sheet for that division which is most definitive of the nature of the case should be selected and completed.

**COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: PROBATE**

The probate reporting form and the information contained herein shall not be admissible as evidence in any court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law or Supreme Court Rule. This form is required pursuant to Administrative Order Number 8. Instructions are located on the back of the form.

FILING INFORMATION:

County: _____ District: _____ Docket Number: PR _____
 Judge: _____ Division: _____ Filing Date: _____
 In the Matter of: _____
 Attorney Providing Information: _____ Address: _____
 Litigant, if Pro Se: _____ Address: _____
 Related Case(s): Judge _____ Case Number(s): _____

TYPE OF CASE:

- | | |
|--|--|
| <input type="checkbox"/> (DE) Decedent Estate Administration | <input type="checkbox"/> (CP) Conservatorship |
| <input type="checkbox"/> (AA) Ancillary Administration | <input type="checkbox"/> (CV) Civil Commitment |
| <input type="checkbox"/> (SE) Small Estate | <input type="checkbox"/> (AL) Alcoholic Commitment |
| <input type="checkbox"/> (TA) Trust Administration | <input type="checkbox"/> (NC) Narcotic Commitment |
| <input type="checkbox"/> (GD) Guardianship | <input type="checkbox"/> (PC) Adult Protective Custody |
| <input type="checkbox"/> (AD) Adoption | <input type="checkbox"/> (OT) Other _____ |

MANNER OF FILING: Original Re-open Transfer

DISPOSITION INFORMATION:

Disposition Date: _____ Bench Trial Non-Trial Jury Trial
 Small Estate

- Disposition Type*
- (JD) Judgment/Decree/Order
 - (DW) Dismissed with Prejudice
 - (DN) Dismissed without Prejudice
 - (TR) Transferred

