

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- Juvenile

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 sheets - FINs

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.

STATE OF ARKANSAS

CIRCUIT COURT, JUVENILE DIVISION: FINs COVER SHEET (PAGE 1 of 3)

The juvenile division 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: _____ Case Number: JV- _____

Judge: _____ Division: _____ Petition Filing Date: _____

Manner of Filing: Original Converted from: Delinquency D-N Conversion Date: _____

Name of Juvenile: _____ Date of Birth: _____
Last First Middle

Social Security No. _____ Sex: Male Female Race: African American Asian Caucasian Hispanic Native American Other

School Status: Under School Age Full-Time Student Part-Time Student Special Education Student Not Attending Suspended Expelled Withdrawn GED

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

DISPOSITION INFORMATION:

Attorney Information: Child's Attorney Name: _____
 (If Applicable) Retained Public Defender Appointed

Custody Information:

Child Taken Into Custody By: _____ Emergency Petition File Date: _____
 Law Enforcement Officer DHS Representative/Authorized Person Hospital Personnel Pursuant to Child Maltreatment Act
 Child: Taken to Shelter Care Hospital Foster Care Other
 Ex Parte Emergency Order Issued: Yes No
 Ex Parte Emergency Order Date: _____

Emergency Hearing: Hearing Date: _____ Child's Attorney Present: Yes No
 Juvenile Returned to Parent, Guardian or Custodian
 Juvenile Remains in Out-of-Home Placement
 Juvenile Placed in Treatment Facility
 Other
 Order Date: _____
 Type: Bench Plea

Adjudication/Disposition Hearing: Hearing Date: _____ Child's Attorney Present: Yes No
 Type: Bench Plea
 Order Date: _____

Adjudication

Adjudicated FINs: Truancy Disobedient Runaway Mental health Drugs/Alcohol Other _____
 Petition Dismissed Converted to D-N

Disposition

Hearing Date: _____ Order Date: _____
 (Only if different than dates listed above)
 Order family services
 Transfer custody: DHS Licensed Agency Relative Other
 Grant permanent custody to an individual
 Order parent/guardian to attend parent responsibility training program
 Place juvenile on supervision terms Order court cost: \$ _____
 Order fine: \$ _____ Order juvenile service fee: \$ _____

Clerk's Signature _____
 Form AOC 30 10/01

Date _____

Effective 1-1-2002

(Hearing and Disposition Information Continued on Page 2)



Current cover sheets - DN

court, the cover sheet for that division which is most definitive of the nature of the case should be selected and completed.

STATE OF ARKANSAS

CIRCUIT COURT, JUVENILE DIVISION: DEPENDENCY- NEGLECT COVER SHEET (Page 1 of 2)

The juvenile division 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: _____ Case Number: JV- _____

Judge: _____ Division: _____ Petition Filing Date: _____

Name of Juvenile: _____ Date of Birth: _____
Last First Middle

Social Security No. _____ Sex: Male Female Race: African American Asian Caucasian Hispanic Native American Other

School Status: Under School Age Full-Time Student Part-Time Student Special Education Student
 Not Attending Suspended Expelled Withdrawn GED

Manner of Filing: Original Transfer from: Delinquency FINS

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

DISPOSITION INFORMATION:

Attorney Information:

Attorney Ad Litem Appointed: Yes No Attorney Ad Litem's Name: _____

CASA Volunteer Appointed: Yes No Parent/Guardian's Attorney/Name: _____
 Retained Public Defender Appointed AOC State Reimbursement

Parent/Guardian's Attorney Name: _____
 Retained Public Defender Appointed AOC State Reimbursement

Adjudication Hearing: Hearing Date: _____ Child's Attorney Ad Litem Present: Yes No
Type: Bench Plea Parent's Attorney Present: Yes No

Order Date: _____

Adjudicated D/N Petition Dismissed

Clerk Signature

Date

Form AOC 32 10-01

Effective 1-1-2002

(Additional Court Action Continued on Page 2)



Current cover sheets –Juv.Del.

Click on the toolbar above.

STATE OF ARKANSAS
CIRCUIT COURT, JUVENILE DIVISION: DELINQUENCY COVER SHEET (Page 1 of 3)

The juvenile division 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: _____ Case Number: JV- _____

Judge: _____ Division: _____ Petition Filing Date: _____

Name of Juvenile: _____ Date of Birth: _____

Last First Middle

Social Security No. _____ Sex: Male Female Race: African American Hispanic
 Asian Native American
 Caucasian Other

School Status: Under School Age Full-Time Student Part-Time Student Special Education Student
 Not Attending Suspended Expelled Withdrawn GED

Manner of Filing: Original Transfer from: Circuit, Criminal Other

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

Custody Information:

Child Taken Into Custody By: _____ Custody Date: _____

Law Enforcement Officer Child: Taken to Juvenile Detention Issued a Citation
 Other _____ Placed In Jail Returned Home or to Relative/Adult

Arrest Information:

