

# ARKANSAS STATE TRIAL COURT EMPLOYMENT GUIDE



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## EMPLOYMENT GENERALLY

A state court employee is hired by and is subject to direct supervision by the trial judge(s) for whom the employee performs services. The employee's job description and duties are determined by the judge who also evaluates the employee's performance. *See* Ark. Code Ann. § 16-13-3302 and Ark. Code Ann. § 16-13-503.

## TIME AND COMPENSATION

### Hours of Work

Pursuant to state regulation, “All State offices shall be open for business between 8:00 a.m. and 4:30 p.m. However, department directors shall have flexibility to establish other working hours for their departmental personnel so long as all employees work an 8-hour day.” State court employees are subject to the hours established by the trial judge(s) for whom they work and these hours may vary depending on the court’s trial schedule. Ark. Code Ann. §§ 16-13-3302; 16-13-503. Pursuant to Ark. Code Ann. § 16-10-114, courts can conduct business on Saturday but not on Sunday except to receive a verdict or to discharge a jury.

### Official State Holidays

Pursuant to Ark. Code Ann. § 1-5-101, the following are regularly scheduled legal holidays:

New Year’s Day	January 1
Dr. Martin Luther King, Jr./ Robert E. Lee Birthdays	3 <sup>rd</sup> Monday in January
George Washington’s Birthday/ Daisy G. Bates Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran’s Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee’s Birthday	Day of employee’s choice.

Holidays that fall on a Saturday are observed the preceding Friday. Holidays that fall on a Sunday are observed the following Monday.

There are times that the court may be in session even though it is a designated state holiday. If required to work on one of the above-listed dates, the employee is entitled to equivalent time off at a later date. Ark. Code Ann § 1-5-102.

The Governor may issue an Executive Proclamation and proclaim additional days as holidays in observance of special events or for other reasons. Ark. Code Ann. § 1-5-103. The most commonly issued Proclamation closes state offices the Friday following the Thanksgiving Holiday. Such a Proclamation is not binding on the court if the judge deems it necessary to conduct business.

Salary

*Court Reporters and Trial Court Administrators:* The salaries of trial court administrators and court reporters shall be determined by the Administrative Office of the Courts. [AOC] See Ark. Code Ann. §§ 16-13-503; 16-13-3303. The AOC will set the salaries of the employees based upon the recommendations of the Arkansas Judicial Council Trial Court Employee Committee.

*Juvenile Drug Court Officers:* Pursuant to Act 596 of 2015, the salaries of the Juvenile Drug Court Officers are determined according to Grade C117 of the Uniform Classification and Compensation Act. See Ark. Code Ann. § 21-5-209.

Additional Compensation

*Merit Pay:* Court personnel, who satisfy performance evaluation based criteria, may be eligible to receive merit-increase pay. Ark. Code Ann. § 21-5-1101. To be eligible for merit-increase pay, the employee must maintain either full-time or part-time employment with the State in a regular salary position for twelve months. If the employee is a part-time employee, the merit-pay increase will be on a pro-rata basis. For all qualified employees, the amount of the merit increase will depend upon the employees' performance as documented on an evaluation form. The completed evaluation forms for trial court administrators and court reporters should be returned to the director of the human resources division of the AOC. The evaluation forms for juvenile drug court officers should be returned to the AOC, Juvenile Division. See Appendix for evaluation forms.

*Career-Service Recognition:* Pursuant to Ark. Code Ann. § 21-5-106, state employees become eligible for annual career service recognition payments upon completion of ten or more years of state service in a regular full-time position as set out below:

10-14 years of state service	\$600
15-19 years of state service	\$700
20-24 years of state service	\$800
25 or more years of state service	\$900.

Service time accrued during previous employment with an Arkansas state agency may be applied toward the service requirement for the career-recognition payments. To receive credit for prior service, the employee must obtain a certificate of prior service from the state agency with whom he or she was previously employed. If the employee is an official court reporter or a trial court administrator, the certificate must be sent to the director of the human resources division of the AOC. If the employee is a juvenile drug court officer, the certificate must be sent to the Auditor of State's Office. See Appendix.

## BENEFITS

### Retirement

The Arkansas Public Employees Retirement System (APERS) provides for the retirement of state, county, municipal, college, and university employees. New state employees are sent an APERS handbook at the end of their first quarter of state employment. *See Appendix.*

Pursuant to Ark. Code Ann. § 24-4-401, state employees, who are contributory members of the Arkansas Public Employees Retirement System after July 1, 2005, are required to contribute five percent of their annual compensation to APERS, which will be held in trust for the exclusive benefit of the member.

### Insurance

*Health:* Employees may choose from any of the insurance plans offered to state employees. New employees must enroll in a state insurance plan within sixty days of their hire date to be eligible for health coverage. State employees are responsible for payment of a portion of their health insurance premiums.

An open enrollment period is held each year during which employees may change insurance carriers for the upcoming calendar year. The enrollment period is usually in the fall and all plan changes go into effect the following January.

Questions regarding specific insurance plans should be directed to the insurance provider. If there are problems with the provider, employees should contact Employee Benefits Division (EBD). For changes to coverage due to a family-status change (marriage, birth, divorce, job termination, etc.) trial court administrators and court reporters should contact the human resources division of the Administrative Office of the Courts and juvenile drug court officers should contact the Auditor of State's Office. *See Appendix.*

*Life:* Basic life insurance coverage (\$10,000) is available at no cost to all state employees who complete and submit the insurance enrollment application within the first sixty days of hire. Additional life and dependent life insurance is also available. Those applying for additional life and dependent life insurance are subject to approval by the insurance provider. State employees are responsible for payment of additional and dependent life insurance premiums.

*Dental and Vision:* Dental and vision coverage is not included in the employee's health insurance coverage. However, employees have the option of purchasing supplemental policies to provide dental and vision coverage. The supplemental policies are available to employees through various associations and companies such as the Arkansas State Employees Association, Delta Dental, and H&H. *See Appendix.*

### Cafeteria Plan

The Arkansas Cafeteria Plan (ARCAP) allows participants to pay their state employees' group health and life insurance premiums, dependent and elder care expenses, and certain out-of-pocket medical expenses tax-free. Participants can also pay eligible payroll deducted cancer and disability plans through ARCAP. Health insurance premiums are automatically sheltered from tax by ARCAP unless an employee signs a waiver of the benefit. New employees may enroll immediately in the medical expense flexible spending account and the dependent day care flexible spending account. However, to be eligible for participation in either plan, the new employee must enroll within sixty days of his or her hire date. Questions regarding the plan should be directed to the plan administrator.

### Deferred Compensation

State employees may participate in a deferred-compensation plan. Employees may defer a portion of their income until retirement, and that portion of income or earnings will not be subject to federal or state income tax until received at retirement.

### Additional Voluntary Products and Services

State employees may purchase prepaid legal services and join the Arkansas Employees Federal Credit Union or the Arkansas Federal Credit Union. Additionally, state employees may purchase various insurance policies to cover costs associated with cancer treatment and short term disability. For information on these products, please visit the Employees Benefits Division's website. *See Appendix.*

### Worker's Compensation

An employee who incurs an occupational injury or illness should notify his or her judge immediately. For information regarding Worker's Compensation benefits and/or application forms, trial court administrators and court reporters should contact the human resources division of the Administrative Office of the Courts and juvenile drug court officers should contact the Public Employee Claims Division of the Arkansas Insurance Department. *See Appendix.*



## LEAVE PROVISIONS<sup>1</sup>

### Leave with Pay

State employees are subject to the Uniform Attendance and Leave Policy Act codified at Ark. Code Ann. § 21-4-201 *et. seq.* Each trial judge administers the leave policy. *See* Ark. Code Ann. § 16-13-503 (court reporters) and § 16-13-3302 (trial court administrators). By statute, there are various types of leave with pay: annual leave, which is used for vacation and/or personal business (Ark. Code Ann. § 21-4-204); sick leave, which includes personal or immediate family illness (Ark. Code Ann. § 21-4-206); maternity leave (Ark. Code Ann. § 21-4-209); military leave for members of the National Guard or Reserve branches of military service (Ark. Code Ann. § 21-4-212); educational leave (Ark. Code Ann. § 21-4-211); court/jury service leave (Ark. Code Ann. § 21-4-213); leave to participate in children’s educational activities (Ark. Code Ann. § 21-4-216); and leave for bone marrow or organ donation (Ark. Code Ann. § 21-4-215).

Arkansas Code Annotated § 21-4-204 sets out the provisions for annual leave as follows:

<u>Years of Employment</u>	<u>Monthly</u>	<u>Annually</u>
Through 3 years	1 day	12 days
3 through 5 years	1 day 2 hours	15 days
5 through 12 years	1 day 4 hours	18 days
12 through 20 years	1 day 6 hours	21 days
over 20 years	1 day 7 hours	22.5 days.

No employee can accumulate annual leave in excess of thirty days at the end of each calendar year. Annual leave is transferable between state agencies. Pursuant to Ark. Code Ann. § 21-4-205, upon termination of employment, a lump-sum payment, not to exceed thirty working days, shall be made payable to the former employee. Arkansas Code Annotated § 21-4-404 states that if an employee dies, payment for up to sixty days for accumulated annual leave and holidays shall be made to the estate or a designated person.

Arkansas Code Annotated § 21-4-207 provides that sick leave is accumulated at one day each month regardless of years of service. No employee can accumulate sick leave in excess of 120 days at the end of each calendar year. Sick leave is transferable between state agencies. The judge may require a certificate from the treating physician for absences in excess of five consecutive days or upon the judge’s request if she or he has such a policy. For extended illness,

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<sup>1</sup> It should be noted that the leave provisions outlined in this publication are those generally applicable to state employees. The employment relationship of an individual, who works directly for a circuit judge as the judge’s “personal staff,” may impact the availability of leave for a particular employee. Thus, the information contained in this section should be considered as a helpful guide but not as a binding entitlement to specific leave.

other than maternity leave, the employee must first use all sick leave, next annual leave, then, if authorized, leave without pay.

Pursuant to Ark. Code Ann. § 21-4-501, upon retirement or death, a state employee or beneficiary can be compensated for unused sick leave according to a formula applied to the number of unused days and the employee's salary. Compensation under this section cannot exceed \$7,500.00.

The office of each circuit judge should have in place a system of documenting leave accrual, usage, and balances (for both annual and sick leave) for state court employees. Trial court administrators and court reporters shall forward all approved requests for leave to the Administrative Office of the Courts [AOC] on a regular and timely basis for payroll purposes. The relevant leave information must be sent to the AOC on the designated forms and in the matter prescribed by the AOC. Ark. Code Ann. § 16-13-503; § 16-13-3302. *See* Appendix for relevant forms.

*Maternity Leave:* Pursuant to Ark. Code Ann. § 21-4-209, maternity leave shall be treated as any other leave for sickness or disability. Accumulated sick leave and annual leave, if requested by the employee, shall be granted for maternity use, after which leave without pay may be used.

*Military Leave:* Arkansas Code Annotated § 21-4-212 provides that military leave with pay, in addition to annual leave, shall be granted to members of the National Guard or any Reserve branch of the armed services at the rate of fifteen days per year plus necessary travel time. The employee must furnish a copy of his or her orders when requesting military leave. Unused days may be accumulated up to thirty days in any one calendar or fiscal year.

*Court/Jury Leave:* Any employee serving as a witness (other than as a paid expert witness or as a party to the matter) or serving as a juror is granted time off with full compensation in addition to any fees paid for such services. The time off will not be counted as annual leave. Ark. Code Ann. § 21-4-213.

*Leave for Bone Marrow or Organ Donation:* An employee may take up to seven days of leave to serve as a bone-marrow donor and up to thirty days of leave to serve as an organ donor. In order to qualify for leave, the employee must: (1) request the leave in writing; (2) provide the judge with written verification from the physician performing the transplantation that the employee is to serve as a human organ or bone-marrow donor; and (3) provide the judge written verification from the physician performing the transplantation that the employee did serve as a human organ or bone- marrow donor. The employee may use this leave without loss or reduction in pay, leave, or credit for time of service. Ark. Code Ann. § 21-4-215.

*Leave to Participate in Children's Educational Activities:* Arkansas Code Annotated § 21-4-216 authorizes state employees to take up to eight hours of leave during any one calendar

year for the purpose of attending or assisting with the educational activities of a child. The child must be enrolled in prekindergarten through twelfth grade and must be related to the employee as a: (1) natural child; (2) adopted child; (3) stepchild; (4) foster child; (5) grandchild; (6) ward by virtue of the state employee having been appointed the child's legal guardian or custodian; or (7) any other legal capacity in which the employee is acting as a parent for the child. Activities that are covered by this statute include: participation in parent-teacher conferences, school-sponsored tutoring, and school-sponsored volunteering, assisting with field trips, classroom programs, school committees, academic competitions, athletic, music, and theater programs, and attending various ceremonies, award programs, and classroom parties. Unused leave may not be carried over to the next calendar year and this leave is not compensable to the employee at the time of retirement.

### Leave Without Pay

Pursuant to Ark. Code Ann. § 21-4-210, a state employee may apply in writing to be placed on leave without pay for a period of time not to exceed six months, or the judge may place the employee on leave without pay for disciplinary reasons in accordance with established personnel policy.

Except for military and maternity leave, all annual leave must be used before an employee is eligible to request leave without pay. If the leave of absence is due to illness, all accumulated sick leave must be used.

Employees on maternity leave may elect to use all sick and annual leave before requesting leave without pay. However, a person on maternity leave may instead elect to take leave without pay in place of using accumulated sick and annual leave. Ark. Code Ann. §§ 21-4-209; 21-4-210.

An employee on leave without pay shall not accumulate leave time, participate in agency group insurance programs to which the state contributes, or receive pay for any legal holidays. However, an employee may pay the total cost of the group insurance during such leave and be reinstated on returning to work. Ark. Code Ann. § 21-4-210(d).

*Family and Medical Leave:* The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to twelve weeks unpaid leave each year for specified family and medical reasons. 29 USC § 2601 *et seq.*

To be eligible for leave under this policy an employee must have been employed by the state for at least twelve months and must have worked at least 1250 hours during the twelve-month period preceding the commencement of the leave. 29 USC § 2611. The Family and Medical Leave Act entitles "eligible" employees to a total of twelve work weeks of leave during any twelve-month period for one of the following reasons:

- A. The birth of the employee's child and the care of the newborn child;

- B. The placement with the employee of a child for adoption or foster care;
- C. The care of the employee's spouse, child, or parent with a serious health condition;
- D. A serious health condition that makes the employee unable to perform the functions of the employee's job; and
- E. Qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

In the case of birth or adoption, the FMLA eligibility expires at the end of the twelve-month period beginning on the date of a child's birth or placement. If the leave is foreseeable, the employee must provide thirty days advance notice. 29 USC § 2612. In situations "C" and "D" above, written medical certification may be required. 29 USC § 2613.

Family leave is without pay. However, an eligible employee may elect, or an agency or institution may require the employee, to substitute paid leave for any part of the twelve-week period. 29 USC § 2612. Paid leave to handle personal and family medical needs is currently available under existing sick and annual leave policies, as set out above.

Pursuant to the Family Medical Leave Act, an employee may also be eligible for a total of twenty-six weeks of unpaid leave during a single twelve-month period to care for a seriously injured or ill spouse, child, parent, or next of kin, who is currently a member of the Armed Forces, including the National Guard or Reserves.

## ETHICS

Canon 2 of the Arkansas Code of Judicial Conduct requires that a judge perform the duties of his or her office impartially, competently, and diligently. The Canon also sets out guidelines for court staff. Rule 2.3 (B) states, “[A] judge shall not, in the performance of judicial duties, by words or conduct manifest bias or prejudice, or engage in harassment, and shall not permit court staff, court officials, or others subject to the judge’s direction and control to do so.” Rule 2.8 (B) states: “[A] judge shall be patient, dignified, and courteous to litigants, jurors, witnesses, lawyers, court staff, court officials, and others with whom the judge deals in an official capacity, and shall require similar conduct of lawyers, court staff, court officials, and others subject to the judge’s direction and control.” Additionally, Rule 2.10 prohibits a judge from requiring that his or her court staff make statements, pledges, promises, or commitments on pending or impending cases or controversies. Finally, Rule 2.12 provides that “[A] judge shall require court staff, court officials, and others subject to the judge’s direction and control to act in a manner consistent with the judge’s obligations under the Code [of Judicial Conduct].”

Arkansas Code Annotated § 21-8-304 precludes a state employee from using his or her position to secure special privileges or exemptions for the employee or family within the first degree of relationship or for others with whom he or she has a substantial financial relationship. The statute further precludes a state employee from accepting employment or engaging in a public or professional activity that would reasonably be expected to require or induce the employee to disclose confidential information acquired through the employee’s official position. Finally, the statute prohibits a state employee from disclosing confidential information or using it for the employee’s personal gain or benefit.

Arkansas Code Annotated § 21-8-801 precludes a public employee from receiving a gift or compensation other than income and benefits from the State to which the employee is entitled for the performance of his or her duties. The statute also prohibits a state employee from intentionally using or disclosing confidential information gained through employment to obtain anything of material value for the employee or the employee’s family.

### Political Activity

Arkansas Code Annotated § 21-1-207 states, “No employee of the state, a county, a municipality, a school district, or any other political subdivision of this state shall be deprived of his or her right to run as a candidate for an elective office or to express his or her opinion as a citizen on political subjects, unless as necessary to meet the requirements of federal law as [it] pertains to employees.”

The judiciary seeks to maintain neutrality concerning political matters to the extent possible. While employees have the right to entertain and express personal opinions about political candidates and issues, when performing their duties on behalf of the judicial branch (during regular working hours), employees should endeavor to maintain neutrality in action and appearance. The following is offered as guidance, subject to directives of the trial judge

regarding appropriate political activities.

Each employee retains the right to vote as the employee chooses and is free to participate actively in political campaigns during non-working hours. Such activities include, but are not limited to, membership and holding office in a political party, campaigning for a candidate in a partisan election by making speeches and making contributions of time and money to individual candidates, political parties, or other groups engaged in political activities. An employee, who chooses to participate in political activities during off-duty hours, should not use his or her position or title within the court system in connection with such activities.

