

TRAINING - COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: CRIMINAL

This criminal cover sheet is required by Supreme Court Administrative Order 8 to be completed and filed for every defendant. 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 at the end of the form.

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

Is this an amendment? Yes No If yes, reason: _____

1 **Case Type (choose one, based on the most serious charge):**
 (EX) Extradition (DI) Felony (MI) Misdemeanor

8 **Does this defendant have other active cases?*** Yes No Case IDs: _____

10 **Is defendant being charged as habitual?** Yes No

2 **Is victim under the age of 14 (V)?** Yes No

2 **Defendant:** _____ Date of Birth: 3 _____

2 **DLN or State ID #:** _____ State: _____ SID #: 4 _____ SSN: 3 _____

4 **Alias 1:** _____ **Alias 2:** _____ **Alias 3:** _____

2 **Address:** _____
 Street 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 **Plaintiff: State of Arkansas**

2 **Prosecuting Attorney:** _____ **Bar #:** _____

2 **Email Address:** _____ **Phone:** _____

9 **Prosecutor File #:** _____

7 **Interpreter needed for defendant?** None Spanish Sign Language Other: _____

5 **Manner of filing:** (MFO) Original (MFR+case type) Re-open
 (MFT) Transfer (MFE) EJJ adult sentence imposed

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The charges in the attached information include (if necessary, continue to an additional sheet):

Code #	Offense name/Description	A/S/C	Offense Date	Counts	F/M	Class
10						

11 Arrest Date: _____ Arrest Tracking #: _____

8 Other Defendants
(attach a cover sheet for each defendant):

Related Case IDs:

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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				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 Case Type Code Filed
	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. Enter other parties and their information, such as address, etc. If victim under 14-add party type code of V and use VU14 as the ID.
3	CMAINIT	Demographics tab		CPAIDEN	Demographics Tab	Add or Update the demographic information.
4	CPAIDEN	Supplemental ID tab AKA ID History tab				Add the SID and ALIAS
5	CMAINIT	Short Docket tab		CDADOCT		Enter in the filed date and proper manner of filing (MFO) docket code.
6	CDADOCT	CRINF-COASITE				Enter on COASITE from Navigation Frame from CDADOCT on the CRINF code.
7	CDAPRTY	Language Field				Enter the needed Interpreter Language.
8	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! *If yes, verify party IDs are the same. If these IDs are not the same then make a note in Docket Text field

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						(CDADOCT) about defendant's different IDs.
9	CDACREF	Prosecutor File number				Enter Prosecutor File number as a case cross reference.
10	CMAINIT	Violation tab		CMADISP	Amended violations are entered here.	New filed violations are entered in. Add Habitual in Violation Docket Text on the first most serious charge.
11	CMAINIT	Arrest Tab				Arrest Date & Arrest Number (ATN).

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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 criminal cover sheet. Only one defendant shall be listed on each cover sheet. The Clerk shall not accept the criminal information unless accompanied by this completed reporting form.

- Fill in the blanks for county and district (if in a county with dual 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 (if applicable). In a multi-judge county, the clerk will tell you the correct name and division and will provide the case ID number.
- Complete the information about whether this is an amended case and, if so, the reason for the amendment.
- Select the type of case that best describes the subject matter of the pleading you are filing. If both felony and misdemeanor charges are included, choose felony. If this is a filing in which a sentence is being imposed on an Extended Juvenile Jurisdiction (EJJ) case, select the case type based on the highest charge for which EJJ sentencing is occurring.
- Answer the questions regarding whether:
 - the defendant has other active cases;
 - the defendant is being charged as a habitual offender pursuant to A.C.A. § 5-4-501 et. seq.; and
 - the victim was under the age of 14.
- Provide as much information about the defendant as possible. The driver's license number (or state ID number if no driver's license) is **required if the person has an Arkansas ID**. If a correct Arkansas DLN is provided, information on race, ethnicity, and sex is not required. If the driver's license is from another state, include the state name. SID is the defendant's State Identification Number, obtained from the local law enforcement agency.
- Provide information on the attorney of record.
- Indicate whether an interpreter will be needed and, if so, in what language.
- Complete the manner of filing.
- Complete the charge table reflecting the elements of the offense. List the most serious charge first. For each offense charged, in addition to the charge code, provide:
 - 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) or misdemeanor (M); and
 - level (Y, A, B, C, D, U).
- Provide the arrest date and the arrest tracking number. The arrest tracking number is required for data exchange with the ACIC.
- If there are multiple defendants, list the other defendants and their case IDs.