ARKANSAS SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS

AOC Contexte System

Master List of Statewide Documents (ODPs) in Production

Document Draft Date:

6/7/2013

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Revision History

Number	Date	Author	Changes Made
0.1			Initial document draft
1.0	1/3/11	Jason Smith	Added Documents and samples
1.0	3/8/11	Jason Smith	Added Document and Reformatted
1.0	4/20/11	Jason Smith	Added Document
1.0	12/20/12	Jason Smith	Adding District Ct., Supreme Ct & Court of Appeals
1.0	3/28/13-05/01/13	Cindy Hombs	Revisions; Added Documents; Reformatted.

1 Introduction

The AOC Master List of Statewide ODPs is a tool to keep end users and AOC staff updated on all custom ODPs in Contexte. Also included are lists of each Document's search parameters, both required and optional. Finally, sample Documents are at the end of each section. This list only contains ODPs for statewide use, it does not include county specific ODPs.

2 Objectives

This list is to keep users updated of new ODPs that have been added to Contexte. It will also be a place for users to go to find out how to use those ODPs.

3 About ODP Document Printing

For each ODP document listed, you will find details regarding:

Form Name—Within the Contexte system, these are the names of the forms you will use to access and print the ODP document.

Comments—Any additional information you may need to know about the particular form.

4 Master List of AOC Contexte Statewide ODPs

Circuit

Category	ODP Name and Description
Circuit	Circuit ACIC_CIRCUIT: Involuntary Commitment Order
All	ADDRESS_ENVELOP: Recipient Court Address Envelope
All	ADDRESS_PAGE: Recipient Court Address Page
All	BARCODELABELS: Case Barcode Labels
Circuit	COMPLAINT: Complaint with Defendant's Instructions
Circuit	COMPLAINT_CIVIL: Civil Complaint with Defendant's Instructions
District	COMPLAINT_CNTR: CV/SC Defendant's Counterclaim
All	CONDITIONSLIST: Outstanding Conditions List
All	CV_18: Subpoena
All	CV_18_DUCAS_TEC: Subpeona Ducas Tecum
All	CV_18_TESTIFY: Subpoena to Testify
All	DLS: Driver's License Suspension
All	DLSUS: Driver's License Suspension/Withdrawal
Circuit	DOCKET_SHEET_CT: Docket Sheet
Circuit	DOCKET_SHT_NOTE: Docket Sheet with Judge Notes
Circuit	EPL: Event Party Listing
Circuit	EVENT_SCHED_NOT: Event Scheduling Notice
District	EVNT_SCH_NOT_CV: Civil Event Schedule Notice
Circuit	FI47_CIRCUIT: Guardian's Annual Report Due
All	FI4H: Body Attachment
Circuit	FI56_CIRCUIT: Citation for Failure to Present Account
Circuit	FI5B_CIRCUIT: Certificate of Transcript
Circuit	FI710_PROB: Guardianship of the Estate
Circuit	FI714_PROB: Guardianship of the Estate & Person
Circuit	FI714_PROB: Guardianship of the Estate & Person
Circuit	FI74C_PROB: Letter of Administration
Circuit	FI74H_PROB: Letter of Testament
Circuit	FI92_CIRCUIT: Receipt for Case File
District	FIDA: Waiver Right to an Attorney
All	FILE_LABEL_PD: PD Case File Label
All	FILE_LABL_CR_CT: CR Case File Label
All	FILE_LABL_CV_CT: CV Case File Label
Circuit	GCC_CIRCUIT: Clerk's Certification of Photocopies
Circuit	HJ10_CIRCUIT: Schedule Order – Jury Trial
All	HT10: Trial Schedule Notification
Circuit	HT10_CIRCUIT: Trial Schedule Notice
Circuit	IN10_JV: Intake Form
Circuit	IN20_JV: Notice of Intake Detention and Hearing
All	INDEX_CARD: Index Card