Employees should not engage in “political activities” during scheduled work hours, or when using government vehicles or equipment, or on state property. “Political activities” include, but are not limited to: (a) displaying literature, badges, stickers, signs, or other items of political advertising on behalf of any party, committee, agency, candidate for political office, or political issues sought to be placed on the ballot; (b) using official authority or position directly or indirectly to influence or attempt to influence any other employee in the court system to become a member of any political organization or to take part in any political activity; (c) soliciting signatures for political candidacy or for the purpose of placing an issue on the ballot; and (d) soliciting or receiving funds for political purposes.

Court employees should not undertake on behalf of a judge or judicial candidate any political activity that the judge or judicial candidate would be prohibited from performing pursuant to the Code of Judicial Conduct. *See* Rule 4.1 of the Arkansas Code of Judicial Conduct.

## TRIAL COURT ADMINISTRATOR PROVISIONS

### Case Reporting Requirements

Pursuant to Ark. Code Ann. § 16-10-101 and Amendment 80 to the Arkansas Constitution, the Supreme Court of Arkansas has general superintending control of the Arkansas trial courts. Pursuant to Ark. Code Ann. § 16-10-102, under the Supreme Court's supervision, the Administrative Office of the Courts [AOC] conducts the nonjudicial business of the courts. This includes collecting and analyzing case data from each trial court. In some counties, the court clerk reports this information. In those counties, where the trial judge employs a trial court administrator, who uses the Case Management System provided by the AOC, the case data is normally provided to the AOC by the trial court administrator.

Administrative Order No. 8 requires the reporting of data to the AOC on a weekly basis. This data is now collected through cover sheets that are required in all cases in circuit courts. Counties that report electronically should not send copies of the paper forms unless the AOC has specifically requested that they do so.

### Appeals from District Court: Written Notice Required Before Trial

Arkansas Code Annotated § 16-17-801 requires that before a hearing or trial can be held regarding an appeal to circuit court from district court, the court clerk or trial court administrator must send ten days' written notice to the parties, defendant, or to the attorneys of record.

### Court Interpreter Services

When the court becomes aware of the need for an interpreter for an in-court proceeding, AOC Court Interpreter Services should be notified by entering a request on the online IMSS system, available at: [www.aocinterpreters.com](http://www.aocinterpreters.com). Only court offices may make interpreter requests. The website is a secure site and allows the court to view its request at any time in order to make changes and to verify whether an interpreter has been assigned to the request. Each court is assigned its own login, password, and code. If the court requests an interpreter less than 72 business hours before the interpreter is needed, the court should call AOC Court Interpreter Services to determine whether the department will be able to fill the request. *See* Appendix for additional instructions.

### Request for Assignment of a Special Judge

Arkansas Supreme Court Administrative Order No. 16 sets out procedures for the assignment of special judges under three circumstances: (1) when all judges in a judicial circuit are disqualified from a case (and "recuse") pursuant to the Arkansas Code of Judicial Conduct; (2) when a judge is temporarily unable to serve (e.g., illness, surgery, emergency, etc.); or (3)

when the Chief Justice of the Supreme Court determines that some other need for assignment exists.

Disqualification is the most common reason for assignments. If all circuit judges in a judicial circuit recuse in a matter, or if the only judge in a one-judge district recuses, a judge may request in writing to the Chief Justice that another judge be assigned to the case. The letter must state that all judges in the circuit are disqualified and include the following information: the style of the case; the type of case involved; the facts or law in dispute; whether a temporary hearing is scheduled or is necessary; and the estimated time to hear the matter. The letter should include the names of the attorneys or state if the parties are pro se. An assigned judge may be a circuit judge from another circuit, a retired judge, or a full-time State District Court Judge from the requesting judicial circuit.

The second category of assignment occurs when a judge is temporarily unable to serve. In this situation, all judges in the circuit should be polled to determine whether one of them is available to cover the day(s) of absence. If a local judge is not available, a full-time State District Court Judge from the circuit, another sitting judge from outside the circuit, or a retired judge may be assigned. The letter requesting assignment of a special judge in this situation should include the dates a special judge is needed, the reason a special judge is needed, and what kinds of matters are scheduled, whether civil, criminal, domestic relations, probate, or juvenile. For circuit judges who are temporarily unable to serve, Administrative Order No. 1 requires that first, the other judges in the circuit should attempt to cover the absence; next the Chief Justice should be asked to make an assignment; or last, that Administrative Order No. 1 should be used. Administrative Order No. 1 provides for the “local election” of a local attorney to sit as judge. The Chief Justice is not involved in that process. The required paperwork is in the administrative order. The circuit clerk completes the paperwork and returns it to the Auditor of State’s Office for the sitting attorney to be paid.

The third category of assignment—when the Chief Justice determines that some other need exists—is for special situations, and is the least-used category. For example, a circuit with a serious backlog of cases may request help from the Chief Justice. The Chief Justice may assign a circuit judge from another circuit or a retired judge to sit for a day or longer to help relieve the problem. To request this type of assignment, all the judges in the circuit must agree to request the help, the administrative judge for the circuit writes a letter of request, and the Chief Justice approves or denies the request in advance.

Requests for assignment may be made to the Chief Justice in writing, by mail, fax, or email. The mailing address is Chief Justice Howard W. Brill, Arkansas Supreme Court, Justice Building, 625 Marshall Street, Little Rock, AR 72201. The fax number is (501) 683-4006, or email to Justice Brill’s assistant, Sharri Stewart at [sharri.stewart@arcourts.gov](mailto:sharri.stewart@arcourts.gov). Faxed or emailed requests need not be followed by mailing a hard copy. To expedite a request, please



send a copy of the request to Donna Gay at the Administrative Office of the Courts; fax to her attention at (501) 682-9410; or email to [donna.gay@arcourts.gov](mailto:donna.gay@arcourts.gov).

Once the Chief Justice signs an assignment order, it is filed with the Clerk of the Arkansas Supreme Court. A copy of the order is sent to the requesting judge, to the circuit or county court clerk, and to the special judge. Unless a different arrangement is made with the circuit or county clerk, the requesting judge's trial court administrator should notify the attorneys or pro se litigants of the assignment so that the litigation may proceed. Under Administrative Order No. 16, to the extent possible, a recusing judge's staff should assist an assigned judge regarding facilities and staff, when necessary, to carry out the assignment. The judge's trial court administrator and court reporter should be ready to assist the special judge with scheduling, reserving courtrooms, and reporting scheduled proceedings. If the court reporter is going to be reporting at the same time for his or her judge, state funds are available to pay a special court reporter.

#### Service as a Substitute Court Reporter

A trial court administrator, who is also a certified court reporter, and who acts temporarily as a substitute for the official court reporter, "shall be entitled to reimbursement for actual expenses incurred for meals, lodging, and transportation costs when attending court away from his or her official station . . . [.]” Ark. Code Ann. § 16-13-509. No additional salary will be paid.

#### Substitute Trial Court Administrator

Pursuant to Ark. Code Ann. § 16-10-801 *et seq.*, the judge may employ a substitute trial court administrator, and that person will be paid from a separate state appropriation solely for that purpose. Each judge is granted a maximum of thirty days each fiscal year (July 1 through June 30) for the use of this fund unless the judge, by written request, obtains an order signed by the Chief Justice of the Supreme Court of Arkansas to employ a substitute trial court administrator for additional days at state expense. Ark. Code Ann. § 16-10-804. In lieu of this procedure, the judge can ask the county(ies) within his or her judicial circuit to pay all or part of the expense. Ark. Code Ann. § 16-10-805.

The substitute trial court administrator is paid at the rate of \$125 per day. Ark. Code Ann. § 16-10-803. The official trial court administrator continues to receive his or her salary during this time if his or her accumulated annual and sick leave has not been exhausted. The judge must advise the Administrative Office of the Courts [AOC] that he or she is employing temporary help. Ark. Code Ann. § 16-10-802. Because the AOC will be responsible for paying the substitute, the circuit judge shall further furnish to the AOC the name, address, and Social Security number of the substitute trial court administrator and the number of days the substitute trial court administrator was or will be temporarily employed, plus any other information concerning the employment requested by the AOC. Ark. Code Ann. § 16-10-802.

Extensions for payment beyond the thirty-day limit should only be sought when absolutely necessary. This fund is not intended to supplement a trial court administrator's annual leave or sick leave. If the trial court administrator exceeds the number of accumulated days of leave, he or she should be placed on leave without pay.

#### Reimbursements

For information on payments for mileage and meals please see the *Payment Policies for Official Court Reporters/TCA* in the appendix.

## OFFICIAL COURT REPORTER PROVISIONS

### Practice

Because official court reporters are state employees, their salaries, transcript fees, and leave provisions are set by statutes enacted by the legislature. While a few other statutes relate to the duties of the official court reporter, pursuant to Ark. Code Ann. § 16-13-503, the practice of court reporting is primarily the responsibility of the Supreme Court, who is in-part assisted by the Board of Certified Court Reporter Examiners, which administers the certification and discipline of court reporters, and advises the Supreme Court on other matters. The official website of the Board of Certified Court Reporter Examiners has specific rules and regulations relating to the practice of official court reporting. *See Appendix.*

### Payment for Transcripts

Pursuant to Ark. Code Ann. § 16-13-506, the rate of compensation for preparation of a transcript is \$4.10 per page for the original and two copies and \$.50 per page for each additional copy. Photocopied evidence is compensated at the rate of \$1.50 per page for the original and two copies and \$.50 per page for each additional copy. Payment is made by the party(s) ordering the transcript, and the reporter can require payment of up to fifty percent of the estimated cost of the transcript before beginning preparation. Ark. Code Ann. § 16-13-510.

Rule 2 of the Arkansas Rules of Appellate Procedure - Criminal, states that the notice of appeal must contain a certificate stating that a transcript has been ordered, and, except for good cause stating the reasons for the inability to do so, that financial arrangements have been made with the court reporter pursuant to Ark. Code Ann. § 16-13-510. In the alternative, the notice shall include a petition to proceed as a pauper. A copy of the notice of appeal must be mailed to the court reporter.

Rule 3(e) of the Arkansas Rules of Appellate Procedure - Civil, states that the notice of appeal must contain a statement that the appellant has ordered the transcript, or specific portions, and has made the necessary financial arrangements required by the court reporter pursuant to Ark. Code Ann. § 16-13-510.

If the judge finds that the party ordering the transcript is indigent, the court reporter is paid by the Administrative Office of the Courts. The court reporter is only compensated for the original and two copies. Ark. Code Ann. § 16-13-506. Please see the *Payment Policies for Official Court Reporters/TCA* in the appendix for additional information on payment of indigent appellate transcripts.

Questions regarding transcript preparation should be addressed to the Clerk of the Supreme Court. *See Appendix.*

### Substitute Court Reporters

Pursuant to Ark. Code Ann. § 16-13-509, the judge may employ a substitute certified court reporter, and that person will be paid from a separate state appropriation solely for that purpose. Each judge is granted a maximum of thirty days each fiscal year (July 1 through June 30) for the use of this fund unless the judge, by written request, obtains an order signed by the Chief Justice of the Supreme Court of Arkansas to employ a substitute reporter for additional days at state expense. Extensions for payment beyond the thirty-day limit should only be sought when absolutely necessary. In lieu of this procedure, the judge can ask the county(ies) within his or her judicial circuit to pay all or part of the expense.

The substitute court reporter is paid at the daily rate of \$175. The official court reporter continues to receive his or her salary during the time that a substitute is employed, provided that the official court reporter has a balance of accumulated annual or sick leave. The substitute court reporter fund is not intended to supplement a court reporter's annual or sick leave balance.

The thirty days per year allotted to each judge for employing a substitute court reporter should not be confused with the official court reporter's accumulated sick and annual leave, which is accrued and available for use as set forth in the section of this publication entitled "Leave Provisions." The thirty days are allotted to the judge, and not the official court reporter.

### Expenses

Pursuant to Ark. Code Ann. § 16-13-505, official court reporters are entitled to reimbursement for actual expenses incurred for meals, lodging, and transportation while performing official duties away from the reporter's "official station." Overnight travel is not a prerequisite for reimbursement of a court reporter's expenses. *See* Op. Att'y Gen. # 95-276. However, if a reimbursement is requested and the travel did not involve an overnight stay, the employee will be responsible for payment of applicable taxes.

For additional information on payments for mileage and meals please see the *Payment Policies for Official Court Reporters/TCA* in the appendix.

### Overtime Parking

Pursuant to Ark. Code Ann. § 16-10-131, official court reporters are exempt from fines or other penalties incurred as a result of overtime parking while on duty, i.e. parked at or near the courthouse where they are performing their official duties.

### Compliance with Fair Labor Standards Act (FLSA)

Pursuant to Supreme Court Administrative Order No. 9, to ensure statewide compliance

with the Fair Labor Standards Act of 1938 (FLSA), each official court reporter shall report all hours worked in excess of the 40 hour work week that are not excluded by 29 U.S.C. §207 (o) to the Administrative Office of the Courts monthly on the *End of Month Confirmation Report Form*. See Appendix.

For the purpose of determining the 40 hour FLSA work week, the established work week shall begin on Saturday at 12:01 a.m. and continue through Friday at 12:00 midnight. Any time excluded by 29 U.S.C, §207 (o) and any time taken off for holidays, compensatory time leave, sick leave, annual leave or any other purpose during the week shall not be counted in determining whether the employee has worked 40 hours.

The appointing judge shall grant the court reporter compensatory time at the rate of one and one-half times the number of hours worked in excess of the 40 hour work week pursuant to this policy. Court reporters shall be permitted to use accrued compensatory time as soon as possible when the court is not in session and without unduly disrupting the operations of the court. The appointing judge shall approve use of compensatory time. Compensatory time may be used in lieu of sick leave or annual leave.

Under no circumstances shall the outstanding balance of compensatory time exceed 90 hours. The appointing judges are responsible for ensuring that court reporters do not exceed this maximum balance of compensatory time.

Accrued compensatory time should be used prior to the employee's termination of employment. If accrued compensatory time is not used prior to the employee's termination of employment, the appointing judge shall hold the official court reporter position vacant for a period equivalent to the period for which accrued compensatory time is paid. The payment for compensatory time shall be at the ending rate of pay for the employee.

The failure of court reporters to comply with the requirements of Administrative Order No. 9 shall constitute grounds for discipline under the provisions of Section 19 of the Regulations of the Board of Certified Court Reporter Examiners and Section 7 of the Rule Providing for Certification of Court Reporters.

The foregoing provisions do not apply to substitute court reporters. Substitute court reporters shall be governed by the provisions of Ark. Code Ann. § 16-13-509 as described in this guide.

## JUVENILE DRUG COURT OFFICER

### Data Reporting Requirements

The juvenile drug court officer shall provide information about the juvenile drug court program and its participants to the AOC in a format requested by the AOC, Juvenile Division. The drug court officer will participate in a training on the use of the Contexte system and become proficient with the system as a method for data collection. *See Appendix.*

## COUNTY EMPLOYEES WHO ARE EMPLOYED BY THE COURT AND RECEIVE STATE SALARY REIMBURSEMENTS

### *Juvenile Intake Officers*

#### Required Duties

Arkansas Code Annotated § 9-27-308; § 9-27-313; § 9-27-323; and § 9-27-324 outline duties for juvenile intake officers. The relevant statutory provisions require intake officers to: (1) receive and investigate complaints and charges that a juvenile is delinquent, dependent-neglected, or FINS; (2) make appropriate referrals to other public or private agencies of the community if assistance is needed or desired; (3) conduct preliminary investigations upon receiving notice that a juvenile has been taken into custody on allegation of delinquency; (4) immediately notify the central intake hotline at DHS when he or she has reasonable cause to suspect that a juvenile has been subjected to maltreatment as defined by Ark. Code Ann. § 12-18-103; (5) advise juveniles and parents of their rights as outlined in Ark. Code Ann. § 9-27-324; (6) consult with prosecutors to determine if diversion of a delinquency case is in the best interests of the juvenile and the community and, with the consent of the juvenile and his or her parent, guardian, or custodian, attempt to make a satisfactory diversion of a case; (7) make detention decisions within twenty-four hours from the time a juvenile is taken into custody; and (8) perform other functions assigned by code, rules, or the court.

#### Authority Granted

Arkansas Code Annotated § 9-27-324 grants juvenile intake officers certain authority. Specifically, the intake officers may: (1) interview the complainant, victim, or witnesses of the act and circumstances alleged in a complaint; (2) review existing records of court, law enforcement agencies, and public records of other agencies; (3) hold conferences with juveniles, parents, guardians, or custodians for the purpose of interviewing them and discussing the disposition of a complaint; and (4) make additional inquiries with the consent of the juvenile and his or her parent, guardian, or custodian.

### *Juvenile Probation Officers*

#### Required Duties

Arkansas Code Annotated § 9-27-308; § 9-27-339; and § 9-27-347 outline duties for juvenile intake officers. The relevant statutory provisions require probation officers to: (1) make appropriate investigations and reports by code, rules, or court order; (2) make and keep a complete history of each case before disposition and during the course of any probation imposed by the circuit court; (3) furnish to each person released on probation a written statement of the terms and conditions of probation; (4) explain the terms and conditions of probation to the juvenile and parents in the initial conference following the disposition hearing; (5) report to the

juvenile court any violation or breach of the terms and conditions of probation; (6) aid and counsel juveniles and their families when required by court order; (7) immediately report to the child abuse hotline when he or she has reasonable cause to suspect that a child has been subjected to child maltreatment, has died as a result of child maltreatment, or observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment; (8) give appropriate aid and assistance to the court upon request by the judge; and (9) perform other functions assigned by code, rules, or the court.

### Predisposition and Probation Reports

Arkansas Code Annotated § 9-27-347 requires the probation officer to prepare an intelligent and thorough report of each juvenile before probation and during probation to show the condition of the juvenile and results of the probation. To comply with the statutory requirements, the reports shall provide information about the juvenile's: heredity, environment, condition, treatment, development, age, sex, nativity, residence, education, mentality, habits, marital status, employment history, and income. The report shall never be disclosed except as required by law or directed by the court.

### *Intake Officers and Probation Officers*

#### Certification Standard

Juvenile intake officers and probation officers must be certified. The employee is required to complete his or her initial certification requirements within one year of the officer's employment and must maintain the certification during the terms of his or her employment. Ark. Code Ann. §16-13-327; § 16-13-328. The Juvenile Officers Standards Committee developed the requirements for the officers which include the following: (1) be twenty-one years of age; (2) be a U.S. citizen; (3) have a B.A. in a related field or equivalent experience working with juveniles for at least one year; (4) attend an AOC approved certification course within the first year of employment; (5) obtain twelve hours of continuing education as authorized by the circuit court, juvenile division judges each year after attending the initial certification course; and (6) submit to criminal background checks conducted by the county prior to employment.

