

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

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 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 adoption case originating from juvenile court, include the Contexte ID number for the minor being adopted.
  - 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.
  - if this is an estate case, include the date of death.
  - 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 (including an adoption which originated in juvenile court).
  - 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 made inactive.