

**SUPREME COURT OF ARKANSAS**

Opinion Delivered June 20, 2013

IN RE ADOPTION OF SUPREME  
COURT AND COURT OF APPEALS  
RULE 3-7. COVER SHEET

**PER CURIAM**

The Clerk of the Supreme Court and Court of Appeals is implementing a new case management system, and in connection with this system, the clerk studied the use of cover sheets in initiating cases. Cover sheets have been in use in our circuit courts for a number of years, but they are not required in our appellate courts. The clerk has determined that in performing the various tasks required when a case is opened and for subsequent case management, a cover sheet to accompany an initial filing would be beneficial.

We agree and conclude that an appellate cover sheet will assist in various facets, including screening of cases, assignment of cases, case management, and the collection and reporting of case information. Therefore, in order to authorize and implement an appellate cover sheet, the court adopts and publishes Rule 3-7 of the Rules of the Supreme Court and Court of Appeals as set out below. This rule shall be effective August 1, 2013.

**ARKANSAS RULES OF THE SUPREME COURT  
AND COURT OF APPEALS**

**RULE 3-7. COVER SHEET.**

(a) When an initial record or pleading is filed with the Clerk of the Supreme Court and Court of Appeals, a cover sheet shall be completed and filed. The cover sheet shall be used for case initiation purposes. The cover sheet shall not replace or supplement the filing and service of other papers as required by law or the Rules of the Supreme Court and Court of Appeals.

(b) The Administrative Office of the Courts shall be responsible for the content and format of the cover sheet and instructions for its use.

The Clerk shall not accept an initial record or pleading that is not accompanied by the cover sheet. The Clerk shall place the completed cover sheet in the case file.

The attorney or pro se litigant at the time of filing an initial record or pleading shall be responsible for completing the information on the cover sheet. The cover sheet shall be type written; however, a pro se litigant may submit a handwritten cover sheet.