#### Designation as an "Officer"

The Arkansas Attorney General has opined that juvenile probation officers and intake officers do not fall within the statutory definition of "law enforcement officers" pursuant to Ark. Code Ann. § 12-9-102; therefore, they are not authorized to carry firearms and the Arkansas Law Enforcement Training Academy is neither obligated nor authorized to offer firearms training for the juvenile court officers. *See Op. Att'y Gen. # 92-333 (1992).*



### Dual Role Precluded

An employee may not serve as both a juvenile probation officer and a juvenile intake officer. Ark. Code Ann. § 16-13-329.

### Conducting Risk and Needs Assessments

In addition to the other duties performed by the juvenile probation officer and the juvenile intake officer, a juvenile division circuit court judge shall have the discretion to designate either employee, if trained, to conduct a validated risk and needs assessment. The officer conducting the risk and needs assessment shall interview the juvenile and the juvenile's parent, guardian, or custodian. Information gathered by the officer during the intake process and used to complete the risk and needs assessment shall be confidential and shall not be offered against the juvenile in a delinquency proceeding. The juvenile officer conducting the risk and needs assessment shall not discuss any offense for which the juvenile is currently charged during the intake assessment. Ark. Code Ann. § 9-27-368.

### State Reimbursement for Salaries

The salaries of the juvenile court intake and probation officers are paid by a local governmental entity or multiple governmental entities (counties, cities, school districts). After paying the salary of the juvenile officer position for at least one year, the local government may be reimbursed by the State for the lesser of the following: (1) \$15,000 a year or (2) one half of the officer's average salary as calculated over the previous twelve months. *See* Ark. Code Ann. § 16-13-327; Ark. Code Ann. § 16-13-328. To receive the reimbursement, the requesting entity must provide the following information to the Auditor of State's Office: (1) proof of the juvenile officer's certification and continuing legal education hours; (2) a copy of the juvenile officer's W-2 form for the salary year that is being reimbursed; and (3) a completed form concerning the employment status of the officer that shall be designed and distributed by the Auditor. Ark. Code Ann. § 16-13-331(b); *see also* Op. Att'y Gen. # 2015-066 (2015).

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## Helpful Addresses and Phone Numbers

### Administrative Office of the Courts (AOC)

625 Marshall Street, Justice Building

Little Rock, AR 72201-1020

(501) 682-9400; 1-800-950-8221

Fax: (501) 682-9410

Website: [www.courts.arkansas.gov](http://www.courts.arkansas.gov)

### Arkansas Insurance Department, Public Employee Claims Division

1200 West Third Street

Little Rock, AR 72201-1904

(501) 371-2700

Website: [www.insurance.arkansas.gov](http://www.insurance.arkansas.gov)

### Arkansas Public Employees Retirement System

124 West Capitol Avenue, Suite 400

Little Rock, AR 72201-3704

(501) 682-7800; 1-800-682-7377

Website: [www.apers.org](http://www.apers.org)

### Arkansas State Employees Association

1301 West 7<sup>th</sup> Street

Little Rock, AR 72201

(501) 378-0187

Website: [www.aseaar.org](http://www.aseaar.org)

### Employee Benefits Division

501 Woodlane Street, Suite 500

Little Rock, AR 72201

(501) 682-9656; 1-877-815-1017

Website: [www.arbenefits.org](http://www.arbenefits.org)

### Auditor of State

500 Woodlane Street, Suite 230

Little Rock, AR 72201-1096

(501) 682-6030

Website: <http://auditor.ar.gov/>

Board of Certified Court Reporter Examiners  
Office of the Clerk of the Supreme Court  
625 Marshall Street, Justice Building  
Little Rock, AR 72201-1020  
(501) 682-6850, ATTN: Renee Herndon  
(501) 425-5995, Email: [exsec.arcrb@gmail.com](mailto:exsec.arcrb@gmail.com) ATTN: Alice Cook, Executive Secretary  
Website: <https://courts.arkansas.gov/boccre/>

Clerk of the Supreme Court of Arkansas  
625 Marshall Street, Justice Building  
Little Rock, AR 72201-1020  
(501) 682-6849  
Website: <https://courts.arkansas.gov/courts/clerk-of-the-courts>

H&H Employees Benefits Specialists  
1512 Macon Drive, Suite 1A  
Little Rock, AR 72211  
501-224-5234

Minnesota Life  
400 Robert Street North  
St. Paul, MN 55101-2098  
888-826-2734

## **Payment Policies for Official Court Reporters/Trial Court Administrators**

### **Trial Court Administrators**

A trial court administrator may be reimbursed for actual expenses incurred for meals, lodging, and transportation costs associated with attending court away from his or her official work station.<sup>1</sup> If the trial court administrator uses his or her own vehicle to travel to a court proceeding away from his or her official work station, he or she shall be reimbursed for mileage at the rate prescribed by the Arkansas Department of Finance and Administration for executive branch employees.<sup>2</sup> The trial court administrator shall be reimbursed monthly by the Administrative Office of the Court for actual expenses and mileage. Ark. Code Ann. § 16-13-3304. The trial court administrator's request for reimbursement must be made on the TR-1 form designated by the Administrative Office of the Courts and the TR-1 form must be signed by the judge for whom the trial court administrator is employed.

### **Substitute Trial Court Administrator**

A circuit judge may employ a substitute trial court administrator for thirty days per fiscal year. Ark. Code Ann. §§ 16-10-801; 16-10-804. The substitute trial court administrator may be paid one hundred twenty-five dollars per day worked. Ark. Code Ann. § 16-10-803. For the substitute trial court administrator to be paid for his or her employment, the circuit judge must provide the following information to the Administrative Office of the Courts on a form prepared by the Administrative Office of the Courts: (1) name of the substitute; (2) address of the

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<sup>1</sup> Pursuant to *Travel Guidelines*, which were adopted by circuit judges in May 2015, an "official work station" should be the geographic location (courthouse, annex, justice complex, etc.) or address where an employee normally reports for duty and/or spends the majority of his or her productive time conducting his or her official job duties.

<sup>2</sup> When calculating mileage, an employee should use the shortest major highway route or "map mileage." Specifically, he or she should refer to the mileage listed on a paper-based map or an electronic mapping tool (MapQuest, Google Maps, etc.). A request for mileage reimbursement should include the number of miles between the employee's official work station and the other work-related destination (another courthouse, jail, etc.) or the employee's residence, if leaving directly from the residence, and the work-related destination (not the official work station), whichever is less. See *Travel Guidelines* adopted by circuit judges in May 2015.

Currently, the allowable rate for mileage is \$0.42 cents per mile. See *State of Arkansas Travel Regulations*, October 9, 2014.

substitute; (3) social security number of the substitute; (4) number of days worked by the substitute; and (5) any additional information concerning employment requested by the Administrative Office of the Courts. Ark. Code Ann. § 16-10-802.

### **Official Court Reporters**

An official court reporter may be reimbursed for actual expenses incurred for meals, lodging, and transportation costs associated with attending court away from his or her official work station. If the official court reporter uses his or her own vehicle to travel to a court proceeding away from his or her official work station, he or she shall be reimbursed for mileage at the rate prescribed by the Arkansas Department of Finance and Administration for executive branch employees. The official court reporter shall be reimbursed monthly by the Administrative Office of the Court for actual expenses and mileage. Ark. Code Ann. § 16-13-505. The official court reporter's request for reimbursement must be made on the TR-1 form designated by the Administrative Office of the Courts and the TR-1 form must be signed by the judge for whom the official court reporter is employed.

### **Substitute Court Reporter**

A circuit judge or a circuit judge on assignment may employ a substitute court reporter for thirty days per fiscal year. The substitute court reporter may be paid one hundred seventy-five dollars per day worked. Additionally, the substitute court reporter may be reimbursed for actual expenses incurred for meals, lodging, and transportation costs associated with attending court. For the substitute court reporter to be paid for his or her employment, the circuit judge must provide the following information to the Administrative Office of the Courts on a form prepared by the Administrative Office of the Courts: (1) name of the substitute; (2) address of the substitute; (3) social security number of the substitute; (4) number of days worked by the substitute; and (5) any additional information concerning employment requested by the Administrative Office of the Courts. Ark. Code Ann. § 16-13-509. A trial court administrator, who is also a certified court reporter, and who acts temporarily as a substitute for the official court reporter, shall be entitled to reimbursement for actual expenses incurred for meals, lodging, and transportation costs when attending court away from his or her official station.

However, no additional salary will be paid to the trial court administrator. Ark. Code Ann. § 16-13-509.

### **Payment of Indigent Transcripts**

If a court reporter prepares a transcript of a court proceeding for an indigent defendant for appellate purposes, the court reporter is entitled to be compensated by the State.<sup>3</sup> The State may pay for one original transcript and two copies of the transcript. The court reporter may be compensated at the following rates: (1) \$4.10 per page for an original and two copies of the transcript; (2) \$1.50 per page for the original and two copies of each exhibit page of the transcript; and (3) \$.50 for each additional copied page of the transcript after the original and two copies. The request for payment must be “certified” by the presiding circuit judge. Ark. Code Ann. § 16-13-506. To request payment, a court reporter shall submit the relevant information on the *Request for Payment for Preparation of an Indigent Appellate Transcript* form prepared by the Administrative Office of the Courts.<sup>4</sup> To establish that the presiding judge has certified the request, the court reporter shall submit a signed order declaring the party requesting the transcript as indigent. The Administrative Office of the Courts is not authorized to reimburse a court reporter for the fees designated to be collected by the Circuit Clerk for his or her preparation of the clerk’s portion of the transcript as outlined in Ark. Code Ann. § 21-6-402.

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<sup>3</sup> The phrase “appellate purposes” includes only transcripts that are prepared for filing with the Arkansas Supreme Court or the Arkansas Court of Appeals.

<sup>4</sup> The form is available on the Arkansas Supreme Court’s website.

REQUEST FOR PAYMENT FOR PREPARATION OF AN INDIGENT APPELLATE TRANSCRIPT

NAME OF COURT REPORTER:

EMAIL:

ADDRESS:

PHONE:

CASE NUMBER AND NAME		NUMBER OF PAGES	RATE PER PAGE	AMOUNT CLAIMED
	TRANSCRIPT		\$4.10	
	EXHIBITS		\$1.50	
	COPIES		\$0.50	
			AMOUNT CLAIMED	

SIGNATURE:

DATE:

Submit this form to Joyce French, Administrative Office of the Courts, 625 Marshall Street, Suite 1100

Little Rock, AR 72201 or FAX : 1-501-682-9410.

\*This form must be accompanied by a signed order declaring the appellant indigent.

\*\* The Administrative Office of the Courts cannot reimburse a court reporter for the preparation of the Circuit Clerk's portion of the transcript.



# MONTHLY SCHEDULE REPORT

# OFFICIAL COURT REPORTER

PLEASE SUBMIT THIS FORM TO THE AOC BY NOON ON THE 1ST THURSDAY OF EACH MONTH.

\_\_\_\_\_  
NAME OF OFFICIAL COURT REPORTER

\_\_\_\_\_  
JUDICIAL DISTRICT

\_\_\_\_\_  
CIRCUIT JUDGE

\_\_\_\_\_  
MONTH

\_\_\_\_\_  
YEAR

I hereby certify, pursuant to the Supreme Court Administrative Order Number 9, that my Official Court Reporter is scheduled to work full-time during the specified payroll period, except for any absence(s) due to annual or sick leave as indicated below.

MONTH			
DAY	ANNUAL	SICK	OTHER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

MONTH			
DAY	ANNUAL	SICK	OTHER
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

MONTH			
DAY	ANNUAL	SICK	OTHER
21			
22			
23			
24			
25			
26			
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28			
29			
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31			

**OTHER TYPES OF LEAVE**

Refer to the Trial Court Employee Guide Pages 2, 7-10

**FAIR LABOR STANDARDS ACT (FLSA)**

Court reporters earn compensatory time at the rate of one and one-half the number of FLSA hours worked in the excess of 40 hours. Holidays and other time off are not counted in the 40 hours FLSA work week.

Hours worked for FLSA purposes are those in which the court reporter performs official work for the court or hours in which the judge requires the court reporter's attendance at the work place. Any hours worked in transcript preparation that are not required by the judge or the court are not considered FLSA hours and should not be counted as hours worked for FLSA purposes.

To ensure compliance with the FLSA, complete this record and the record must be signed by the court reporter and the presiding judge. It is required that these records be maintained by the presiding judge and forwarded to the Administrative Office of the Courts.

**CERTIFICATION**

I certify that the reported information is correct:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approve:

\_\_\_\_\_  
Circuit Judge Signature

\_\_\_\_\_  
Date

**FAX FORMS TO:**  
**501-682-9412**  
**OR**  
**501-682-9413**

[pam.stewart@arcourts.gov](mailto:pam.stewart@arcourts.gov)  
[jeanie.stobaugh@arcourts.gov](mailto:jeanie.stobaugh@arcourts.gov)

# END OF THE MONTH CONFIRMATION REPORT

# OFFICIAL COURT REPORTER

PLEASE SUBMIT THIS FORM TO THE AOC BY NOON ON THE 1ST THURSDAY OF EACH MONTH.

\_\_\_\_\_  
NAME OF OFFICIAL COURT REPORTER

\_\_\_\_\_  
JUDICIAL DISTRICT

\_\_\_\_\_  
CIRCUIT JUDGE

\_\_\_\_\_  
MONTH

\_\_\_\_\_  
YEAR

I hereby certify, pursuant to the Supreme Court Administrative Order Number 9, that my Official Court Reporter worked full-time during the specified payroll period, except for any absence(s) due to annual or sick leave as indicated below.

MONTH			
DAY	ANNUAL	SICK	OTHER
1			
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MONTH			
DAY	ANNUAL	SICK	OTHER
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20			

MONTH			
DAY	ANNUAL	SICK	OTHER
21			
22			
23			
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25			
26			
27			
28			
29			
30			
31			

**COMPENSATORY TIME**

PRIOR BALANCE		HOURS
COMP TIME EARNED		HOURS
COMP TIME USED		HOURS
COMP TIME BALANCE		HOURS

**OTHER TYPES OF LEAVE**

Refer to the Trial Court Employee Guide Pages 2, 7-10

**FAIR LABOR STANDARDS ACT (FLSA)**

Court reporters earn compensatory time at the rate of one and one-half the number of FLSA hours worked in the excess of 40 hours. Holidays and other time off are not counted in the 40 hours FLSA work week.

Hours worked for FLSA purposes are those in which the court reporter performs official work for the court or hours in which the judge requires the court reporter's attendance at the work place. Any hours worked in transcript preparation that are not required by the judge or the court are not considered FLSA hours and should not be counted as hours worked for FLSA purposes.

To ensure compliance with the FLSA, complete this record and the record must be signed by the court reporter and the presiding judge. It is required that these records be maintained by the presiding judge and forwarded to the Administrative Office of the Courts.

**CERTIFICATION**

I certify that the reported information is correct:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approve:  
\_\_\_\_\_  
Circuit Judge Signature

\_\_\_\_\_  
Date

**FAX FORMS TO:**

**501-682-9412**

**OR**

**501-682-9413**

[pam.stewart@arcourts.gov](mailto:pam.stewart@arcourts.gov)

[jeanie.stobaugh@arcourts.gov](mailto:jeanie.stobaugh@arcourts.gov)

# MONTHLY

# SCHEDULE REPORT

# TRIAL COURT ADMINISTRATOR

PLEASE SUBMIT THIS FORM TO THE AOC BY NOON ON THE 1ST THURSDAY OF EACH MONTH.

NAME OF TRIAL COURT ADMINISTRATOR \_\_\_\_\_

JUDICIAL DISTRICT \_\_\_\_\_

CIRCUIT JUDGE \_\_\_\_\_

MONTH \_\_\_\_\_

YEAR \_\_\_\_\_

I hereby certify, that my Official Trial Court Administrator is scheduled to work full-time during the specified payroll period, except for any absence(s) due to annual or sick leave as indicated below.

MONTH			
DAY	ANNUAL	SICK	OTHER
1			
2			
3			
4			
5			
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MONTH			
DAY	ANNUAL	SICK	OTHER
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MONTH			
DAY	ANNUAL	SICK	OTHER
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26			
27			
28			
29			
30			
31			

### OTHER TYPES OF LEAVE

Refer to the Trial Court Employee Guide Pages 2, 7-10

### CERTIFICATION

I certify that the reported information is correct:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approve:

\_\_\_\_\_  
Circuit Judge Signature

\_\_\_\_\_  
Date

FAX COMPLETED FORM TO:

501-682-9412

OR

501-682-9413

[pam.stewart@arcourts.gov](mailto:pam.stewart@arcourts.gov)

[jeanie.stobaugh@arcourts.gov](mailto:jeanie.stobaugh@arcourts.gov)

# END OF THE MONTH CONFIRMATION REPORT

# TRIAL COURT ADMINISTRATOR

PLEASE SUBMIT THIS FORM TO THE AOC BY NOON ON THE 1ST THURSDAY OF EACH MONTH.

\_\_\_\_\_  
NAME OF TRIAL COURT ADMINISTRATOR

\_\_\_\_\_  
JUDICIAL DISTRICT

\_\_\_\_\_  
CIRCUIT JUDGE

\_\_\_\_\_  
MONTH

\_\_\_\_\_  
YEAR

I hereby certify, that my Official Trial Court Administrator worked full-time during the specified payroll period, except for any absence(s) due to annual or sick leave as indicated below.

