

COVER SHEET INSTRUCTIONS
STATE OF ARKANSAS
CIRCUIT COURT: JUVENILE DELINQUENCY/EJJ

Pursuant to Supreme Court Administrative Order Number 8, the Office of the Prosecuting Attorney is responsible for the completion and filing of the delinquency/EJJ cover sheet. Only one juvenile shall be listed on each cover sheet. The Clerk shall not accept the information sheet unless accompanied by this completed reporting form.

- Fill in the blanks for county and district (if applicable) where this pleading is being filed. Include the date of the filing.
- Fill in the blanks for Judge's name and division (if applicable). In a multi-judge county, the clerk will tell you the correct name and division and will provide the case ID.
- Complete the type of case. Choose either delinquency or EJJ.
- If this is an amendment to an already-filed case, mark yes and indicate the reason for the amendment. If it is a probation revocation or aftercare violation, mark that at the bottom of the form under manner of filing.
- If the juvenile has other active cases, provide the case IDs if possible.
- Provide as much information about the juvenile as possible. Name, arrest/citation date, custody date, arrest tracking number (ATN), and driver's license number (DLN) (or state ID number if no driver's license) are required. Arrest/citation and custody date will often be the same date. Leave the custody date blank if the juvenile has not been taken into custody.
- Include the school status of the juvenile, including:
 - whether the incident was school-related. "A school-related arrest is an arrest of a student for any activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official." (U.S. Department of Education Office of Civil Rights)
 - If a school-related incident resulted in a citation, rather than an arrest, indicate that it was a school-related citation.
 - whether the juvenile is receiving special education services. Mark IEP if the juvenile has an Individualized Education Plan (IEP) and 504 if the child has a section 504 plan. Check N/A if the child does not receive special services or accommodation.
- Complete the information on the parents. Include as much as you are able. Do not include putative parents. Relationship is the relationship of that person to the child (e.g., mother, father).
- Complete the charge table. For each offense charged, list the Arkansas Code Annotated number of the offense (including the relevant subsections), the title of the offense, whether the charge is for an attempt (A), solicitation (S) or conspiracy (C) (if none leave blank), the offense date, the number of counts, whether the charge is a felony (F), misdemeanor (M), or violation (V), and its classification (Y, A, B, C, D, U). Add another sheet if more room is necessary.
- If there are multiple juveniles/defendants, list the other juveniles/defendants and their case numbers.
- Provide information on the attorney providing the information on this form.
- Complete the manner of filing.
 - If it is a re-open case, indicate whether it is probation revocation or aftercare violation or, if an EJJ case, a review hearing or DYS release hearing.
 - If it is a transfer from the criminal division, indicate the date of the transfer hearing and whether the juvenile's attorney was present at that hearing.
 - If a detention hearing related to this petition has already occurred, give the date and outcome of that hearing. Indicate whether the juvenile's attorney was present.