

TRAINING - COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: JUVENILE DELINQUENCY/EJJ

This delinquency/EJJ cover sheet is required by Supreme Court Administrative Order 8 to be completed and filed for every juvenile. 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.

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

1 Case Type (select one): ☐ (JD) Delinquency ☐ (EJ) Extended Juvenile Jurisdiction
 Is this an amendment? ☐ Yes ☐ No If yes, reason: _____

5 Does this juvenile have other active cases? ☐ Yes ☐ No Case IDs: _____

Juvenile information			
Last Name	2	Address	2
Suffix			
First Name		City	
Middle Name		State	
DLN/State ID	3	ZIP	
SSN		Arrest date	4
Date of Birth		ATN	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Custody date	
Ethnicity	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	4 Was this a school-related arrest? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Race <i>Check One</i>	<input type="checkbox"/> Bi-Racial <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Unknown <input type="checkbox"/> White	School Status <i>Check One</i>	<input type="checkbox"/> Under school age <input type="checkbox"/> Enrolled <input type="checkbox"/> Home-school <input type="checkbox"/> Truant/Not attending <input type="checkbox"/> Suspended <input type="checkbox"/> Expelled <input type="checkbox"/> Withdrawn <input type="checkbox"/> GED obtained <input type="checkbox"/> Graduated High School
	3		6
6 Educational Accommodation <input type="checkbox"/> IEP <input type="checkbox"/> 504 <input type="checkbox"/> N/A			
6 Interpreter needed? <input type="checkbox"/> None <input type="checkbox"/> Spanish <input type="checkbox"/> Sign Language <input type="checkbox"/> Other: _____			
7 Parent/Guardian 1		7 Parent/Guardian 2	
Relationship	2	Relationship	2
Last Name		Last Name	
Suffix		Suffix	
First Name		First Name	
Middle Name		Middle Name	
DLN/State ID		DLN/State ID	
SSN	3	SSN	3
Date of Birth		Date of birth	
Address	2	Address	2
City, State ZIP		City, State ZIP	
Email		Email	
7 Interpreter needed?	<input type="checkbox"/> None <input type="checkbox"/> Spanish <input type="checkbox"/> Sign Language <input type="checkbox"/> Other: _____	7 Interpreter needed?	<input type="checkbox"/> None <input type="checkbox"/> Spanish <input type="checkbox"/> Sign Language <input type="checkbox"/> Other: _____

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The offenses in the attached information include:

Code #	Offense name/Description	A/S/C	Offense Date	Counts	F/M	Class
8						

Other Juveniles/Defendants:

Related Case IDs:

5

Attorney Providing Information: _____ **Bar #:** _____

2

Email Address: _____ **Phone:** _____

Manner of filing:

9

☐ (MFO) Original

☐ (MFRJD) Re-Open Delinquency (if so, why?): ☐ Probation revocation ☐ Aftercare Violation

☐ (MFREJ) Re-Open EJJ (if so, why?): ☐ EJJ Review Hearing ☐ DYS Release Hearing

☐ (MFT) Transfer from another jurisdiction

☐ (MFTC) Transfer from Criminal Division to EJJ: date of transfer hearing: _____
 Was juvenile's attorney present? ☐ Yes ☐ No

If a detention hearing related to this petition has already occurred,

Date of detention hearing (HD60): _____

10

Detention hearing outcome:

- | | |
|---|---|
| <input type="checkbox"/> Continue detention | <input type="checkbox"/> Release on personal recognizance |
| <input type="checkbox"/> Release to parent/guardian/custodian | <input type="checkbox"/> Release to qualified person/agency |
| <input type="checkbox"/> Reasonable restrictions | <input type="checkbox"/> Release upon order to appear |
| <input type="checkbox"/> Release upon bond | |

