



CIVIL & DOMESTIC RELATIONS COVERSHEETS

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PHOTOGRAPH CREDIT
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KUAR NEWS

#2017ACAP

Building Bridges

Arkansas Court Automation Program Systems Conference 2017

COVERSHEET OBJECTIVES

- Self-represented Litigant (CDAPRTY)
- Interpreter-Language (CDAPRTY)
- Updates to Case Types and Descriptions (CMAINIT)
- Related Cases (CDARELC)
- Case Status (CDADOCT) or (CDACSTS)

CIVIL COVERSHEET

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 at the end of the form.

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

Type of case (select one that best describes the subject matter)

- 1 Torts
☐ (NM) Automobile
☐ (IT) Intentional
☐ (MP) Malpractice – Medical
☐ (MO) Malpractice – Other
☐ (LP) Premises – Liability
☐ (PL) Product Liability
☐ (DF) Slander/Libel/
 Defamation
☐ (OD) Torts – Other
 Contracts
☐ (BP) Buyer Plaintiff
☐ (EM) Employment Discrimination
☐ (EO) Employment – Other
☐ (DO) Seller Plaintiff (Debt Collection)
☐ (OC) Contract – Other
- Real Property
☐ (CD) Condemnation/Eminent
 Domain
☐ (UD) Landlord/Tenant
 Unlawful Detainer
☐ (UO) Landlord/Tenant –
 Other
☐ (FC) Mortgage Foreclosure
☐ (QT) Real Property – Other
- Miscellaneous Civil
☐ (AP) Administrative Appeal
☐ (EL) Election
☐ (FV) Foreign Judgment – Civil
☐ (FR) Fraud
☐ (IJ) Injunction
☐ (CF) Property Forfeiture
☐ (RF) Register Arkansas
 Judgment
☐ (WT) Writ - Other
☐ (OM) Civil – Other

Plaintiff			Defendant		
Company/ Last Name	2		Company/ Last Name	2	
Suffix			Suffix		
First Name			First Name		
DL/State ID			DL/State ID		
Address	2		Address	2	
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	4	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)	Interpreter needed	4	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)

2 Attorney of Record: _____ Bar #: _____
 For the: ☐ Plaintiff ☐ Defendant ☐ Intervenor Email Address: _____
 5 Related Case(s): Judge: _____ Case ID(s) _____
 6 Manner of filing (choose one): ☐ (MFO) Original ☐ (MFR+case type) Re-open
☐ (MFT) Transfer ☐ (MFF) Reactivate

DOMESTIC RELATIONS COVERSHEET

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		Last Name	
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)	Interpreter needed?	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)

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

CDAPRTY: SELF REPRESENTED LITIGANT

Party (CDAPRTY) (HELPDESK)

Case ID:

Seq Num	Assoc	Party Type	Party ID	Security Level	Language	Address Type	Address Seq	Start Date	End Date
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	27-JUN-2017	<input type="text"/>
Name: <input type="text"/>									
Party Status:		SELFREP	Status Date:		27-JUN-2017	Status Time:		15:20:09	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name: <input type="text"/>									
Party Status:		<input type="text"/>	Status Date:		<input type="text"/>	Status Time:		<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name: <input type="text"/>									
Party Status:		<input type="text"/>	Status Date:		<input type="text"/>	Status Time:		<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name: <input type="text"/>									
Party Status:		<input type="text"/>	Status Date:		<input type="text"/>	Status Time:		<input type="text"/>	

CDAPRTY: INTERPRETER

File Edit Options Block Field Record Query Help Window

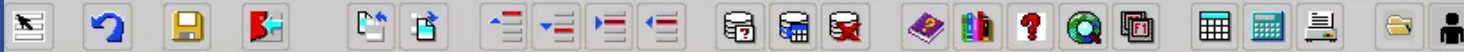
Party (CDAPRTY) (COURTS)

Case ID:

Seq Num	Assoc	Party Type	Party ID	Security Level	Language	Address Type	Address Seq	Start Date	End Date
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name: <input type="text"/>									
Party Status:		<input type="text"/>	Status Date:		<input type="text"/>	Status Time:		<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name: <input type="text"/>									
Party Status:		<input type="text"/>	Status Date:		<input type="text"/>	Status Time:		<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name: <input type="text"/>									
Party Status:		<input type="text"/>	Status Date:		<input type="text"/>	Status Time:		<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name: <input type="text"/>									
Party Status:		<input type="text"/>	Status Date:		<input type="text"/>	Status Time:		<input type="text"/>	

CDARELC: RELATED CASE

File Edit Options Block Field Record Query Help Window



View Confidential Addr

Attorney Assignment

Master Case Party

Alternative Name

Party

Violation Enhancements

Violation

Doc Tracking (COADTRA)

