Coversheet 101- Civil & Domestic Dispositions

Dawn Castle – Regional Court Administrator
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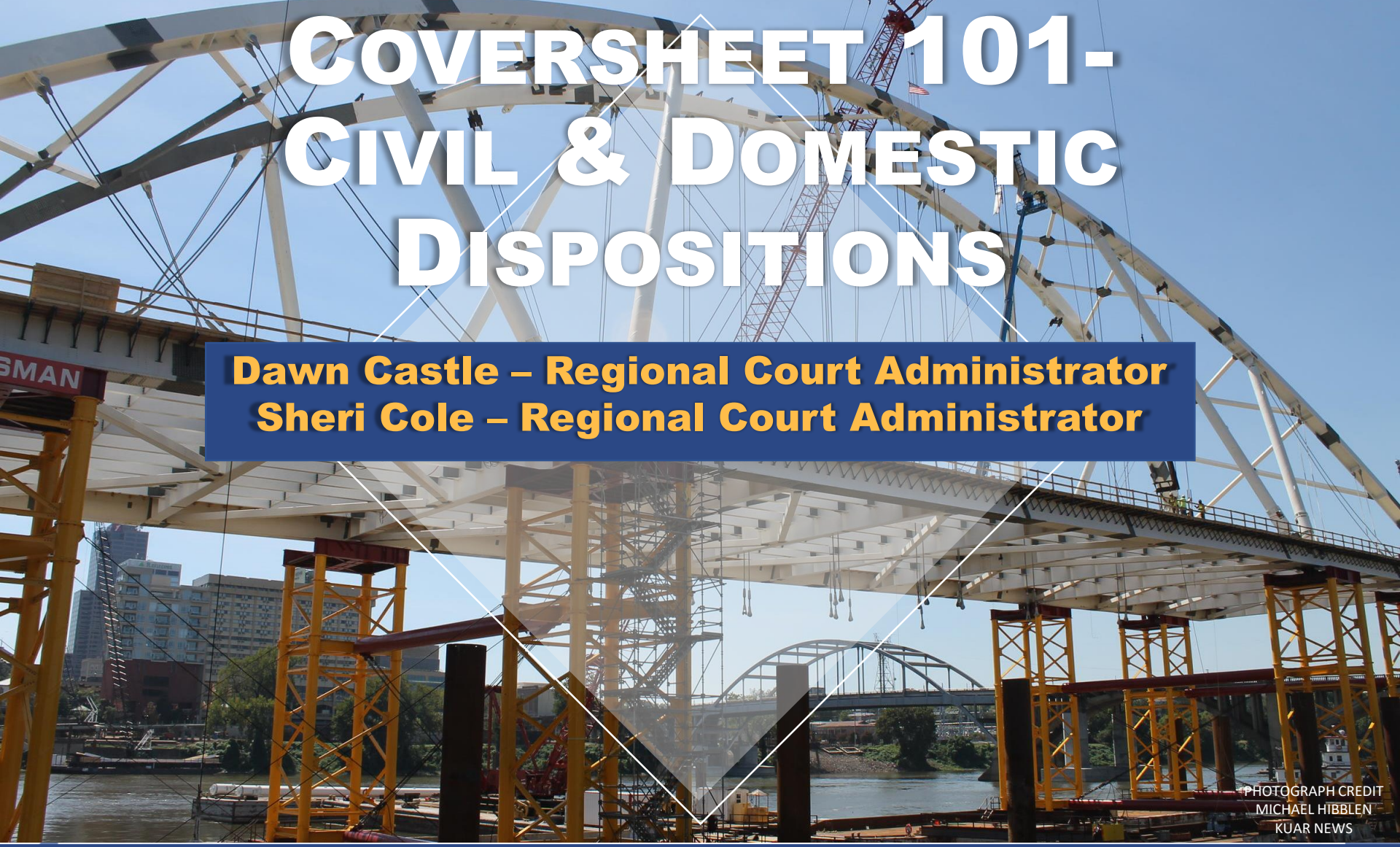

PHOTOGRAPH CREDIT
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KUAR NEWS

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Building Bridges

Arkansas Court Automation Program Systems Conference 2017

Training description

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A hands on training of the Civil and Domestic Relations Disposition Sheets including how to enter the data into Contexte.

