

**COVER SHEET**  
**STATE OF ARKANSAS**  
**CIRCUIT COURT: CRIMINAL**

**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 if one is being used. Only one defendant shall be listed on each cover sheet.

- 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), misdemeanor (M), or violation (V); 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.