

ELECTRONIC FILING

CASE MANAGEMENT

JURY MANAGEMENT

ONLINE PAYMENTS

ONLINE PUBLIC ACCESS

ELECTRONIC CITATIONS

INTERGOVERNMENTAL  
DATA EXCHANGES



Arkansas Supreme Court  
Administrative Office of the Courts

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[www.courts.arkansas.gov/acap](http://www.courts.arkansas.gov/acap)

*"Supporting Courts; Ensuring Justice"*

# 2016 ACAP Systems Conference

*"Supporting Courts; Ensuring Justice"*

## Changing the Sheets- Criminal (Circuit Court)

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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 - Criminal

**COVER SHEET**  
**STATE OF ARKANSAS**  
**CRIMINAL INFORMATION**

This criminal information cover sheet or the standard criminal information form is required by Supreme Court Administrative Order Number 8 to be completed for every defendant and filed by the prosecutor. The data 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. Instructions are located on the back of the form.

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County \_\_\_\_\_ District \_\_\_\_\_ Case Number \_\_\_\_\_  
 Judge \_\_\_\_\_ Division \_\_\_\_\_ Filing Date \_\_\_\_\_  
 Style of Case \_\_\_\_\_  
 Prosecutor Providing Information \_\_\_\_\_

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Is this an Amended Information?  Yes      Is D being charged as a Habitual?  Yes  
 If yes, are you      Are multiple D's charged in the information?  Yes  
 Adding Offense(s)?  Yes      Is victim under the age of 14?  Yes  
 Dropping Offense(s)?  Yes  
 Changing Offense(s)?  Yes

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Defendant's Full Name	Date of Birth	Race	Sex	SID #	Arrest Date

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Address (Street, City, State, Zip)	SS#	Driver's License No.
	Arrest Tracking #	Prosecutor's File #

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Alias 1	Alias 2	Alias 3

The attached information accuses the above named defendant of the following crime(s):

Code #	Offense	A/S/C	Offense Date	Counts	F/M	Class

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\_\_\_\_\_  
Circuit Clerk/Deputy Clerk

