



ARKANSAS JUDICIARY

Published on *Arkansas Judiciary* (<https://courts.arkansas.gov>)

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## Rule VIII. Duties Of The Executive Secretary

The Board shall receive administrative and clerical support as provided by order of the Arkansas Supreme Court. If an individual is employed by the Court to provide such support, that person shall be known as the Executive Secretary of the Arkansas State Board of Law Examiners. Compensation for the Executive Secretary shall be set by the Court. The duties of the Executive Secretary are purely ministerial. The Executive Secretary shall attend to all necessary correspondence of the Board and make available to applicants all needed information relative to admission to the Bar of Arkansas. The Executive Secretary shall give such bond as may be required by the Board, and shall keep a faithful account of all fees collected and expenditures made; make a detailed report of same to the Board at each regular meeting; and shall perform such other duties as may be directed by the Board, or the Court. The Executive Secretary, with the advice and counsel of the Board, shall be authorized to develop and utilize appropriate forms, letters, and other documents to enhance efficient administration of the bar admission process. (237 Ark. 977, January 1963; amended by Per Curiam May 18, 1992; amended by Per Curiam June 17, 2004.)

### **Associated Court Rules:**

Rules Governing Admission to the Bar

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