

COVER SHEET INSTRUCTIONS
STATE OF ARKANSAS
CIRCUIT COURT: JUVENILE DEPENDENCY-NEGLECT & FINS

Pursuant to Supreme Court Administrative Order Number 8, the attorney or self-represented litigant filing the petition is responsible for the completion and filing of the juvenile cover sheet with the court clerk. The clerk shall not accept the filing unless accompanied by this completed reporting form. This form is to be used with Dependency-Neglect and Family in Need of Services (FINS) cases whenever a new case is filed, new allegations arise, or when a petition for civil commitment, adoption, custody, guardianship, paternity, support, or TPR is filed in an existing case.

- Fill in the blanks for county and district (in counties with two 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. In a multi-judge county for a new case, the clerk will tell you the correct name and division and will provide the case ID. If this is a new filing in an existing case, fill in the judge's name and use the existing case ID.
- If this is a new case (not a reopening or a new petition in an existing case) select the type of case that best describes the subject matter of the pleading you are filing. Although an adoption in juvenile court arises from an existing case, it should be filed as a new case and receive a new case number.
- Provide as much information about juveniles as possible.
 - If this is a reopening, a new petition in an existing case, or an adoption arising from an existing case, only the name and Contexte ID number are required.
 - If there are more than two juveniles, complete the information on page 3.
 - Indicate the date of removal for each child if the child has been removed from his/her home.
 - Choose the most appropriate description of school status.
 - Indicate whether the juvenile receives 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.
 - List the school name if known.
- Include the case IDs of other cases involving the same juvenile(s). If the case ID is unknown, list the type of case and/or judge if known.
- Identify the petitioner in the case. If the petitioner is representing a school or is **not** the parent, DHS, or the prosecuting/city attorney, complete the information box about the petitioner.
- Fill in the name, bar number, and email address of the attorney of record (the attorney filing the petition) and check the appropriate box of the party the attorney is representing. If the attorney of record changes, file an entry of appearance. If the petitioner is self-represented, leave this blank.
- Provide as much information about parents as possible. If more space is required, include additional parent information on the additional parties page. Do not include putative parents. Indicate whether the parent is the parent of all the children. If not, name the children of that parent.
- Complete the manner of filing. If this case is a reopening or a petition in an existing case, indicate the type of petition.