

**TRAINING-COVER SHEET**  
**STATE OF ARKANSAS**  
**CIRCUIT COURT: PROBATE**

The probate 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 on the back of the form.

**1** County: \_\_\_\_\_ **1** District: \_\_\_\_\_ **1** Filing Date: \_\_\_\_\_

**2** Judge: \_\_\_\_\_ **2** Division: \_\_\_\_\_ **1** Case ID: \_\_\_\_\_

**1** Type of case (choose one):

- |   |  |
|---|--|
| <input type="checkbox"/> (AD) Adoption<br><input type="checkbox"/> (PC) Adult Protective Custody<br><input type="checkbox"/> (AL) Alcoholic Commitment<br><input type="checkbox"/> (AA) Ancillary Administration<br><input type="checkbox"/> (CV) Civil Commitment<br><input type="checkbox"/> (CP) Conservatorship | <input type="checkbox"/> (DE) Decedent Estate Administration<br><input type="checkbox"/> (GA) Guardianship of an Adult<br><input type="checkbox"/> (GJ) Guardianship of a Juvenile<br><input type="checkbox"/> (DC) Narcotic Commitment<br><input type="checkbox"/> (SE) Small Estate<br><input type="checkbox"/> (TA) Trust Administration<br><input type="checkbox"/> (OP) Probate-Other |
|---|--|

**1** In the Matter of: \_\_\_\_\_

**6** Does this case involve the custody or support of minor children? ☐ Yes ☐ No

If yes, also file the completed Confidential Information Sheet (COINF).

Participant 1			Participant 2		
Participant Type			Participant Type		
Company/Last Name			Company/Last Name		
Suffix			Suffix		
First Name			First Name		
DL/State ID	<b>2</b>		DL/State ID	<b>2</b>	
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	<b>3</b>		DOB	<b>3</b>	
Date of Death			Date of Death		
Interpreter needed	<b>4</b>	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)	Interpreter needed	<b>4</b>	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)

**2** Attorney of Record: \_\_\_\_\_ Bar #: \_\_\_\_\_  
 Party representing: \_\_\_\_\_ Atty Email Address: \_\_\_\_\_

**5** Related Case(s): Judge: \_\_\_\_\_ Case ID(s): \_\_\_\_\_

**6** Manner of filing (choose one):

<input type="checkbox"/> (MFO) Original <input type="checkbox"/> (MFT) Transfer	<input type="checkbox"/> (MFR+case type) Re-open <input type="checkbox"/> (MFF) Reactivate
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**Contexte Cover Sheet Forms and Fields**

	<u>Form Name</u>	<u>Tab/Field</u>	<u>O R</u>	<u>Form Name</u>	<u>Tab/Field</u>	<u>Notes</u>
<b>1</b>	CMAINIT	County				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 ID				Assigned by Contexte once you leave the top block.
	CMAINIT	Filing Date				Enter date case is filed with the Clerk.
	CMAINIT	Case Type				Enter Case Type Code Filed.
	CMAINIT	Case Description				Enter name of person that is indicated after the title In the Matter of. Enter Name only do not add In the Matter of in the description.
<b>2</b>	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 one of the parties is a self-represented party, enter as P, D or whatever type of party; add party status of <b>SELFREP</b>
<b>3</b>	CMAINIT	Demographic Tab		CPAIDEN	Demographic Tab	Add or Update the demographic information.
<b>4</b>	CDAPRTY	Language Field				Enter Interpreter Language Needed.
<b>5</b>	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!
<b>6</b>	CDADOCT	Second Block, Nav. Frame-COASITE, Third Block associate MD and COINF to the MF code.				Enter in the appropriate manner of filing docket code here using the file date. Enter COINF. Choose COASITE in the navigation frame and enter in custody information

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**Instructions**

The probate reporting form and the information contained herein is intended for case assignment and statistical purposes. It 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. The Filing Information must be completed by the attorney or self-represented litigant filing an initial pleading with the court Clerk. The Clerk shall not accept the pleading unless accompanied by this completed reporting form.

- Fill in the blanks for county and district (in counties with dual county seats) where this pleading is being filed. The clerk will assign you the case ID. The filing date is the month, day, and year you are filing this pleading. Fill in the blanks for Judge's name and division. In a multi-judge county, the clerk will tell you the correct name and division or will complete this information.
- Select the type of case that best describes the subject matter of the pleading you are filing.
- Fill in the name of the case as it appears in the style of the pleading you are filing.
- Provide information regarding participants to the case, including the participant type (e.g., decedent, minor, executor, guardian, petitioner, respondent). Provide first name, last name, and suffix (sr., jr., III, etc.) as well as any other additional information. If the driver's license number or state ID number are known, include that number. Include the date of birth if known.
  - if this is an estate case, include the date of death.
  - If this is an adoption case originating from juvenile court, include the Contexte ID number for the minor being adopted.
  - If an interpreter will be needed, indicate in what language and for whom.
- Fill in the name, bar number, party representing, and the email address of the attorney of record. If the attorney of record changes, file an entry of appearance. If you are representing yourself, leave the attorney line blank.
- Reference any related case(s).
- If an interpreter will be needed, indicate in what language and for whom.
- Complete the manner of filing. For the purposes of this reporting form, the following definitions apply.
  - Original: a filing of a complaint or petition at the beginning of a case.
  - Re-open: a case which has been disposed of but is now being resubmitted to the court.
  - Transfer: a case filed with this court from another court due to invalid jurisdiction, venue, etc.
  - Reactivate: a case previously made inactive.