Recuse Judge

Transfer Judge

Assign Judge

Div/Judge Assoc (CTRDIV)

Open CBAUBPS

Minutes Query (CDIMINU)

Letter (CLALMRG)

Docket (CDADOCT)

Bar Code (CCRESCP)

Pmt Entry (CBAPAYM)

Person/Org Mnt (CPAIDEN)

Party (CDAPRTY)

Case X-Ref (CDACREF)

Relate/Consol (CDARELC)

Custom Case Initiation Maintenance (CMAINIT) (QUIZ)

Court Type: 16 CRAIGHEAD Security: 1 Claim/Value:
 Location: ZS JONESBORO DISTRICT Weight: 1 Filing: 19-MAY-2017 11:11:18
 Case Type: DV DIVORCE Trial: N Agency: ☐ Track
 Milestone:
 Case ID: 16JDR-17-159 DONALD DUCK V DAISEY DUCK ☐ Image

Party Demographic Short Docket Ltd Event Violation Arr/Cust Traffic Detail Bail Milestones

Party Type: Security:
 ID: ☐ Person ☐ Organization
 Last Name:
 First Name: Middle Name: Prefix: Suffix:
 Address Type: ☐ Confidential Address
 Address:
 City: State/Prov: ZIP/PC:
 County: Phone:
 Email:
 Party Status: Status Date: Status Time: ☐ Image

Enter the court code for this case, or use LIST for a LIST of valid court codes (required).

Record: 2/?

<OSC>

CDARELC: RELATED CASE

File Edit Options Block Field Record Query Help Window

Consolidate Options
Sealed Text (COQSEAL)

Related/Consolidated Case (CDARELC) (HELPDESK)

Case ID:

Related Case	Description	Lead	Cons
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consolidate: ☐

CIVIL CASE TYPES

OLD Contexte Case Types		New Contexte Case Types/Descriptions	
NEW CASE TYPES		EO	EMPLOYMENT OTHER
		IT	INTENTIONAL
		LP	PREMISES LIABILITY
		UO	LANDLORD/TENANT OTHER
		DF	SLANDER/LIBEL/DEFAMATION
		BP	BUYER PLAINTIFF
		MO	MALPRACTICE OTHER
AB	ARBITRATION AWARD (End-Do NOT Use)	OC	CONTRACT-OTHER
AP	ADMINISTRATIVE APPEAL	AA	ADMINISTRATIVE APPEAL
BF	BAD FAITH (End-Do NOT Use)	End	<i>Depends on nature of the case – Usually UD (contract or landlord/tenant)</i>
CD	CONDEMNATION	CD	CONDEMNATION/EMINENT DOMAIN (Description Change)
CF	PROPERTY FORFEITURE	CF	PROPERTY FORFEITURE
DJ	DECLARATORY JUDGMENT (End-Do NOT Use)	OM	CIVIL – OTHER
DO	DEBT: OPEN ACCOUNT	DO	SELLER PLAINTIFF (DEBT COLLECTION) (Description Change)
EL	ELECTION	EL	ELECTIONS
EM	EMPLOYMENT	EM	EMPLOYMENT DISCRIMINATION (Description Change)
FC	FORECLOSURE	FC	MORTGAGE FORECLOSURE (Description Change)
FR	FRAUD	FR	FRAUD
FV	FOREIGN JUDGMENT-CIVIL	FV	FOREIGN JUDGMENT-CIVIL
IJ	INJUNCTION	IJ	INJUNCTION
IN	INCORPORATION (End-Do NOT Use)	OM	CIVIL – OTHER
IS	INSURANCE (End-Do NOT Use)	OC	CONTRACT - OTHER
MP	MALPRACTICE	MP	MALPRACTICE-MEDICAL (Description Change)
NC	NAME CHANGE (End-Do NOT Use)	OM	CIVIL – OTHER
NM	NEGLIGENCE-MOTOR VEHICLE	NM	AUTOMOBILE TORT (Description Change)
NO	NEGLIGENCE-OTHER (End-Do NOT Use)	OD	TORTS - OTHER
OC	OTHER-CIVIL CONTRACTS	OC	CONTRACT – OTHER (Description Change)

CIVIL CASE TYPES

OLD Contexte Case Types		New Contexte Case Types/Descriptions	
OD	OTHER-TORT	OD	TORT – OTHER <i>(Description Change)</i>
OE	OTHER EQUITY (End-Do NOT Use)	OM	CIVIL – OTHER
OM	OTHER-CIVIL MISC	OM	CIVIL – OTHER <i>(Description Change)</i>
PA	PARTITION (End-Do NOT Use)	QT	REAL PROPERTY - OTHER
PL	PRODUCT LIABILITY	PL	PRODUCT LIABILITY
PN	DEBT: PROMISSORY NOTE (End Do NOT Use)	DO	SELLER PLAINTIFF (DEBT COLLECTION)
QT	QUIET TITLE	QT	REAL PROPERTY-OTHER <i>(Description Change)</i>
RD	REMOVE DISABILITIES (End-Do NOT Use)	OM	CIVIL-OTHER
RE	REPLEVIN (End-Do NOT Use)	OM	CIVIL-OTHER
RF	REGISTER ARKANSAS JUDGMENT- CV	RF	REGISTER ARKANSAS JUDGMENT- CV
UD	UNLAWFUL DETAINER	UD	LANDLORD/TENANT UNLAWFULDETAIN <i>(Description Change)</i>
WT	WRITS	WT	WRITS

