

COVER 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.

County: _____ **District:** _____ **Filing Date:** _____

Judge: _____ **Division:** _____ **Docket Number:** _____

Type of Case (select only one):

- | | |
|---|---|
| ☐ (AN) Annulment (marriage date: _____) | ☐ (PT) Paternity |
| ☐ (CT) Contempt-Domestic Relations | ☐ (SM) Separate Maintenance |
| ☐ (CS) Custody | ☐ (TBD) Support (OCSE) |
| ☐ (DV) Divorce (marriage date: _____) | ☐ (TBD) Support-Private (non-OCSE) |
| ☐ (FJ) Foreign Judgment-Domestic Relations | ☐ (TBD) Visitation |
| ☐ (DA) Order of Protection | |

Does this case involve minor children? ☐ Yes ☐ No

If yes, also file the completed Confidential Information Sheet.

Plaintiff		Defendant	
Last Name		Last Name	
First Name		First Name	
DL/State ID		DL/State ID	
DOB		DOB	
Address		Address	
City, State, ZIP		City, State, ZIP	
Phone		Phone	
Email		Email	
Interpreter needed?	☐ Yes: _____ ☐ No (language)	Interpreter needed?	☐ Yes: _____ ☐ No (language)

Attorney of Record: _____ **Bar #:** _____

For the: ☐ Plaintiff ☐ Defendant **Email Address:** _____

If you are representing yourself (no attorney): Name: _____

Related Case(s): Judge: _____ **Case Number(s):** _____

Manner of filing: ☐ (MFO) Original ☐ (MFR+case type) Re-open
☐ (MFT) Transfer ☐ (TBD) Reactivate

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Instructions

The domestic relations reporting form and the information contained herein is intended for statistical purposes only. 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 pro se litigant filing an initial pleading with the court Clerk. The Clerk shall not accept the pleading unless accompanied by this completed reporting form.

1. Fill in the blanks for county and judicial district where this pleading is being filed. The clerk will assign you the docket number. The filing date is the month, day, and year you are filing this pleading. 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 or will complete this information.
2. Select the type of case. Place an "X" in the single box which best describes the subject matter of the pleading you are filing. If it is an annulment or divorce case, fill in the date of the marriage.
3. Fill in the blanks for the Plaintiff and Defendant names. Provide the driver's license numbers if known.
4. Fill in the name and address of the attorney of record and check the appropriate box of the party the attorney is representing. If the attorney of record changes, file an entry of appearance. If you are representing yourself, leave the attorney line blank and fill in your own name and address below.
5. Reference any related case(s).
6. 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 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 placed on inactive status.