MONTH			
DAY	ANNUAL	SICK	OTHER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

MONTH			
DAY	ANNUAL	SICK	OTHER
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

MONTH			
DAY	ANNUAL	SICK	OTHER
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

**OTHER TYPES OF LEAVE**

Refer to the Trial Court Employee Guide Pages 2, 7-10

**CERTIFICATION**

I certify that the reported information is correct:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approve:

\_\_\_\_\_  
Circuit Judge Signature

\_\_\_\_\_  
Date

**FAX COMPLETED FORMS TO:**

**501-682-9412**

**OR**

**501-682-9413**

[pam.stewart@arcourt.gov](mailto:pam.stewart@arcourt.gov)

[jeanie.stobaugh@arcourts.gov](mailto:jeanie.stobaugh@arcourts.gov)

# ARKANSAS SUPREME COURT ADMINISTRATIVE OFFICE OF THE COURTS COURT INTERPRETER SERVICES



## ON-LINE INTERPRETER SCHEDULING PROGRAM INFORMATION

<https://courts.arkansas.gov>

LOGIN	PASSWORD	CODEWORD

(Print this page and enter your Login, Password and Codeword for future reference)

### Accessing the Online Scheduling Program

To access the online scheduling program go to <https://courts.arkansas.gov>, place your mouse cursor on the “ADMINISTRATION” link and choose “Court Interpreters”:

The screenshot shows the Arkansas Judiciary website interface. At the top, there are navigation links for Survey, Español, Contact, and Help, along with a search bar. The main navigation menu includes COURTS, ADMINISTRATION (highlighted), FORMS AND PUBLICATIONS, COURT RULES AND ADMINISTRATIVE ORDERS, DIRECTORIES, and MEETINGS AND EVENTS. A dropdown menu is open under ADMINISTRATION, listing various services. 'Court Interpreters' is highlighted in this menu. Other items in the dropdown include: Administrative Office of the Courts, Alternative Dispute Resolution, Arkansas Court Automation Programs (ACAP), Court Security & Emergency Preparedness, IOLTA Foundation, Domestic Violence Program, Shelters in Arkansas, Office of Professional Programs, Continuing Legal Education, Arkansas State Board of Law Examiners, Attorney Discipline, Disciplinary Decisions, Judicial Branch Education, Court Management Program, Trial Court Assistants, Education Videos, Juvenile Division, AAL Program, Child Abuse Hotline, Court Appointed Special Advocates (CASA), Court Improvement Project (CIP), Judicial Council, and Judicial Discipline. On the right side, there are links for Press Releases and Jobs, and a list of recent news items.

Click on "Request an Interpreter"

☆☆☆☆☆ ARKANSAS JUDICIARY ☆☆☆☆☆

Survey Español Contact Help

SEARCH

COURTS ADMINISTRATION FORMS AND PUBLICATIONS COURT RULES AND ADMINISTRATIVE ORDERS DIRECTORIES MEETINGS AND EVENTS

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## Court Interpreters

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### About Arkansas Court Interpreters

The Administrative Office of the Courts (AOC) provides interpreting services for individuals who have a limited ability to understand English, are deaf or hard of hearing, or are unable to speak. Removing barriers to communication helps ensure that all persons receive fair and equal access to justice.

The AOC is charged by law and Supreme Court per Curiam Order with the responsibility for the certification and matters related thereto of foreign language interpreters for Limited English Proficiency (L.E.P.) individuals or witnesses in the state and local courts of Arkansas. The AOC must also comply with the Americans with Disabilities Act by providing qualified interpreters for the deaf and hard of hearing. The AOC provides interpreting services during court proceedings or directly related actions. The AOC Court Interpreter Services maintains a Registry of Certified Court Interpreters who may be contracted directly by attorneys, law enforcement officers, jail officials, other state agency employees, social workers or mental health workers for interpreting services.

#### Court Interpreter Services

Contact: 501-682-9400

Attachment	Size
Arkansas Limited English Proficiency Plan	845.91 KB

#### Court Interpreter Links

- Foreign Language Interpreter Certification
- Request an Interpreter**
- Sign Language Interpreters
- Interpreting Resources for Court Personnel
- Reimbursement Forms
- Check your Schedule
- Court Interpreters Registry
- Court Interpreter Resources
- Upcoming Events
- Contact Us
- Videos
- Welcome to the Arkansas Courts pamphlets

Click on "Place a Court Request for an Interpreter". This will take you to the Customer Login page on the online request system.

Home >> Administration >> Interpreters

## Request a Court Interpreter

Printer-friendly version Send by email PDF version

### How to Request an Interpreter

Judges, circuit court clerks, court administrators and other court personnel who has been assigned this duty may request a court interpreter. The Interpreter Program at the Administrative Office of the Courts will then appoint a qualified interpreter to meet the specified need.

Enter the interpreter request through the online request system at [www.aocinterpreters.com](http://www.aocinterpreters.com). NOTE: Each court is assigned their own login, password and code. The website is a secure site and allows the court to view their request at anytime in order to make changes or verify if an interpreter has been assigned. If you are a court who does not currently use this system and would like to, please contact us at [aoc.interpreters@arkansas.gov](mailto:aoc.interpreters@arkansas.gov) or call (501)682-9400.

Instructions for courts completing online request.

**Place a Court Request for an Interpreter**

If your request for an interpreter is less than 72 hours notice, please call us at (501) 682-9400 and we will let you know if we are able to satisfy your request.

Arkansas Code of Professional Responsibility for Interpreters in the Judiciary  
Interpreter Oath

#### Court Interpreter Links

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- Sign Language Interpreters
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- Upcoming Events
- Contact Us
- Videos
- Welcome to the Arkansas Courts pamphlets

This will take you to the customer login screen. On this screen enter your username and password as provided to you by the AOC Court Interpreter Services and click login:

customer login

Arkansas Supreme Court  
Court Interpreter Services

Login ID Username

Password ●●●●●●●●

login

Using Arkansas Courts online language center, you can place your interpreter requests as well as check availability and order status. Your order is immediately processed and forwarded to available interpreters.

The **first** time you use the system a page requesting your codeword will appear the first time you use the system, however if you are using a different computer, it will appear again. Enter your codeword as provided by the AOC Court Interpreter Services and click login:

codeword

Codeword ●●●●●●●●

login

## Submitting an Interpreter Request

*Note: If the interpreter is needed in less than 72 hours (business hours)*  
**YOU MUST CALL COURT INTERPRETER SERVICES** at 501-682-9400.

Your home screen will appear. On left side of the task bar (across the top) there are several boxes (Email, Search, Home) followed by Welcome and your name. **Do not use the "email" button to contact Court Interpreter Services.**

- On the top right of the screen there is a box for Language and New Order.
- Choose the language from the pull down menu and click the New Order box.

					Seven Day Schedule	
Appointments	Pending	Unfilled	Urgent	Voided	Total	
09/19 THU	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	
09/20 FRI	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	
09/21 SAT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	
09/22 SUN	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	
09/23 MON	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	
09/24 TUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	
09/25 WED	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	

**The following languages may be ordered through this system:**

- **Marshallese**
- **Sign Language**
- **Spanish**
- **Vietnamese**

**All others must be called into Court Interpreter Services.**



Once a language has been selected and “New Request” has been clicked, the default screen will appear. The screen is divided into 4 sections:

1. Case Information: Time, Date and Name of L.E.P. individual needing interpreter
2. Court Contact Information
3. Court Location Information
4. Interpreter Information

Add New Appointment X

Order Information

<b>CASE INFO</b>	Language: Spanish	Bill Third: NO
	Time Zone: Central	Prepared By: <input type="text"/>
<b>CASE DATE</b>	* Appt. Date: <input type="text"/> Ex. 091913; 09/19/13; 09192013; 09/19/2013	* Requested By: <b>NAME OF PERSON SUBMITTING REQUEST</b>
<b>TIME</b>	* Appt. Time: <input type="text"/> hh:mm AM/PM	* Phone: <b># OF PERSON MAKING REQUEST</b> <input type="text"/>
	* Est. Time: <b>EST TIME INTERPRETER NEEDED</b>	Email: <b>EMAIL OF PERSON MAKING REQUEST</b>
	Service Name: <b>NAME OF PERSON NEEDING INTERPRETER</b>	Priority: Normal <input type="checkbox"/> Void <input type="checkbox"/>
	Service Phone: <b>LEAVE THIS FIELD BLANK</b> <input type="text"/>	

Appointment Location & Other Information

<b>COURT LOCATION INFO</b>	Customer Name: <b>JUDGE'S NAME WILL BE HERE BY DEFAULT</b>	<b>INTERPRETER INFO</b>	Job Type: <b>CHANGE JOB TYPE TO TYPE OF CASE:</b>
	* Appointment Address: <b>ADDRESS INTERPRETER SHOULD GO TO</b>		Gender: <del>Either</del> <b>HEARING, PLEA, TRIAL, ETC...</b>
	Bldg: <input type="text"/>	Requested Interpreter: <b>LEAVE BLANK</b>	Interpreter: <b>ONCE ASSIGNED, YOU WILL SEE NAME HERE</b>
	* City/State/Zip/Country: <input type="text"/>	Comments: (Not viewable to interpreters)	<input type="text"/>
	Location Info: <b>ANY INFO INTERPRETER SHOULD BE MADE AWARE OF CAN GO HERE. CASE #, CHARGES, PRO SE OR ATTY NAME, ETC...</b>		

Add Add w/o Dup Check Dup Check

scroll down for the rest

Click on the appointment date and a calendar of the current month will automatically appear. Scroll forward to another month if needed and click on the date that the interpreter is being requested for.

Add New Appointment X

Order Information

Language: Spanish	Bill Third: NO
Time Zone: Central	Prepared By: <input type="text"/>
* Appt. Date: <input type="text"/> Ex. 091913; 09/19/13; 09192013;	* Requested By: <input type="text"/>
* Appt. Time: <input type="text"/>	* Phone: <input type="text"/> ext - <input type="text"/>
* Est. Time: <input type="text"/>	Email: <input type="text"/>
Service Name: <input type="text"/>	Priority: Normal <input type="checkbox"/> Void <input type="checkbox"/>
Service Phone: <input type="text"/>	

Appointment Location & Other Information

Customer Name: <input type="text"/>	Job Type: 12 MO. RVW <input type="checkbox"/>
* Appointment Address: <input type="text"/>	Gender: Either <input type="checkbox"/>
Bldg: <input type="text"/>	Requested Interpreter: <input type="text"/>
* City/State/Zip/Country: <input type="text"/> AR 72012 USA	Interpreter: No Interpreter has been assigned.
Location Info: <input type="text"/>	Comments: (Not viewable to interpreters)

Add Add w/o Dup Check Dup Check

scroll down for the rest



- Enter the appointment time with no colon or letters. Use the minus (-) symbol for am and the plus (+) symbol for pm. For example, 9:00 am would be entered as 0900- and 9:00 pm would be entered as 0900+.
- Enter the estimated length of the assignment using only numbers and no letters. **Do not enter an assignment that is longer than 4 hours without first confirming the length of the assignment.**
- Enter the name of the person needing the interpreter (defendant, witness, victim). If more than one individual requires an interpreter on the same date and time, put the word “multiple” in this box. In the “Location Info” or “Comments” section, list the case numbers and names of the individuals. **Do not enter a new request for each case.**
- The name of the Judge and the address of the court will automatically populate. Check to ensure that this is the court address where the assignment will take place as some judges hold court in more than one city. If it is incorrect, **change the address to the correct location** the interpreter needs to go to.
- Enter the name of the court trial court assistant, court clerk, etc in the “Requested By” section. Also, enter a good contact phone number (should the interpreter need to contact the court if they are late or to confirm an assignment), and an email address for the contact person.
- Click on the arrow next to “Job Type” drop down box and choose the option that best matches the type of case. There are many abbreviations, however the most common requests are: HEARING, TRIAL, PLEA, ARRAIGN. Also enter any information in the “Location Info” box that would help Court Interpreter Services determine what type of case it is. For example, if choosing “Hearing”, add “Divorce”, “Custody”, “Suppression”, etc. in the location info or comments section.
- Do not choose a gender. This refers to the gender of the interpreter if a special request is being made. Do not put a name in the “Requested Interpreter” box; Court Interpreter Services will monitor your request and schedule the interpreter. In the “Location Info” section enter the charge(s) and case number(s). **This information is imperative to aiding the interpreter in properly preparing for the assignment.**

Order Information				Add New Appointment <input checked="" type="checkbox"/>		
Language:	Spanish		Bill Third:	NO		
Time Zone:	Central		Prepared By:			
* Appt. Date:	09/19/2013 Ex. 091913; 09/19/13; 09192013; 09/19/2013		* Requested By:	Jane Doe, TCA		
* Appt. Time:	0900-	hh:mm AM/PM	* Phone:	501-000-0000	ext - 0	
* Est. Time:	2		Email:	your.email@youremail.com		
Service Name:	John Hernandez (Defendant)					
Service Phone:	LEAVE BLANK <b>X</b>		Priority:	Normal <input type="checkbox"/> Void <input type="checkbox"/>		
Appointment Location & Other Information						
Customer Name:	<b>JUDGE'S NAME WILL BE HERE BY DEFAULT</b>			Job Type:	TRIAL <input type="checkbox"/>	
* Appointment Address:	PHYSICAL ADDRESS			Gender:	Either <b>X</b>	
Bldg:	COURTROOM 4			Requested Interpreter:	LEAVE BLANK <b>X</b>	
* City/State/Zip/Country:	YOUR CITY	AR	ZIP	USA	Interpreter:	No Interpreter has been assigned.
Location Info:	CR-2013-1324 Charges: DWI 2, no DL, no Ins			Comments: (Not viewable to interpreters)		
			Add	Add w/o Dup Check	Dup Check	

scroll down for the rest

- Once the information has been entered, click “add” (bottom right section).
- A message will appear asking “Are you sure you want to add appointment?”
- Click “OK”

Add New Appointment ✕

Order Information			
Language:	Spanish	Bill Third:	NO
Time Zone:	Central	Prepared By:	
* Appt. Date:	09/19/2013 Ex. 091913; 09/19/13; 09192013; 09/19/2013	* Requested By:	Jane Doe, TCA
* Appt. Time:	0900- hh:mm AM/PM	* Phone:	501-000-0000 ext - 0
* Est. Time:	2	Email:	your.email@youremail.com
Service Name:	John Hernandez (Defe	Priority:	Normal <input type="checkbox"/> Void <input type="checkbox"/>
Service Phone:	LEAVE BLANK	Job Type:	TRIAL
Appointment Location & Other Information			
Customer Name:	MDERRICK - Derrick, Ma	Gender:	Either
* Appointment Address:	PHYSICAL ADDRESS	Requested Interpreter:	LEAVE BLANK
Bldg:	COURTROOM 4	Interpreter:	No Interpreter has been assigned.
* City/State/Zip/Country:	YOUR CITY AR ZIP USA	Comments:	(Not viewable to interpreters)
Location Info:	CR-2013-1324 Charges: DWI 2, no DL, no Ins		

Add Add w/o Dup Check Dup Check

scroll down for the rest

A number will appear in red the upper left-hand corner. This number is both the order and confirmation number. You can print the order by clicking on the print icon on the upper left. This can be kept for your records or attached to the docket for that date.

Update Appointment ✕

Order Information			
Order Number:	<b>G0919S09</b> Spanish	Bill Third Party:	NO
Time Zone:	Central	Prepared By:	
* Appt. Date:	09/19/2013 Thursday	* Requested By:	Jane Doe, TCA
* Appt. Time:	09:00 AM	* Phone:	501-000-0000 ext - 0
* Est. Time:	2	Email:	your.email@youremail.com
Service Name:	John Hernandez (Defendant)	Priority:	Normal <input type="checkbox"/> Void <input type="checkbox"/>
Service Phone:			
Appointment Location & Other Information			
Customer Name:		Job Type:	12 MO. RVW
* Appointment Address:	PHYSICAL ADDRESS	Gender:	Either
Bldg:	COURTROOM 4	Requested Interpreter:	
* City/State/Zip/Country:	YOUR CITY AR 72201 USA	Interpreter:	Interpreter has not been assigned.
Location Info:	CR-2013-1324 Charges: DWI 2, no DL, no Ins	Comments:	(Not viewable to interpreters)

**WARNING!**  
You cannot change this appointment because the appointment is in less than 24 hours from now. You Must call Arkansas Courts to notify this appointment if you need changes on this appointment.

## CHANGES AND CANCELLATIONS

Changes or cancellations must be made within the order itself.

***If the appointment is within 72 business hours or less, please call the Court Interpreter Services.***

***The program will not allow a change or cancellation less than 24 hours in advance.***

***This must be called into Court Interpreter Services at 501-682-9400.***

To change or cancel an order, open the Court Interpreter scheduling website. The home screen is divided into two parts. The upper list shows the seven day schedule and the bottom is a nine week schedule. If the order is within seven days, it will appear in the upper portion. If it is beyond that, it will appear in the appropriate week on the lower section of the screen. A number will appear in either the "Appointments" or "Pending" column. Click on the **underlined number** in either column and a list will appear of the assignments for the court for that date.

Arkansas Supreme Court  
Court Interpreter Services  
language center

Email Search Home Log out Welcome, Derrick, Mark DIST Select: Languages New Order

Thursday, Sep 19, 2013  
Control Menu

- Appointments
- Order Number Search
- Profile
- Passwords
- Invoices
- Reports

\* Numbers on this page may be slightly behind. For performance reasons, these numbers are eventually consistent

**Notice: \*\*\*PLEASE READ\*\*\* 72 HOUR MINIMUM POLICY: IF THE DATE REQUESTED IS 72 HRS OR LESS FROM DATE REQUEST IS MADE, NOTIFY OUR OFFICE IMMEDIATELY AT 501-682-9400. Notice: Please leave the "Requested Interpreter" box blank. Thank you!**

Seven Day Schedule					
Appointments	Pending	Unfilled	Urgent	Voided	Total
09/19 THU <b>7 DAY VIEW</b>		1	0	0	1
09/20 FRI	0	0	0	0	0
09/21 SAT	0	0	0	0	0
09/22 SUN	0	0	0	0	0
09/23 MON	0	0	0	0	0
09/24 TUE	0	0	0	0	0
09/25 WED	0	0	0	0	0

Nine Week Schedule					
Appointments	Pending	Unfilled	Urgent	Voided	Total
<u>09/19 THU - 09/25 WED</u> <b>WEEKLY VIEW</b>	0	1	0	0	1
09/26 THU - 10/02 WED	0	0	0	0	0
10/03 THU - 10/09 WED	1	0	0	0	1
10/10 THU - 10/16 WED	0	1	0	0	1
10/17 THU - 10/23 WED	0	1	0	0	1
10/24 THU - 10/30 WED	0	0	0	0	0
10/31 THU - 11/06 WED	0	0	0	0	0
11/07 THU - 11/13 WED	0	0	0	0	0
11/14 THU - 11/20 WED	0	1	0	0	1

Urgent Appointments				
Appointments	Order #	Customer	Interpreters	Priority
Currently you have no urgent appointments.				