- Target Audience: Clerks

Civil Disposition Codes

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CIVIL: Manner of Disposition (MD) Codes:

OLD Codes- DO NOT USE	NEW Codes	Description	When to Use
MDCJ MDDF MDDJ MDDN MDDW MDOJ MDPD MDPG MDSJ MDTJ	**MDCO**	MOD-CONSOLIDATED	When the case is ordered consolidated into another case.
	MDTR	MOD -TRANSFER	Transfer of Case to Another Court
	MDJD	MOD-JUDGMENT	Judgment or Decree or Order
	MDDM	MOD-DISMISSED	Case is Dismissed
	MDAR	MOD-REMOVED TO ARBITRATION	Notice filed in a case to move to arbitration
	MDRB	MOD-REMOVED TO BANKRUPTCY COURT	Notice filed in a case to move to bankruptcy court
	MDRF	MOD-REMOVED TO OTHER FEDERAL COURT	Notice filed in a case to move to any other federal court
	MSIA	INACTIVE	**EXAMPLE:** MDRB (if the case is closed as to all parties); MDRF (if the case is closed as to all parties); MSIA; MDAR

Civil Disposition Contexte Cheat Sheet

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DISPOSITION 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 **Case ID:** _____

_____ V _____

1 **Trial Type:** □ (J) Jury Trial □ (B) Bench Trial □ (N) Non-Trial

2 **Was an interpreter used for this case?** □ Yes □ No

For whom? _____

Language: □ Spanish □ Sign Language □ Other:_____

3 **Was any party self-represented for any portion of the case?** □ Yes □ No

If so, who? _____

4 **Disposition Date:**_____

4 **Manner of Disposition (Choose one)**

□ (MDCO) Consolidated into case ID:_____

□ (MDDM) Dismissed

□ (MDJD) Judgment

□ (MDAR) Removed to arbitration

□ (MDRB) Removed to bankruptcy court

□ (MDRF) Removed to other federal court

□ (MDTR) Transferred to another circuit court

5 **Was a money judgment entered?** □ Yes - Amount:_____ □ Joint & Several

□ No

5	Judgment for	Amount	Judgment against	Amount

DISPOSITION SHEET
STATE OF ARKANSAS
CIRCUIT COURT: CIVIL

Contexte Cover Sheet Forms and Fields

	Form Name	Tab/Field	OR	Form Name	Tab/Field	Notes
1	CMAINIT	Top Block				Case ID Field.
	CMAINIT	Top Block				Enter Trial Type here.
2	CDAPRTY	Language Field				The Language for the party should have been entered. If not, enter on CDAPRTY now.
3	CMAINIT	Party Tab		CDAPRTY		The party status will be displayed if already entered. If not already entered, enter now.
4	CDADOCT	Second Block				Your disposition date will be the date that the order was filed, also you will select the appropriate MD code and apply the filed date to that code. A judgment code will need to be entered before the next step.
5	CDQJMTD	Second Block				This form is accessed from the judgment code entered earlier. Enter in the judgement amount, party for and against.
	CDQJMTD	Third Block				Enter in who the judgement is for.
	CDQJMTD	Forth Block				Enter in who the judgement is against.

