

FORM REQUESTING A SPECIAL JUDGE (email to specialjudge@arcourts.gov)

Today's date: _____

Name, email address, and phone number of clerk requesting a special judge: _____

Name of judge needing a special judge: _____

County, Town, and/or Department of the assignment: _____

To: Chief Justice Karen Baker
Arkansas Supreme Court, Justice Building
625 Marshall Street
Little Rock, Arkansas 72201

I. A special judge is needed because:

- Every judge in this judicial circuit or district has recused.
- It is a one-judge judicial circuit or district and that judge has recused.
- It is a one-judge judicial circuit or district, and (s)he is unable to hear the necessary hearings on this day because _____ (e.g. sick, out of town, etc.)
- None of the judges in the circuit or district are available to hear the settings on the below listed date(s) and the originally assigned judge is unavailable because _____ (e.g. sick, out-of-town, etc.).
- Other need (as determined by Chief Justice): _____

II. If a special judge is necessary because the judges have all recused, please provide the following information:

- a. Case(s) to be assigned: _____
- b. Brief summary of the type of case(s)/facts or law in dispute to be heard: _____

- c. Jury or bench trial: _____
- d. Whether a temporary hearing is scheduled or necessary: _____
- e. Dates of any upcoming hearings and trials: _____
- f. The estimated time to hear the matter: _____
- g. Names of attorneys representing the parties: _____
- h. Other pertinent information to assist the Chief Justice in making an assignment: _____

III. If a special judge is necessary because the judges in the circuit or district are unavailable to sit, please provide the following information:

- a. Date(s) and times that a special judge are needed: _____
- b. Brief summary of the types of cases to be heard: _____
- c. Other pertinent information to assist the Chief Justice in making an assignment: _____

IV. If a special judge is needed for another purpose (other than II or III), please provide any information that may be pertinent to assist the Chief Justice in making an assignment:

V. Additional notes: _____