Category	ODP Name and Description
All	INDEX_CARD_CV: Civil Index Card
All	JU05: Judgment Against Garnishee
All	JU10: Consent Judgment
All	JU20: Default Judgment
All	JU30: Judgment Without Prejudice
District	JU30A: Judgment Without Prejudice (Inactivity)
Circuit	JU30_CIR_MOT: Dismissal Without Prejudice (Rule 41)
Circuit	JU30_CIRCUIT: Rule 41 Dismissal Order Without Prejudice
District	JU40: Judgment With Prejudice
District	JU40A: Judgment With Prejudice (Inactivity)
District	JU70: Judgment Dismissal – 120 Days No Service
Circuit	JU70_CIRCUIT: Dismissal Order Without Prejudice
All	JU90: Judgment on the Merits
All	JUA0: Summary Judgment
In Development	JUB0: Judgment - Other
All	JUSA: Satisfaction of Judgment
Circuit	MN70_PD60CI: Motion for Discovery
Circuit	MN80_CIRCUIT: Motion to Dismiss Temporary Order
All	NOT_HEAR_PET: Notice of Hearing on Petition
Circuit	NT07_CIRCUIT: Guardian's Accounting Due
Circuit	NT09_CIRCUIT: Notice of Affidavit of Claim Against Estate
District	NT30: Notice of Dismissal (120 Days no Service)
Circuit	NT30_CIRCUIT: Rule 4gi Dismissal Notice
Circuit	NT31_CIRCUIT: Notification of No Action
Circuit	NT31_CIR_CV: Notice of No Action, Rule 41
All	NT32: Failure to Appear Notice
Circuit	NT41_PD: Formal Notice
Circuit	NT45_CIRCUIT: Notice Hearing on Petition – Order of Protection
Circuit	NT70H_CIRCUIT: Notice Guardian's Inventory Due
All	NT72: Failure to Pay Past Due Notice
Circuit	NT72_CIRCUIT: Notice Estate/Administration Accounting Due
All	NTE0: Notice Trial Set
Circuit	NTE0_CIRCUIT: Notice of Trial
Circuit	NTE0_NMAMAIN: Notice Trial Set – NMAMAIN Batch
Circuit	NTG0_CIRCUIT: Notice of Registration Order
Circuit	OR30: Order and Citation
Circuit	OR321_CIRCUIT: Contempt Order - Domestic
Circuit	OR321_JV: Juvenile Order of Contempt
Circuit	OR343_CIRCUIT: Order of Dismissal – Protective Order
Circuit	OR35F_CIRCUIT: Ex-Parte Order of Protection
Circuit	OR52_CIRCUIT: Bond Forfeiture Order
Circuit	OR55: Order of Garnishment
Circuit	OR569_CIRCUIT: Supplemental Order Regarding Payment of Child and/or Spousal Support by Income Withholding

Category	ODP Name and Description
Circuit	OR56E_CIRCUIT: Juvenile Review Order
Circuit	OR56H_60CI: Order/Notice to Withhold Income for Child Support
Circuit	OR56H_CIRCUIT: Order/Notice to Withhold Income for Child Support
Circuit	OR75_CIRCUIT: No Contact Order
Circuit	OR79B_CIRCUIT: Order of Removal (Bankruptcy)
Circuit	OR79J_CIRCUIT: Order to Waive Fees
Circuit	OR79T_CIRCUIT: Probable Cause Order
Circuit	OR82H_CIRCUIT: Pick-Up Order for Contempt
Circuit	OR82H_JV: Order to Pick-Up
Circuit	OR86_CIRCUIT: Order on Probation Conditions
Circuit	OR90_CIRCUIT: Order of Protection
Circuit	OR91M_CIRCUIT: Order of Recusal
Circuit	OR92_CIRCUIT: Order of Dismissal and Remand
Circuit	OR9A1_CIRCUIT: Restraining Order with Temporary Hearing
Circuit	ORAK_CIRCUIT: Judgment and Conditions of Suspended Imposition of Sentence
Circuit	ORAM_CIRCUIT: Standing Restraining Order
Circuit	ORB0Q_CIRCUIT: Order Continuing Ex-Parte Order of Protection and Setting New Date for Hearing
Circuit	ORC3_CIRCUIT: Order to Transfer Between Divisions
Circuit	ORCH_60CI: Order to Attend Transparenting Seminar
Circuit	ORDO_CIRCUIT: Transport Order
Circuit	ORE16_CIRCUIT: Standing Restraining Order
Circuit	ORE5: Order to Vacate or Show Cause
Circuit	PD1ST_LETTER: Public Defender First Letter
Circuit	SA40_BENCH: Bench Warrant with No Contact Order
Circuit	SA40_CIRCUIT: Generic Bench Arrest
Circuit	SC40: Criminal Summons
All	SD_NEXT_DATE: Notice of Next Event
Circuit	SF10: Failure to Appear Warrant
Circuit	SF10_CIRCUIT: FTA Bench Warrant
All	SF11: Failure to Appear List
Public Defender	SF30: Failure to Comply Warrant (Contempt)
Circuit	SF30_CIRCUIT: Failure to Comply Warrant (Contempt)
All	SF31: Failure to Comply List
Circuit	SF50: Failure to Pay Warrant
Circuit	SF50_CIRCUIT: Failure to Pay Fines and Costs
All	SF51: Failure to Pay List
Circuit	SP30_CIRCUIT: Probation Revocation Warrant (Circuit)
All	SP40: Subpoena
Circuit	SP40_CIR_CR: Criminal Subpoena (Circuit
Circuit	SP40_CIRCUIT: Subpoena
Circuit	SP50_DUCES_CIRC: Subpoena Duces
All	SP55_DEP_CIRC: Subpoena Deposition
Circuit	SS50_CIVIL: Domestic Relations and Civil Summons