Civil Disposition Demonstration Video

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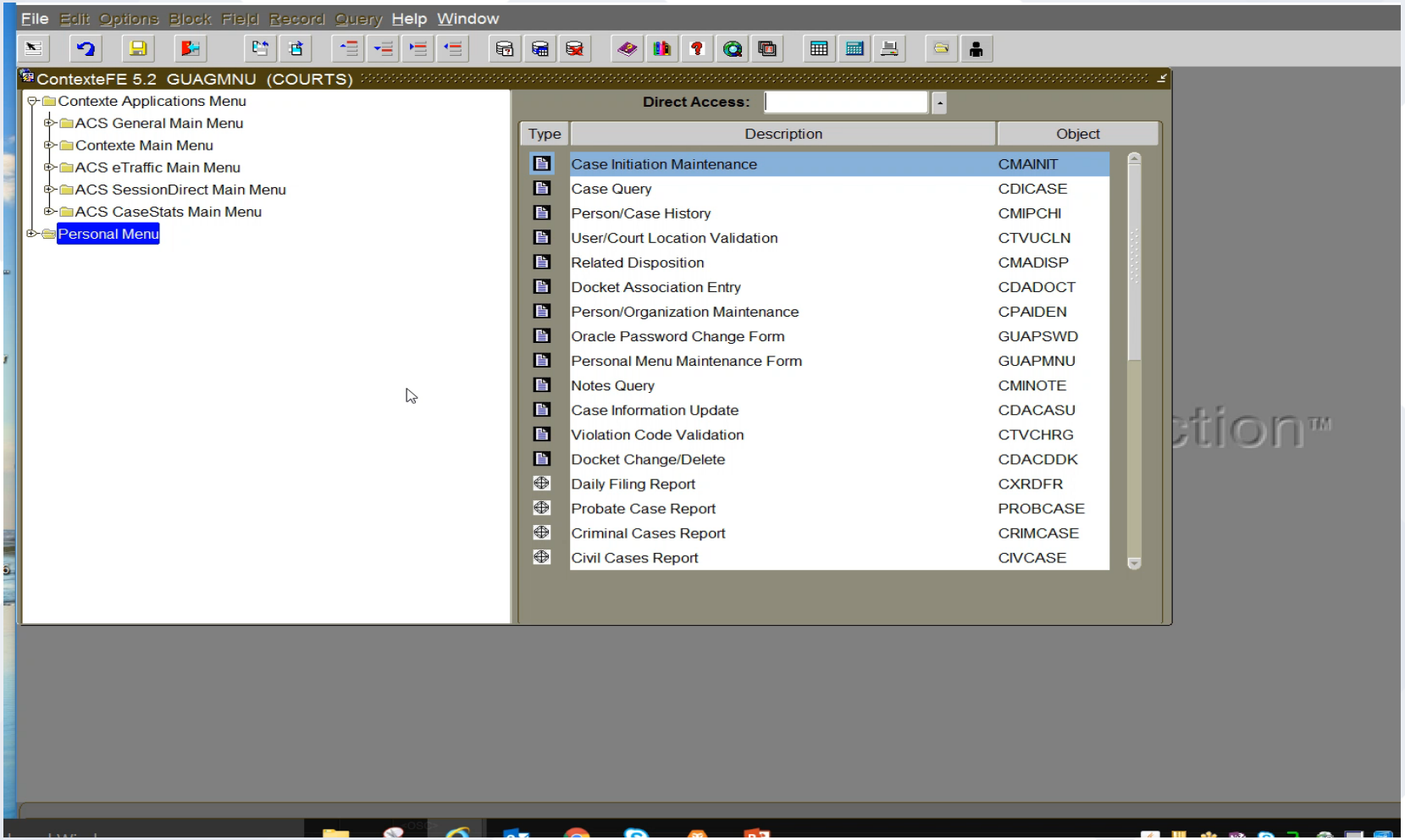

Domestic Relations Disposition Codes

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CSINF	CHILD SUPPORT INFORMATION	Enter when a Manner of Disposition docket code is entered and associate to the appropriate MD code. Enter information related to the disposition in COASITE.

OLD Codes- DO NOT USE	NEW Codes	Description	When to Use
MDDG	**MDCO**	MOD-CONSOLIDATED	When the case is ordered consolidated into another case.
MDOD	**MDTR**	MOD -TRANSFER	Transfer of Case to Another Court
MDOJ	**MDJD**	MOD-JUDGMENT	Judgment OR Decree OR Order
MDDN	**MDDM**	MOD-DISMISSED	Case is Dismissed
MDDW	**MDRB**	MOD-REMOVED TO BANKRUPTCY COURT	INACTIVE
	MSIA	INACTIVE	**EXAMPLE:** MDRB (if the case is closed as to all parties); MSIA;

Domestic Disposition Contexte Cheat Sheet

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DISPOSITION 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 **Case ID:** _____ 1 _____ V _____

1 **Trial Type:** ☐ (B) Bench Trial ☐ (N) Non-Trial

3 **Disposition Date:** _____

2 **Was an interpreter used for this case?** ☐ Yes ☐ No

For whom? _____

Language: ☐ Spanish ☐ Sign Language ☐ Other; _____

2 **Was any party self-represented for any portion of the case?** ☐ Yes ☐ No

If so, who? _____

3 **Manner of Disposition (Choose one)**

☐ (MDCO) Consolidated into docket #: _____ ☐ (MDRB) Removed to Bankruptcy
☐ (MDDM) Dismissed ☐ (MDTR) Transferred to another circuit
☐ (MDJD) Judgment

4 **If this case resulted in an annulment or divorce (DCINF):**

Date of marriage: _____

Number of affected children: ____

Was the divorce/annulment contested? ☐ Yes ☐ No

Grounds for divorce: ☐ adultery ☐ continuous separation ☐ cruelty ☐ felony
☐ general indignities ☐ habitual drunkenness ☐ impotency ☐ willful nonsupport
Grounds for annulment: ☐ fraud ☐ inability to understand ☐ physical cause ☐ underage ☐ other

Alimony granted? ☐ Yes ☐ No

5 **If this case involved custody or support (CSINF):**

Primary custody was placed with: _____
first name last name

Child support ordered: ☐ New ☐ Modified ☐ Terminated ☐ N/A

Person ordered to pay child support: _____
first name last name

Was there an order of protection in this case? ☐ Yes ☐ No

If yes, person(s) protected under the order: _____
first name last name

Also file the completed Confidential Information Sheet.

