

## INSTRUCTIONS FOR COMPLETING APPELLATE COURT COVER SHEET

The Appellate Court Cover Sheet and the information contained herein are intended for case initiation 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.

### APPELLATE COURT INFORMATION

The filing information must be completed by the attorney or pro se litigant filing an initial record/pleading with the Clerk of the Supreme Court and Court of Appeals. The clerk shall not accept the record/pleading unless accompanied by this reporting form. The clerk shall place the original reporting form in the case file.

**Case Filed In:** Indicate whether the case is being filed in the Supreme Court or Court of Appeals. *Per Rule 1.2 of the Rules of the Supreme Court and Court of Appeals:* All cases appealed shall be filed in the Court of Appeals except that the following cases shall be filed in the Supreme Court:

1. All appeals involving the interpretation or construction of the Constitution of Arkansas;
2. Criminal appeals in which the death penalty or life imprisonment has been imposed;
3. Petitions for quo warranto, prohibition, injunction, or mandamus directed to the state, county, or municipal officials or to circuit courts;
4. Appeals pertaining to elections and election procedures;
5. Appeals involving the discipline of attorneys-at-law and or arising under the power of the Supreme Court to regulate the practice of law;
6. Appeals involving the discipline and disability of judges;
7. Second or subsequent appeals following an appeal which has been decided in the Supreme Court; and
8. Appeals required by law to be heard by the Supreme Court.

**Type of Case:** Place an "X" in the single box which best describes the subject matter of the case you are filing. Each Case Type is defined below.

#### Civil Case Types:

Civil Appeal Circuit – appeal from circuit court final judgment, decree, or order.

Civil Appeal Administrative – appeal from a state agency decision.

Incarcerated Civil Appeal – appeal by incarcerated person in a civil matter, not including Rule 37.1/37.5 post conviction appeals

Juvenile Civil Appeal – appeal from the trial court of any family-in-need-of-services type case, or other juvenile matter that is not delinquency or involving DHS.

DHS Juvenile Appeal – appeal from the juvenile division of the trial court of a case involving DHS such as: dependency-neglect, adjudication, and termination of parental rights. Provide whether the DHS Juvenile Appeal is being filed under Rule 6-9 or 6-10 by placing an X in the appropriate box.

Probate Appeal – appeal from the trial court of a probate action such as adoption, guardianship, small estate, etc.

Original Action – the Supreme Court shall have original jurisdiction in extraordinary actions as required by law, suits attacking the validity of statewide petitions filed under Amendment 7 of the Constitution of Arkansas, or where the Supreme Court's contempt powers are at issue.

Interlocutory Appeal – appeal from the trial court prior to a disposition being entered in the trial court.

Department of Workforce Services – any case being initiated for or against the Arkansas Department of Workforce Services.

Public Service Commission – any case being initiated from the Public Service Commission.

Worker’s Compensation – any case being initiated from the Worker’s Compensation Commission.

**Criminal Case Types:**

Appeal by State – appeal from the trial court by the State of Arkansas.

Appellate Felony – appeal from the trial court of a felony conviction.

Appellate Misdemeanor – appeal from the trial court of a misdemeanor conviction.

Juvenile Delinquency Appeal – appeal from the trial court of any delinquency action.

Postconviction Death – appeal of a post judgment motion or petition in a case involving a death sentence.

Postconviction Appeal – a criminal appeal of a post judgment motion or petition in a criminal case.

Capital Life without Parole – appeal from the trial court of a case involving a life without parole sentence.

Capital Death – appeal from the trial court of a case involving a death sentence.

**Writs:**

Original petitions for an extraordinary writ, are filed in the Supreme Court and must comply with *Rule 6-1 of the Rules of the Supreme Court and Court of Appeals*. A petition for writ of certiorari to complete the record must comply with *Rule 3-5 of the Rules of the Supreme Court and Court of Appeals*.

**Committee Actions:**

Attorney – appeal involving the discipline of an attorney.

Judge – appeal involving the discipline or disability of a judge.

Voluntary License Surrender – a case in which an attorney is voluntarily surrendering his or her license.

**APPELLATE PARTY INFORMATION**

**Primary Appellant/Petitioner:** Provide the last name and first name for the primary appellant/petitioner. If the primary appellant/petitioner is a business, enter the business name in the Last Name field. Address and phone information must be provided if the appellant/petitioner is filing pro se.

**Driver’s License/State ID Number:** Provide the driver’s license number or state ID number for the primary appellant/petitioner. If the primary appellant/petitioner is a business this may be left blank. The driver’s license/state ID number is used internally to identify the correct person when adding a party to the case. The driver’s license/state ID number is not displayed or provided to the public.

**Juvenile:** Check the juvenile check box if the appellant/petitioner is a juvenile.

**Primary Appellant Attorney:** Provide the name, bar number, address, phone, and email address of the primary appellant/petitioner’s attorney.

**Primary Appellee/Respondent:** Provide the last name and first name for the primary appellee/respondent. If the primary appellee/respondent is a business, enter the business name in the Last Name field. Address and phone information must be provided if the appellee/respondent is filing pro se.

**Driver's License/State ID Number:** Provide the driver's license number or state ID number for the primary appellee/respondent. If the primary appellee/respondent is a business this may be left blank. The driver's license/state ID number is used internally to identify the correct person when adding a party to the case. The driver's license/state ID number is not displayed or provided to the public.