Offense Date: _____ Offense Date: _____ Arrest Tracking Number: _____ SID Number: _____

1. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

2. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

3. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

4. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

5. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

Firearm Used: Yes No Unknown

DISPOSITION INFORMATION:

Attorney Information: Child's Attorney Name: _____ Retained Public Defender Appointed

Detention Hearing Hearing Date: _____ Child's Attorney Present: Yes No

Type: Bench Plea

Order Date: _____

Continue Detention

Release: Personal Recognizance Order to Appear
 Parent, Guardian or Custodian Bond
 Qualified Person or Agency Reasonable Restrictions Other

Clerk's Signature

Date

Form AOC 33 10/01
Effective 1-1-2000

(Hearing and Disposition Information Continued on Page 2)



Current cover sheets - EJJ

STATE OF ARKANSAS

CIRCUIT COURT, JUVENILE DIVISION: EJJ COVER SHEET (Page 1 of 3)

The juvenile division 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: _____ Case Number: JV- _____

Judge: _____ Division: _____ EJJ Petition Filing Date: _____

EJJ Motion Filing Date: _____

Name of Juvenile: _____ Date of Birth: _____

Last First Middle

Social Security No. _____ Sex: Male Female Race: African American Hispanic Asian Native American Caucasian Other

School Status: Under School Age Full-Time Student Part-Time Student Special Education Student Not Attending Suspended Expelled Withdrawn GED

Manner of Filing: Original Motion to designate EJJ Transfer from: Circuit, Criminal Other

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

Custody Information:

Child Taken Into Custody By: _____ Custody Date: _____

Law Enforcement Officer Child: Taken to Juvenile Detention Issued a Citation Other _____ Placed In Jail Returned Home

Arrest Information:

Offense Date: _____ Offense Age: _____ Arrest Tracking Number: _____ SID Number: _____

1. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

2. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

3. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

4. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

5. Code Number _____ Type _____ Class _____ Counts _____ Offense Name _____

Firearm Used: Yes No Unknown

DISPOSITION INFORMATION:

Attorney Information: Child's Attorney Name: _____ Retained Public Defender Appointed

Detention Hearing Hearing Date: _____ Child's Attorney Present: Yes No

Type: Bench Plea

Order Date: _____

Continue Detention

Release: Personal Recognizance Order to Appear Parent, Guardian or Custodian Bond Qualified Person or Agency Other Reasonable Restrictions

Clerk's Signature _____ Date _____

Form AOC 34 10-01

Effective 1-1-2002

(Hearing and Disposition Information Continued on Page 2)