Category	ODP Name and Description
All	SS50_CRIMINAL: Criminal Summons
All	SS50_CV_NOT_CIR: Civil Summons with Note of Intention to Issue Writ of Possession (Not Circuit)
Circuit	SS50_JV_AD: Juvenile Summons - Adult
Circuit	SS50_JV_JUV: Juvenile Summons - Juvenile
Circuit	SS50_PROBATE: Probate Summons
Circuit	SW10_CIRCUIT: Warning Order
Circuit	TR20: Case Transfer and Trial Schedule Notice
Circuit	WR10: Writ of Execution
Circuit	WR15: Writ of Eviction
Circuit	WR40: Writ of Garnishment
Sample	ABCDEFG: Document Name

County

Category	ODP Name and Description
County	
Sample	ABCDEFG: Document Name

District

Category	ODP Name and Description
District	AFFIDAVIT_ASSETS: AFFIDAVIT OF ASSETS
District	FIA6_REC_REQ: DRIVING RECORD REQUEST
District	FI7AD: WAIVER APPEARANCE GUILTY PLEA
District	FI86_PRE_ SCRNG: Pre-Sentence Screening Report
District	JU25_JUDG_BOND_FORFEIT: Judgment Bond Forfeiture
District	OR55A_REL_GARN: Order to Release Garnishment
	ABCDEFG: Document Name
	ABCDEFG: Document Name
	ABCDEFG: Document Name
	ABCDEFG: Document Name
Sample	ABCDEFG: Document Name

Supreme Court and Court of Appeals

Category	ODP Name and Description
	ATYFEES: ATTORNEY'S FEES
	ACF13: Brief Extension
	ACG03: CA Oral Argument Notice
	ACF14: CA VOTE SHEET
	ACG07: Certified to SC
	OVERDUE_NOTICE: Overdue Notice

Category	ODP Name and Description
	ACO08: CLERKS MANDATE
	ACN05: Constitutional Juris Notice
	ABCDEFG: Document Name
	ABCDEFG: Document Name
Sample	ABCDEFG: Document Name

5 Circuit

5.1 ACIC_CIRCUIT: Involuntary Commitment Order

Description List of Documents

This ODP document, when run, will generate a letter that contains demographic information about a defendant that is being involuntarily committed. This letter will accompany an Involuntary Commitment Order that is sent to ACIC.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant added as a party to the case.
- Cursor location when running the ODP documents is important. Highlight the appropriate row/field with whichto send information to the document.

ACIC_CIRCUIT Sample Document

List of Documents

ARKANSAS CRIME INFORMATION CENTER
One Capitol Mall 4D-200
Little Rock, AR 72201
Phone: 501-682-2222/Fax: 501-682-2269

Please complete the information below and attach to the Involuntary Commitment Order. This information will then need to be submitted to the attention of **THARKAD DAVION** at the address noted above.

Your assistance in this matter is greatly appreciated.