 Clerk Signature _____
 Date



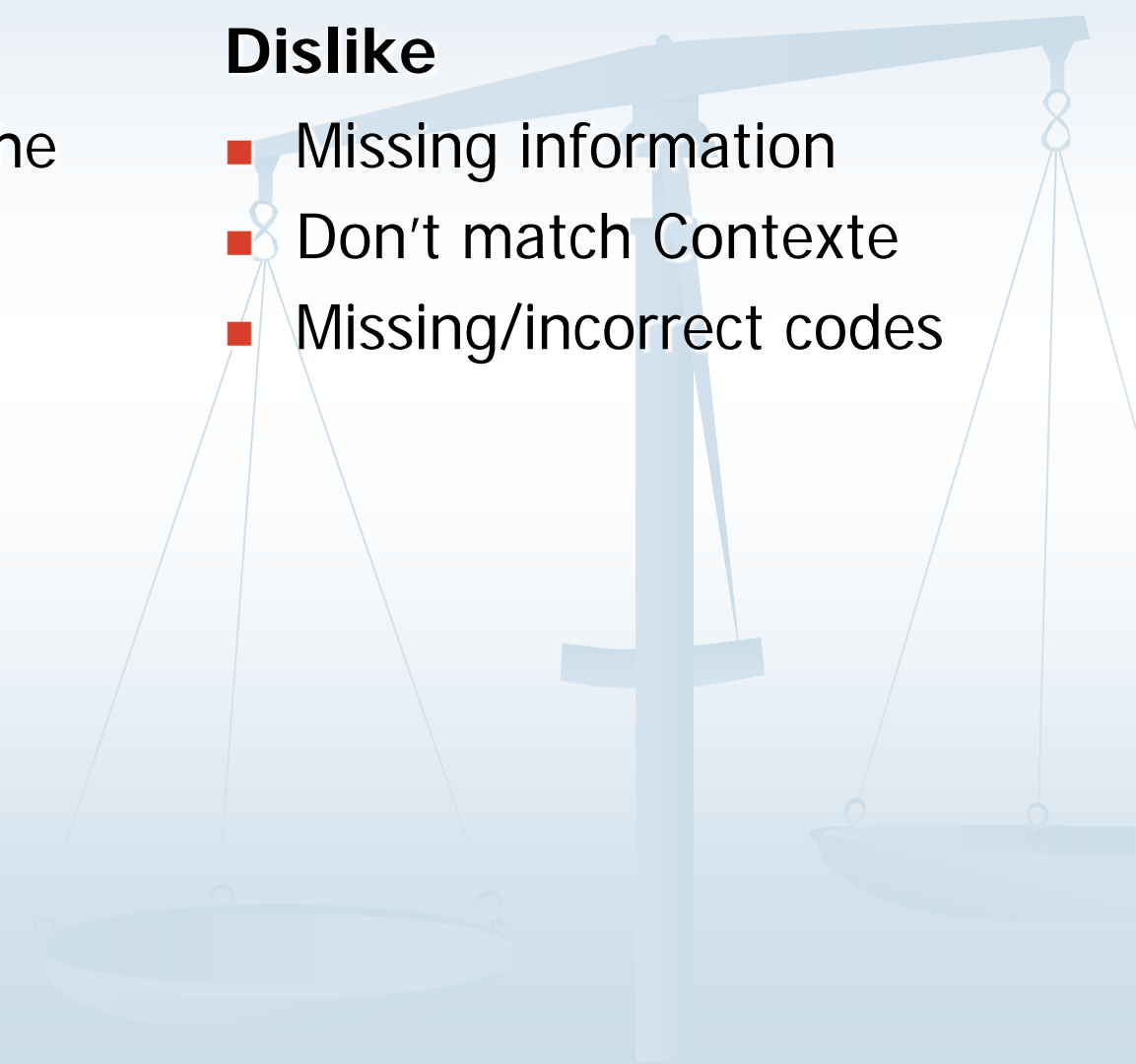
Cover Sheets

Like

- Not having to read the pleading
- Familiar

Dislike

- Missing information
- Don't match Contexte
- Missing/incorrect codes



History

- Administrative Order 8
- 10+ years old
- 2012: beginning of data quality project



Why change?

- Improve data quality
- Increase consistency
- Increase accuracy
- Processes have changed
- Greater public face
- More pro se litigants



Why Change?



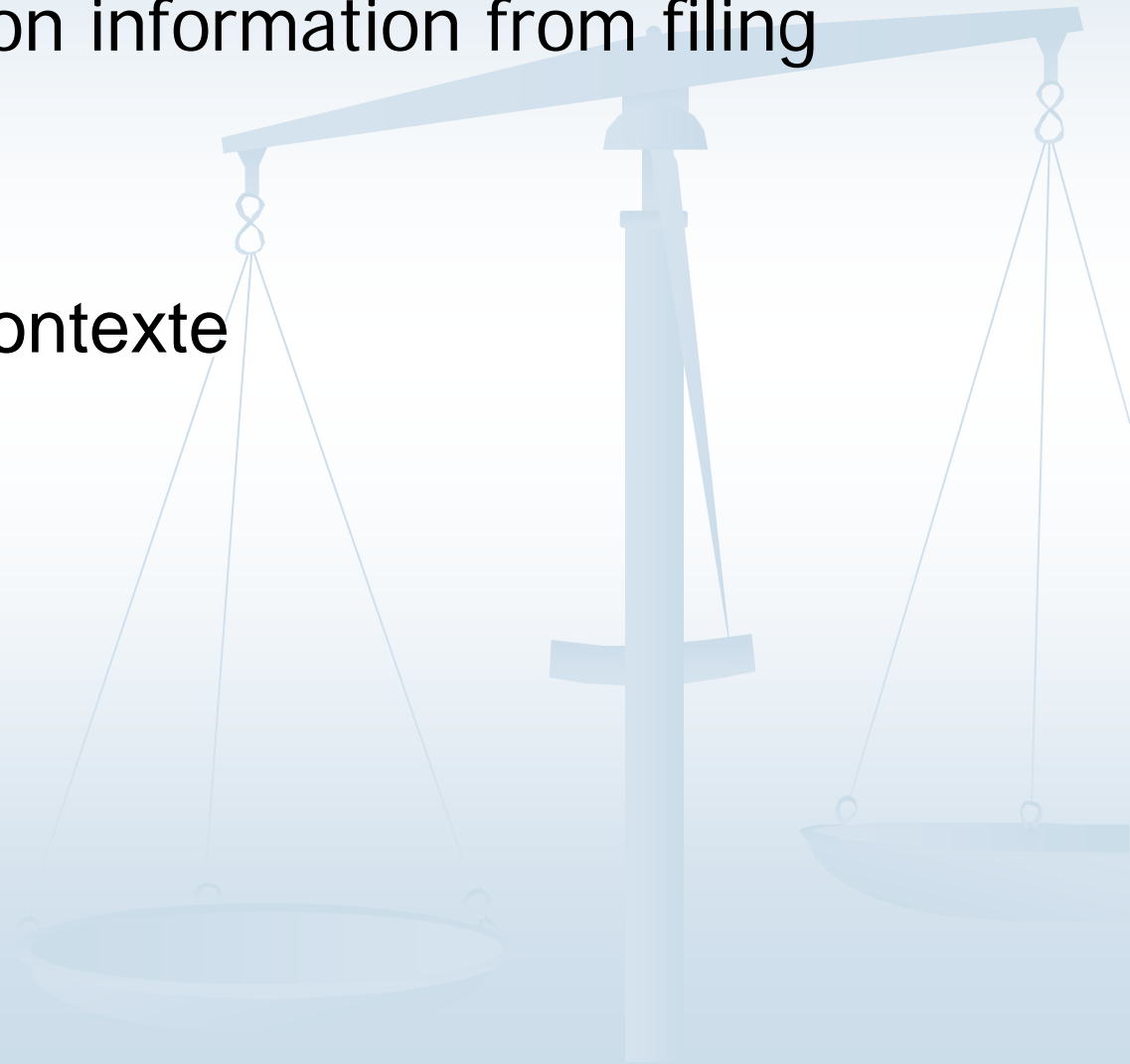
Why change?