Confirm that the order number is correct and click on the **underlined Order Number**; the request will appear.

Unfilled Appointments for: 09/19/13

RC=Requested Contractor							
Date	Time	Order #	LG	Customer	Interpreter	Service Name	Job Type
09/19/13	09:00 AM	<b>G0919S09</b>	S			John Hernandez (Defendant)	12 MO. RVW

Make any changes or update any information that is necessary and click "Update" in the upper left hand part of the screen.

If you wish to void the request, click the “void” box next to the “Priority” drop down menu. A box will appear requesting the reason why the cancellation is being made. Click “Update”. **A request cannot be voided if the assignment is within 24 hours. Call Court Interpreter Services if it is 72 business hours or less until the appointment time.**

**Reason Voided**

09/19/13 Case dismissed, interpreter no longer needed. -jb

**Update**

**Update Appointment**

er Information

Bill Third Party: NO

Prepared By: [ ]

\* Requested By: Jane Doe, TCA [ ]

\* Phone: 501-000-0000 ext - 0 [ ]

Email: your.email@youremail.com [ ]

Service Name: John Hernandez (Defendant)

Service Phone: [ ]

Priority: Normal [ ] **Void**

**Appointment Location & Other Information**

Customer Name: [ ] Job Type: 12 MO. RVW [ ]

\* Appointment Address: PHYSICAL ADDRESS [ ] Gender: Either [ ]

Bldg: COURTROOM 4 [ ] Requested Interpreter: [ ]

\* City/State/Zip/Country: YOUR CITY AR 72201 USA [ ] Interpreter: Interpreter has not been assigned.

Location Info: CR-2013-1324 Charges: DWI 2, no DL, no Ins [ ]

Comments: (Not viewable to interpreters) [ ]

**Update** Update w/o Dup Check Language Change Series Performance Report Language Request

scroll down for the rest

### Additional Information

- **Seven Day Schedule**: The current week (including Saturday and Sunday)
- **Week Schedule**: A nine week schedule divided into weeks. If the order is greater than nine weeks out, use the order number to access the appointment.
- **Appointments Column**: Indicates the number of assignments on a particular date.
- **Pending**: Indicates the number of assignments that have been filled. Assignments remain in the column until the following day and the assignment has been completed
- **Unfilled**: Indicates the number of appointments that have either not been assigned to interpreters or that have not been accepted by interpreters.
- **Block Appointment**: *Use this ONLY if a certified Interpreter is required.*
- **Series**: After an appointment has been added, this box will enable a series of appointments to be scheduled for the same case and/or defendant. This feature opens a new window which has all of the appointment information in it except for the date, time and estimated time.

## For Additional Resources:

Click on “Interpreting Resources for Court Personnel”:

☆☆☆☆ ARKANSAS JUDICIARY ☆☆☆☆

Survey Español Contact Help

SEARCH

COURTS ADMINISTRATION FORMS AND PUBLICATIONS COURT RULES AND ADMINISTRATIVE ORDERS DIRECTORIES MEETINGS AND EVENTS

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# Court Interpreters

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### Court Interpreter Services

Contact: 501-682-9400

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Survey Español Contact Help

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COURTS ADMINISTRATION FORMS AND PUBLICATIONS COURT RULES AND ADMINISTRATIVE ORDERS DIRECTORIES MEETINGS AND EVENTS

Home >> Administration >> Interpreters

# Interpreting Resources for Court Personnel

Printer-friendly version Send by email PDF version

Attachment	Size
Bench Card for Judges: Working with Interpreters in the Courtroom	442.17 KB
Guide for Clerks: Dealing with the Limited English Proficient Community	393.05 KB
Guide for Attorneys and Law Enforcement: Interpreters and the Limited English Proficient Community	387.41 KB
Language Identification Cards	191.85 KB
Interpreter Compensation Policy	157.41 KB
Arkansas Supreme Court per Curiam Order	28.68 KB
Courthouse Signs and Locations: Spanish-English Glossary	246.18 KB
Language Services Availability Poster	724.96 KB
Registry of Court Interpreters	63.95 KB

### Court Interpreter Links

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- Welcome to the Arkansas Courts pamphlets



# REQUEST FOR REIMBURSEMENT FOR FOREIGN LANGUAGE INTERPRETER SERVICES

Mail originals to Administrative Office of the Courts, Attn: Court Interpreter Services 625 Marshall Street, Little Rock, AR 72201

### Interpreter Information:

Name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

- Certified Interpreter     Candidate
- Sign Language             Deaf Interpreter

Language: \_\_\_\_\_

### Court Information

Date: \_\_\_\_\_

IMSS Order # \_\_\_\_\_

Judge: \_\_\_\_\_

City: \_\_\_\_\_

- District                       Criminal                       Civil
- Circuit                       Juvenile                       Probate
- Domestic Relations

# of people interpreted for: \_\_\_\_\_

- Defendant / Respondent     Witness                       Minor
- Plaintiff / Petitioner        Victim                       Parent / Relative

If interpreter services were not utilized, state the reason below:

\_\_\_\_\_

I certify that the interpreter appeared in my court on the date indicated above.

\_\_\_\_\_

**JUDGE'S SIGNATURE**

Date

### **To Be Completed By Interpreter**

#### **Interpreter Services Provided For: (Mark All That Apply)**

- Court                       DWI Screening               Cashier Payment               Telephonic
- Attorney/Client        Probation                       Prosecutor                       Other

#### **Total Billable Fees:**

#### **Interpreter Services:**

Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Time: \_\_\_\_\_

Interpreting Fee: \$ \_\_\_\_\_

#### **Travel Information**

#### **Foreign Language**

Total miles: \_\_\_\_\_ (round trip)

Travel Time Fee: \$ \_\_\_\_\_

Total mileage fee (@.42/mile): \_\_\_\_\_ (Foreign Language)

(If Applicable)

Travel Time \_\_\_\_\_ @ \$20.00 an hour

Mileage Fee: \$ \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

(If Applicable)

#### **Sign Language**

Travel Time \_\_\_\_\_ @ \$30.00 an hour

Cancellation Fee: \$ \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

(If Applicable)

**TOTAL INVOICE: \$ \_\_\_\_\_**

I certify that I performed the interpreter services as indicated above and that the information provided is correct.

Signature of Interpreter \_\_\_\_\_ Date \_\_\_\_\_

### **AOC Use Only**

Approved By: \_\_\_\_\_

# **JUVENILE DRUG COURT**

## **Contexte Guide**



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## **1-1 Juvenile Drug Court Tracking**

### **A. CMAINIT (CASE INITIATION MAINTENANCE)**

In order to capture the required Juvenile Drug Court information, we must create a case in Contexte. Although a case number is assigned, the “Case ID” for the Juvenile Drug Court case is simply a tracking number in the system to be able to isolate and identify the Juvenile Drug Court information for statistical purposes. It does not require a separate physical case file, is of no legal significance, and does not impact the “official” juvenile case.

The Juvenile Drug Court tracking number will be referred to as the “Case ID”.

➤ To enter a case, you must complete the required fields in the top block of the form.

➤ Go to **CMAINIT**

1. **Court Type** – County Code.

<b>Counties</b>	<b>Co. Code</b>	<b>Location Code</b>
Ashley Co	02	CI
Benton Co	04	CI
Cleburne/Independence	12/32	CI
Columbia Co	14	CI
Craighead Co	16	YS
Cross/St. Francis Co	19/62	JV
Faulkner Co	23	JV
Garland Co	26	CI
Hempstead Co	29	JV
Jefferson Co	35	CI
Pope Co	58	JV
Saline Co	63	JV
Washington Co	72	CI

2. **Location** – CI (Circuit), JV (Juvenile), YS (Jonesboro Juvenile)

3. **Case Type** – JR (Juvenile Drug Court)

4. **Case ID** – Type NEXT (This will create a System-generated ID).

5. **Case Description** –Type in Juvenile FIRST & LAST NAME using ALL CAPS (unlabeled field next to Case ID). Do not use special characters such as commas, periods or parentheses.

6. **Filing date/time** – Today’s date and time will default, but it can be changed as needed.



**NOTE:** The Security level, as shown in the example, is set at 7 for Juvenile Security. Only those with a security level of 7 or above, and who have access to the JR case type, will have access to view the Juvenile Drug Court information.

## Juvenile Drug Court

#1 Court Type: 02 ASHLEY Security: 7 Claim/Value:

#2 Location: CI CIRCUIT Weight: 1 Filing: 05-FEB-2010 #6 21:44:07

#3 Case Type: JR JUVENILE DRUG COURT Trial:  Agency:   Track

#4 Case ID: NEXT BRADLEY GAGE #5  Image

*CMAINIT Form (Notice Security Setting is a 7)*

7. Press the **Ctrl** and **PgDn** keys or click in the second block Party Type field.
8. The **Case ID:** will then be generated, **note this number in the file.**

### A-1. Party Tab – Use to enter parties on a case

1. Judge (**J**) should automatically populate according to the Court Type (County Code).
2. Press the **F6** key to insert a blank record to add a new party to the case.
3. Enter or Select the **Party Type/Team Member: JUV**
4. Enter or Select the **Person “ID”**
  - a. If the juvenile has an Arkansas drivers’ license, enter the number.
  - b. If the juvenile does not have an Arkansas DL, you should search to determine if that person record already exists in the database.

Party Demographic Short Docket Ltd Event Violation Arrest Traffic Detail Bail

Party Type: JUV JUVENILE Security: 7

ID: @26227 #5 Person Organization

Last Name: GAGE

First Name: BRADLEY Middle Name:  Prefix:  Suffix:

Address Type: MA MAILING ADDRESS  Confidential Address


Address: 111 RIGHT LN

City: Crossett State/Prov: AR ZIP/PC: 71635

County: 02 ASHLEY Phone: 870 6666666

Email:

Party Status: DCPHI Status Date: 05-FEB-2010 Status Time: 22:30:00  Image

5. Click the LOV button  in the ID field; this will take you to the **CPIIDEN** form.

6. Select a radio button to search by Person or Company.

ID	Last Name	First Name	MI	Suff	Driver License	Supp AKA	Date of Birth	Image
900822388	MIMMS	CHARLES	H		900822388	Y	02-FEB-1935	<input type="checkbox"/>
925164903	MIMMS	CHARLES	J		925164903	Y A	15-JAN-1979	<input type="checkbox"/>
@26451	MIMMS	CHARLES	J				15-JAN-1979	<input type="checkbox"/>
@26452	MIMMS	CHARLES	J				15-FEB-1979	<input type="checkbox"/>

CPIIDEN-Search Form

7. Enter search criteria in the top block (Example: Person-enter Last, First Name, DOB)

8. Press the **Ctrl** and **PgDn** keys.

9. Double-click the party you wish to add to the case.

a. If the person does not exist in the database Red Door/Exit CPIIDEN and enter the word “**NEXT**” in the ID: field and continue to enter information.

Party Status: ~~DCPHI~~

CMAINIT Form

10. DO NOT enter anything in the **Party Status:**

11. Press the **F10** key to save or the **Save** icon.

**Person ID:** ID numbers that look like this @26227 are system generated ID's, **make note of this number in the file.**

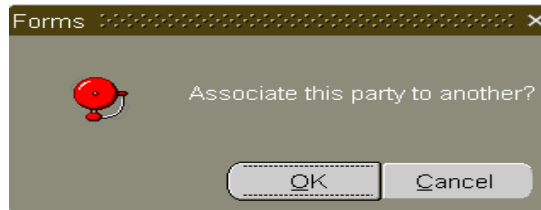
- ✓ **ADD:** All Parties/Team Members including the Juvenile Drug Court Officer as Parties to the Case.

Examples:

<u>CODE</u>	<u>Description</u>
FATH	FATHER
GUAR	GUARDIAN
JUV	JUVENILE
MOT	MOTHER
PAR	PARENT
PG	PARENT/GUARDIAN
PRO	PROBATION OFFICER
RELO	RELATIVE (OTHER)
SIBL	SIBLING
APD	PUBLIC DEFENDER
PUP	PUTATIVE PARENT
CUST	CUSTODIAN
APA	PROSECUTING ATTORNEY
TRMT	TREATMENT PROVIDER
EDR	EDUCATIONAL REPRESENTATIVE
<b>JDCO</b>	<b>JUVENILE DRUG COURT OFFICER</b>
INTN	INTERN
VPO	VOLUNTEER PROBATION OFFICER

### A-2. Party Tab – Associating Parties

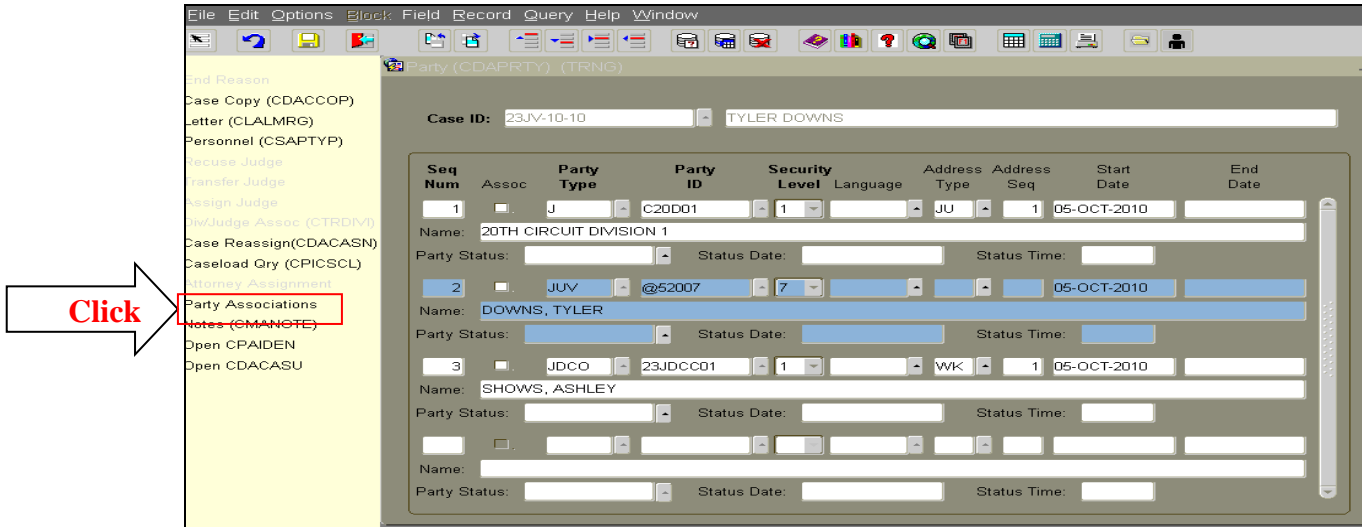
- ✓ The JDCO (Juvenile Drug Court Officer) **MUST** be associated to the JUV (Juvenile) Party.
  1. Enter the JUV Party
  2. Enter the JDCO Party
  3. After saving the JDCO as a party, the following dialog box will appear:



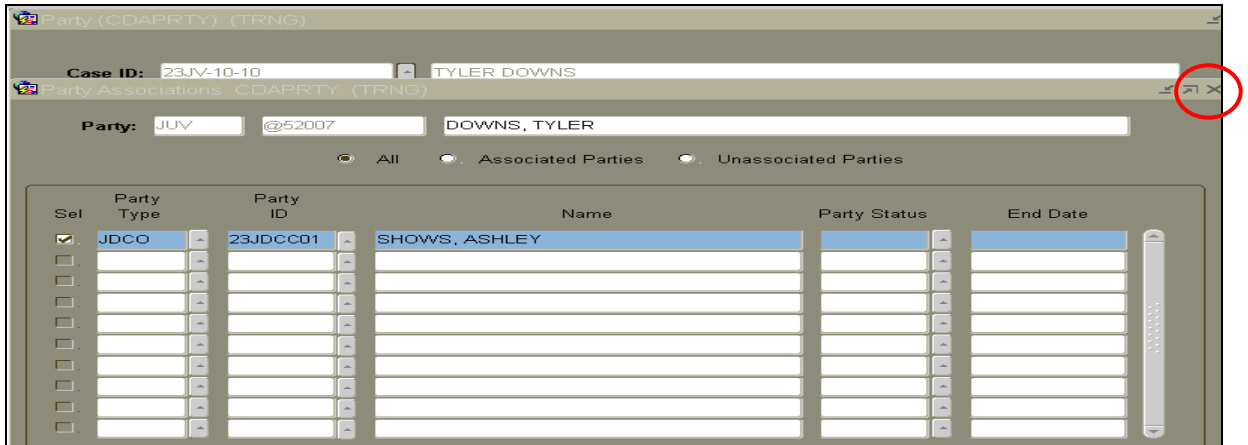
*Party Association Dialog Box*

4. When the Party association box appears, click the OK button to complete the steps to associate the JDCO to the JUV party. Other parties can also be associated to the JUV, if desired.
5. The Transaction Complete Dialog Box will appear letting you know that the party was saved.

6. Click the **OK** button to go to the CDAPRTY form where you will see all the parties listed on the case.
7. Click your mouse on the JUV line so that it becomes highlighted.



8. Click the **Party Associations** option in the Navigation Frame, as shown above.
9. The Party Associations window will appear in front of the main CDAPRTY form.



10. Notice that the JUV defaults in the top block.
11. Click the **Sel** (Select) checkbox beside the JDCCO that you want associated to the JUV.
12. Press the **F10** key to save the association.
13. **Exit**-using the Red door this will return you to CMAINIT.



**NOTE:** The party association between JUV and the JDCCO must be done to generate reports.

**B. DEMOGRAPHIC TAB – USE TO ENTER PERSONAL INFORMATION FOR A PARTY.**

1. When you click the Demographic Tab, the system fills in the top half of the form with information from the last party entered or viewed on the Party tab.
2. To select a different party click the LOV button in the Party Type field.
3. Enter information in the Demographic Tab, such as SSN, DOB, height, race, weight and gender. This will capture important statistical data.

*CMAINIT-Demographic Tab*

4. Required Fields: DOB, Sex, and Race.

✓ Enter as much demographic information as you are provided from the case file.