FIRST, MIDDLE LAST NAME: LYSANDER FENRIS CALGAR
Sex: MALE **Race:WHITE** **DOB:11/24/1981**
Height:64" **Weight:125 LBS.**
Hair:BLONDE **Eyes:BLUE**

Current Address: 40000 Ultra Way
City: Conway **State & Zip Code: AR 72032**
Social Security No.: 123-45-6789

5.2 ADDRESS_ENVELOP: Recipient Court Address Envelope

Description List of Documents

This document when generated will create an addressed envelope for a recipient.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ADDRESS_ENVELOP Sample Document

List of Documents

CIRCUIT COURT OF PULASKI COUNTY
MAGNUS RUSS , CIRCUIT CLERK
401 W MARK
LITTLE ROCK, AR 72201

IOM, LLP
30000 K PALACE DR
LITTLE ROCK, AR 72201

CIRCUIT COURT OF PULASKI COUNTY
MAGNUS RUSS , CIRCUIT CLERK
401 W MARK
LITTLE ROCK, AR 72201

HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOT, AR 72023

5.3 ADDRESS_PAGE: Recipient Court Address Page

Description List of Documents

This document when generated will be a page with recipient's address information and case information provided for clerks.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, a Defendant party type must be listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ADDRESS_PAGE Sample Document

List of Documents

CIRCUIT COURT OF PULASKI COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Phone: ( ) 8270

Case# 99CV-11-946
IOM LLP V HORACE AURELIAN

IOM, LLP - PLAINTIFF(S)

Vs.

HORACE AURELIAN - DEFENDANT(S)

HORACE AURELIAN
40000 HIMALAYA WAY
APT. K
CABOT, AR 72023

5.4 BARCODELABELS: Case Barcode Labels

Description List of Documents

This document when generated will print a label that contains case information and a barcode for each case.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge party type present on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

BARCODELABELS Sample Document List of Documents

IOM LLP V HORACE AURELIAN
99CV-11-344

99CV-11-344 ** **
OTHER-TORT
24-MAR-2011

** ** **

** ** **

** ** **

** ** **

** ** **

** ** **

** ** **

** ** **

** ** **

5.5 COMPLAINT: Complaint with Defendant's Instructions

Description List of Documents

This document is a Complaint with instructions for a Defendant on a case.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDIDOCT	
CMAINIT	
CSAEOUT	
CSAEVNT	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Docket code of FIE0 should be entered in CDADOCT.
- Hearing date should be scheduled either in CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- Cursor should be located on Event in CMAINIT on the Limited Event tab.

COMPLAINT Sample Document, Page 1 of 4

List of Documents

CIRCUIT COURT OF PULASKI COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Phone: ( ) 8270

Case# 99CV-11-946
IOM LLP V HORACE AURELIAN

IOM, LLP - PLAINTIFF(S)

Vs.

HORACE AURELIAN - DEFENDANT(S)

HORACE AURELIAN
40000 HIMALAYA WAY
APT. K
CABOT, AR 72023

IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS

IOM LLP PLAINTIFF(s)

CASE: 99CV-11-946

HORACE AURELIAN DEFENDANT(s)

COMPLAINT

Nature of Claim: OTHER-CIVIL CONTRACTS
Amount of Relief Claimed:
Date Claim Arose:
See the attached **PLAINTIFF'S STATEMENT OF CLAIM FOR SMALL CLAIMS** complaint form for the factual basis of the claim.

_____
(Signature of Plaintiff)

***NOTE to ***
DATE CLAIM AROSE docket is missing - enter an FIE0 code in CDADOCT

***NOTE to *** Trial date missing: try merging this document from the Limited Event tab of CMAINIT

The case referenced above has been set for trial on at in the CIRCUIT COURT OF PULASKI COUNTY
.

NOTICE TO DEFENDANT HORACE AURELIAN:
You are hereby warned to file a written answer with the clerk of the court **within 20 days** (or 30 days if you live out of state) after the date that you receive this complaint and to send a copy to the plaintiff. If you do not file an answer within the time limit, a default judgment may be entered against you.

PROOF OF SERVICE
CASE: 99CV-11-946

State of Arkansas

City of _____

I, _____, hereby certify that I served the within complaint on the defendant, **HORACE AURELIAN**, at ___ o'clock ___.m. on this ____ day of _____, 20___, by _____ [state method of service, e.g., hand delivery, mail, commercial delivery service] with the following documents:

_____

_____

_____

CHECK APPLICABLE SQUARE

___ The person named therein

___ A family member of the person named therein, above the age of 14, at the defendant's usual abode, namely: _____

___ The duly designated agent for service of process for the person named therein, namely: _____

___ Other: _____

_____

_____
(Signature and Office, if any)

Subscribed and sworn to before me this ____ day of _____, 20___. [To be completed if service is by someone other than sheriff or constable.]