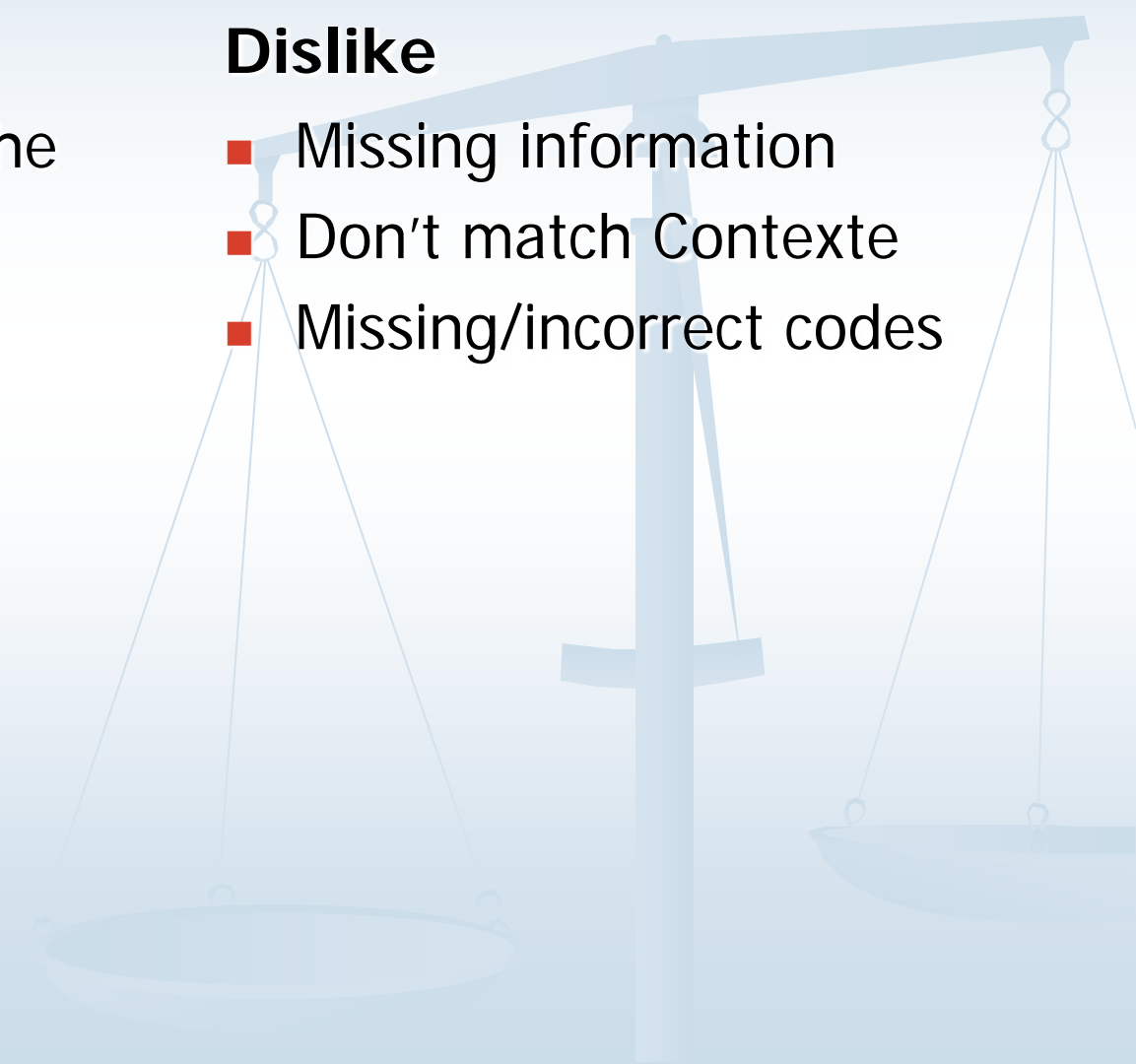
Cover Sheets

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



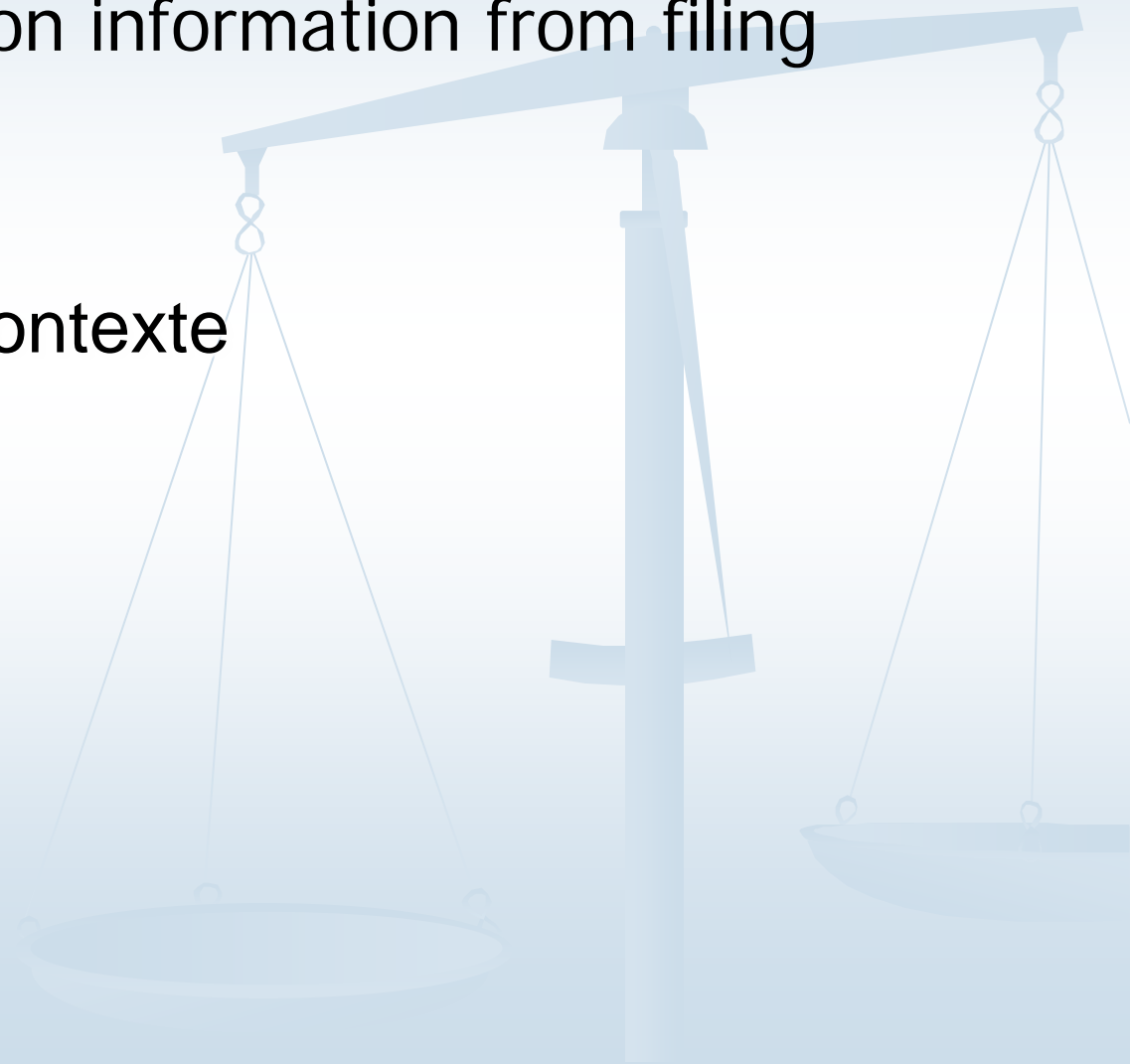
Why change?