DISPOSITION SHEET
STATE OF ARKANSAS
CIRCUIT COURT: DOMESTIC RELATIONS

Contexte Cover Sheet Forms and Fields

	Form Name	Tab/Field	OR	Form Name	Tab/Field	Notes
1	CMAINIT	Top Block				Case ID Field
	CMAINIT	Top Block				Enter Trial Type here
	CMAINIT	Top Block				Case Description Field
2	CDAPRTY	Language Field				The Language for the party should have been entered. If not, enter on CDAPRTY now
	CDAPRTY	Party Status				The party status will be displayed if already entered. If not already entered, enter now.
3	CDADOCT	Second Block				Disposition date is the date the order is filed with the Clerk.
	CDADOCT	Second Block				Enter the appropriate MD code. The disposition date will be the date that the order was filed and the appropriate MD code entered.
4	CDADOCT	Second Block				Enter the DCINF docket code, save, then go to COASITE in the navigation frame.
5	CDADOCT	Second Block				Enter CSINF Choose COASITE in the navigation frame and enter in custody information **NOTE**: PLINF docket code is being ended and will no longer be available

Domestic Disposition Demonstration Video

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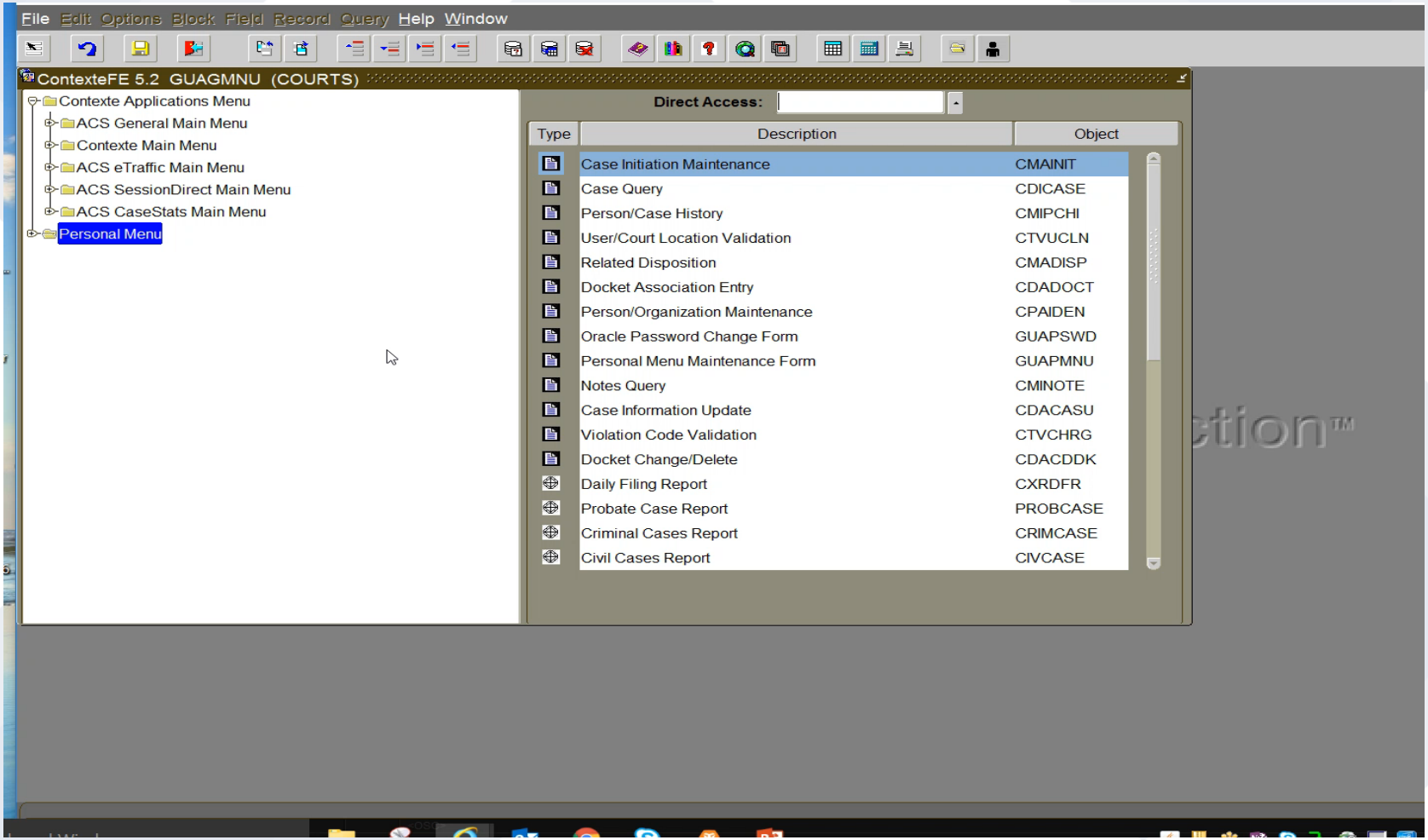