_____
Notary Public or Court Clerk

My commission expires:

DEFENDANT'S INSTRUCTIONS

1. Please fill out the enclosed answer form and return it to the Clerk's office.

   IMPORTANT: IF YOU FAIL TO FILE A WRITTEN ANSWER WITH THE COURT, A DEFAULT JUDGMENT MAY BE ENTERED AGAINST YOU IN THE AMOUNT OF THE CLAIM FILED PLUS THE COURT COSTS. IF THIS OCCURS, YOUR WAGES MAY BE GARNISHED OR ANY OF YOUR PERSONAL PROPERTY MAY BE TAKEN AND SOLD TO PAY THE JUDGMENT.

   DO NOT FAIL TO FILE A WRITTEN ANSWER.

2. It is not necessary to hire an attorney, but you may do so if you wish. In the event both parties do not have attorneys, the judge will ask questions of each party and decide the case on the evidence.
3. You may bring witnesses with you to testify on your behalf or you may have witnesses subpoenaed by providing a list of their names and addresses and telephone numbers to the District Court Clerk. There will be additional costs for service of each subpoena.
4. Bring all papers, receipts and other materials that might be useful as evidence in the case.
5. Bring this form with you when you come to court.
6. In court, direct all statements and questions to the Judge.

SUMMONS
CASE: 99CV-11-946
TO HORACE AURELIAN:

You have been **SUED** by the plaintiff(s) listed on the previous page.
You must file the attached answer form with this court, **within 20 days** (or 30 days if you live out of state) from the date on which you received this summons or a judgment may be entered against you. In the event that you fail to file a written answer, a judgment may be entered against you. If a judgment is entered against you, you do have the right to appeal to Circuit Court within 30 days after the disposition date. You may seek the advice of an attorney on any matter connected with this suit or your answer. Such attorney should be consulted immediately so that an answer may be filed within the time limit stated above.

Amount for which plaintiff may take judgment if you fail to appear, exclusive of interest:

Total: $ 0.00

WITNESS my hand and seal of said Court this day _____.

_____

5.6 COMPLAINT_CIVIL: Civil Complaint with Defendant's Instructions

Description List of Documents

This document is a Civil Complaint that will primarily be used by District Courts. It will be provided to the Defendant on the case and will contain instructions for the Defendant along with the Answer and Affirmative Relief.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDIDOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- A docket code of CC10 should be present in CDADOCT.
- A docket code of FIE0 should be present in CDADOCT.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

CIRCUIT COURT OF PULASKI COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Phone: ( ) 8270

Case# 99CV-11-946
IOM LLP V HORACE AURELIAN

IOM, LLP - PLAINTIFF(S)

Vs.

HORACE AURELIAN - DEFENDANT(S)

Complaint & Trial Schedule Notice

HORACE AURELIAN
40000 HIMALAYA WAY
APT. K
CABOT, AR 72023

IN THE CIRCUIT COURT OF PULASKI COUNTY
CIVIL DIVISION

IOM, LLP PLAINTIFF(s)

CASE: 99CV-11-946

HORACE AURELIAN DEFENDANT(s)

COMPLAINT

Plaintiff's Address:

Defendant's Address:
40000 HIMALYA WAY APT K. CABOT, AR 72023

Court Address:
CIRCUIT COURT OF PULASKI COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201

Nature of Claim: OTHER-CIVIL CONTRACTS

Amount of Relief Claimed:
Nature of Relief Claimed: **NOTE TO CLERK: this section populated from CC10 docket text**

Date Claim Arose:

Basis of Claim: **NOTE TO CLERK: this section populated from FIE0 docket text**

SUMMONS AND NOTICE TO DEFENDANT

You are hereby warned to file a written answer with the clerk of the court within TWENTY (20) days after the date that you receive this complaint (or THIRTY days if you reside out-of-state or are being held in a correctional facility in this state) and to send a copy to the Plaintiff . If you do not file an answer within TWENTY (or THIRTY as stated above) days a default judgment may be entered against you.