- Use Contexte to better track cases

The screenshot shows the Las Vegas Review-Journal website interface. At the top left is the 'RJ' logo with the date 'Sunday, July 17, 2016'. To the right is a Sears Home Appliance Showroom advertisement for a '1 Day Only' event on Sunday, July 17th, 2016. Below the ad are social media sharing icons for Facebook, Twitter, Pinterest, RSS, Instagram, and YouTube, along with weather information for Las Vegas NV (105°F, Sunny) and a 'GOLD COAST HOT VEG DEALS' banner. A navigation menu includes links for Home, News, Election '16, Crime, Business, Neon, Sports, The Strip, Opinion, and Obits. A secondary menu lists categories like Las Vegas, Nevada, Neighborhoods, Trending, Nation/World, Education, Military, and For the Record. The breadcrumb trail reads 'Home » News » Las Vegas'. Below this are social sharing buttons for Tweet (117), Facebook Share (241), Blogger Share (98), Pinterest (1), Tumblr Share (7), and a generic share button (1546). The article title is 'Pirate Fest invades Lorenzi...' with a sub-headline 'Escape was only option for...'. The post date is 'Posted April 11, 2015 - 7:23pm' and the update date is 'Updated April 13, 2015 - 10:38am'. The main headline of the article is 'Clark County's private guardians may protect — or just steal and abuse'.

Big Picture Changes

- Separate disposition information from filing
- Statistical Guide
 - New case types
- Consistent with Contexte