Case Status Rules

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

CDADOCT
(Docket Association Entry)

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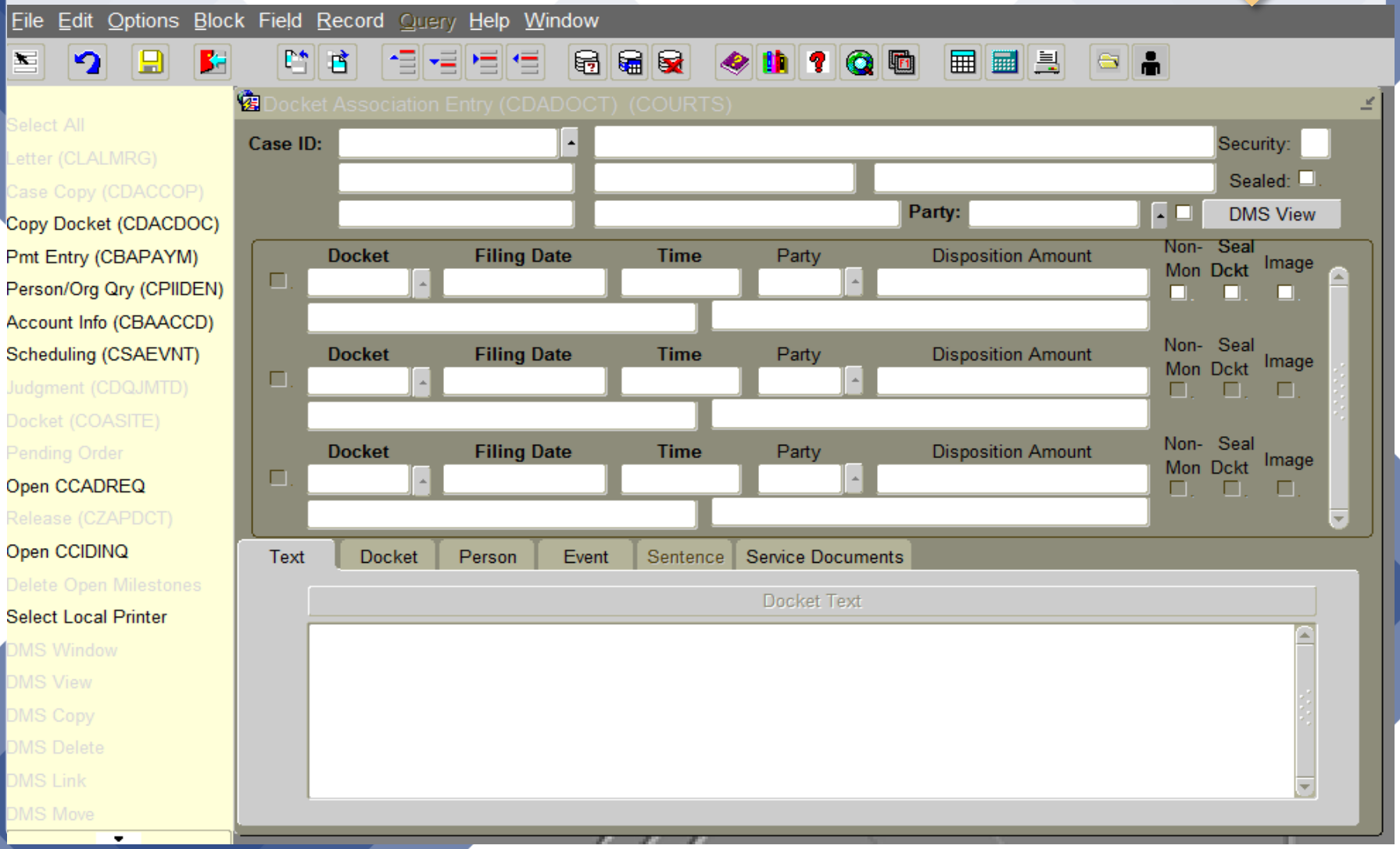