**Juvenile:** Check the juvenile check box if the appellee/respondent is a juvenile.

**Primary Appellee Attorney:** Provide the name, bar number, address, phone, and email address of the primary appellee/respondent's attorney, if known.

#### **LOWER COURT INFORMATION**

**Judge:** Provide the name of the judge who presided over the case in the trial court and signed the order/judgment.

**County:** Provide the name of the county where the case was originally tried.

**Lower Court Case Number:** Provide the case number from the trial court.

**Court Reporter:** Provide the name of the court reporter who prepared the record of the proceedings at the trial court.

**Court Reporter No.:** Provide the court reporter number of the court reporter who prepared the record of the proceedings at the trial court.

**Related Appellate Case Number(s):** Provide case numbers for any appellate cases to which this case is related.

**Case Relationship:** Describe how the case listed is related to this case.

**Dept of Correction ID:** Provide the Department of Correction ID for the Appellant/Petitioner.

**Unit Assigned To:** Provide the Department of Corrections unit to which the Appellant/Petitioner is assigned.

**COVER SHEET STATE  
OF ARKANSAS  
SUPREME COURT AND COURT OF APPEALS**

**CASE FILING INFORMATION**

<b>Case Filed in:</b>	Supreme Court	Court of Appeals
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**Select one case type below:**

**CIVIL:**

- (CA) Civil Appeal Circuit
- (AI) Civil Appeal Administrative
- (PO) Incarcerated Civil Appeal
- (JU) Juvenile Civil Appeal
- (DH) DHS Juvenile Appeal Rule  6-9  6-10
- (PE) Probate Appeal
- (OA) Original Action
- (IA) Interlocutory Appeal
- (DW) Department of Workforce Services
- (PB) Public Service Commission
- (WC) Worker's Compensation

**CRIMINAL:**

- (AC) Appeal by State
- (AF) Appellate Felony
- (AM) Appellate Misdemeanor
- (JL) Juvenile Delinquency Appeal
- (PD) Post Conviction Death
- (PV) Post Conviction Appeal
- (SC) SC – Capital Life w/o Parole
- (SD) SC – Capital Death

**Civil Writs:**

- (WV) Writ of Certiorari
- (WB) Writ of Habeas Corpus
- (WD) Writ of Mandamus
- (WN) Writ of Prohibition
- (WA) Appellate Writ – Other

**Criminal Writs:**

- (WE) Writ of Certiorari
- (WH) Writ of Habeas Corpus
- (WM) Writ of Mandamus
- (WP) Writ of Prohibition
- (WR) Appellate Writ – Other

**Committee Actions:**

- (AT) Attorney
- (DL) Judge
- (VS) Voluntary License Surrender

**APPELLATE PARTY INFORMATION**

Primary Appellant/Petitioner				Primary Appellee/Respondent			
Last Name				Last Name			
First Name				First Name			
DL/State ID		Juvenile		DL/State ID		Juvenile	
Address				Address			
City, State ZIP				City, State ZIP			
Phone				Phone			
Primary Appellant/Petitioner Attorney				Primary Appellee/Respondent Attorney			
Last Name				Last Name			
First Name				First Name			
Bar Number				Bar Number			
Address				Address			
City, State ZIP				City, State ZIP			
Phone				Phone			
Email				Email			

**LOWER COURT INFORMATION**

Judge		County		Case Number	
Court Reporter Name			Court Reporter Number		
Related Appellate Case Numbers					
Case Relationship					
Dept of Correction ID			Assigned to Unit		

COVER SHEET  
STATE OF ARKANSAS  
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**ADDITIONAL APPELLATE PARTY INFORMATION**

<b>Appellant/Petitioner</b>				<b>Appellee/Respondent</b>			
Last Name				Last Name			
First Name				First Name			
DL/State ID		Juvenile		DL/State ID		Juvenile	
Address				Address			
City, State Zip				City, State Zip			
Phone				Phone			
<b>Appellant/Petitioner Attorney</b>				<b>Appellee/Respondent Attorney</b>			
Last Name				Last Name			
First Name				First Name			
Bar Number				Bar Number			
Address				Address			
City, State Zip				City, State Zip			
Phone				Phone			
Email				Email			
<b>Appellant/Petitioner</b>				<b>Appellee/Respondent</b>			
Last Name				Last Name			
First Name				First Name			
DL/State ID		Juvenile		DL/State ID		Juvenile	
Address				Address			
City, State Zip				City, State Zip			
Phone				Phone			
<b>Appellant/Petitioner Attorney</b>				<b>Appellee/Respondent Attorney</b>			
Last Name				Last Name			
First Name				First Name			
Bar Number				Bar Number			
Address				Address			
City, State Zip				City, State Zip			
Phone				Phone			
Email				Email			
<b>Appellant/Petitioner</b>				<b>Appellee/Respondent</b>			
Last Name				Last Name			
First Name				First Name			
DL/State ID		Juvenile		DL/State ID		Juvenile	
Address				Address			
City, State Zip				City, State Zip			
Phone				Phone			
<b>Appellant/Petitioner Attorney</b>				<b>Appellee/Respondent Attorney</b>			
Last Name				Last Name			
First Name				First Name			
Bar Number				Bar Number			
Address				Address			
City, State Zip				City, State Zip			
Phone				Phone			
Email				Email			

