

FORM REQUESTING A SPECIAL JUDGE (email to specialjudge@arcourts.gov)

Today's date: \_\_\_\_\_

Name, email address, and phone number of clerk requesting a special judge: \_\_\_\_\_  
\_\_\_\_\_

Name of judge needing a special judge: \_\_\_\_\_

County, Town, and/or Department of the assignment: \_\_\_\_\_

To: Chief Justice John Dan Kemp  
Arkansas Supreme Court, Justice Building  
625 Marshall Street  
Little Rock, Arkansas 72201

I. A special judge is needed because:

- Every judge in this judicial circuit or district has recused.
- It is a one-judge judicial circuit or district and that judge has recused.
- It is a one-judge judicial circuit or district, and (s)he is unable to hear the necessary hearings on this day because \_\_\_\_\_ (e.g. sick, out of town, etc.)
- None of the judges in the circuit or district are available to hear the settings on the below listed date(s) and the originally assigned judge is unavailable because \_\_\_\_\_ (e.g. sick, out-of-town, etc.).
- Other need (as determined by Chief Justice): \_\_\_\_\_  
\_\_\_\_\_

II. If a special judge is necessary because the judges have all recused, please provide the following information:

- a. Case(s) to be assigned: \_\_\_\_\_
- b. Brief summary of the type of case(s)/facts or law in dispute to be heard:  
\_\_\_\_\_
- c. Jury or bench trial: \_\_\_\_\_
- d. Whether a temporary hearing is scheduled or necessary: \_\_\_\_\_
- e. Dates of any upcoming hearings and trials: \_\_\_\_\_
- f. The estimated time to hear the matter: \_\_\_\_\_
- g. Names of attorneys representing the parties: \_\_\_\_\_
- h. Other pertinent information to assist the Chief Justice in making an assignment:  
\_\_\_\_\_

III. If a special judge is necessary because the judges in the circuit or district are unavailable to sit, please provide the following information:

- a. Date(s) and times that a special judge are needed: \_\_\_\_\_
- b. Brief summary of the types of cases to be heard: \_\_\_\_\_
- c. Other pertinent information to assist the Chief Justice in making an assignment: \_\_\_\_\_  
\_\_\_\_\_

IV. If a special judge is needed for another purpose (other than II or III), please provide any information that may be pertinent to assist the Chief Justice in making an assignment:  
\_\_\_\_\_

V. Additional notes: \_\_\_\_\_