CDACSTS
(Case Status Maintenance)

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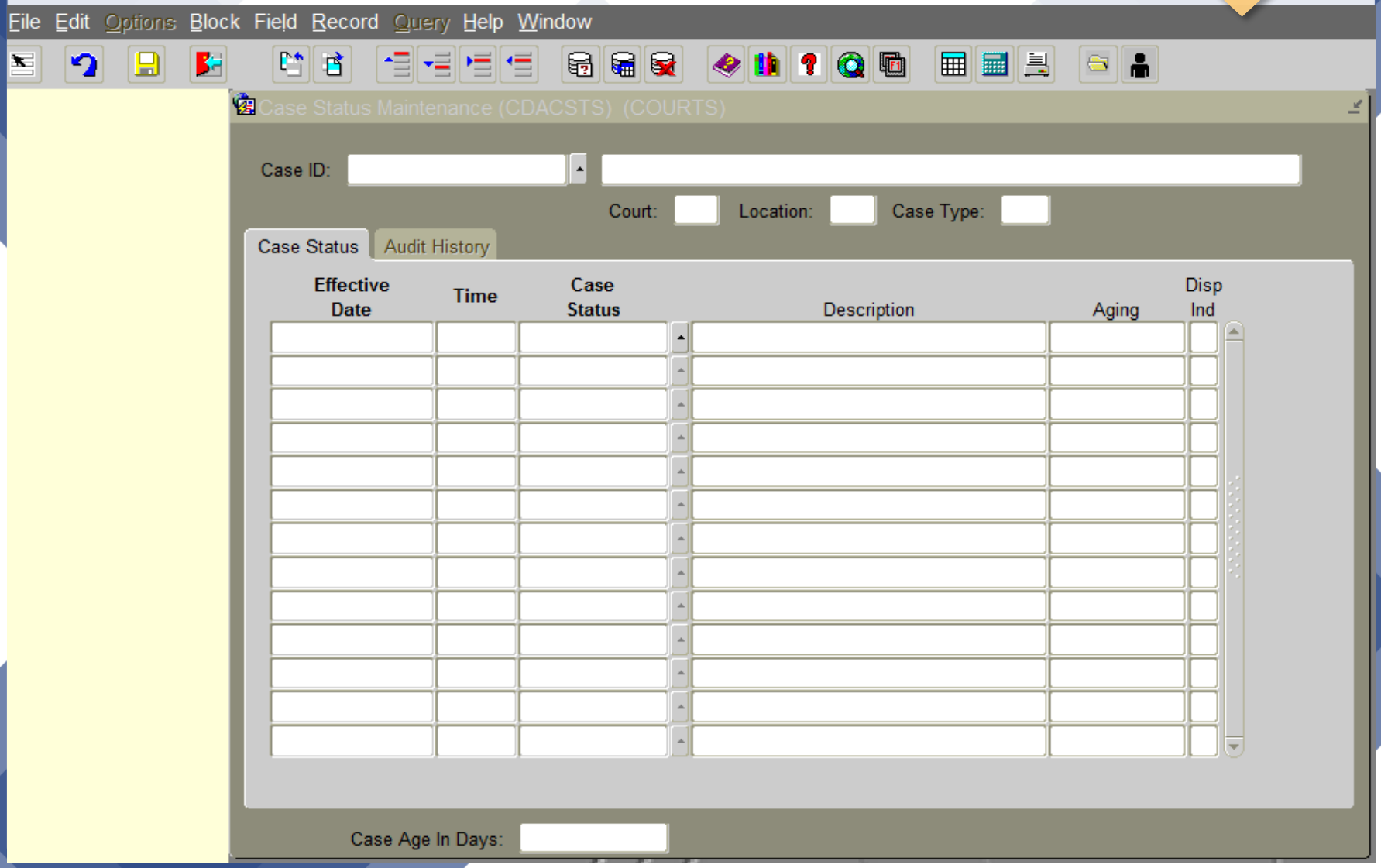