Was juvenile's attorney present? ☐ Yes ☐ No

Contexte Cover Sheet Forms and Fields

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	<u>Form Name</u>	<u>Field/Tab</u>	<u>O R</u>	<u>Form Name</u>	<u>Field/Tab</u>	<u>Notes</u>
1	CMAINIT	Court Type				Enter county #
	CMAINIT	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 the case type.
	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		Enter each Party, including mother, father, etc.
3	CMAINIT	Demographic Tab		CPAIDEN	Demographic Tab	
4	CMAINIT	Arrest Tab Arrest Tab label has changed to read Arrest/Custody. The field label has changes to Arr/Cust.				Enter arrest date or custody date. It an arrest occurred and there is an arrest tracking number, please enter. If the answer to the Was this a school-related arrest is Yes, enter as an arrest reason on the arrest/custody record. If a juvenile is taken into custody and later arrested, enter the arrest information as a new record.
5	CDARELC	Top block: Enter primary case Number 2 nd block: Enter case numbers to be related.				Relate other cases to this case, including co-defendant cases. DO NOT CONSOLIDATE CASES!
6	CNASUPR	School Tab				Enter in school information using the "ED##%" school ID.
7	CDAPRTY	Language Field				Enter the needed Interpreter Language.
8	CMAINIT	Violation Tab				Enter the Violations.
9	CMAINIT	Short Docket tab		CDADOCT		Enter the appropriate Manner of Filing code. If this is a reopen, enter the reopen code (MFR) with the appropriate Case Type code
10	CDADOCT	Second block and Nav. Frame Docket COASITE				If, your court is using Scheduling verify the HD60 event code. If, your court is not scheduling enter the HD60 . Go to Docket COASITE from the HD60 code and enter the answers to outcome and Attorney present.

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Instructions

Pursuant to Supreme Court Administrative Order Number 8, the Office of the Prosecuting Attorney is responsible for the completion and filing of the delinquency/EJJ cover sheet. Only one juvenile shall be listed on each cover sheet. The Clerk shall not accept the information sheet unless accompanied by this completed reporting form.

- Fill in the blanks for county and district (if applicable) where this pleading is being filed. Include the date of the filing.
- 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 and will provide the case ID.
- Complete the type of case. Choose either delinquency or EJJ.
- If this is an amendment to an already-filed case, mark yes and indicate the reason for the amendment. If it is a probation revocation or aftercare violation, mark that at the bottom of the form under manner of filing.
- If the juvenile has other active cases, provide the case IDs if possible.
- Provide as much information about the juvenile as possible. Name, arrest date, custody date, arrest tracking number (ATN), and driver's license number (DLN) (or state ID number if no driver's license) are required. Arrest and custody date will often be the same date. Leave the custody date blank if the juvenile has not been taken into custody.
- Include the school status of the juvenile, including:
 - whether the arrest was school-related. "A school-related arrest is an arrest of a student for any activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official." (U.S. Department of Education Office of Civil Rights)
 - whether the juvenile is receiving special education services. Mark IEP if the juvenile has an Individualized Education Plan (IEP) and 504 if the child has a section 504 plan. Check N/A if the child does not receive special services or accommodation.
- Complete the information on the parents. Include as much as you are able. Do not include putative parents. Relationship is the relationship of that person to the child (e.g., mother, father).
- Complete the charge table. For each offense charged, list the Arkansas Code Annotated number of the offense (including the relevant subsections), the title of the offense, whether the charge is for an attempt (A), solicitation (S) or conspiracy (C) (if none leave blank), the offense date, the number of counts, whether the charge is a felony (F), misdemeanor (M), or violation (V), and its classification (Y, A, B, C, D, U). Add another sheet if more room is necessary.
- If there are multiple juveniles/defendants, list the other juveniles/defendants and their case numbers.
- Provide information on the attorney providing the information on this form.
- Complete the manner of filing.
 - If it is a re-open case, indicate whether it is probation revocation or aftercare violation or, if an EJJ case, a DYS release hearing or Review Hearing.
 - If it is a transfer from the criminal division, indicate the date of the transfer hearing and whether the juvenile's attorney was present at that hearing.
 - If a detention hearing related to this petition has already occurred, give the date and outcome of that hearing. Indicate whether the juvenile's attorney was present.