

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 other court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law of Supreme Court Rule. This form is required pursuant to Administrative Order Number 8. Instructions are located on the back of the form.

1 County: _____ **1** District: _____ **1** Filing Date: _____
2 Judge: _____ **2** Division: _____ **1** Case ID: _____

1 Type of Case (select only one):

- ☐ (AN) Annulment (marriage date: _____) ☐ (PT) Paternity
☐ (CT) Contempt-Domestic Relations ☐ (SM) Separate Maintenance (marriage date: _____)
☐ (CS) Custody ☐ (SS) Support (OCSE)
☐ (DV) Divorce (marriage date: _____) ☐ (ST) Support-Private (non-OCSE)
☐ (FJ) Foreign Judgment-Domestic Relations ☐ **(SU) Support-UIFSA**
☐ (DA) Order of Protection ☐ (VI) Visitation

7 Does this case involve minor children? ☐ Yes ☐ No
If yes, also file the completed Confidential Information Sheet.

Plaintiff			Defendant		
Last Name		2	Last Name		2
Suffix			Suffix		
First Name			First Name		
DL/State ID			DL/State ID		
Address			Address		
City, State, ZIP			City, State, ZIP		
Phone			Phone		
Email			Email		
Self-represented	<input type="checkbox"/> Yes <input type="checkbox"/> No		Self-represented	<input type="checkbox"/> Yes <input type="checkbox"/> No	
DOB	3		DOB	3	
Interpreter needed?	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)	4	Interpreter needed?	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)	4

2 Attorney of Record: _____ **2** Bar #: _____
For the: ☐ Plaintiff ☐ Defendant Email Address: _____

2 If you are representing yourself (no attorney): Name: _____

5 Related Case(s): Judge: _____ Case ID(s): _____

6 Manner of filing: ☐ (MFO) Original ☐ (MFR+case type) Re-open
☐ (MFT) Transfer ☐ (MFF) Reactivate

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Contexte Cover Sheet Forms and Fields

	<u>Form Name</u>	<u>Field/Tab</u>	<u>OR</u>	<u>Form Name</u>	<u>Field/Tab</u>	<u>Notes</u>
1	CMAINIT	County				Enter county #
	CMAINIT	District				Enter as location. Attorneys will use district field to indicate which county seat. Clerk should enter as location in Contexte.
	CMAINIT	Filing Date				Enter date case is filed with the Clerk.
	CMAINIT	Case ID & Case Description				The case ID will be assigned by Contexte once you leave the top block. The case description must be added in the field next to the case ID.
	CMAINIT	Case Type				Enter Case Type Code Filed.
2	CMAINIT	Party Tab		CDAPRTY		If using automatic judge assignment, the judge/division will be assigned in Contexte. Enter other parties and their information, such as address, etc. If one of the parties is a self-represented party, enter as P, D or whatever type of party; add party status of SELFREP .
3	CMAINIT	Demographic Tab		CPAIDEN	Demographic Tab	Add or Update the demographic information.
4	CDAPRTY	Language Field				Enter Interpreter Language Needed.
5	CDARELC	Top Block=Enter the case ID to be related			Middle Block=Enter the case ID's to be related	Bottom Block=NEVER CONSOLIDATE CASES!
6	CDADOCT					Enter the proper manner of filing (MF) docket code.
7	CDADOCT	Confidential Information Sheet				Add COINF docket code. Access COASITE in the navigation frame. Enter appropriate information.

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Instructions

The domestic relations reporting form and the information contained herein is intended for statistical purposes only. It 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. The filing information must be completed by the attorney or self-represented litigant filing an initial pleading with the court Clerk. The Clerk shall not accept the pleading unless accompanied by this completed reporting form.

- Fill in the blanks for county and district (for counties with dual county seats) where this pleading is being filed. The clerk will assign you the case ID. The filing date is the month, day, and year you are filing this pleading. Fill in the blanks for Judge's name and division (if applicable). In a multi-judge county, the clerk will tell you the correct name and division or will complete this information.
- Select the type of case which best describes the subject matter of the pleading you are filing. Select only one. If it is an annulment, divorce, or separate maintenance case, fill in the date of the marriage. Vital Records cannot accept the record of the divorce, annulment, or separate maintenance without the marriage date.
- Fill in the blanks for the Plaintiff and Defendant names as they appear in the style of the pleading you are filing. First name and last name are required. Provide the suffix (sr., jr., III, etc.) if it is part of the name. Provide the driver's license numbers if known. If not known, provide as much identifying information as possible.
 - Check yes for "self-represented" if you are representing yourself, meaning you do not have an attorney. If you are representing yourself, your address is required.
 - Indicate if an interpreter is needed for any party and, if so, for what language.
- Fill in the name and address of the attorney of record and check the appropriate box of the party the attorney is representing. If the attorney of record changes, file an entry of appearance.
- Reference any related case(s).
- Complete the manner of filing. For the purposes of this reporting form, the following definitions apply.
 - Original: a filing of a complaint or petition at the beginning of a case.
 - Re-open: a case which has been disposed but is now being resubmitted to the court.
 - Transfer: a case filed with this court from another court due to invalid jurisdiction, venue, etc.
 - Reactivate: a case previously placed on inactive status.