\_\_\_\_\_  
Prosecuting Attorney/Deputy Prosecuting Attorney

AOC 2/07



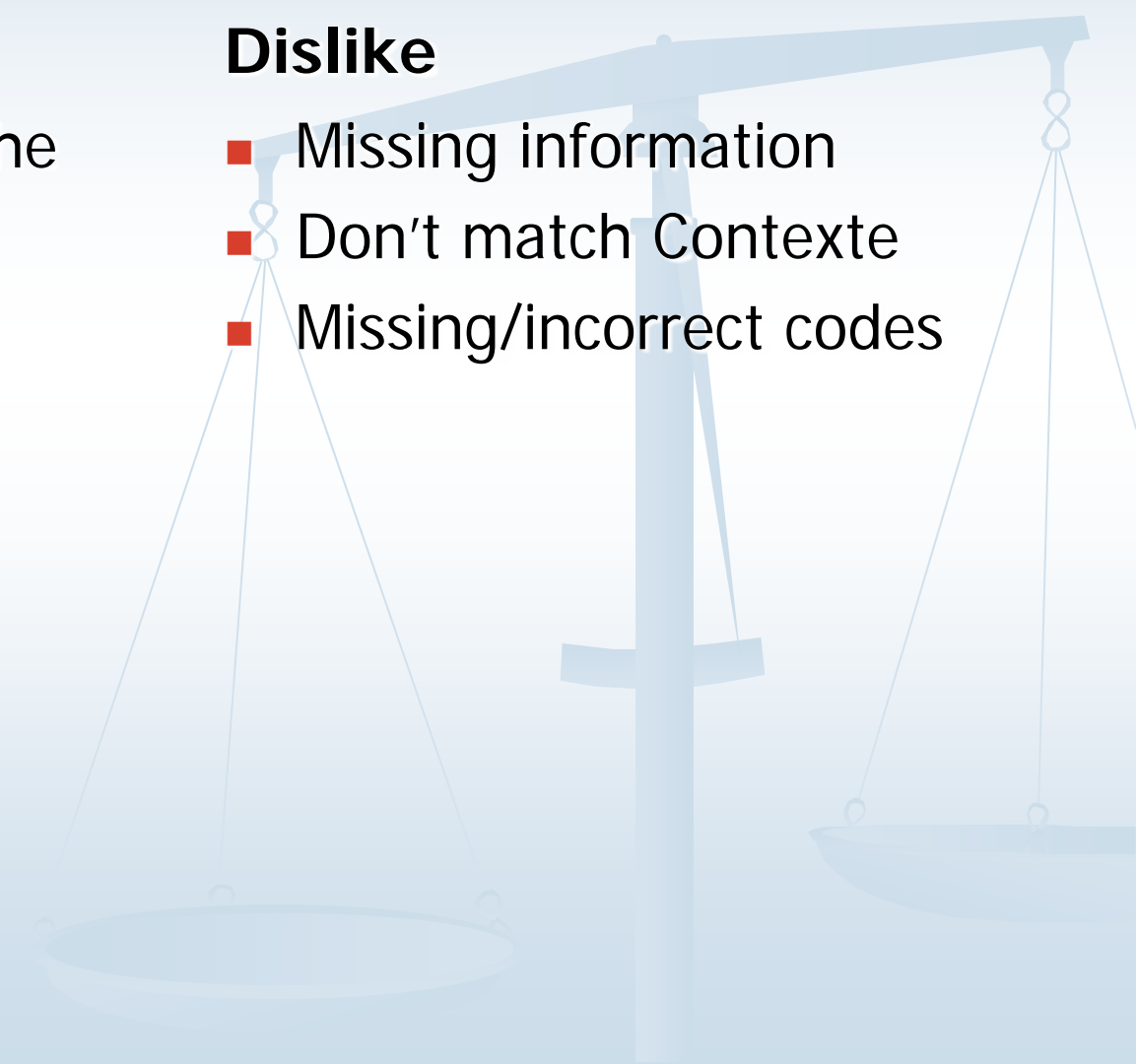
# Cover Sheets

## 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



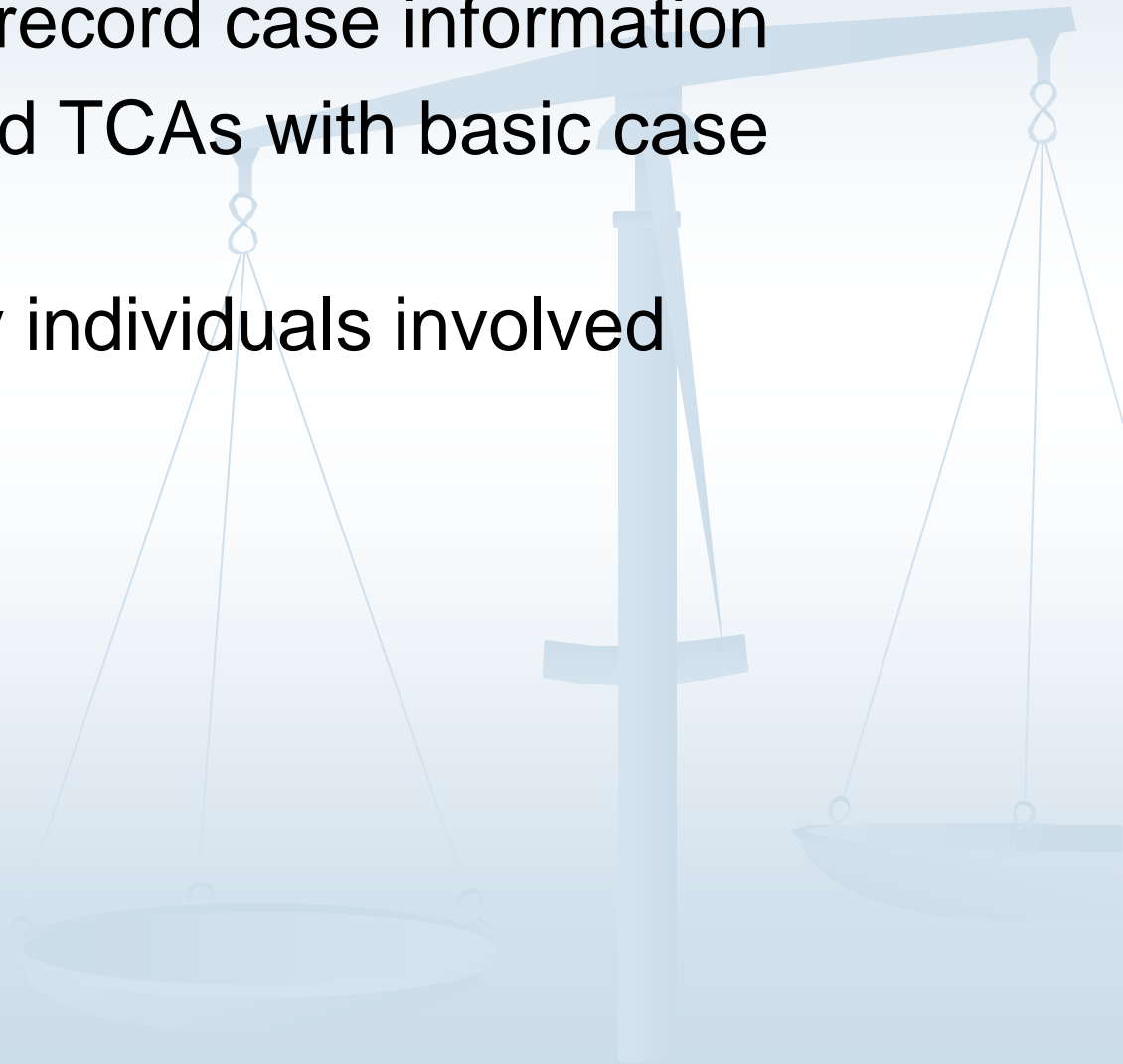
# Big Picture Changes



- Separate disposition information from filing (civil, domestic, probate, juvenile)
  - Sentencing order is not changing
  - Defense-related disposition form
- **Statistical Guide**
  - New case types
- **Consistent with Contexte**
- Add new cover sheet for pro se litigants