**C. VIOLATION TAB-ENTER OFFENSE FOR WHICH THE JUVENILE WAS ADJUDICATED DELINQUENT.**

- Required fields:

1. **Party Type** – Select the party being charged with the offense.
2. **Vio Date** – Double-click in the Date field to select date of offense from the calendar. Time is an optional field, but it must be entered in a 24-hour format.
3. **Violation** – Click the LOV button to select type of violation. The Description field will default once a Violation is selected.
4. **Vio Level** – Defaults, but it can be changed if needed.
5. **Citation Number** – Enter Original Juvenile Case (Docket) # in the field.

Custom Case Initiation Maintenance (CMAINIT) (TRNG)

Court Type: 02 ASHLEY Security: 7 Claim/Value:   
Location: CI CIRCUIT Weight: 1 Filing: 05-FEB-2010 21:44:07  
Case Type: JR JUVENILE DRUG COURT Trial: Agency:   
Case ID: 19JDC-10-7 BRADLEY GAGE

Party Demographic Short Docket Ltd B #3 Violation Arrest Traffic Detail Bail

#1 Party Type: JUV GAGE, BRADLEY

#5 Citation Number: Enter Original Docket Case # Here Vio No: 1

#2 Vio Date: 27-DEC-2009 13:00:00 #3 Violation: 5-12-102

Description: ROBBERY

Inchoate: #4 Vio Level: FB File Date: 17-MAR-2010 12:13:37 Due Date:   
Dist. Agency: SHERIFF Dist. Area: COUNTY  
City: Hamburg County: 02 State: AR ZIP: 71646  
 DMV Tracking

Vio Text: BRADLEY BROKE INTO THE NEIGHBORS HOUSE AND REMOVED \$125 IN CASH  
Prob. Cause:   
Text:

*CMAINIT-Violation Tab*

6. Press the **F10** key to save or the Save Icon.



## 1-2 Recording Hearings and Contacts in CDADOCT

### A. ENTERING HEARINGS AND CONTACTS

Enter all contact Codes with notes:

1. Go to form **CDADOCT**.
2. Enter the **Case ID**.
3. Press the **Ctrl** and **PgDn** keys.
4. Press the **F8** key to display existing Docket Codes.

*CDADOCT-Docket Entry Form*

5. Press the **F6** key to insert a new record, if no blank records are available.
6. Enter or click the LOV button and choose the desired **Docket Code**.

Examples:

<b>CODE</b>	<b>DESCRIPTION</b>
HY0	ELIGIBILITY DETERMINATION
HY1	FAMILY COUNSELING
HY2	GROUP COUNSELING
HY3	INDIVIDUAL COUNSELING
HY4	TEAM MEETING
HY5	PROBATION OFFICER MEETING
HY6	SUPPORT GROUP MEETING
HY7	DRUG COURT HEARING
HY8	HOME CONTACT
HY9	OFFICE CONTACT

HYA	SCHOOL CONTACT
HYB	DETENTION CONTACT
HYC	PHONE CONTACT
HYD	OTHER CONTACT
HYE	PHYSICAL/MENTAL HEALTH DIAGNOSIS
HYH	JUVENILE CASE NOTES
HYG	EXIT ASSESSMENT

7. **Filing Date** and **Time** (Defaults to Current Date and Time).
8. Enter the **Party Type** or click the **Party Type** LOV button to access CDAPRTY, and double-click the Filing Party.
9. After all fields are completed as needed, press the **F10** key or click the **Save** icon.

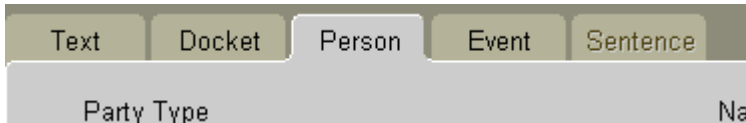


**TIP:** Enter just the month and day if entering a date from current year and the year will automatically populate. Time must be entered in 24-hour format.  
**(Example: 9:00 a.m. = 0900, 1:00 p.m. = 1300)**

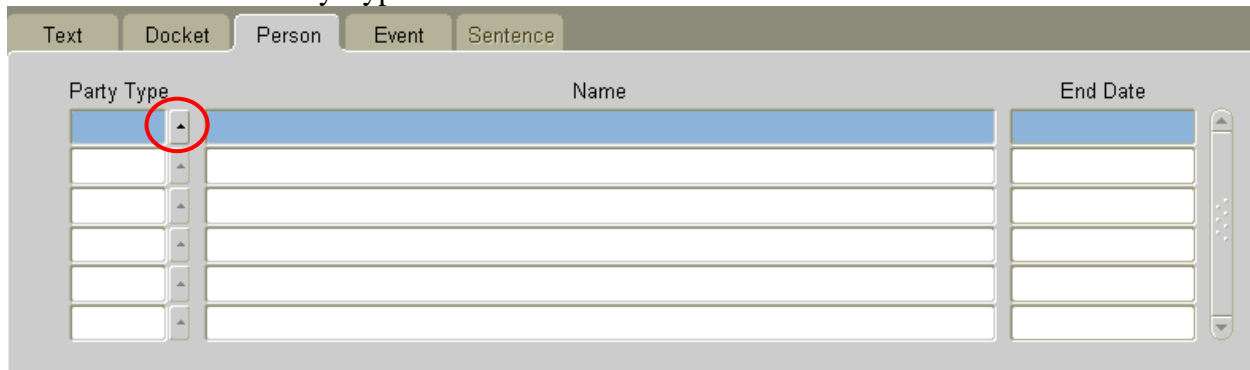
**B. ASSOCIATING PARTIES TO A CODE**

- To track family participation in contacts and events, once a code is entered and saved in CDADOCT.
1. Highlight the code to be associated to the party.

2. Click on the Person Tab.



3. Click on the Party Type LOV Button.



*CDADOCT Person Tab*


4. This will open the CDQPASS-Person Association form.
5. Place a check mark in the Select box beside the appropriate party for the code selected.

## Juvenile Drug Court

Person Association (CDQPASS) (TRNG)

Select	Party	Name	End	Rein	Date
<input type="checkbox"/>	AJV	ANDREWS, ALINDA L	<input type="checkbox"/>	<input type="checkbox"/>	06-FEB-2010
<input type="checkbox"/>	FATH	GAGE, MIKE	<input type="checkbox"/>	<input type="checkbox"/>	06-FEB-2010
<input type="checkbox"/>	J	10TH CIRCUIT DIVISION 5	<input type="checkbox"/>	<input type="checkbox"/>	05-FEB-2010
<input checked="" type="checkbox"/>	JUV	GAGE, BRADLEY	<input type="checkbox"/>	<input type="checkbox"/>	05-FEB-2010
<input type="checkbox"/>	JUV	GAGE, BRADLEY	<input type="checkbox"/>	<input type="checkbox"/>	06-FEB-2010
<input type="checkbox"/>	PRO	ALLISON, MONICA	<input type="checkbox"/>	<input type="checkbox"/>	06-FEB-2010
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	

CDQPASS Person Association Form

6. Press the **F10** key to save or the **Save Icon**.
7. Exit CDQPASS using the Exit icon  it will return to CDADOCT.
8. Exit CDADOCT using the Exit icon  it will return to CMAINIT.

### 1-3 Supervision Form-CNASUPR

The Supervision form is used to record progress through phases, incentives, sanctions, treatment, drug tests, and to complete educational and participation assessment information.

#### A. PROGRAMS TAB

1. Go to **CNASUPR**.
2. Enter **Case ID**.
3. Enter **Person ID**.
4. Press the **Ctrl** and **PgDn** keys or click in the second block.
5. Enter or Select **Program ID**, Always **DRUGCOURT**
6. Enter or Select **Treatment Type**.
  - JVDCPH1= JUV DRUG COURT PHASE 1
  - JVDCPH2= JUV DRUG COURT PHASE 2
  - JVDCPH3= JUV DRUG COURT PHASE 3
  - JVDCPH4= JUV DRUG COURT PHASE 4
  - JVDCAC= JUV DRUG COURT AFTER CARE
  - JVDCOT= JUV DRUG COURT OTHER
7. **Ordered:** (Date admitted in Drug Court Phase).
  - The Ordered Date defaults to today's date. But, the date can be changed if needed.

## Juvenile Drug Court

### 8. Press the **F10** key to save or the **Save Icon**.

Custom Supervision Maintenance (CNASUPR) (TRNG)

#1 Case ID: 19JDC-10-7 BRADLEY GAGE

#2 ID: @26227 GAGE, BRADLEY

Programs Conditions Restitution Drug Testing Assessments School Employment

Court Order Copy:  Case ID: 19JDC-10-7

#5 Program ID: DRUGCOURT DRUG COURT PL:  Fac:

Agency ID: [Blank]

#6 Treatment Type: JVDCPH1 JUVENILE DRUG COURT Outcome: [Blank]

#7 Ordered: 06-FEB-2010 Start: [Blank] Start Time: [Blank] Assigned: [Blank]

Due: [Blank] End: [Blank] End Time: [Blank] Completed: [Blank]

Release: [Blank] Release Code: [Blank]

Text: ORDERED: DATE ADMITTED IN PHASE 1 DRUG COURT

*CNASUPR-Programs Tab*

- Press the F6 key to add a blank to record the next JVDCPH and information.



**NOTE: Only enter Phase changes; do NOT create a new phase record to enter notes.**

### A-1. Programs Release

- ✓ When a Phase has a change you will return to enter the **Release** information, as shown below, if applicable add a new record to record next phase.

Programs Conditions Restitution Drug Testing Assessments School Employment

Court Order Copy:  Case ID: 12JDC-10-16 JOE BLOE

Program ID: DRUGCOURT DRUG COURT PL:  Fac:

Agency ID: [Blank]

Treatment Type: JVDCPH1 JUVENILE DRUG COURT Outcome: [Blank]

Ordered: 01-JAN-2008 Start: [Blank] Start Time: [Blank] Assigned: [Blank]

Due: [Blank] End: [Blank] End Time: [Blank] Completed: [Blank]

Release: 31-DEC-2009 Release Code: PRO PROMOTED TO NEXT PHASE

Text: BEGAN PH 2 ON 1-1-09

*CNASUPR-Programs Release*



**NOTE: Enter Release: Date and Release Code to reflect the action taken on a Phase.**

- ✓ Active Programs are used to generate the JDCPART (Active Participant) report.

**B. CONDITIONS TAB**

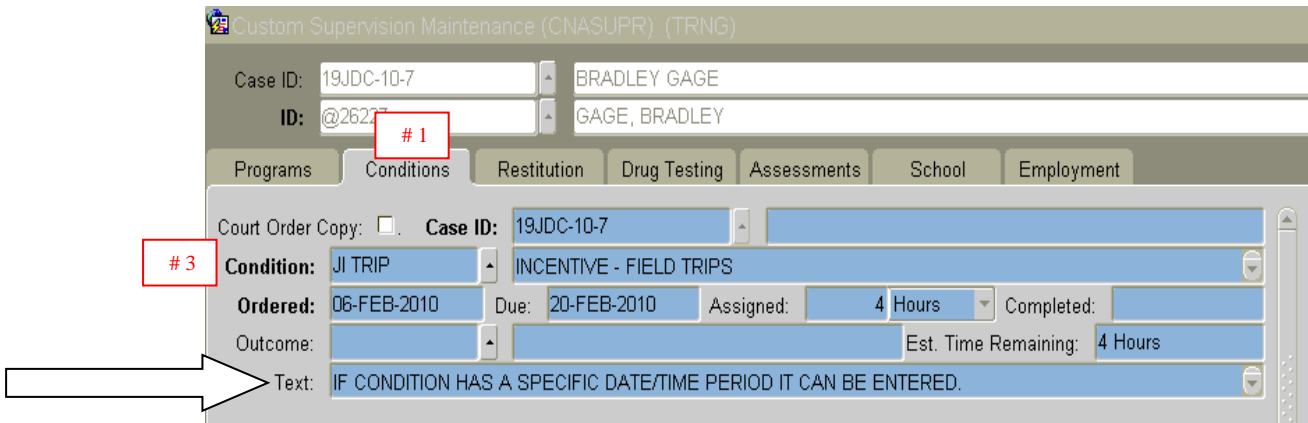
The conditions Tab will be used to record:

JS=JUV Sanctions

JT=JUV Treatment

JI=JUV Incentive

1. Click the **Conditions** tab.
2. **Case ID** should automatically populate.
3. Enter or select **Condition** (Incentives/Sanctions).



*CNASUPR-Conditions Tab*

Condition Code Examples:

CODE	
JS EARLY C	SANCTION - EARLY CURFEW
JS ELECMON	SANCTION - ELECTRONIC MONITORING/HOUSE ARREST
JS ESSAY	SANCTION - ESSAYS
JS COMSERV	SANCTION - COMMUNITY SERVICE
JS APOLOGY	SANCTION - APOLOGY
JS MOREREV	SANCTION - MORE FREQUENT COURT REVIEWS/VISITS/APPEARANCES
JS INC DRU	SANCTION - INCREASED DRUG TESTING
JS DLSUS	SANCTION - SUSPENDED OR RESTRICTED DRIVERS LICENSE
JS DETAIN	SANCTION - JUVENILE AND/OR ADULT DETENTION
JS FINE	SANCTION - FINES/FEES
JS INCENT	SANCTION - REMOVAL OF INCENTIVE
JS TERM	SANCTION - TERMINATION FROM THE PROGRAM
JS OTHER	SANCTION - OTHER
CODE	
JI GIFT CA	INCENTIVE - GIFT CARDS
JI PRAISE	INCENTIVE - APPLAUSE - PRAISE - PUBLIC RECOGNITION
JI SCHOLAR	INCENTIVE - SCHOLARSHIPS/ MEMBERSHIPS
JI DEC DRU	INCENTIVE - REDUCED NUMBER OF DRUG TESTS
JI CLOTHES	INCENTIVE - NEW CLOTHES
JI MUSIC	INCENTIVE - MUSIC CDS
JI MAKEOVR	INCENTIVE - MAKE OVER
JI OUTING	INCENTIVE - FAMILY OUTING

Juvenile Drug Court

CODE	Description
JI PHOTO	INCENTIVE - FAMILY PHOTO
JI PROMOTE	INCENTIVE - PHASE PROMOTION
JI EXT CUR	INCENTIVE - EXTEND CURFEW
JI TICKETS	INCENTIVE - TICKETS TO EVENTS / CONCERTS
JI TRIP	INCENTIVE - FIELD TRIPS
JS DEC REV	INCENTIVE - LESS FREQUENT COURT REVIEWS/VISITS/APPEARANCES
JI PRIZE	INCENTIVE - SMALL GIFTS/PRIZES
JI PRIV	INCENTIVE - REINSTATEMENT OF PRIVILEGES
JI LEAD	INCENTIVE - LEADERSHIP ROLE IN DRUG COURT
JI BOOK	INCENTIVE - BOOKS/MAGAZINE SUBSCRIPTION
JI WISH	INCENTIVE - ITEMS FROM "WISH LIST"
CODE	Description
JT RES	TREATMENT - RESIDENTIAL THERAPY
JT DIAGNOS	TREATMENT - PHYS/MENTAL HEALTH DIAG
JT ANGER	TREATMENT - ANGER MANAGEMENT
JT PARENT	TREATMENT - PARENTING CLASSES
JT CBT	TREATMENT - COGNITIVE BEHAVIORAL THERAPY (CBT)
JT ACRA	TREATMENT - ADOLESCENT COMMUNITY REINFORCEMENT APPROACH
JT FFTMT	TREATMENT - FUNCTIONAL FAMILY THERAPY MULTISYSTEM THERAPY
JT FSN	TREATMENT - FAMILY SUPPORT NETWORK
JT MBT	TREATMENT - MOTIVATIONAL ENHANCEMENT THERAPY (MBT)
JT MFT	TREATMENT - MULTIDIMENSIONAL FAMILY THERAPY
JT OTHER	TREATMENT - OTHER
JT SMOKE	TREATMENT - SMOKING CESSATION

4. **Ordered:** ENTER DATE OF HEARING.

- ✓ The Ordered Date defaults to today's date. But, the date can be changed if needed.



**TIP:** Use the Text Field to enter information on the Conditions.

5. Press the **F10** key to save or the **Save Icon**.

- ✓ Open Conditions are used to generate the JDCPART report.

**B-1. Conditions Outcome**

- To enter outcomes on Conditions you will enter the information in the Outcome fields on this tab, as shown below.
- **The Outcomes must be entered for each Condition!**

Fields to enter Condition Outcome

- **Completed: Date**
- **Outcome: \_\_\_\_\_**

The screenshot shows a software interface with tabs for Programs, Conditions, Restitution, Drug Testing, Assessments, School, and Employment. The 'Conditions' tab is active. Fields include: Court Order Copy (checkbox), Case ID (12JDC-10-16), Name (JOE BLOE), Condition (ANGER\_MGT), ANGER MANAGEMENT, Ordered (11-FEB-2010), Due, Assigned, Completed, Outcome (JIFAILED, INCENTIVE FAILED), Est. Time Remaining, and Text (HAD 3 FIGHTS). Red circles highlight the Outcome and Completed fields.

*CNASUPR-Conditions Outcome*

Condition Outcome Examples:

CONDITION OUTCOMES	
JSSUCCESS	SANCTION SUCCESSFUL
JSFAILED	SANCTION FAILED
JISUCCESS	INCENTIVE SUCCESSFUL
JIFAILED	INCENTIVE FAILED
JTSUCCESS	TREATMENT SUCCESSFUL
JTFAILED	TREATMENT FAILED

- ✓ Open Conditions are used to generate the JDCPART report.

**C. DRUG TESTING TAB**

*CNASUPR-Drug Testing Tab*

1. Enter **Case ID**, if it did not populate, select **JUV ID**.
2. **Date Ordered**: Enter Date of Hearing.
3. **Test Type**: (DRUG and/or ALCOHOL).
4. Press the **Ctrl** and **PgDn** keys or click in the second block (Agency).
5. **Test Date**: Enter date of each test.
6. **Agency ID**: Enter the **Drug Court Officer ID (Example: 02JDCC01)**. The agency Name will populate.
  - Each time the Juvenile is tested Enter Date and Officer ID in the 2<sup>nd</sup> block and continue with the following steps to document the drug tests.
7. Press the **Ctrl** and **PgDn** keys or click in the third block (Results—Drug Type).
8. Enter **Drug Type**.
9. Enter **Result** (POSITIVE, NEGATIVE, N/A).
10. Enter Confirmation results, if available from a lab.
11. Press the **F10** key to save or the **Save Icon**.



