

**COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: DOMESTIC RELATIONS**

The domestic relations reporting form and the information contained herein shall not be admissible as evidence in any other court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law of Supreme Court Rule. This form is required pursuant to Administrative Order Number 8. Instructions are located on the back of the form.

County: _____ **District:** _____ **Filing Date:** _____

Judge: _____ **Division:** _____ **Case ID:** _____

Type of Case (select only one):

- | | |
|---|---|
| <input type="checkbox"/> (AN) Annulment (marriage date: _____) | <input type="checkbox"/> (PT) Paternity |
| <input type="checkbox"/> (CT) Contempt-Domestic Relations | <input type="checkbox"/> (SM) Separate Maintenance (marriage date: _____) |
| <input type="checkbox"/> (CS) Custody | <input type="checkbox"/> (SS) Support (OCSE) |
| <input type="checkbox"/> (DV) Divorce (marriage date: _____) | <input type="checkbox"/> (ST) Support-Private (non-OCSE) |
| <input type="checkbox"/> (FJ) Foreign Judgment-Domestic Relations | <input type="checkbox"/> (SU) Support-UIFSA |
| <input type="checkbox"/> (DA) Order of Protection | <input type="checkbox"/> (VI) Visitation |

Does this case involve minor children? Yes No
If yes, also file the completed Confidential Information Sheet.

Plaintiff		Defendant	
Last Name		Last Name	
Suffix		Suffix	
First Name		First Name	
DL/State ID		DL/State ID	
Address		Address	
City, State, ZIP		City, State, ZIP	
Phone		Phone	
Email		Email	
Self-represented	<input type="checkbox"/> Yes <input type="checkbox"/> No	Self-represented	<input type="checkbox"/> Yes <input type="checkbox"/> No
DOB		DOB	
Interpreter needed?	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)	Interpreter needed?	<input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)

Attorney of Record: _____ **Bar #:** _____

For the: Plaintiff Defendant **Email Address:** _____

Related Case(s): Judge: _____ Case ID(s): _____

- Manner of filing:**
- | | |
|---|--|
| <input type="checkbox"/> (MFO) Original | <input type="checkbox"/> (MFR+case type) Re-open |
| <input type="checkbox"/> (MFT) Transfer | <input type="checkbox"/> (MFF) Reactivate |

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Instructions

The domestic relations reporting form and the information contained herein is intended for statistical 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. The filing information must be completed by the attorney or self-represented litigant filing an initial pleading with the court Clerk. The Clerk shall not accept the pleading unless accompanied by this completed reporting form.

- Fill in the blanks for county and district (for counties with dual county seats) where this pleading is being filed. The clerk will assign you the case ID. The filing date is the month, day, and year you are filing this pleading. Fill in the blanks for Judge's name and division (if applicable). In a multi-judge county, the clerk will tell you the correct name and division or will complete this information.
- Select the type of case which best describes the subject matter of the pleading you are filing. Select only one. If it is an annulment, divorce, or separate maintenance case, fill in the date of the marriage. Vital Records cannot accept the record of the divorce, annulment, or separate maintenance without the marriage date.
- Fill in the blanks for the Plaintiff and Defendant names as they appear in the style of the pleading you are filing. First name and last name are required. Provide the suffix (sr., jr., III, etc.) if it is part of the name. Provide the driver's license numbers if known. If not known, provide as much identifying information as possible.
 - Check yes for "self-represented" if you are representing yourself, meaning you do not have an attorney. If you are representing yourself, your address is required.
 - Indicate if an interpreter is needed for any party and, if so, for what language.
- Fill in the name and address of the attorney of record and check the appropriate box of the party the attorney is representing. If the attorney of record changes, file an entry of appearance.
- Reference any related case(s).
- Complete the manner of filing. For the purposes of this reporting form, the following definitions apply.
 - Original: a filing of a complaint or petition at the beginning of a case.
 - Re-open: a case which has been disposed but is now being resubmitted to the court.
 - Transfer: a case filed with this court from another court due to invalid jurisdiction, venue, etc.
 - Reactivate: a case previously placed on inactive status.