# Purpose of cover sheets

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





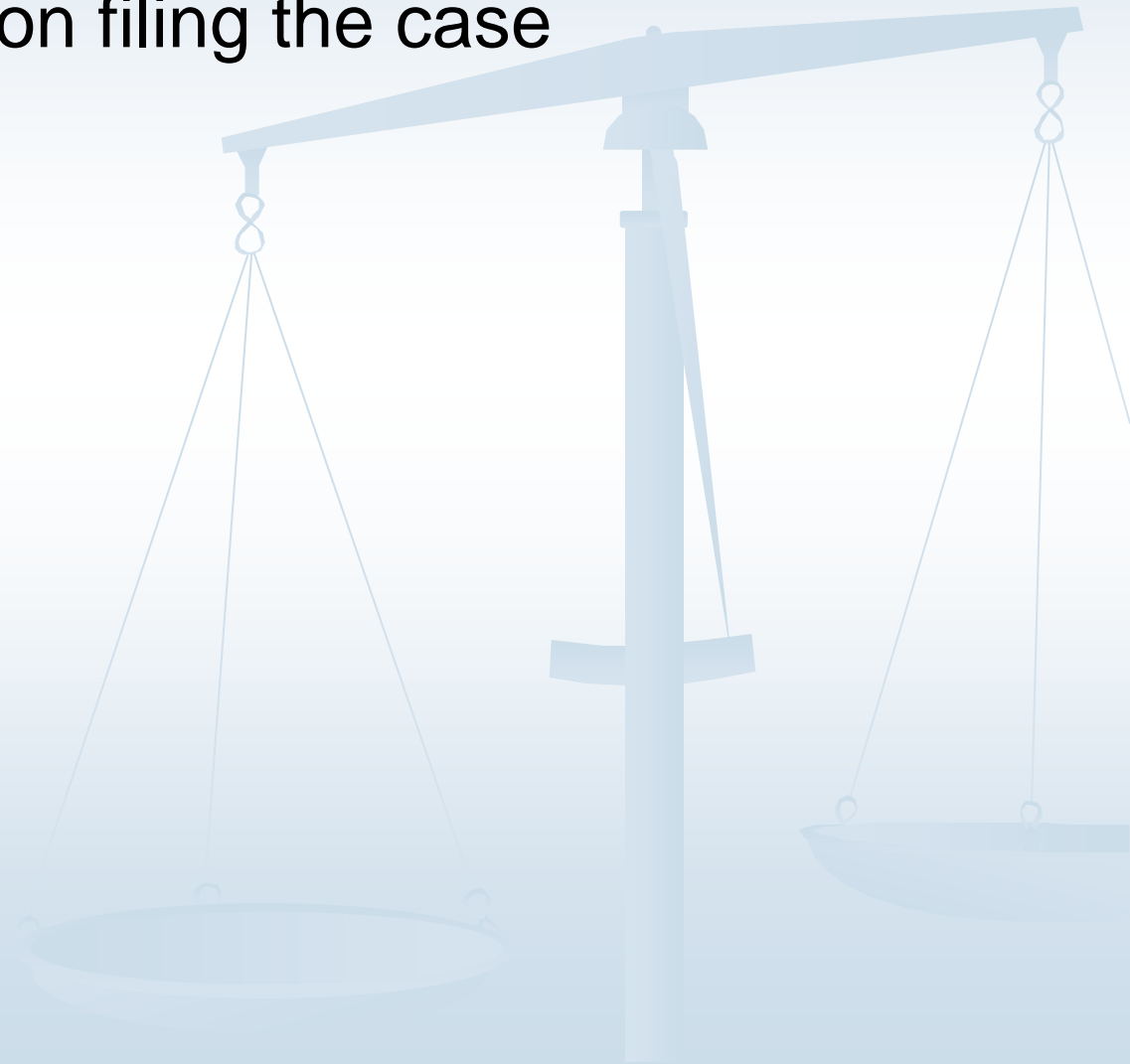
# Arkansas Statistical Guide

- Define case opening
- Define case closing



# Who is responsible?

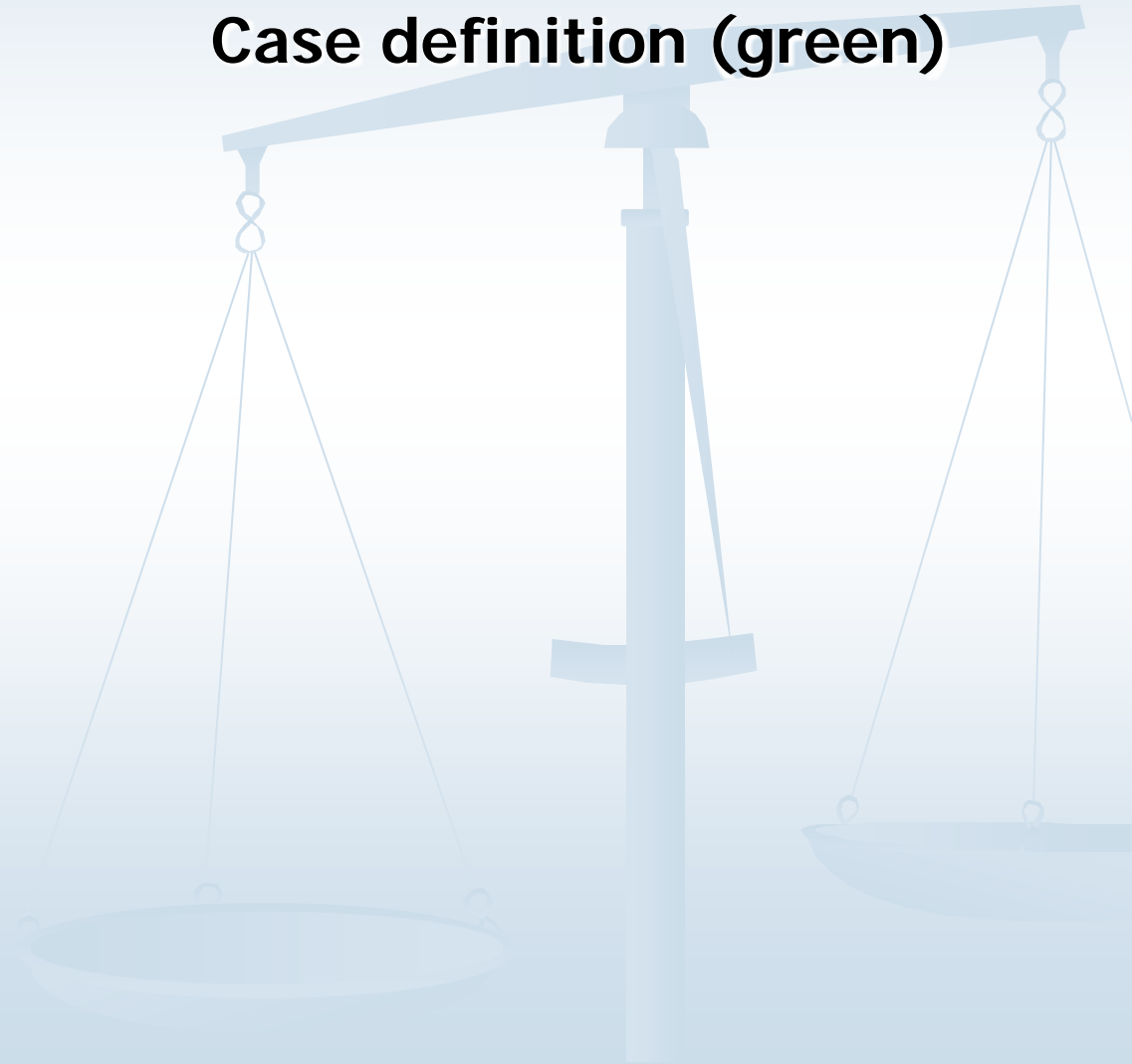
