

**COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: PROBATE**

The probate reporting form and the information contained herein 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. 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 (choose one):

- | | |
|--|--|
| <input type="checkbox"/> (AD) Adoption | <input type="checkbox"/> (DE) Decedent Estate Administration |
| <input type="checkbox"/> (PC) Adult Protective Custody | <input type="checkbox"/> (GA) Guardianship of an Adult |
| <input type="checkbox"/> (AL) Alcoholic Commitment | <input type="checkbox"/> (GJ) Guardianship of a Juvenile |
| <input type="checkbox"/> (AA) Ancillary Administration | <input type="checkbox"/> (DC) Narcotic Commitment |
| <input type="checkbox"/> (CV) Civil Commitment | <input type="checkbox"/> (SE) Small Estate |
| <input type="checkbox"/> (CP) Conservatorship | <input type="checkbox"/> (TA) Trust Administration |
| | <input type="checkbox"/> (OP) Probate-Other |

In the Matter of: _____

Participant 1		Participant 2	
Participant Type		Participant Type	
Company/ Last Name		Company/ Last Name	
Suffix		Suffix	
First Name		First Name	
DLN/State ID/ Contexte ID		DLN/State ID/ Contexte 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	
Date of Death		Date of Death	
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 #:** _____

Party representing: _____ **Atty Email Address:** _____

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

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

**COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: PROBATE**

Instructions

The probate reporting form and the information contained herein is intended for case assignment and statistical purposes. 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 (in 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. 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 that best describes the subject matter of the pleading you are filing.
- Fill in the name of the case as it appears in the style of the pleading you are filing.
- Provide information regarding participants to the case, including the participant type (e.g., decedent, minor, executor, guardian, petitioner, respondent). Provide first name, last name, and suffix (sr., jr., III, etc.) as well as any other additional information. If the driver's license number or state ID number are known, include that number. Include the date of birth if known.
 - if this is an estate case, include the date of death.
 - If this is an adoption case originating from juvenile court, include the Contexte ID number for the minor being adopted.
 - If an interpreter will be needed, indicate in what language and for whom.
- Fill in the name, bar number, party representing, and the email address of the attorney of record. If the attorney of record changes, file an entry of appearance. If you are representing yourself, leave the attorney line blank.
- 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 of 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 made inactive.