

**DISPOSITION SHEET INSTRUCTIONS**  
**STATE OF ARKANSAS**  
**CIRCUIT COURT: JUVENILE DELINQUENCY & EJJ**

The prosecuting attorney or other appropriate official as designated by the court shall complete this disposition information and provide it to the court clerk. The form should be completed when the adjudication and disposition hearing(s) are concluded. This form is to be used only for cases disposed as delinquency or EJJ cases.

- Complete the case ID and the juvenile's name.
- Complete the attorney's name and bar number and whether the attorney was retained or a public defender.
- Provide information on the detention hearing, including the date, whether the juvenile's attorney was present, and the outcome of the hearing. If there was no detention hearing or if it was previously reported on the cover sheet, leave blank.
- Provide information on the EJJ Designation hearing. If there was no EJJ Designation hearing, indicate no and leave the other questions blank.
- Select the trial type for the adjudication hearing. A jury trial is only available in an EJJ case. Select
  - jury trial if a jury was impaneled, even if they did not reach a verdict,
  - bench trial if a witness was sworn or evidence was presented, even if a judgment was not reached,
  - plea if the juvenile and prosecutor agreed to an adjudication, subject to approval by the judge, or
  - non-trial for any other type of disposition that does not involve a jury trial, bench trial, or plea.
- Provide the date of the adjudication (the date the order is filed). Note whether the juvenile's attorney was present for the hearing.
- Choose the manner of disposition. If the case was consolidated, check that and provide the new case number. If the juvenile was found not fit to stand trial, the juvenile was found not competent, or if the case was transferred, check the appropriate box. These dispositions apply to ALL charges. Otherwise, check Judgment/Decree/Order and provide the disposition of each charge. Use an additional page if necessary. All charges must have a disposition indicated for the case to be closed.
- Provide the date of the disposition hearing and indicate whether the juvenile's attorney was present. The disposition date is the date the order was filed.
- Choose the outcome of the case, including placement of the juvenile, services or evaluations ordered, and any fees, fines, costs, or sanctions imposed. Suspending imposition of adult sentence is only available where at least one charge was disposed as adjudicated EJJ. Include the date of the review hearing if possible.
- Indicate whether an interpreter was used in the case. If so, for whom and what language.
- Indicate whether any party was self-represented at any point in the case after the first appearance.