

COVER SHEET INSTRUCTIONS
STATE OF ARKANSAS
CIRCUIT COURT: DOMESTIC RELATIONS

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 and the case ID, if known. 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, bar number, and email 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.