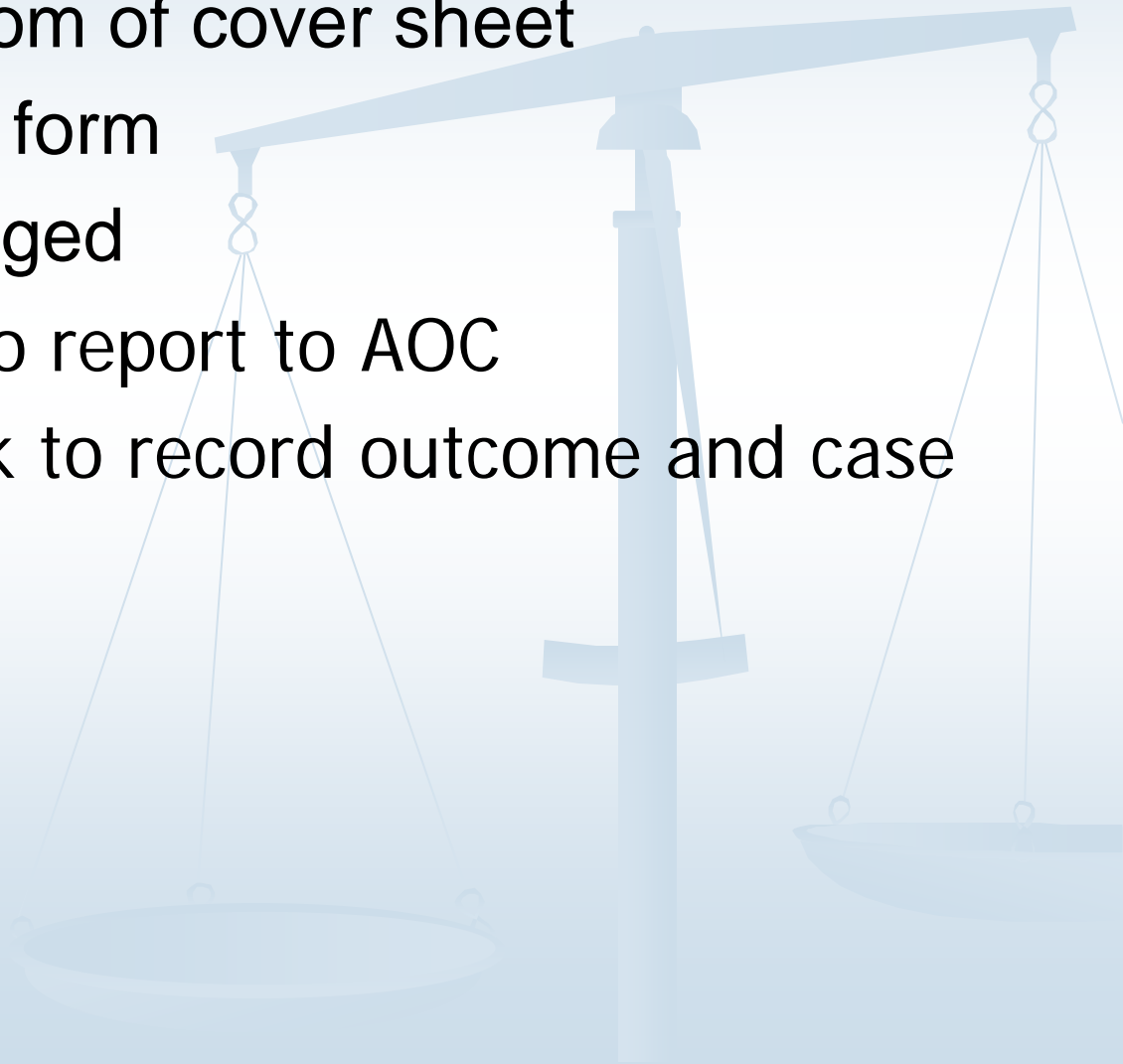
Purpose of cover sheets

- Clerks accurately record case information
- Provide judges and TCAs with basic case information
- Accurately identify individuals involved
- Anything else?



Disposition information

- Current form: bottom of cover sheet
- Change: separate form
- Purpose has changed
 - Past: for clerk to report to AOC
 - Future: for clerk to record outcome and case closure