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



Big Picture Changes

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



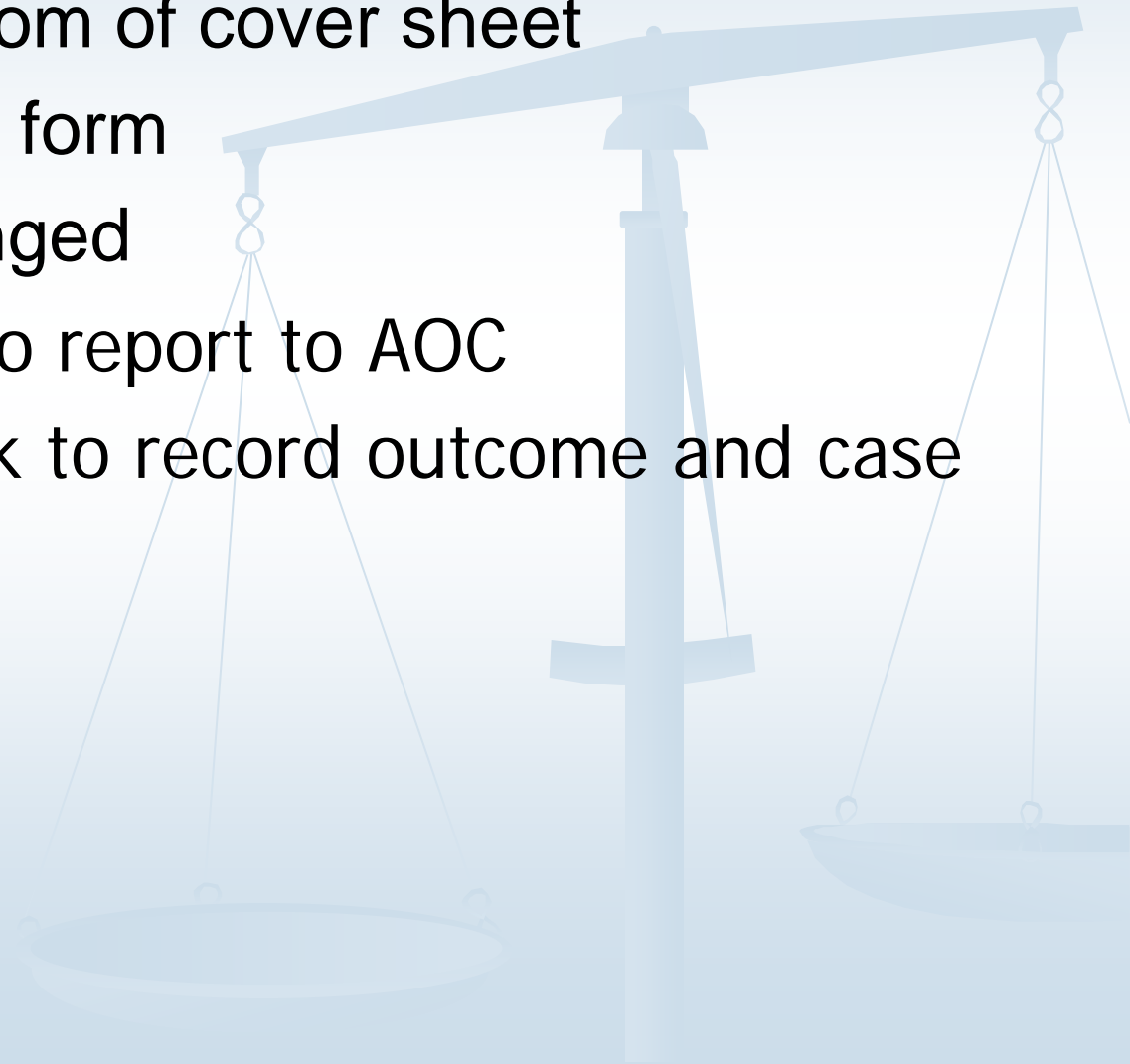
Purpose of cover sheets

- 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



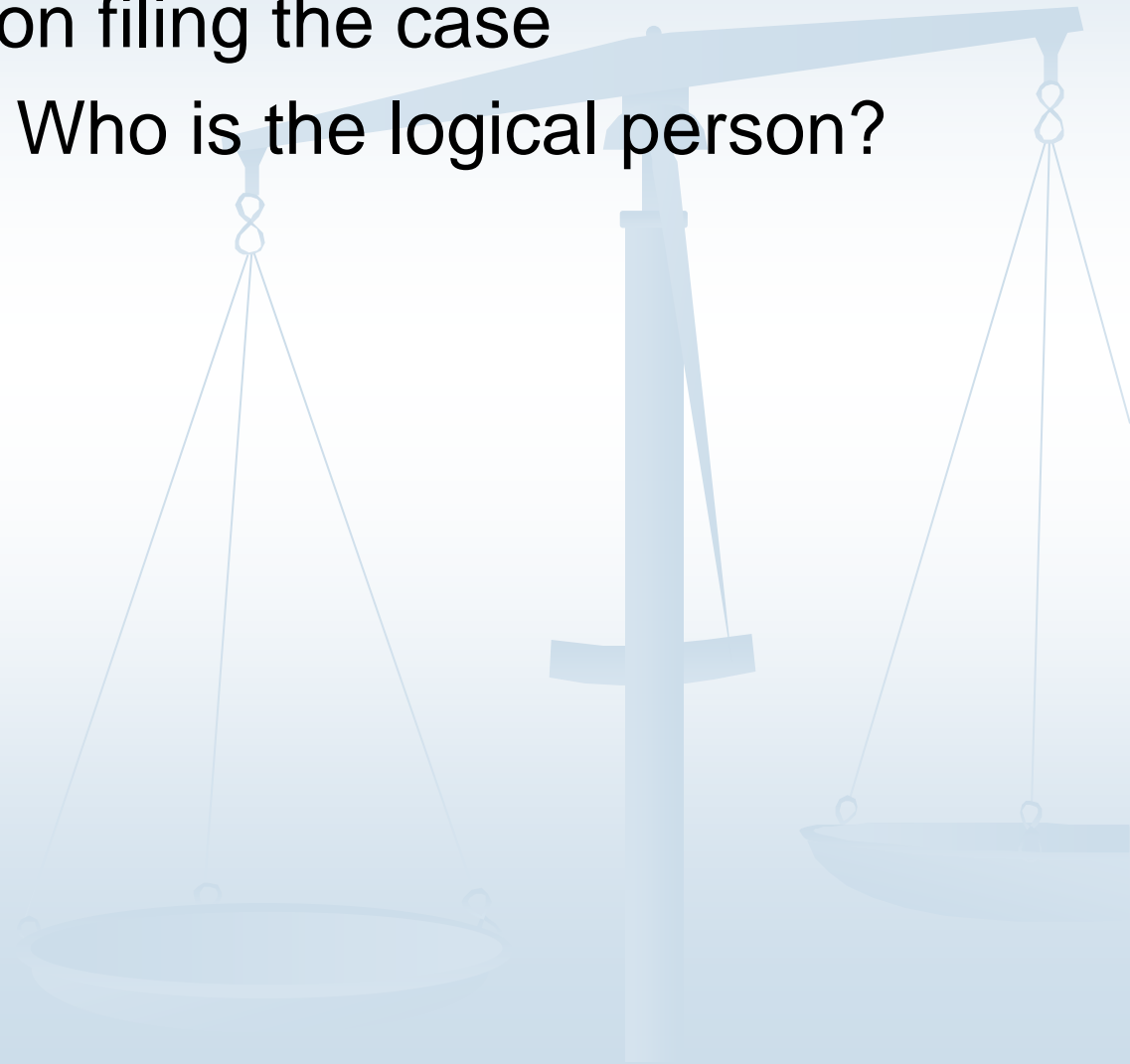
Arkansas Statistical Guide

- Define case opening
- Define case closing



Who is responsible?