- Cover sheet: person filing the case



# Matching Game

**Case type (blue)**

**Case definition (green)**



# Case Types

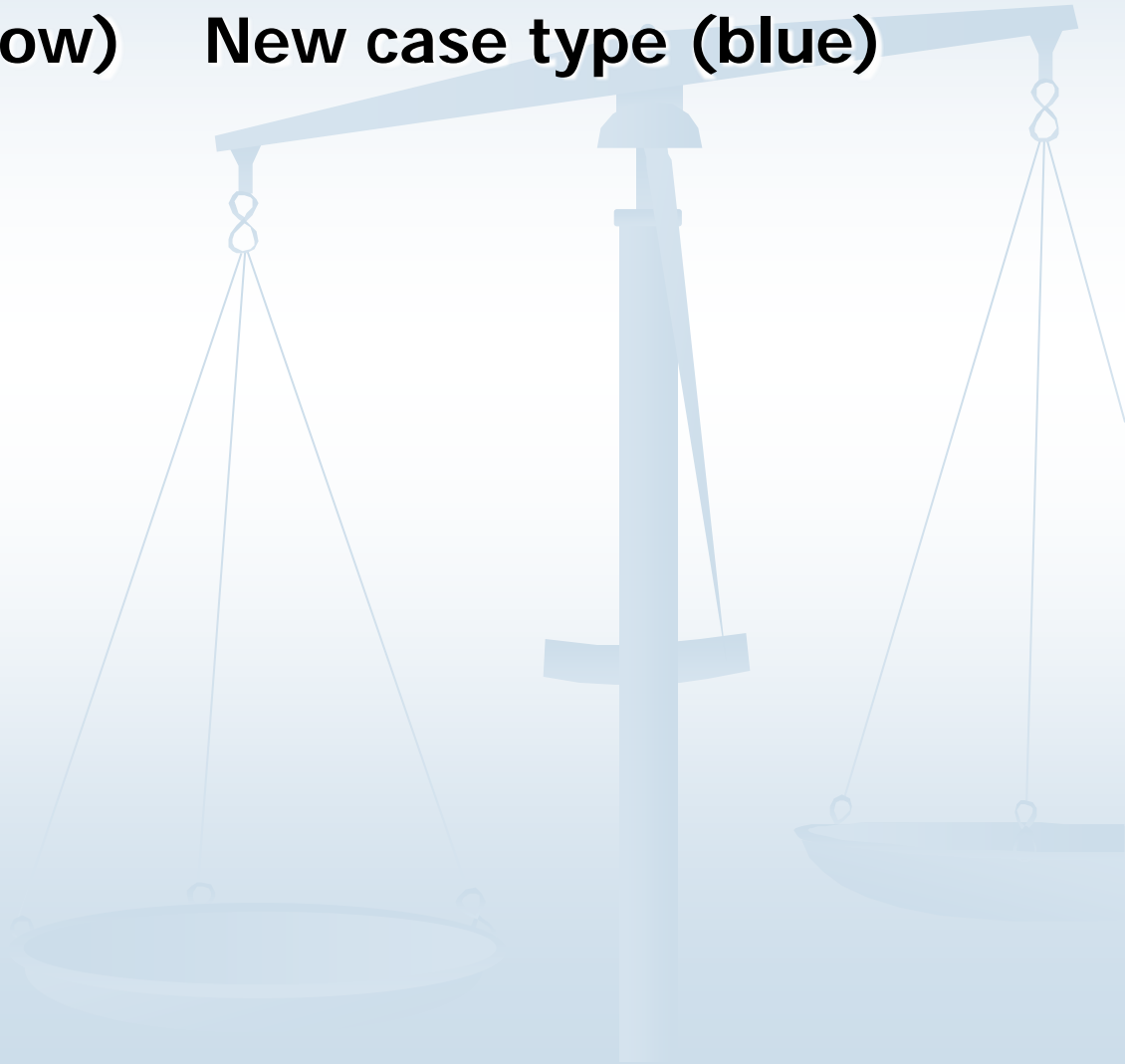
- Compare with another group
- Any questions? Disagreements?