**D. ASSESSMENT TAB**

**Assessment Requirements:**

- **JVDRUG Assessment** should be completed at **entry** of each phase and **exit** of the program.
- Perform the **School Assessment** every **9 weeks**.
- **Follow-up Assessments** should be done **6 months** and **12 months** after JVDrug Court graduation/completion.

Custom Supervision Maintenance (CNASUPR) (TRNG)

Case ID: 19JDC-10-7    BRADLEY GAGE  
 ID: @26227    GAGE, BRADLEY

Programs    Conditions    Restitution    Drug Testing    **Assessments**    School    Employment

#1 Case ID: 19JDC-10-7    BRADLEY GAGE  
 #2 Asmnt Date: 06-FEB-2010    Completion Date:   
 #3 Asmnt Type: JVDRUG    JUVENILE DRUG COURT ASSESSMENT  
 #4 Supr Off ID: 60JVPRO10    ALLISON, MONICA  
 Supr Level:    Total:    Status: Incomplete

Case ID	Description	Archv
		<input type="checkbox"/>
		<input type="checkbox"/>

Question	Answer	Value
PARENTS CAREGIVERS PROVIDE STRUCTURE AND SUPPORT		
COMPREHENSIVE BEHAVIORAL HEALTH ASSESSMENT		
TREATMENT PLAN DEVELOPED		
JUVENILE PREGNANT		

*CNASUPR-Assessment Tab*

1. Click in the **Case ID** field.
2. Enter **Asmnt** (Assessment) **Date**.
3. Enter or select **Asmnt Type**.
4. Enter or select **Supr Off ID** (Example: 63JDCC01)
5. Press the **F10 key to save or the Save Icon**.
6. Press the **Ctrl** and **PgDn** keys twice to skip the second block (Case Association) or click in the third block (Assessment—Question).
7. Select the **Answer** to each question.
8. Value will populate according to the answer selected.
9. Press the **F10 key to save or the Save Icon**.

**E. SCHOOL TAB**

- School status should be completed every **Nine (9) weeks**.
- Insert a new record (F6) each nine weeks.

*CNASUPR-School Tab*

1. Select **IEP** and enter Last Review Date, if applicable. (Individualized Education Program).
2. Select **504** and enter Last Review Date, if applicable. (Section 504 of the Rehabilitation Act Protects Students With Disabilities).
3. Enter **Effective Date**.
4. Enter or select **immediate School Status**.

Code	Description
C	SPECIAL EDUCATION STUDENT
D	DROPPED OUT
E	EXPELLED
F	FULL-TIME STUDENT
G	G.E.D.
GRAD	GRADUATED
N	NOT ATTENDING

*School Status Code List*

5. Enter or select **School ID**. (All Arkansas Public Schools are included). The IDs are created by combining ED with the Department of Education code for the school, which includes the county code, the school district number and the school number.
- If the School ID is not listed contact the ACAP Help Desk to have it added.

6. Select the LOV button to search for the School ID; this will take you to the CPIIDEN form.
7. Select the **Organization** radio button.
8. In the ID field type in ED followed by your county number and %. (ED23%)
9. In the name field type % some of the school name% to narrow the search.
10. Press the Ctrl and PgDn keys.
11. Scroll through the list and double click the appropriate school.

The screenshot shows the 'Person/Organization Query (CPIIDEN) (HELPDESK)' window. The 'Organization' radio button is selected. The ID field contains 'ED%' and the Name field is empty. Below the search criteria, there are tabs for 'Current ID', 'Supplemental ID', 'AKA / ID History', and 'Case / Violation'. A table lists search results:

ID	Name	Supp	AKA	Image
ED0201001	CROSSETT ELEM SCHOOL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ED0201006	CROSSETT HIGH SCHOOL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ED0201008	CROSSETT MIDDLE SCHOOL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ED6003093	CRYSTAL HILL ELEM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Below the table, there are fields for 'Type', 'Address Information', 'City', 'St/Prv', and 'ZIP/PC'. The 'Type' field is set to 'MA', 'Address' to '5001 NORTH SHORE', 'City' to 'NORTH LITTLE ROC', 'St/Prv' to 'AR', and 'ZIP/PC' to '72118'. Other fields include 'County: PULASKI', 'Nation: UNITED STATE', 'From: 01-JAN-1900', 'To:', 'Seq: 1', and 'Source: ADED'. There are also fields for 'Phone' (501 791-8000) and 'Email'. At the bottom, there are checkboxes for 'Inactive' and 'Conf'.

*CPIIDEN-Searching for School ID*

12. Once School ID is entered, the School Address will populate.
13. Enter or select **School District**. (Follow steps 5-11 to locate school district).
14. Enter or select **Grade Level**.
15. **Attendance** will be entered and tracked on the School “Assessment” tab every 9 weeks.
16. Press the **F10 key to save or the Save Icon**.

## F. EMPLOYMENT TAB

Custom Supervision Maintenance (CNASUPR) (TRNG)

Case ID: 19JDC-10-7      BRADLEY GAGE  
ID: @26227      GAGE, BRADLEY

Programs    Conditions    Restitution    Drug Testing    Assessments    School    **Employment**

**Employer ID:** @11737      WAL-MART

Address Type: MA      MAILING ADDRESS

Address: 1910 MLK BLVD

City: MALVERN      State/Prov: AR      ZIP/PC Code: 72104

County: HOT SPRING       Inactive       Confidential Address

Email:

Area Code:      Phone Number:      Ext:      Length: 0 YR(s) 1 MO(s)

Start Date: 01-JAN-2010      End Date:      Termination Reason:

Shift:      Hours/Week:      Employment Type:

Supervisor:

*CNASUPR- Employment Tab*

1. Enter or Select **Employer ID**.
2. Enter **Address Type**, if the Address does not populate.
3. **Enter:** Start Date, Shift, Hours/Week, Employment Type, and Supervisor.
4. Press the **F10** key to save or the **Save Icon**.

## 2-1 Tips for Updating/Adding Information

### A. SEARCHING FOR EXISTING CASE

1. Go to **CMAINIT**.
2. Press the **F7** key.
3. Type **Case ID** in the Case ID field **ONLY**.
4. Press the **F8** key.
5. Click in the Party Type field on the Party Tab.
6. Press the **F8** key.
  - a. You will Press the **F8** key each time you select a different tab.

**NOTE:** If, the **Case ID** is unknown enter partial Case ID: 63JDC-13% and then type the JUV name in the field to the right: WILLIAM DAVIS. Press the **F8** key.

**B. QUERYING/SEARCHING FOR A PERSON**

- Maintaining data integrity is essential for confidentiality because all court users statewide have the ability to view a person’s ID.
- Driver Services provides regular updates to Contexte with a complete list of all Arkansas drivers’ licenses.
- Always begin by searching in Contexte to see if the Juvenile has a record in the system or an Arkansas driver’s license. If they have a driver’s license; they will be entered in Contexte.

**!!DO NOT DUPLICATE IDs!!**

Same Person

1. Drivers’ License #

2. Created ID

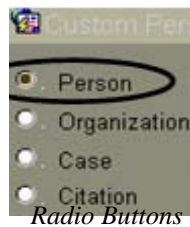
Person	ID	Last Name	First Name	M	Driver License	Date of Birth	AKA
Organization	900822388	MIMMS	CHARLES	H	900822388	02-FEB-1935	
Case	925164903	MIMMS	CHARLES	J	925164903	15-JAN-1979	
Citation	@32238	MIMMS	CHARLES			15-JAN-1979	

*CMIPCHI-Example of Duplicate ID’s*

- CMIPCHI (Person Case History Inquiry) is the most used Inquiry form, because it allows the user to search for almost all query needs. CMIPCHI is usually the best starting place for many queries.
- This form allows you to search by Person, Organization, Case or Citation by choosing the appropriate radio button. Many people choose to search by either Person or Case.

**C. QUERYING FOR A JUVENILE**

1. Go to **CMIPCHI**.
2. The **Person** radio button defaults.
3. Click the mouse in the top **Last Name** field.
4. Enter the Juvenile’s LAST/FIRST name.



*Radio Buttons*



**TIP:** Use abbreviated first and/or last name with wild card characters (%), if correct spelling is unknown. (BLO% for the Last Name BLOE, but could be BLOW, BLOUGH)

Person	ID	Last Name	First Name	M	Driver License	Date of Birth	AKA
<input checked="" type="radio"/> Person		BLO%	JOE				
<input type="radio"/> Organization							
<input type="radio"/> Case							
<input type="radio"/> Citation							

*CMIPCHI-Using Wildcards (%)*

5. Press the **F8** key to execute the query.
6. Results will display. If more than one name is listed, use the down arrow key on the keyboard to select the record of the correct person.

7. The person's ID information will appear in the second block.

➤ **On the Case Status Tab: NOTE: the Person and Case ID for future reference.**

The screenshot shows the 'Case Status' tab in the CMIPCHI form. A table at the top lists person and case information. Below it, the 'Case ID' field is circled and labeled '2nd Block'. The 'Case ID' field contains '19JDC-10-5'. Other fields include 'Court: ASHLEY', 'Location: CIRCUIT', 'Case Type: JUVENILE DRUG COURT', and 'Case Judge: 10TH CIRCUIT DIVISION 5'. A callout box points to the 'Case ID' field with the text '2nd Block'.

Person/Org.	ID	Last Name	First Name	M	Driver License	Date of Birth	AKA
Person	926305845	BLOODWORTH	JOE	DAI	926305845	09-NOV-1953	
Organization	927578454	BLOODWORTH	JOE	DAI	927578454	24-MAY-1929	
Case	@26225	BLOE	JOE	LEE		28-JUN-1997	

CMIPCHI form

#### D. CPAIDEN ADDRESS/PHONE NUMBER

1. Person information, including demographics, akas, address and phone information is maintained in CPAIDEN. Go to **CPAIDEN** (Person/Organization Maintenance).
2. Enter the person **ID** (DL# or system generated ID#) in the top block.
3. Press the **Ctrl** and **PgDn** keys or click in the **Addr Type** field in the 2<sup>nd</sup> block to populate the Person ID and Name.
4. Click on the **Address/Phone** Tab.

The screenshot shows the 'Address/Phone' tab in the CPAIDEN form. The 'Addr Type' field is circled in red. The 'Address' field contains '111 RIGHT LN'. The 'Email' field is also circled in red. A callout box points to the 'Email' field with the text 'Enter Email Here'.

CPAIDEN – Updating Address Information

5. Use the down arrow key on the keyboard or press **F6** for a blank record.

6. Add the new address or phone number.
7. Choose **Addr Type** to add an address.

Example:

- County Code Address Type
- M2—Second Address 2
- M3—Third Address 3
- HO—Home Address
- EM—Emergency Contact
- Telephone Type

8. Press the **F10 key to save or the Save Icon.**



**NOTE:** Do not delete/override the address currently entered; it can be marked as inactive if no longer applicable. To enter an updated address, follow the steps above.

#### **E. UPDATING CNASUPR FORM**

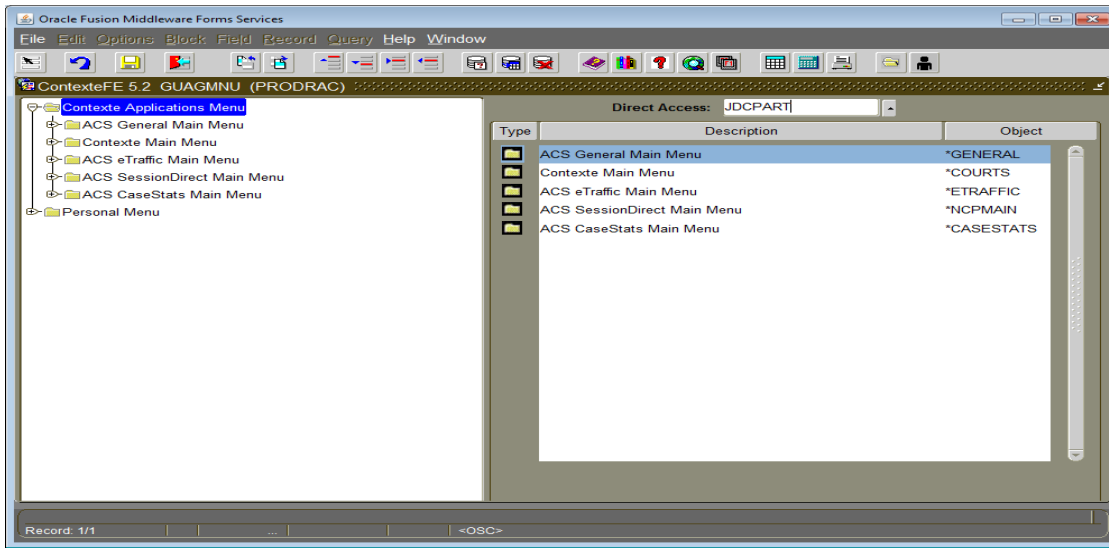
- Anytime a change occurs relating to the CNASUPR form, you will return to the form and add or update the information.
  7. Go to **CNASUPR**.
  8. Enter the **Case ID**.
  9. Enter **Person ID**.
  10. Click the desired tab to be updated.
  11. Press the **F8** key.
  12. Press the **F6** key to insert a new record, (If a new record is not available).
  13. **Enter** the information to be updated/added on the selected tabs.
  14. **Complete** the results/outcomes as achieved on appropriate tabs.
  15. Press the **F10 key to save or the Save Icon.**

### 3-1 Reports

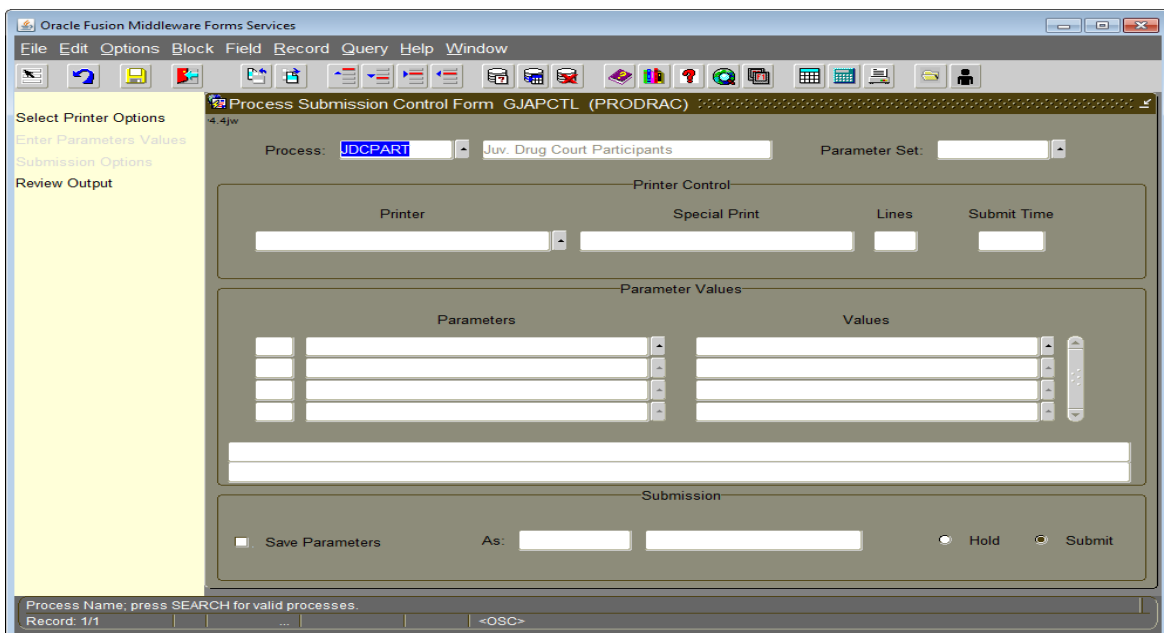
#### A. JDCPART

This report gives a list of active Juvenile drug court participants for the specified time. The report looks to see if the JUV has an active Program and/or Condition in CNASUPR.

1. Type JDCPART in the Direct Access Field.



2. Press the Enter Key
3. Click using your mouse in the blank white field under the word "Printer"



4. Locate the JDCPART parameter screen.
5. Select the Month and enter Year, if different from default year.



- a. If, a case was active any date during the month selected it will show up on the report. Example: If the case was closed in January it would show as Active on the report for January 2013, but not for February 2013.

## Active Juvenile Drug Court Participants

\* -  
Indicates required parameter.

\*Month

\*Year

- 6. Click the Submit Query button.
- 7. Once, the report is generated scroll to view your Court cases

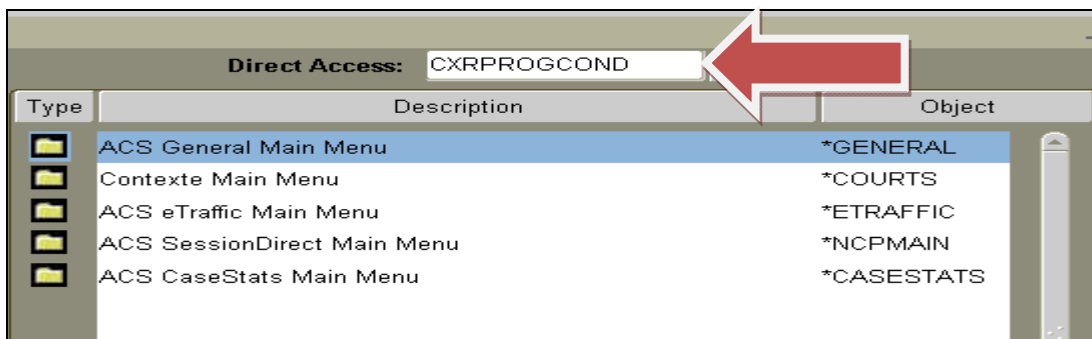
## B. CXRPROGCOND

Use this report to check for missing information on the cases.