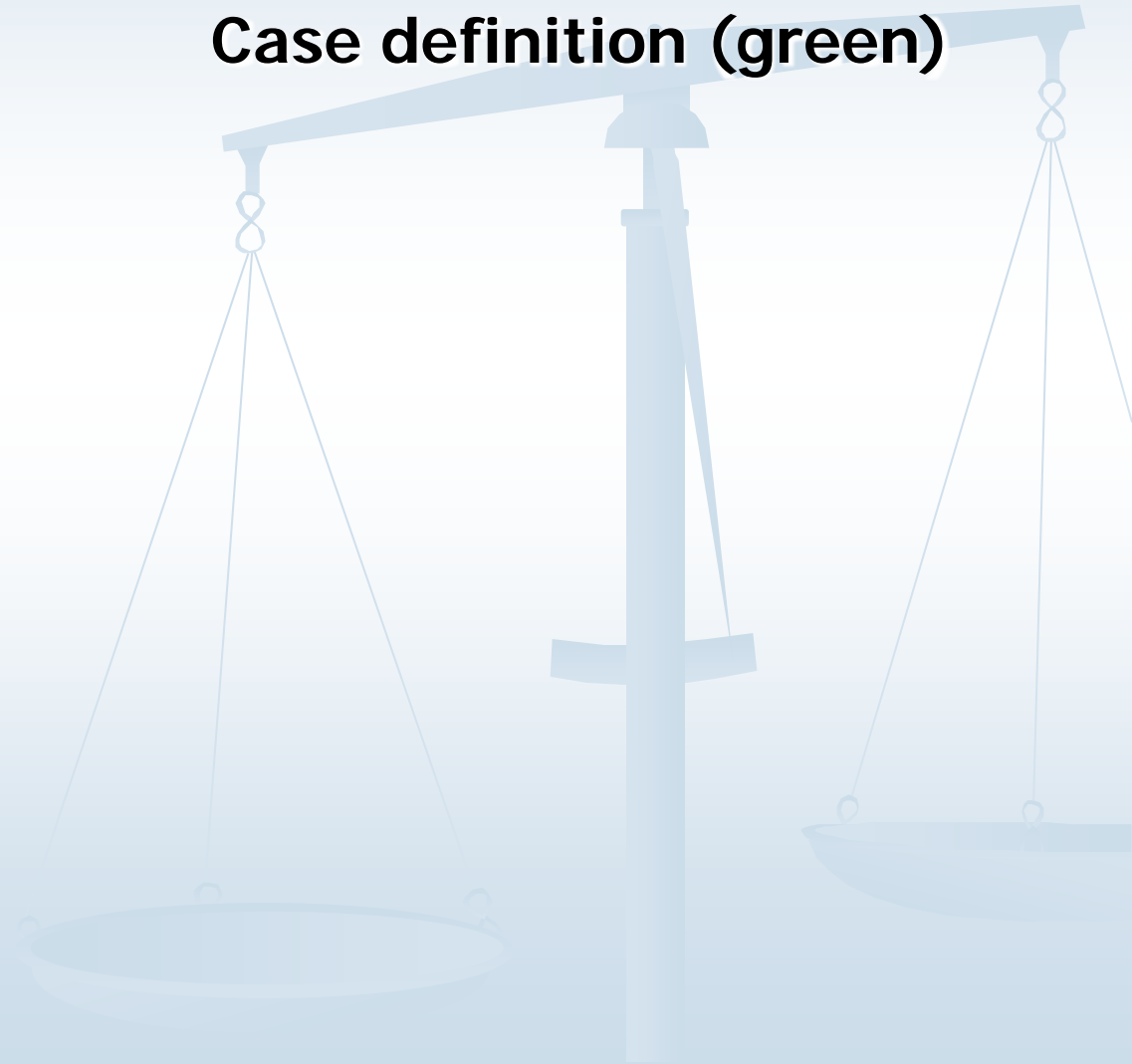
- Cover sheet: person filing the case
- Disposition sheet: Who is the logical person?
 - Attorney drafting



Matching Game