By: _____

PROOF OF SERVICE
CASE: 99CV-11-946

State of Arkansas

City of _____

I, _____, hereby certify that I served the within complaint on the defendant, **HORACE AURELIAN**, at ___ o'clock ___.m. on this ____ day of _____, 20___, by _____ [state method of service, e.g., hand delivery, mail, commercial delivery service] with the following documents:

_____

_____

_____

CHECK APPLICABLE SQUARE

___ The person named therein

___ A family member of the person named therein, above the age of 14, at the defendant's usual abode, namely: _____

___ The duly designated agent for service of process for the person named therein, namely: _____

___ Other: _____

_____

_____
(Signature and Office, if any)

Subscribed and sworn to before me this ____ day of _____, 20___. [To be completed if service is by someone other than sheriff or constable.]

_____
Notary Public or Court Clerk

My commission expires:

DEFENDANT'S INSTRUCTIONS

1. Please fill out the enclosed answer form and return it to the Clerk's office.

   IMPORTANT: IF YOU FAIL TO FILE A WRITTEN ANSWER WITH THE COURT, A DEFAULT JUDGMENT MAY BE ENTERED AGAINST YOU IN THE AMOUNT OF THE CLAIM FILED PLUS THE COURT COSTS. IF THIS OCCURS, YOUR WAGES MAY BE GARNISHED OR ANY OF YOUR PERSONAL PROPERTY MAY BE TAKEN AND SOLD TO PAY THE JUDGMENT.

   DO NOT FAIL TO FILE A WRITTEN ANSWER.

2. It is not necessary to hire an attorney, but you may do so if you wish. In the event both parties do not have attorneys, the judge will ask questions of each party and decide the case on the evidence.
3. You may bring witnesses with you to testify on your behalf or you may have witnesses subpoenaed by providing a list of their names and addresses and telephone numbers to the District Court Clerk. There will be additional costs for service of each subpoena.
4. Bring all papers, receipts and other materials that might be useful as evidence in the case.
5. Bring this form with you when you come to court.
6. In court, direct all statements and questions to the Judge.

SUMMONS
CASE: 99CV-11-946
TO HORACE AURELIAN:

You have been **SUED** by the plaintiff(s) listed on the previous page.
You must file the attached answer form with this court, **within 20 days** (or 30 days if you live out of state) from the date on which you received this summons or a judgment may be entered against you. In the event that you fail to file a written answer, a judgment may be entered against you. If a judgment is entered against you, you do have the right to appeal to Circuit Court within 30 days after the disposition date. You may seek the advice of an attorney on any matter connected with this suit or your answer. Such attorney should be consulted immediately so that an answer may be filed within the time limit stated above.

Amount for which plaintiff may take judgment if you fail to appear, exclusive of interest:

Total: $ 0.00

WITNESS my hand and seal of said Court this day _____.

_____

IN THE CIRCUIT COURT OF PULASKI COUNTY

IOM, LLP PLAINTIFF(s)

CASE:

HORACE AURELIAN DEFENDANT(s)

ANSWER AND AFFIRMATIVE RELIEF

A copy of your answer must be filed with the court and a copy delivered or mailed to the plaintiff or his attorney (if applicable).

CHECK ONE:

A. _____ I admit everything in the complaint and do not want a trial.
B. _____ I admit that I am responsible, but not for the total amount claimed by the plaintiff(s).
C. _____ I deny that I am responsible at all.
D. _____ I deny that I am responsible at all. In fact the plaintiff is the one at fault. (Return and file the counterclaim form, shown below, to the court clerk.)

Defendant's Address	HORACE AURELIAN 40000 HIMALAYA WAY APT K CABOT, AR 72023		
Reasons for Denial of Plaintiff's Claim			
Affirmative Defenses			
Amount of Affirmative Relief Sought		Date Affirmative Claim Arose	
Factual Basis of Affirmative Claim			
Names and Addresses of Other Persons Needed for Determination of Affirmative Claim			

_____ _____

HORACE AURELIAN Date

CERTIFICATE OF SERVICE
CASE: 99CV-11-946

The undersigned hereby certifies that a true and correct copy of the foregoing answer was served on plaintiff on the ____ day of _____, 20_____, by _____

[state method of service used, e.g., hand delivery, mail, commercial delivery service].

