



ARKANSAS JUDICIARY

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

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>