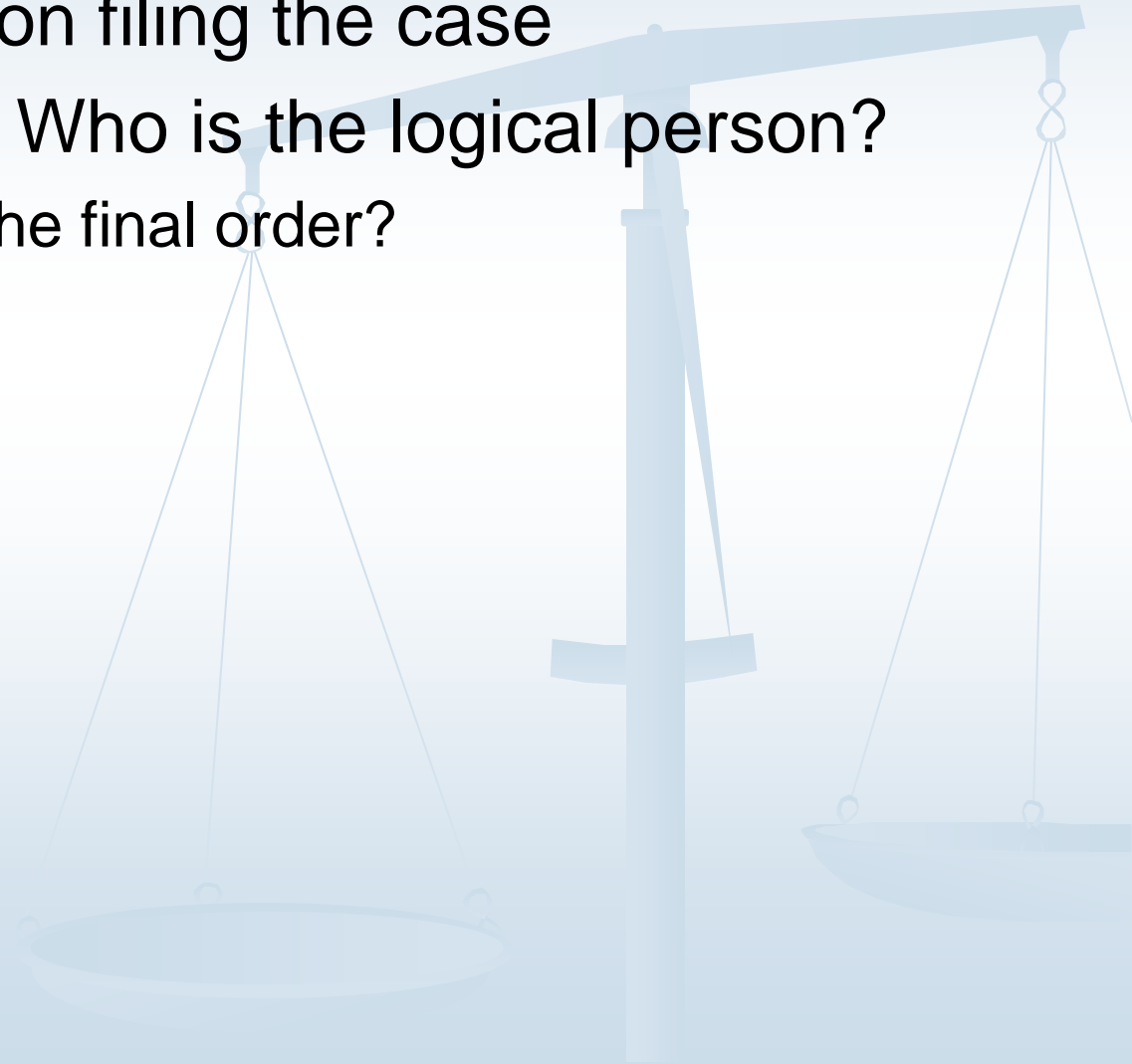
Arkansas Statistical Guide

- Define case opening
- Define case closing



Who is responsible?

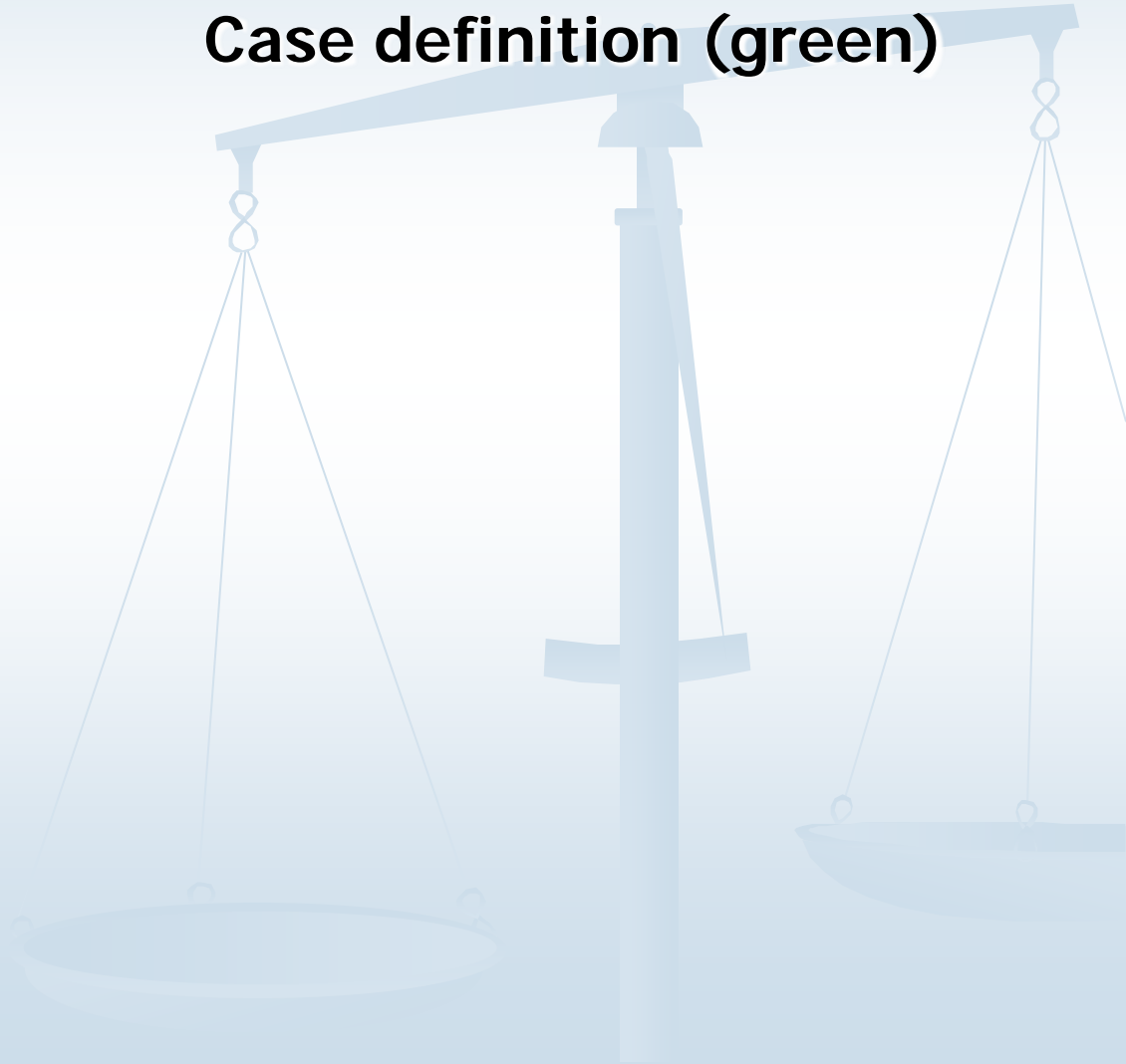
- Cover sheet: person filing the case
- Disposition sheet: Who is the logical person?
 - Attorney drafting the final order?
 - Court staff?