_____
HORACE AURELIAN

COMPLETE THIS ANSWER AND MAIL THE ORIGINAL TO:

CIRCUIT COURT OF PULASKI COUNTY
MAGNUS RUSS ,CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201

5.7 COMPLAINT_CNTR: CV/SC Defendant's Counterclaim

Description List of Documents

This document is provided to Defendant's in a Civil/Small Claims case. It is directions for the Defendant and Counterclaim Answer to be completed by the Defendant.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be a Plaintiff party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

COUNTERCLAIM DEFENDANT'S INSTRUCTIONS

1. Please fill out the enclosed answer form and return it to the Clerk's office.

   IMPORTANT: IF YOU FAIL TO FILE A WRITTEN ANSWER WITH THE COURT, A DEFAULT JUDGMENT MAY BE ENTERED AGAINST YOU IN THE AMOUNT OF THE CLAIM FILED PLUS THE COURT COSTS. IF THIS OCCURS, YOUR WAGES MAY BE GARNISHED OR ANY OF YOUR PERSONAL PROPERTY MAY BE TAKEN AND SOLD TO PAY THE JUDGMENT.

   DO NOT FAIL TO FILE A WRITTEN ANSWER.

2. It is not necessary to hire an attorney, but you may do so if you wish. In the event both parties do not have attorneys, the judge will ask questions of each party and decide the case on the evidence.
3. You may bring witnesses with you to testify on your behalf or you may have witnesses subpoenaed by providing a list of their names and addresses and telephone numbers to the District Court Clerk. There will be additional costs for service of each subpoena.
4. Bring all papers, receipts and other materials that might be useful as evidence in the case.
5. Bring this form with you when you come to court.
6. In court, direct all statements and questions to the Judge.

SUMMONS
CASE: 99CV-11-344
TO IOM, LLP :

A counterclaim has been filed in answer to your complaint. You must file the attached answer form with this court, **within 20 days** (or 30 days if you live out of state) from the date on which you received this summons or a judgment may be entered against you. In the event that you fail to file a written answer, a judgment may be entered against you. If a judgment is entered against you, you do have the right to appeal to Circuit Court within 30 days after the disposition date. You may seek the advice of an attorney on any matter connected with this suit or your answer. Such attorney should be consulted immediately so that an answer may be filed within the time limit stated above.

Amount for which plaintiff may take judgment if you fail to appear, exclusive of interest:

Total: $ 0.00

WITNESS my hand and seal of said Court this day _____.

_____

IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS

IOM, LLP PLAINTIFF(s)

CASE: 99CV-11-344

HORACE AURELIAN DEFENDANT(s)

COUNTERCLAIM ANSWER

A copy of your answer must be filed with the court and a copy delivered or mailed to the defendant or his attorney (if applicable).

CHECK ONE:

A. _____ I admit everything in the counterclaim.

B. _____ I admit that I am responsible, but not for the total amount claimed by the defendant(s).

C. _____ I deny that I am responsible at all.

Plaintiff's Address	IOM, LLP 30000 PALACE DR STE. K LITTLE ROCK, AR 72201
Reasons for Denial of Defendant's Claim	
Names and Addresses of Other Persons Needed for Determination of Counter Claim	

_____ _____

IOM, LLP Date

PROOF OF SERVICE
CASE: 99CV-11-344

State of Arkansas

City of _____

I, _____, hereby certify that I served the within counterclaim on the plaintiff, **IOM, LLP**, at ___ o'clock ___.m. on this ____ day of _____, 20___, by _____ [state method of service, e.g., hand delivery, mail, commercial delivery service] with the following documents:

_____

_____

CHECK APPLICABLE SQUARE

___ The person named therein

___ A family member of the person named therein, above the age of 14, at the defendant's usual abode, namely: _____

___ The duly designated agent for service of process for the person named therein, namely: _____

___ Other: _____

_____

_____
(Signature and Office, if any)

Subscribed and sworn to before me this ____ day of _____, 20___. [To be completed if service is by someone other than sheriff or constable.]

_____
Notary Public or Court Clerk

COMPLETE THIS ANSWER AND MAIL THE ORIGINAL TO:

CIRCUIT COURT OF PULASKI COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201

5.8 CONDITIONSLIST: Outstanding Conditions List

Description List of Documents

This document will list the Conditions that are ordered on cases.