DOMESTIC CASE TYPES

OLD Contexte Case Types		New Contexte Case Types/Descriptions	
NEW CASE TYPES		SS	SUPPORT-OCSE
		ST	SUPPORT-PRIVATE (NON OCSE)
		VI	VISITATION
AN	ANNULMENT	AN	ANNULMENT
BA	BODY ATTACHMENT (End-Do NOT Use)	End	<i>MFR__ (Use Original case type to Reopen)</i>
CS	CUSTODY/VISITATION	CS	CUSTODY (Description Change)
CT	CONTEMPT-DOMESTIC RELATIONS	CT	CONTEMPT-DOMESTIC RELATIONS
DA	DOMESTIC ABUSE	DA	ORDER OF PROTECTION (Description Change)
DS	DIVORCE W/ SUPPORT (End-Do NOT Use)	End	DO NOT USE
DV	DIVORCE	DV	DIVORCE
FJ	FOREIGN JUDGMENT-DR	FJ	FOREIGN JUDGMENT-DR
OT	OTHER-DOM REL (End-Do NOT Use)	End	DO NOT USE
PS	PATERNITY SUPPORT (End-Do NOT Use)	PT	PATERNITY
PT	PATERNITY		
SM	SEPARATE MAINTENANCE	SM	SEPARATE MAINTENANCE
SP	CHILD SUPPORT (End-Do NOT Use)	End	DO NOT USE
SU	UIFSA CHILD SUPPORT OCSE	SU	SUPPORT-UIFSA (Description Change)

CASE STATUS RULES

- CDADOCT- Applying case status via docket code
- CDACSTS- Manual entry of case status

CDADOCT: CASE STATUS

File Edit Options Block Field Record Query Help Window

Select All
Letter (CLALMRG)
Case Copy (CDACCOP)
Copy Docket (CDACDOC)
Pmt Entry (CBAPAYM)
Person/Org Qry (CPIIDEN)
Account Info (CBAACCD)
Scheduling (CSAEVNT)
Judgment (CDQJMTD)
Docket (COASITE)
Pending Order
Open CCADREQ
Release (CZAPDCT)
Open CCIDINQ
Delete Open Milestones
Select Local Printer
DMS Window
DMS View
DMS Copy
DMS Delete
DMS Link
DMS Move

Docket Association Entry (CDADOCT) (COURTS)

Case ID: Security: ☐
 Sealed: ☐
 Party: ☐ DMS View

	Docket	Filing Date	Time	Party	Disposition Amount	Non-Mon	Seal Dckt	Image
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Text Docket Person Event Sentence Service Documents

Docket Text

CDACSTS: CASE STATUS

File Edit Options Block Field Record Query Help Window

Case Status Maintenance (CDACSTS) (COURTS)

Case ID:

Court: Location: Case Type:

Case Status Audit History

Effective Date	Time	Case Status	Description	Aging	Disp Ind
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Case Age In Days:

Codes that will Trigger Case Status

- OPEN-case status
 - MFO – MOF ORIGINAL
 - MFT – MOF TRANSFER
- CLOSED-case status
 - JUC0 – CASE CLOSED
 - MDCO – CONSOLIDATED
 - MDTR – MOD TRANSFER TO OTHER JURISDICTION
 - MDJD – MOD JUDGMENT/DECREE/ORDER
 - MDDM – MOD DISMISSED

Codes that will Trigger Case Status

- INACTIVE-case status
 - MSIA – MOD INACTIVE
 - MDRB – MOD REMOVED TO BANKRUPTCY
 - MDRF – MOD REMOVED TO FEDERAL
 - MDAR-MOD ARBITRATION
- REACTIVATE-case status
 - MFF – MANNER OF FILING REACTIVATED
- REOPEN-case status
 - MFR + CASE TYPE; when used will update case status
- MONITORING-case status
 - NO RULE - Must be manually applied on CDACSTS

CONCLUSION

#2017ACAP

- For future reference go to:

<https://courts.arkansas.gov/administration/acap/contexte/demonstration-videos>

User name: context

Password: welcome02

Complete the math problem

- Contact ACAP HELP at:

acap.help@arcourts.gov

(501)410-1900 ext. 1