Case type (blue)

Case definition (green)



Case Types

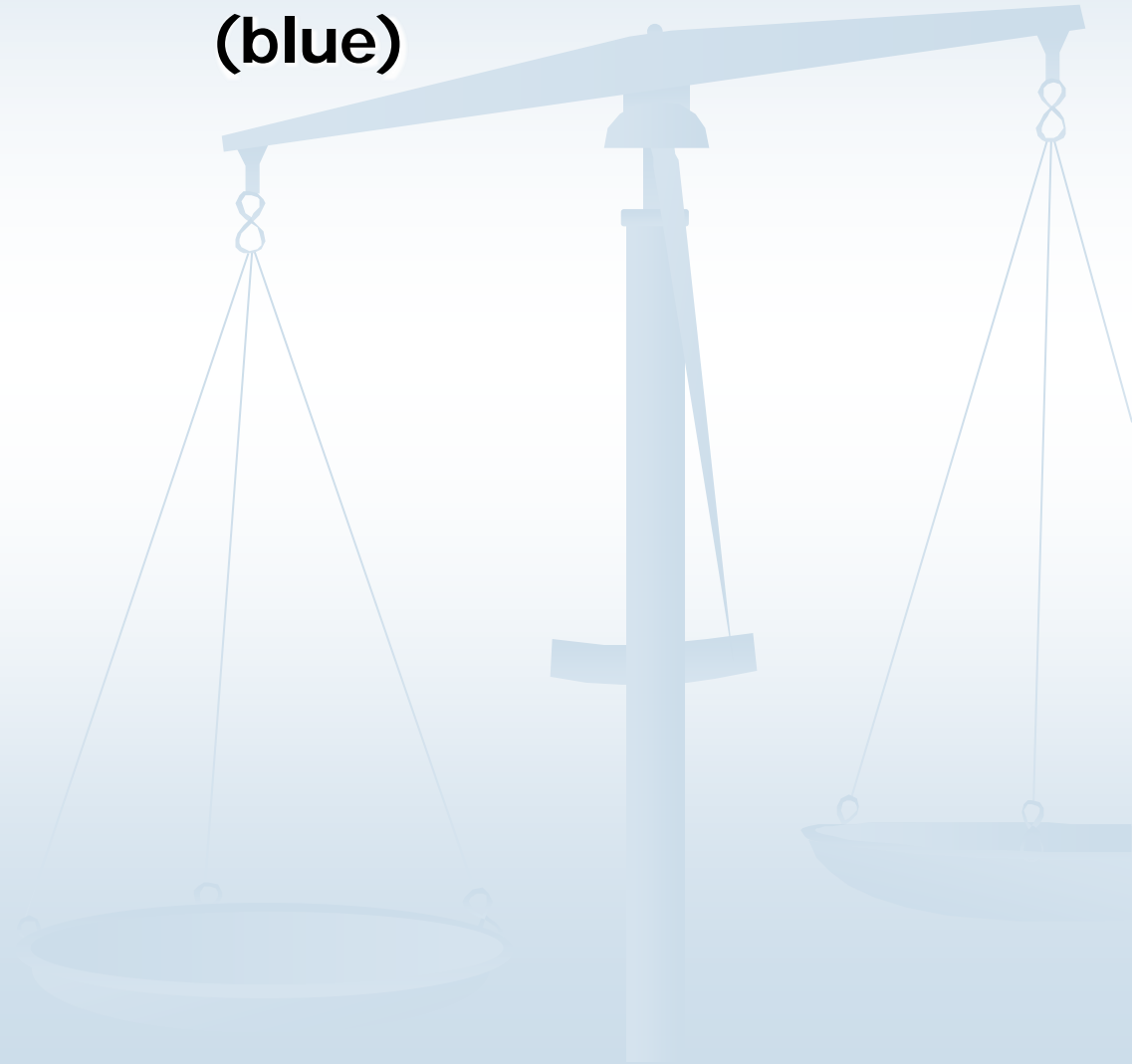
- Compare with another group
- Any questions? Disagreements?