Matching Game

Case type (blue)

Case definition (green)



Case Types

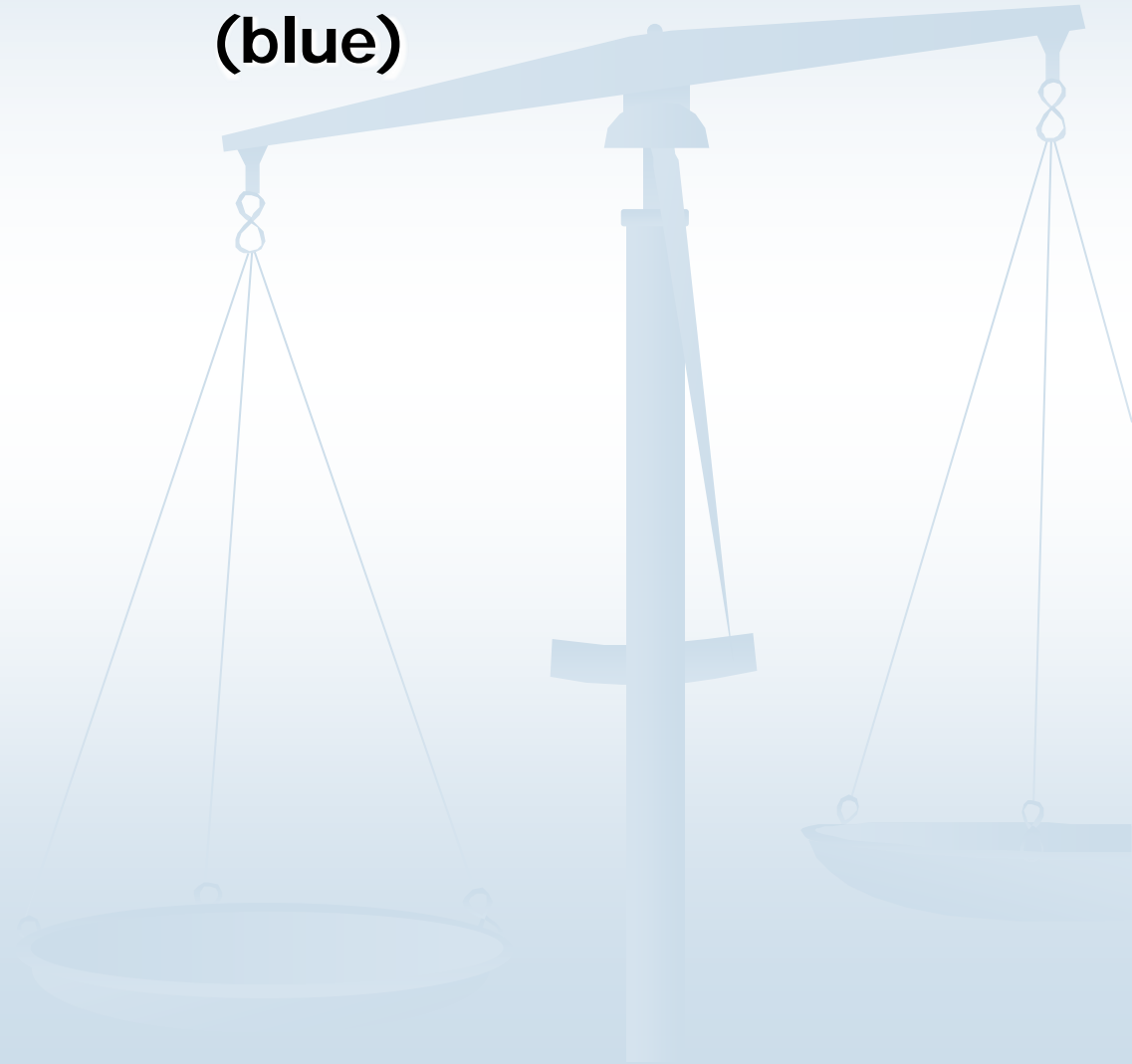
- Compare with another group
- Any questions? Disagreements?



