

DISPOSITION SHEET INSTRUCTIONS
STATE OF ARKANSAS
CIRCUIT COURT: PROBATE

The probate disposition form shall be completed and submitted by the attorney or other appropriate official as designated by the trial court. This form shall be filed with the court clerk.

Administrative Order 8 prescribes that a form designed for the uniform collection of case data shall be submitted at **final disposition**. The clerk is also directed **not to accept a final order** that is not accompanied by the appropriate form (for Probate, this form).

At a meeting of the Domestic Relations/Probate Committee on October 11th, 2023 during the Fall 2023 meeting of Judicial Council, committee chair Judge Robert Herzfeld lead a discussion regarding A.C.A. §28-53-118, and an issue regarding closing estate matters prematurely. In some areas, probate cases are closed when there is an order approving final distribution, not waiting until the receipts of distribution and an order to close are filed. A discussion was had regarding changing the way disposition sheets are done so that they are only completed and statistically closed **after an order approving the distribution and closing the estate is entered**. A motion was made to recommend this process, disposing of Decedent Estate cases only after the filing of evidence satisfactory to the court that distribution has been made as directed in the order of final distribution and the court enters an order discharging the personal representative. This motion was seconded and passed unanimously by the committee.

- On the first line, include the case ID and the case styling.
- Select the trial type. Select bench trial if evidence was introduced, even if a judgment was not reached. Non-trial types include any type of disposition that does not involve a bench trial.
- Answer whether an interpreter was used for the case and, if so, for whom and in what language.
- Answer whether any party was self-represented for any part of the case and, if so, who.
- Enter the disposition date. The disposition date is the date the order is filed.
- Choose the appropriate manner of disposition.
- Indicate whether this case is set for review. Set for review indicates that the court has an obligation to review the case, such as in guardianship cases where an annual report to the court is required or in adult protective custody cases that the court is required to annually review.
- If this was a guardianship case, complete the information about the guardian name, whether child support was ordered, and whether there was an order of protection. List all individuals protected under an order of protection. This information is needed by OCSE and is required by Public Law 104-193.