Matching Game, continued!

**Current case type
(yellow)**

**New case type
(blue)**



Matching game key

- Questions?



Case Status

Status	Juvenile
Open	MFO; MFA; MFT
Closed	JUCO
Reopened	MFR
Inactive	MOD Inactive; MOD found not fit – case inactive
Reactivated	MFF
Set for review	MOD set for review post disposition
Monitoring	
Specialty Court	MOD Transfer specialty court

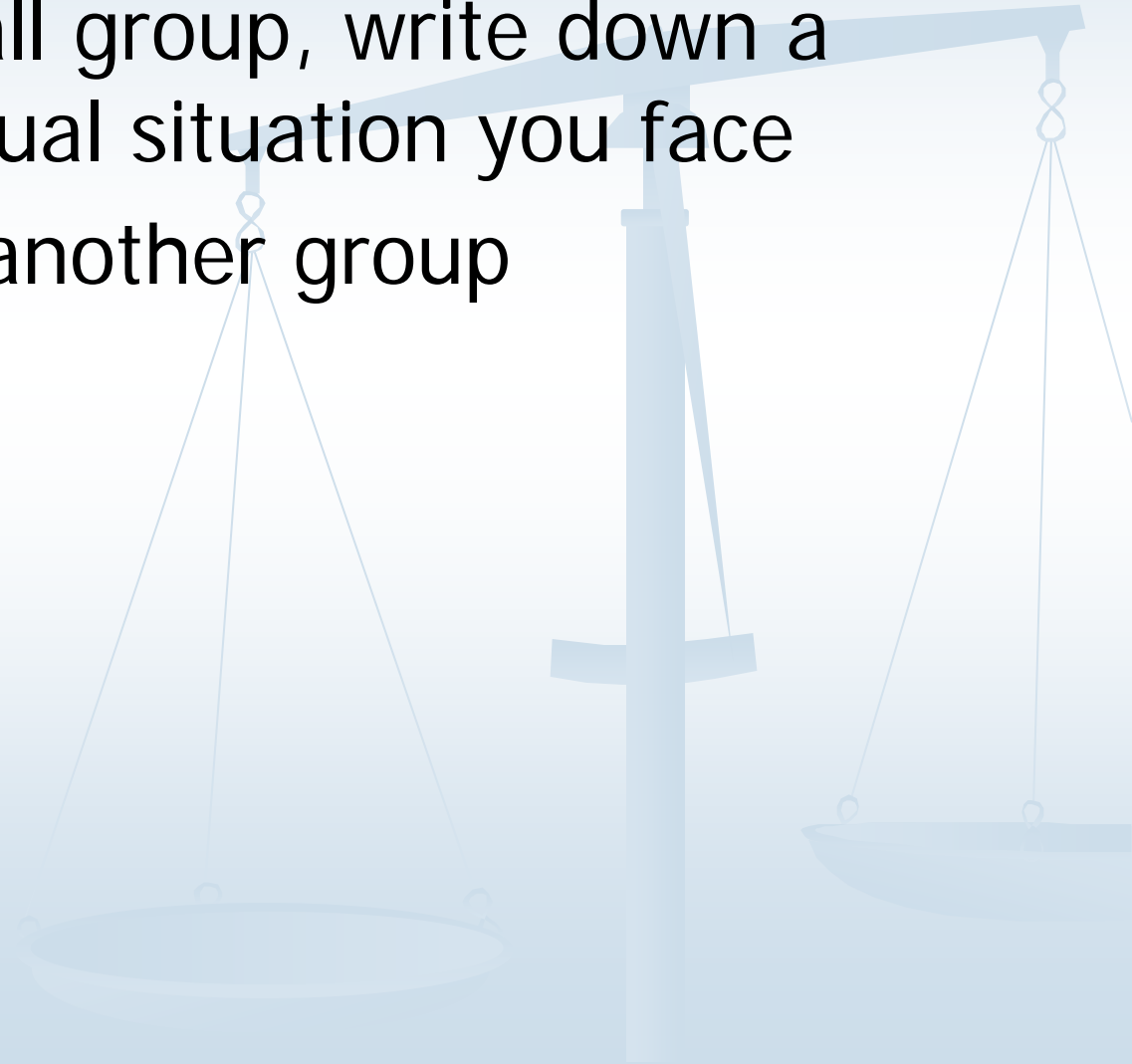
Unusual situations

- Inactive cases
- Set for Review



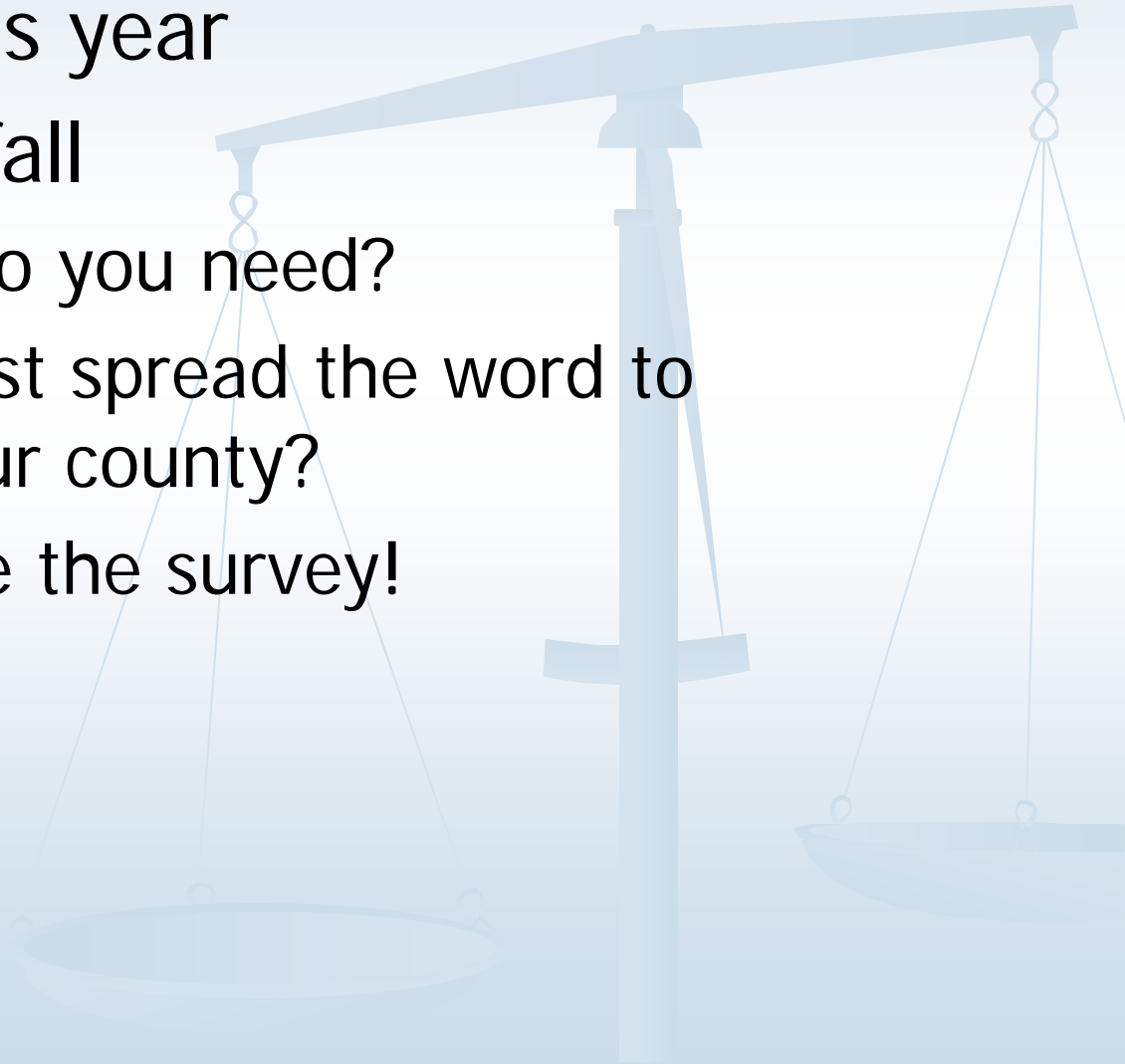
Unusual situations

- 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!



Contact info

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