

COVER SHEET INSTRUCTIONS
STATE OF ARKANSAS
CIRCUIT COURT: CRIMINAL
(DEFENDANT APPEAL/POST-CONVICTION RELIEF)

This form is to be used for an appeal to circuit court/post-conviction relief only. For filing of a new criminal case, use the criminal cover sheet. The person filing the appeal or his/her attorney submits this completed form to the clerk.

- Fill in the blanks for county and district (if in a county with two county seats) where this pleading is being filed. Include the date of the filing (month, day, and year).
- Fill in the blanks for Judge's name and division. The clerk will tell you the correct name and division and will provide the case ID.
- Complete the information about whether the person appealing a misdemeanor conviction or seeking relief has other active cases (not the case being appealed). If so, provide the case ID(s).
- Provide the case number of the case being appealed (this will be the district court case number) or the circuit court case for which post-conviction relief is being sought.
- Complete the type of case that best describes the subject matter of the pleading you are filing.
 - Misdemeanor appeal: Criminal/violation appeals brought in a circuit court disputing the ruling or judgment of a district court.
 - Extraordinary Writ: A writ, including writs of mandamus, habeas corpus, quo warranto, and error coram nobis, filed in a criminal case.
 - Reopen for other post-conviction relief: Includes Rule 37.
- Provide as much information about the defendant as possible. Name and driver's license number (or state ID number if no driver's license) **are required**. Include the arrest tracking number (ATN) and arrest date if applicable and available.
- Fill in the name and bar number of the attorney representing the person appealing or asking for post-conviction relief (or check no if there is no attorney).
- Indicate whether the person needs an interpreter and, if so, what language.
- Complete the manner of filing. If the case type is misdemeanor appeal, choose "Appeal from district court." If the case type is habeas corpus, choose "original" and if it is other post-conviction relief, the manner of filing is "re-open."
- For misdemeanor appeals, list the convictions being appealed. Include:
 - the Arkansas Code Annotated number of the offense (including the relevant subsections);
 - the title of the offense;
 - whether the conviction was for an attempt (A), solicitation (S) or conspiracy (C) (if none leave blank);
 - the offense date;
 - the number of counts;
 - whether the conviction was a misdemeanor (M) or a violation (V); and
 - classification (Y, A, B, C, D, U).Add an additional page if necessary.