Matching Game, continued!

**Current case type
(yellow)**

**New case type
(blue)**



Matching game key

- Questions?



Case Status

Status	Civil, domestic, probate
Open	MFO; MFA; MFT
Closed	JUC0; MOD Consolidated; MDTR; MDJD; MDDM
Reopened	MFR (only one at a time!)
Inactive	MDRB; MDRF; MOD Inactive; MDAR (civil) <i>ENTIRE case must be inactive</i>
Reactivated	MFF
Set for review	MOD set for review post disposition (guardianship only)
Monitoring	

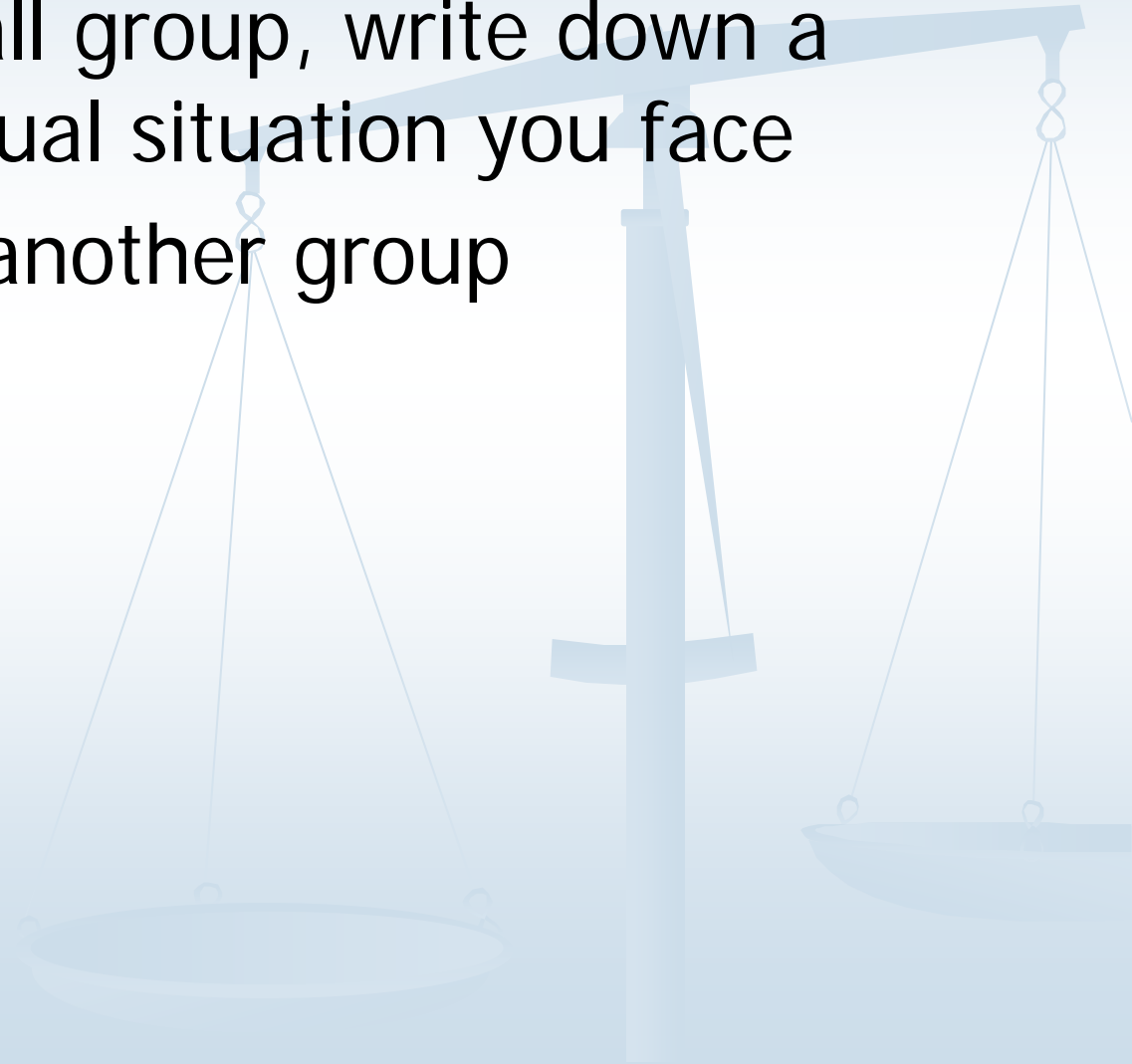
Unusual situations