# Matching Game, continued!

**Current case type (yellow)**

**New case type (blue)**



# Matching game key

- Questions?



# Case Status

Status	criminal
Open	MFO; MFA; MFT
Closed	JUCO
Reopened	MFRDI; MFRWT; MFR
Inactive	MOD Inactive; MOD found not fit – case inactive
Reactivated	MFF
Monitoring	
Specialty Court	MOD transfer to specialty court

# Unusual situations

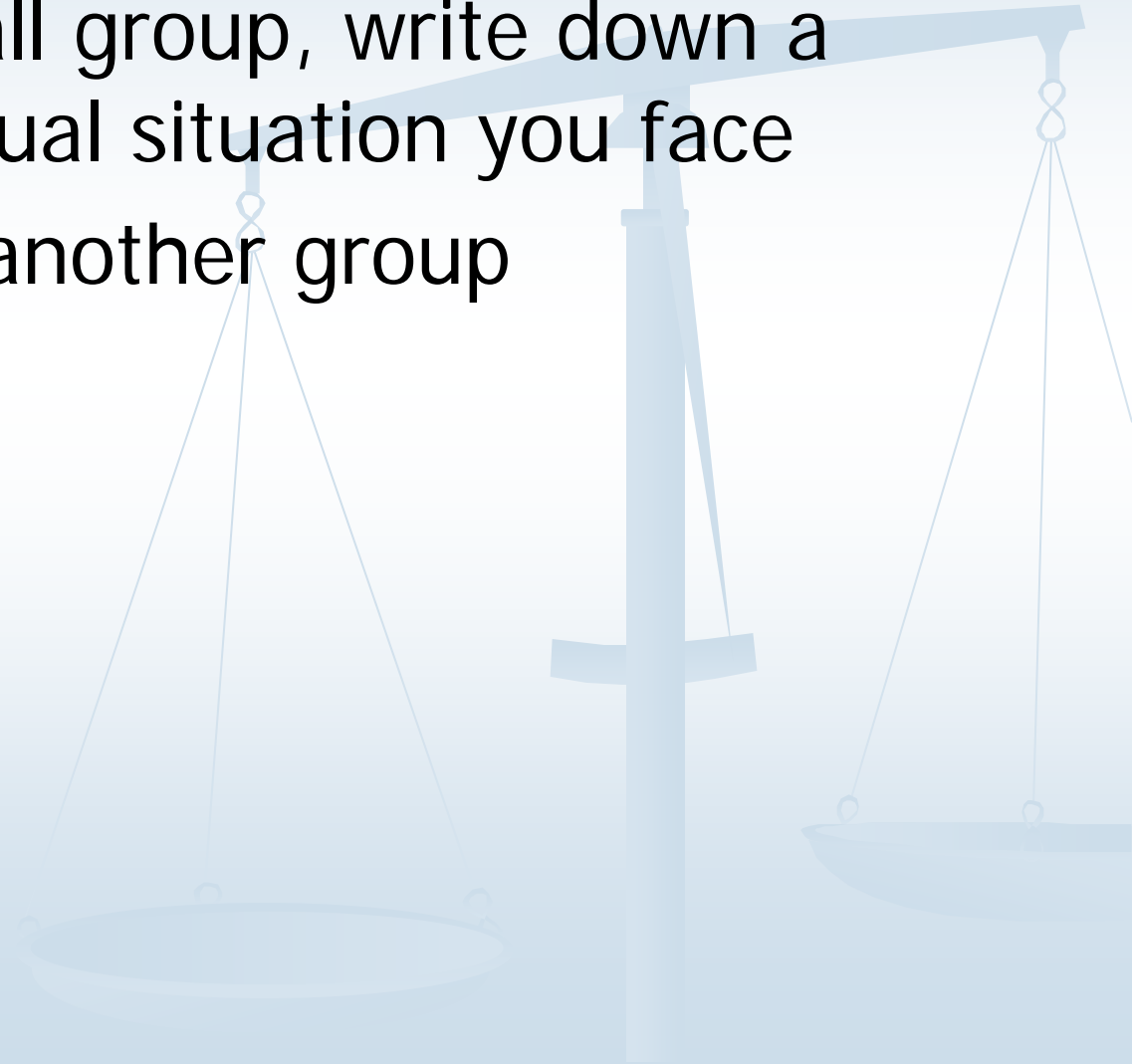
- Inactive cases





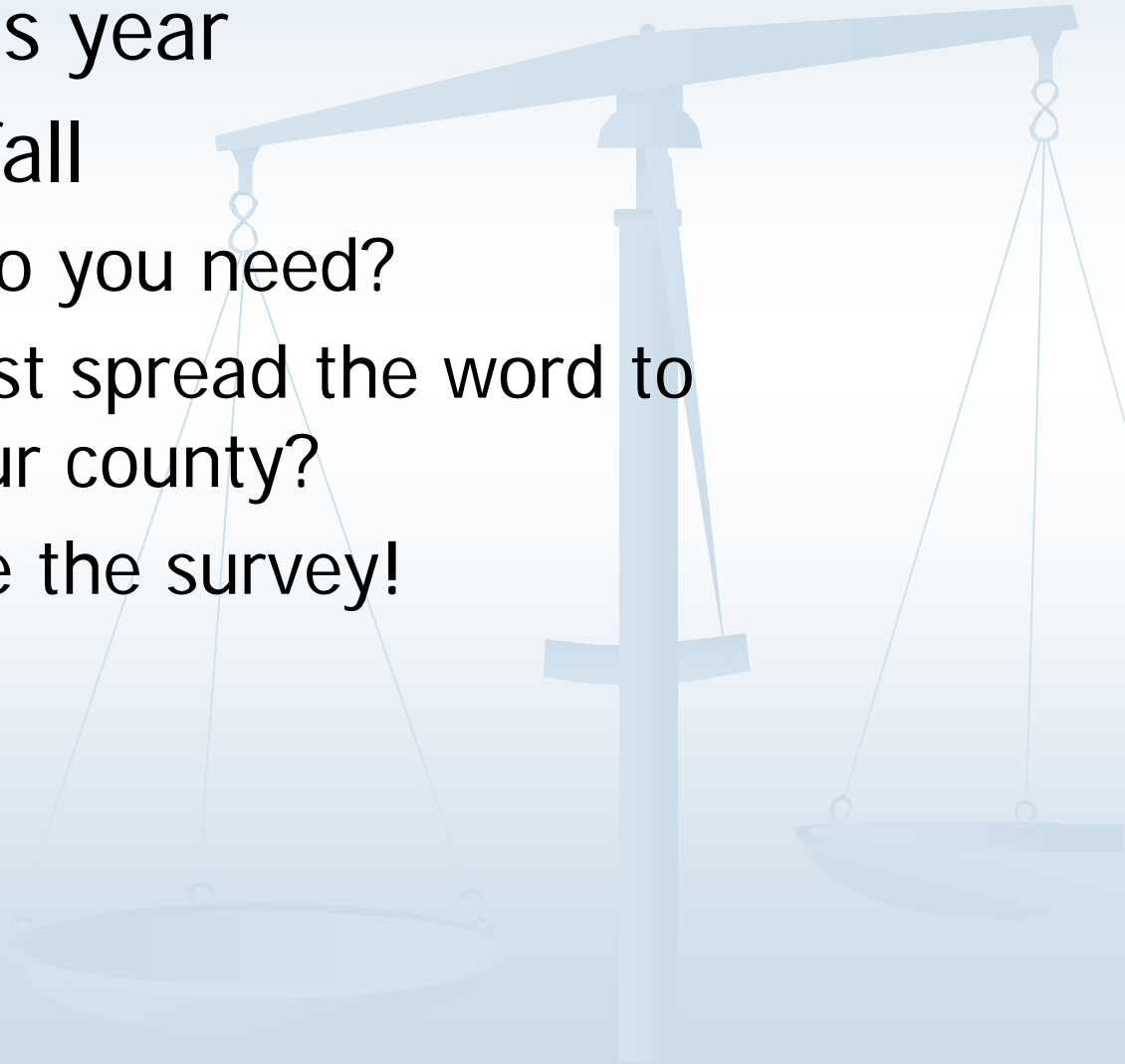
# Unusual situations

- 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

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