



# ARKANSAS JUDICIARY

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## Rule 4. Complaint.

A complaint shall be in writing and signed by the plaintiff or his or her attorney, if any. It shall also: (a) state the names of the parties, the nature and basis of the claim, and the nature and amount of the relief sought; (b) warn the defendant to file a written answer with the clerk of the court, and to serve a copy to the plaintiff or his or her attorney, within 30 days after service of the complaint upon him; (c) warn the defendant that failure to file an answer may result in a default judgment being entered against him; (d) recite the address of the plaintiff or his or her attorney, if any; and (e) contain a proof of service form which shall be completed by the person serving the defendant. No separate summons is required.

### COMPLAINT - FORM

\_\_\_\_\_ Court of \_\_\_\_\_, Arkansas

\_\_\_\_\_, Plaintiff

vs.

No. \_\_\_\_\_

\_\_\_\_\_, Defendant

Plaintiff's Address: \_\_\_\_\_

Defendant's Address: \_\_\_\_\_

Nature of Claim: \_\_\_\_\_

Nature and Amount of Relief Claimed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Claim Arose: \_\_\_\_\_

Factual Basis of Claim: \_\_\_\_\_

Plaintiff's Attorney, if any, and Address: \_\_\_\_\_

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

[Signature of Attorney, if any, or of Plaintiff]

### SUMMONS AND NOTICE TO DEFENDANT

You are hereby warned to file a written answer with the clerk of the court within 30 days after the date that you receive this complaint and to send a copy to the plaintiff or to his or her attorney. If you do not file an answer within 30 days, or if you fail to file an answer, a default judgment may be entered against you.

\_\_\_\_\_

[Signature of Clerk or Judge]

### PROOF OF SERVICE

STATE OF ARKANSAS

CITY OF \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I served the within  
complaint on the defendant, \_\_\_\_\_, at o'clock \_\_\_\_\_.m.  
on \_\_\_\_\_ 2\_\_\_\_\_, by [state method of service].

\_\_\_\_\_

[Signature and Office, if any]

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_,

[To be completed if service is by someone other than sheriff or constable.]

\_\_\_\_\_

Notary Public or Court Clerk

My Commission Expires: \_\_\_\_\_

#### History Text:

History. Amended November 18, 1996, effective March 1, 1997; revised December 9, 2004, effective January 1, 2005; amended June 2, 2011, effective July 1, 2011.

#### Associated Court Rules:

District Court Rules

**Source URL:** <https://courts.arkansas.gov/rules-and-administrative-orders/court-rules/rule-4-complaint>