Codes that will Trigger Case Status

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- 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

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- 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

RESOURCES

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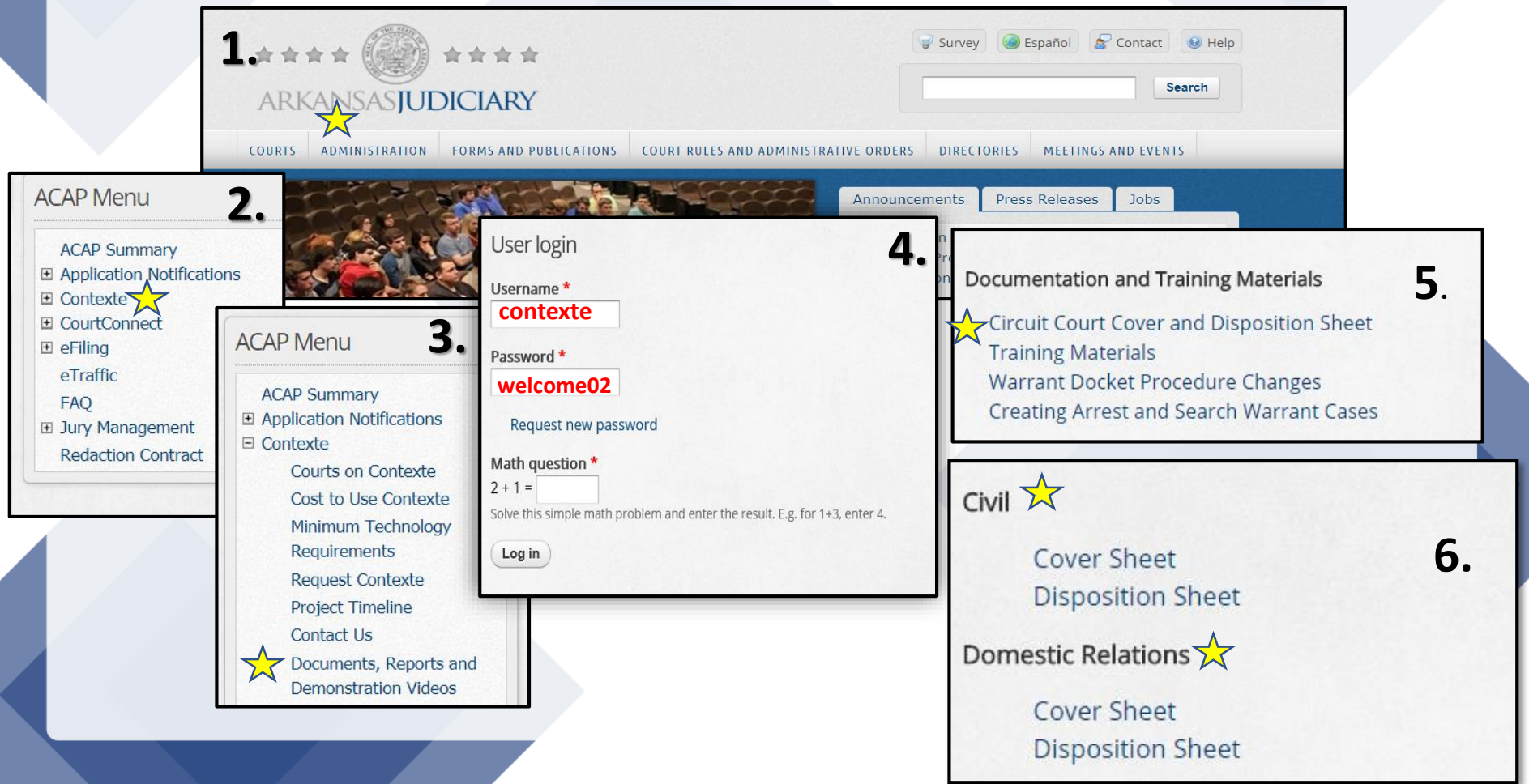
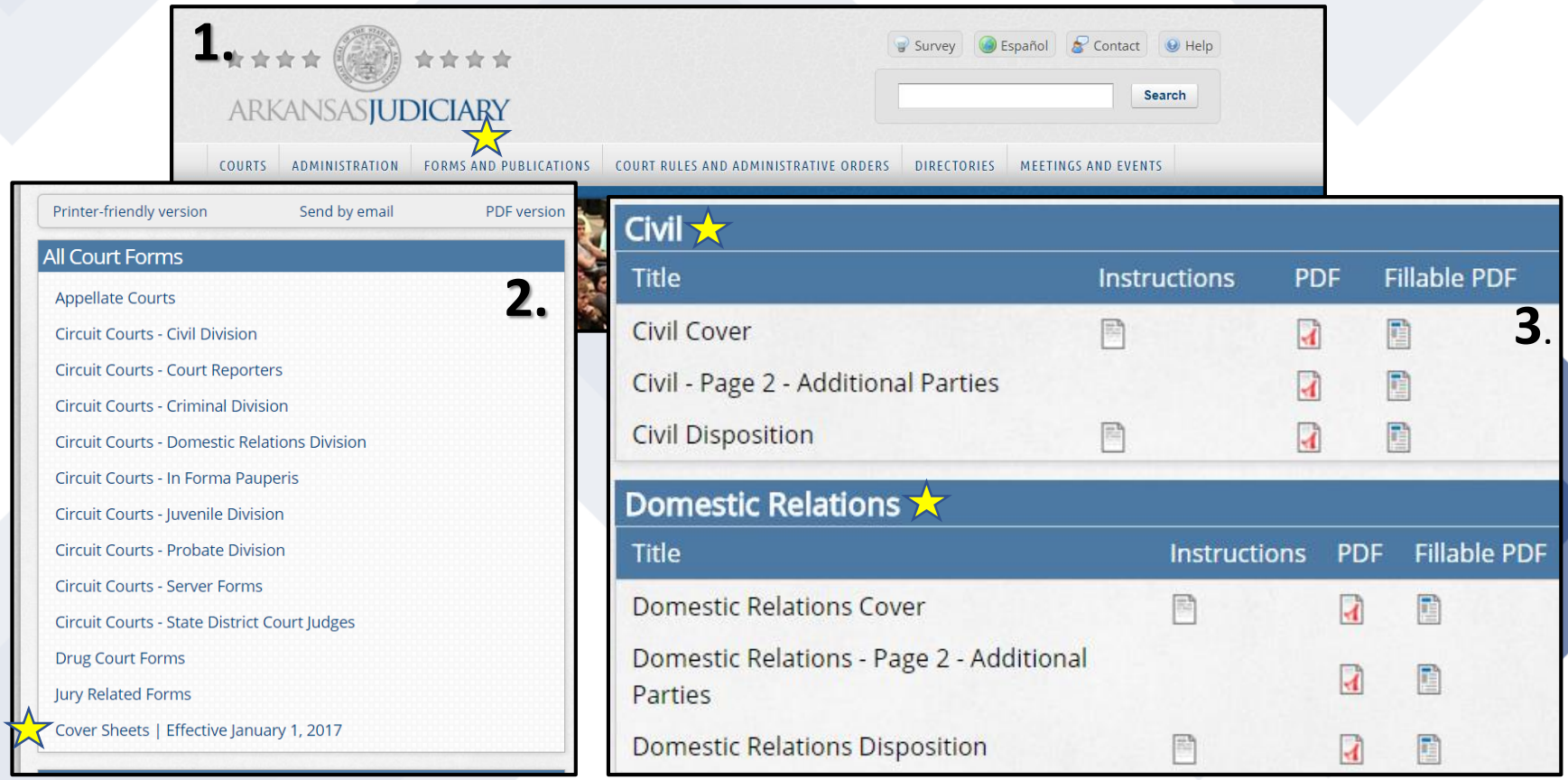
- Judiciary Website https://courts.arkansas.gov/
  - ◊ **CheatSheets**



RESOURCES

#2017ACAP

- Judiciary Website https://courts.arkansas.gov/
  - ◊ **Cover/ Disposition Sheets**



Resources

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- Judiciary Website https://courts.arkansas.gov/
  - ◊ **Other Handouts**
    -Old/New Case Types
    -Ended Party Types
    -Case Status Rules
    -Statistical Docket Codes

  - ◊ **Statistical Guide**
    -Office of Research and Justice Statistics
    https://courts.arkansas.gov/sites/default/files/ARStatGuide_v1_withcover.pdf

  - ◊ **Administrative Order 8**
    -Guidelines for Coversheets
    https://courts.arkansas.gov/rules-and-administrative-orders/administrative-orders

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Questions?

ACAP Application Support

(501) 410-1900

Option 1