- Inactive cases
- Set for Review



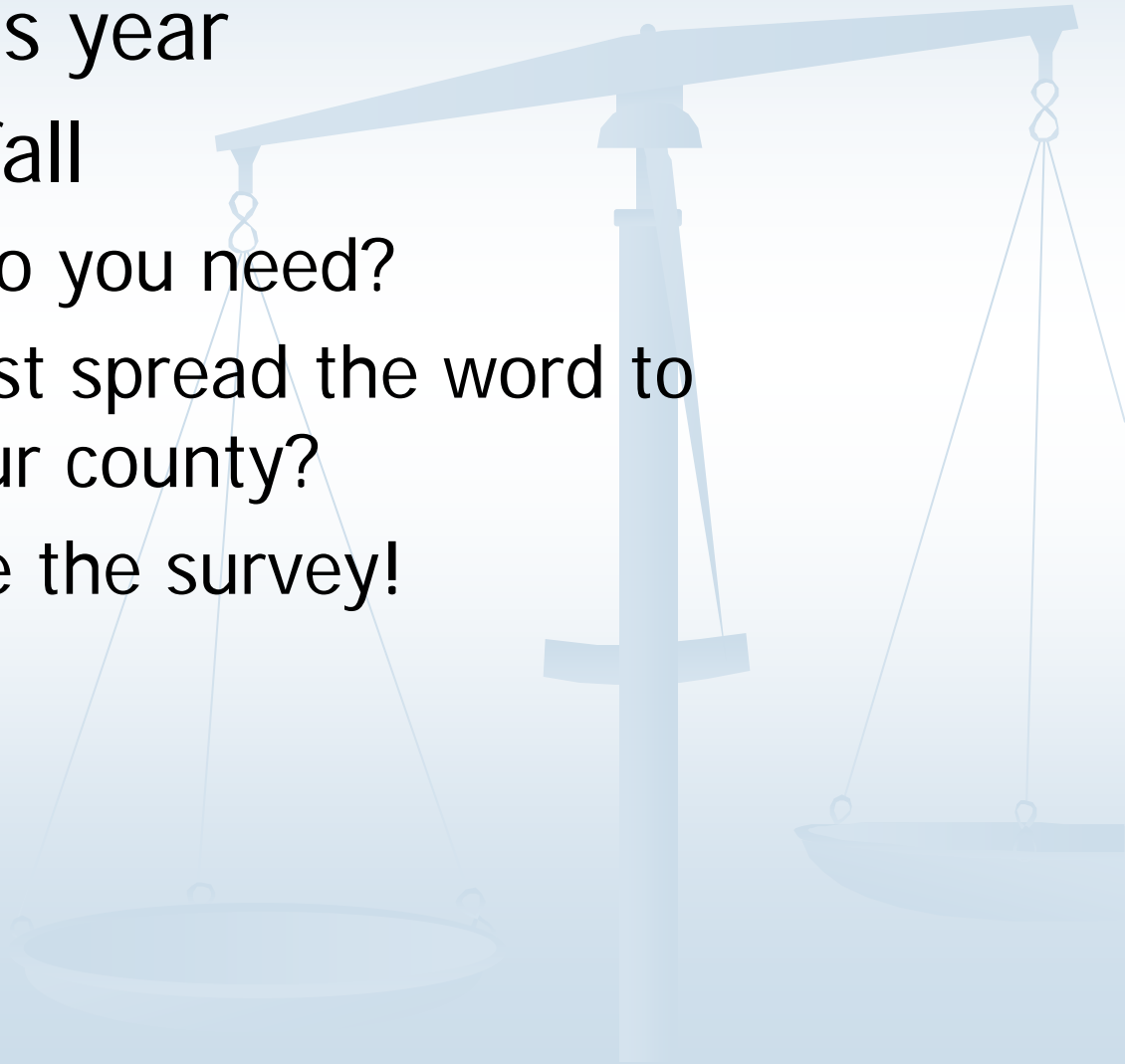
Unusual situations

- In a pair or small group, write down a difficult or unusual situation you face
- Exchange with another group



What's next?

- Release later this year
- Training in the fall
 - What training do you need?
 - How can we best spread the word to attorneys in your county?
 - Please complete the survey!



Contacts

- Larry.Brady@arcourts.gov
- Donna.Gay@arcourts.gov
- Diane.Robinson@arcourts.gov