Criteria for report to generate properly:

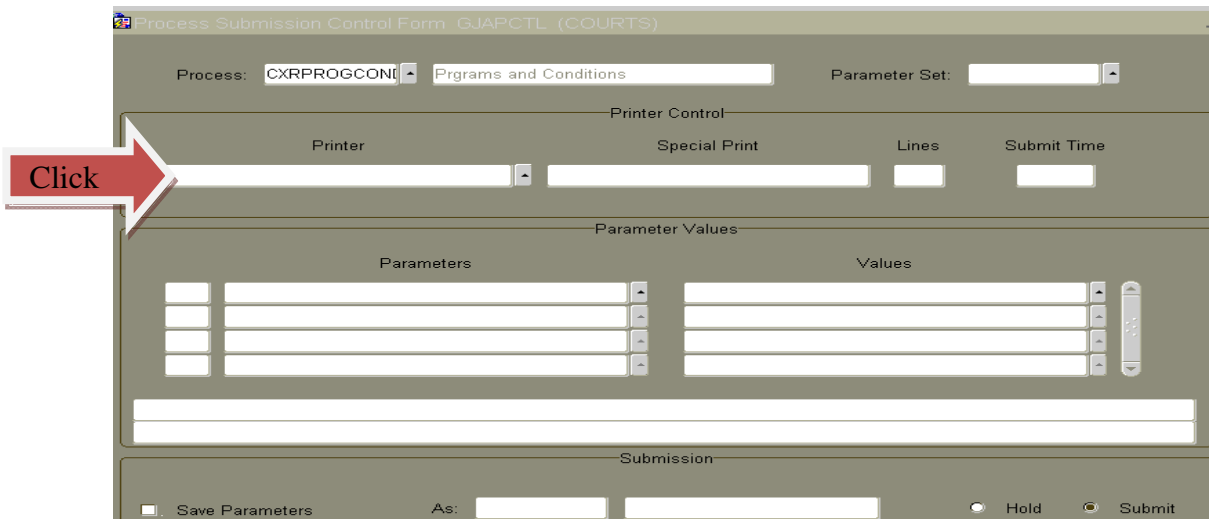
- ✓ JUV (Juvenile) and PO (Probation Officer) or JDCO (JUV Drug Court Officer) Parties **MUST** be associated to one another.
- ✓ **MUST** have at least one Program or Condition entered in CNASUPR that has no End/Release date.

1. Type **CXRPROGCOND** in the Direct Access box and hit the Enter key.



*Contexte Main Screen*

2. The GJAPCTL form will appear, click your mouse/cursor in the blank field under Printer.



*GJAPCTL Form*

3. The Parameter screen will come up in a separate screen.
4. Enter Parameters and press the Submit Query bottom at the top of the screen.

### Probationer's report

Parameters in red are required.

**Court Code:**       **Location Code:**

**Case Options**

**Case Type:**

**Party Options**

**Party ID:**       **DEF/JUV ID:**

**Sort Options**

**Sort By:**

**Display Options**

<b>Violations:</b> <input type="text" value="N"/>	<b>Notes:</b> <input type="text" value="N"/>	<b>School Info:</b> <input type="text" value="N"/>
<b>Conditions:</b> <input type="text" value="Y"/>	<b>Closed Conditions:</b> <input type="text" value="N"/>	
<b>Programs:</b> <input type="text" value="Y"/>	<b>Closed Programs:</b> <input type="text" value="N"/>	
<b>Exclude Note Types:</b> <input type="text" value="NO EXCLUSION"/>		

*CXRPROGCOND Parameter Screen*

**NOTE:** IF DEF/JUV: UNKNOWN IS ON THE REPORT IT INDICATES THAT THE DEF/JUV AND JDCA/PRO ARE NOT ASSOCIATED.

DEMOGRAPHICS MUST ALSO BE ENTERED ON THE DEF/JUV OR IT WILL RETURN UNKNOWN. WHEN UNKNOWN SHOWS ON THE REPORT THOSE FIELDS MUST BE ENTERED.

### C. JDCOURT

Accessing this report will provide you the option of choosing three separate reports. All of the information is pulled from CNASUPR, they are tied to the Program tab Phase/s entered in during the Start and End dates.

1. Drug Test=CNASUPR>Program tab-Phase, Drug Test Tab-test date-results
2. Incentive/Sanction=CNASUPR>Program tab-Phase, Condition tab-Incentive/Sanction-Outcome
3. Drug Treatment= CNASUPR>Program tab-Phase, Condition tab-Drug Treatment Type-Outcome. The treatments must be entered here to count for statistics.

**IMPORTANT:** This is the only place where you can specify the type of treatment related to drug court.

To Run the Reports:

1. In the Direct Access field Type: **JDCOURT**
2. Press the Enter key
3. Click in the white blank field under the Word **Printer**.
4. Select Report Type:
  - a. Drug Test
  - b. Incentive/Sanction
  - c. Drug Treatment
5. Select: Detailed (list of cases) or Summary (total numbers)
6. Start Date: This date is determined by Phase, if they are in JVPHI during Start date and move to JVPH2, it will show them in both phases. If, you want to see results for a specific phase select the phase option.
7. End Date: This is also determined by phase entered during the end date entered.
8. Court Code: 2-digit court code
9. Location Code: Optional (CI or JV)
10. Judge ID: Optional (C##D##)
11. Phase: Optional (Select if results are wanted for a specific phase)

12. Case ID: Optional (Enter if results are wanted for specific phase)

13. Race: Optional

14. Sex/Gender: Optional

15. Age: Optional (Enter if results are wanted for a specific age)

16. Select the format you would like for the report to be created:

- a. PDF
- b. Excel
- c. Word

**JDCOURT**  
Juvenile Drug Court Report

**REPORT TYPE \***  
*Select Report Type*  
Drug Testing Report

**DETAILED \***  
N

**START DATE \***  
*Start Date pulls by: CNASUPR>Program tab>JVDCP#(Phase)*  
12/02/2013  
Date (mm/dd/yyyy) ex. 1/20/2013

**END DATE \***  
*End Date: Data will reflect for Start Date Phase through End Date. This could include multiple phases within specified date range. To only retrieve a single phase within Start and End Date range, also specify Phase below.*  
12/02/2013  
Date (mm/dd/yyyy) ex. 1/20/2013

**COURT CODE \***  
*Enter Court Code (99) or 'ALL'*

Choose an output format





PDF

Run the report HTML


Run

<p><b>CIRCUIT</b> <i>Select Circuit</i></p> <p>-- ▾</p>	
<p><b>LOCATION CODE</b> <i>Enter Location Code</i></p> <p><input type="text"/></p>	
<p><b>JUDGE ID</b> <i>Enter the Judge ID: C##C##</i></p> <p><input type="text"/></p>	
<p><b>PHASE</b></p> <p>--ALL-- ▾</p>	
<p><b>CASE ID</b> <i>Enter one Case ID</i></p> <p><input type="text"/></p>	
<p><b>RACE</b> <i>Select Race</i></p> <p>--ALL-- ▾</p>	
<p><b>GENDER</b> <i>Select Gender</i></p> <p>--ALL-- ▾</p>	

**Choose an output format**

-  PDF
- 
- 
- 

**Run the report** HTML

 Run

# Circuit Court Juvenile Drug Court Officer Performance Evaluation

## PART I-RATED EMPLOYEE IDENTIFICATION

Employee Name: \_\_\_\_\_

Job Title: Juvenile Drug Court Officer    Agency: 059                      Phone: \_\_\_\_\_

## PART II – REVIEWING OFFICIAL EMPLOYEE IDENTIFICATION

Reviewer: Circuit Court Judge: \_\_\_\_\_                      Phone: \_\_\_\_\_

## PART III – PERFORMANCE STANDARDS

**Coordinates Juvenile Drug Court Program:**

Exceeded Standards  Above Average  Satisfactory  Unsatisfactory

**Demonstrates Knowledge, Expertise and Initiative**

Exceeded Standards  Above Average  Satisfactory  Unsatisfactory

**Maintains High Integrity - Discrete, Honest and Trustworthy**

Exceeded Standards  Above Average  Satisfactory  Unsatisfactory

**Interacts Effectively With Stakeholders**

Exceeded Standards  Above Average  Satisfactory  Unsatisfactory

**Demonstrates Effective Verbal and Written Communication Skills**

Exceeded Standards  Above Average  Satisfactory  Unsatisfactory

**Maintains Juvenile Drug Court Records & Enters Required Data Timely in Contexte**

Exceeded Standards  Above Average  Satisfactory  Unsatisfactory

**Comments:**

**PART IV: OVERALL PERFORMANCE**

Exceeded Standards  Above Average  Satisfactory  Unsatisfactory

**Employee Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_

I have *received* a written and verbal Performance Review. My signature does not indicate agreement or disagreement with this review.

**Supervisor Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_





DEPARTMENT OF FINANCE AND ADMINISTRATION  
**Office of Personnel Management**  
**DFA Employee Performance Evaluation Form**

PART I – RATED EMPLOYEE IDENTIFICATION		
Name of Employee ( <i>Last, First, MI</i> )	Personnel Number	Agency Number 0023
Position Title Official Court Reporter	Class Code N/A	Position Number N/A
PART II – RATER EMPLOYEE IDENTIFICATION		
Name of Rater ( <i>Last, First, MI</i> )	Phone Number	Position Title Circuit Judge
PART III - RATING OFFICIAL EMPLOYEE IDENTIFICATION		
Name of Reviewing Official ( <i>Last, First, MI</i> )	Phone Number	Position Title

PART IV – PERFORMANCE STANDARDS	
Relative Importance:	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Duty Area	Available in Courtroom to Report all Proceedings
Standard	Dependable, Professional Demeanor, Understanding of Court Rules and Procedures
Method of Monitoring	
Results	
Comments	
Performance Rating:	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

APPENDIX I

Relative Importance:  A  B  C

Duty Area  
Preparation of Transcripts

Standard  
Accurate and Timely Results

Method of Monitoring

Results

Comments

Performance Rating:  Exceeds Standards  Above Average  Satisfactory  Unsatisfactory

<b>Relative Importance:</b> <input type="checkbox"/> <b>A</b> <input type="checkbox"/> <b>B</b> <input type="checkbox"/> <b>C</b>
<b>Duty Area</b> <b>Maintain Exhibits</b>
<b>Standard</b> <b>Operate in an Organized Manner and Pursuant to Court Rules</b>
<b>Method of Monitoring</b>
<b>Results</b>
<b>Comments</b>
<b>Performance Rating:</b> <input type="checkbox"/> <b>Exceeds Standards</b> <input type="checkbox"/> <b>Above Average</b> <input type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Unsatisfactory</b>

Relative Importance:     A     B     C

Duty Area  
Assist Judge and Other Staff with Office Duties

Standard  
Provide Efficient and Professional Service

Method of Monitoring

Results

Comments

Performance Rating:     Exceeds Standards     Above Average     Satisfactory     Unsatisfactory

**PART IV – PERFORMANCE STANDARDS AGREEMENT**

I have reviewed the performance standards and understand that my performance will be measured against them.

Employee's Signature	Date
Rater's Signature	Date
Reviewing Official's Signature	Date

**PART V – OVERALL RATING**

**Overall Rating:**

It is understood that an Unsatisfactory in any of the above fields precludes awarding an Exceeds Standard or Above Average rating during the rating period. The overall rating received is determined at the discretion of the rater.

**Exceeds Standards**  
  **Above Average**  
  **Satisfactory**  
  **Unsatisfactory**

Rating Period Beginning Date 10/01/14	Rating Period Ending Date 09/30/15
--	---------------------------------------

By signing below, the employee concurs that the performance evaluation has been conducted. The employee's signature does not indicate that he or she agrees with the evaluation. Comments concerning performance may be submitted on a separate sheet. The employee has five working days from date the Performance Evaluation is conducted to begin the Merit Appeals process as stated in the Merit Pay Manual.

The Employee  *Has*  *Has Not* received a written or greater conduct related reprimand during the rating period.

Employee's Signature	Date
----------------------	------

I certify that the employee rated above has completed all subordinate performance evaluations due (if any) and all have been forwarded to the reviewing official.

Rater's Signature	Date
Reviewing Official's Signature	Date



DEPARTMENT OF FINANCE AND ADMINISTRATION  
**Office of Personnel Management**  
**DFA Employee Performance Evaluation Form**

PART I – RATED EMPLOYEE IDENTIFICATION		
Name of Employee ( <i>Last, First, MI</i> )	Personnel Number	Agency Number 0023
Position Title Trial Court Administrator	Class Code	Position Number
PART II – RATER EMPLOYEE IDENTIFICATION		
Name of Rater ( <i>Last, First, MI</i> )	Phone Number	Position Title
PART III - RATING OFFICIAL EMPLOYEE IDENTIFICATION		
Name of Reviewing Official ( <i>Last, First, MI</i> )	Phone Number	Position Title

PART IV – PERFORMANCE STANDARDS
Relative Importance: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Duty Area Schedule all Proceedings and Notify Parties and Attorneys of Hearings and Trials
Standard Efficient, Organized and Professional
Method of Monitoring
Results
Comments
Performance Rating: <input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

APPENDIX J

<b>Relative Importance:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
<b>Duty Area</b> Monitor the Status of all Cases and Provide Reporting to State and Local Agencies
<b>Standard</b> Efficient and Organized, Knowledgeable of Case Management Practices and Reporting Requirements
<b>Method of Monitoring</b>
<b>Results</b>
<b>Comments</b>
<b>Performance Rating:</b> <input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

<b>Relative Importance:</b> <input type="checkbox"/> <b>A</b> <input type="checkbox"/> <b>B</b> <input type="checkbox"/> <b>C</b>
<b>Duty Area</b> Provide Assistance and Information to Public, Parties, Attorneys and Other Staff
<b>Standard</b> Knowledgeable and Professional
<b>Method of Monitoring</b>
<b>Results</b>
<b>Comments</b>
<b>Performance Rating:</b> <input type="checkbox"/> <b>Exceeds Standards</b> <input type="checkbox"/> <b>Above Average</b> <input type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Unsatisfactory</b>



<b>Relative Importance:</b> <input type="checkbox"/> <b>A</b> <input type="checkbox"/> <b>B</b> <input type="checkbox"/> <b>C</b>
<b>Duty Area</b> Provides Clerical Assistance and General Office Management for the Court
<b>Standard</b> Professional, Efficient, Accurate and Knowledgeable
<b>Method of Monitoring</b>
<b>Results</b>
<b>Comments</b>
<b>Performance Rating:</b> <input type="checkbox"/> <b>Exceeds Standards</b> <input type="checkbox"/> <b>Above Average</b> <input type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Unsatisfactory</b>

<b>Relative Importance:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Duty Area
Standard
Method of Monitoring
Results
Comments
<b>Performance Rating:</b> <input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

**PART IV – PERFORMANCE STANDARDS AGREEMENT**

I have reviewed the performance standards and understand that my performance will be measured against them.

Employee's Signature	Date
Rater's Signature	Date
Reviewing Official's Signature	Date

**PART V – OVERALL RATING**

**Overall Rating:**

It is understood that an Unsatisfactory in any of the above fields precludes awarding an Exceeds Standard or Above Average rating during the rating period. The overall rating received is determined at the discretion of the rater.

**Exceeds Standards**  
  **Above Average**  
  **Satisfactory**  
  **Unsatisfactory**

Rating Period Beginning Date 10/01/14	Rating Period Ending Date 09/30/15
--	---------------------------------------

By signing below, the employee concurs that the performance evaluation has been conducted. The employee's signature does not indicate that he or she agrees with the evaluation. Comments concerning performance may be submitted on a separate sheet. The employee has five working days from date the Performance Evaluation is conducted to begin the Merit Appeals process as stated in the Merit Pay Manual.

The Employee  *Has*  *Has Not* received a written or greater conduct related reprimand during the rating period.

Employee's Signature	Date
----------------------	------

I certify that the employee rated above has completed all subordinate performance evaluations due (if any) and all have been forwarded to the reviewing official.

Rater's Signature	Date
Reviewing Official's Signature	Date

SAMPLE LETTER REQUESTING ADDITIONAL COURT REPORTER DAYS

JUDGE'S LETTERHEAD

March 1, 2016

Chief Justice Howard W. Brill  
Arkansas Supreme Court  
Justice Building  
625 Marshall  
Little Rock, AR 72201

Dear Chief Justice Brill:

My court reporter recently had a hip replacement and will be off work for [at least three more weeks][an extended period of time]. I have nearly expended the thirty days to employ a substitute court reporter allotted to me for this fiscal year. I am requesting an additional 30 days for employing a substitute court reporter.

Please let me know if you need additional information.

Thank you.

Sincerely,

Circuit Judge

cc: Donna Gay, AOC

NOTE: Please request a specific number of days, up to 20 days. You may request additional days each time you need them, and there is no limit to the number of requests a judge makes. Each time you make a request, please give the reason your official court reporter is off work—for illness, illness of a family member, etc.

Substitute court reporter days are the judge's days, allocated to him or her, not to be confused with your court reporter's sick leave or annual leave, which are days personal to the court reporter.

**APPENDIX K**

SAMPLE LETTER OF RECUSAL REQUESTING ASSIGNED JUDGE

JUDGE'S LETTERHEAD

September 2, 2016

Chief Justice Howard Brill  
Arkansas Supreme Court  
Justice Building  
625 Marshall Street, 2<sup>nd</sup> Floor  
Little Rock, Arkansas 72201

Re: *John Jones v. Brian Smith*  
\_\_\_\_\_ County Circuit, No. Civ. 2015-245

Dear Chief Justice Brill:

This letter is to request that a special judge be assigned to hear the above-styled civil case resulting from an automobile collision. The plaintiff alleges that his vehicle was damaged and that he suffered injuries from the defendant's negligence, for which he seeks damages. A jury trial is requested and counsel estimate that the case will take one day to try. No motions are pending at the present time. Counsel for the plaintiff is Stephanie Mason of Springdale, and counsel for the defendant is David Jackson of Fayetteville.

[Every judge in this judicial circuit has recused.] or [I am the only judge in this judicial circuit.]

Thank you.

Sincerely,

Circuit Judge

APPENDIX L



## Designation of Official Work Station

I do hereby designate \_\_\_\_\_ as my “official work station,” for purposes of travel reimbursements from the Administrative Office of the Courts’ Office. I understand that I may not claim mileage from my residence to my official work station. I also understand that it is my responsibility to update this designation if circumstances so require.

\_\_\_\_\_  
Official Court Reporter

\_\_\_\_\_  
Circuit Judge

\_\_\_\_\_  
Date

Please mail, email, or fax this form to Joyce French at the AOC no later than **July 20, 2015**.

**Administrative Office of the Courts  
Attn: Joyce French  
625 Marshall Street  
Little Rock, AR 72201**

**Fax: 501-682-9410**

**Email: [joyce.french@arcourts.gov](mailto:joyce.french@arcourts.gov)**