

COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: CRIMINAL
(DEFENDANT APPEAL/POST-CONVICTION RELIEF)

This criminal cover sheet is required by Supreme Court Administrative Order 8. 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 following page.

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

7 Does the person appealing or seeking relief have other active cases? ☐ Yes ☐ No
 Case IDs: _____

7 Previous case ID (of the case being appealed or conviction/sentence being challenged): _____

1 New case type: ☐ (MA) Misdemeanor Appeal
 Reopen existing case: ☐ (MFREW) Reopen for Extraordinary Writ
☐ (MFR+ original case type) Reopen for other post-conviction relief

2 Person initiating appeal/post-conviction relief:
 First: _____ Middle: _____ Last: _____ Suffix: _____ DOB: _____
 DLN or State ID: _____ State: _____ SID#: _____ 8 ATN: _____
 Alias 1: _____ Alias 2: _____ Arrest date: _____
 Address: _____ City: _____ State: _____ ZIP: _____

3 Race: ☐ White ☐ Black ☐ Bi-Racial
☐ Asian/Pacific Islander ☐ American Indian/Alaska Native ☐ Unknown
 3 Ethnicity: ☐ Hispanic ☐ Non-Hispanic
 3 Sex: ☐ Male ☐ Female

2 Does the person seeking the appeal/post-conviction relief have an attorney for this case?
☐ Yes - Name: _____ Bar #: _____
☐ No (This person is self-represented)

4 Does this person need an interpreter? ☐ None ☐ Spanish ☐ Sign Language ☐ Other: _____

5 Manner of filing:
☐ (MFO) Original ☐ (MFR + Case Type) Re-Open ☐ (MFA) Appeal from District Court

Convictions being appealed (for misdemeanor appeal):

Code #	Offense name/Description	A/S/C	Offense Date	Counts	M/V	Class

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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	Court Type: County				Enter county #
	CMAINIT	Court Lcn (Location)				Enter as location. Attorneys will use district field to indicate which county seat. Clerk should enter as location in Contexte.
	CMAINIT	Case Type				Enter Case Type Code Filed. Do Not enter the MFR here as a case type, add it as the reopen code in CDADOCT.
	CMAINIT	Filing Date				Enter date case is filed with the Clerk
	CMAINIT	Case ID				Assigned by Contexte once you leave the top block
2	CMAINIT	Party Tab		CDAPRTY		If using automatic judge assignment, the judge/division will be assigned in Contexte. If victim under 14-add party using code VU14.
3	CMAINIT	Demographic Tab		CPAIDEN	Demographic Tab	CMAINIT
4	CDAPRTY	Language Field				Enter Interpreter Language Needed
5	CMAINIT	Short DKT Tab		CDADOCT		Enter filing date and Manner of Filing (MF) code.
6	CMAINIT	Violation Tab				Enter Violations that are being appealed.
7	CDARELC	Top block: Enter primary case Number 2 nd block: Enter case numbers to be related.		CZICASE CMIPCHI	Search for prior cases.	DO NOT CONSILODATE CASE!
8	CMAINIT	Arrest Tab				Enter arrest date and ATN number 1/1/2017

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Instructions

This form is to be used for an appeal to circuit court/post-conviction relief only. For filing of a new criminal case, use the criminal cover sheet. The person filing the appeal or his/her attorney submits this completed form to the clerk.

- Fill in the blanks for county and district (if in a county with two county seats) where this pleading is being filed. Include the date of the filing (month, day, and year).
- Fill in the blanks for Judge's name and division. The clerk will tell you the correct name and division and will provide the case ID.
- Complete the information about whether the person appealing a misdemeanor conviction or seeking relief has other active cases. If so, provide the case ID(s).
- Complete the type of case that best describes the subject matter of the pleading you are filing. Provide the case ID of the case being appealed or for which post-conviction relief is being sought.
- Provide as much information about the defendant as possible. Name and driver's license number (or state ID number if no driver's license) **are required**.
- Fill in the name and bar number of the attorney representing the person appealing or asking for post-conviction relief (or check no if there is no attorney).
- Complete the manner of filing. If the case type is misdemeanor appeal, choose "Appeal from district court." If the case type is habeas corpus, choose "original" and if it is other post-conviction relief, the manner of filing is "re-open."
- For misdemeanor appeals, list the convictions being appealed. Include:
 - the Arkansas Code Annotated number of the offense (including the relevant subsections);
 - the title of the offense;
 - whether the conviction was for an attempt (A), solicitation (S) or conspiracy (C) (if none leave blank);
 - the offense date;
 - the number of counts;
 - whether the conviction was a misdemeanor (M) or a violation (V); and
 - classification (Y, A, B, C, D, U).

Add an additional page if necessary.