List of Contexte Forms document can be printed

Form Name	Comments
CDAOCON	
CMADISP	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

CONDITIONSLIST Sample Document

List of Documents

99CV-11-344 HORACE AURELIAN @95735

CONDITION #1 DRUGSCREEN - DRUG SCREEN: ORDERED DATE - 03-MAR-11; DUE DATE - 02-JUN-11; ASSIGNED LENGTH - 4 MONTHS ; Must got to 5 meetings.
CONDITION #2 MEDICATION - MEDICATION ASSESSMENT: ORDERED DATE - 03-MAR-11; DUE DATE - 10-APR-11; ASSIGNED LENGTH - 1 DAYS ; Must see Dr. Imperator.

5.9 CV_18: Subpoena

Description List of Documents

This document is a subpoena that informs a witness they are required to appear to testify in a court proceeding.

List of Contexte Forms document can be printed

Form Name	Comments
All	
CDADOCT	

- In order for the ODP to run, there must be a Witness party type listed on the case.
- Hearing/Trial date is scheduled in CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- Cursor should be located on the event in CMAINIT on the Limited Event tab when merging this document.

CV_18 Sample Document, Page 1 of 2

List of Documents

Issued by the
CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

SUBPOENA

OLM MANUFACTURING, INC. PLAINTIFF(s)

Case No. 99CV-11-344

HORACE AURELIAN DEFENDANT(s)

TO: HORACE AURELIAN
40000 HEMINGWAY CIR
ANY TOWN, AR 71101

YOU ARE COMMANDED to appear in the CIRCUIT COURT OF RAZORBACK COUNTY, Arkansas in the Courtroom A on March 28, 2011 at 9:00 to testify in the above case.

DEPUTY CLERK
123 COURT ADDRESS
ANY TOWN, AR 71101
501-555-1212

Date

CV_18 Sample Document, Page 2 of 2

List of Documents

PROOF OF SERVICE
CASE: 99CR-11-344

State of Arkansas

City of _____

I, _____, hereby certify that I served the within subpoena on the witness, HORACE AURELIAN, at _____ o'clock __.m. on this _____ day of _____, 20____, by _____ (state method of service, e.g. hand delivery, mail, commercial delivery service) with the following documents:

_____

_____

_____

_____

CHECK APPLICABLE SQUARE

___ The person named therein

___ A family member of the person named therein, above the age of 14, at the defendant's usual abode, namely: _____

___ Other: _____

_____

_____
(Signature of Office, if any)

Subscribed and sworn to before me this _____ day of _____, 20__. (To be completed if service is by someone other than sheriff or constable.)

_____
Notary Public or Court Clerk

My commission e3xpires:

NOTICE TO PERSONS SUBJECT TO SUBPOENAS

Regardless of his or her county of residence, a witness subpoenaed for examination at a trial or hearing must be properly served with a subpoena at least two days prior to the trial or hearing, or within a shorter time if the court orders. The subpoena must be accompanied by a witness fee calculated at the rate of $20.00 per day for attendance and $0.25 per mile for travel from the witness' residence to the place of the trial or hearing.

5.10 CV_18_DUCAS_TEC: Subpeona Ducas Tecum

Description List of Documents

This document is a subpoena ducas tecum which notifies a party that they are required to attend and testify on behalf of the requesting party at a hearing. This document also notifies the party of any documents they may be required to bring with them to the scheduled hearing.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there are no required party types for this ODP to run.
- A hearing date should be scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- Cursor should be located on the event in CMAINIT on the Limited Event tab when merging this document.

CV_18_DUCAS_TEC Sample Document, Page 1 of 2

List of Documents

Issued by the CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON DANTE KURZE – 3RD DIVISION 99TH CIRCUIT
123 COURT STREET/ROOM 240
ANY TOWN, AR 72201

OLM MANUFACTURING, INC. **SUBPOENA**

V. Case # 99CV-11-344

HORACE AURELIAN

Place of Trial	Room
CIRCUIT COURT OF RAZORBACK COUNTY	COURTROOM 240
March 28, 2011 9:00	

YOU ARE COMMANDED, at the time of the trial or hearing or deposition above, to produce and permit in person and copying of the following documents or objects (list documents or objects):

Issuing officer signature and Title (indicate if Attorney for Plaintiff or Defendant) Date

Issuing Officer's Name, Address and Phone Number:

CV_18_DUCAS_TEC Sample Document, Page 2 of 2 List of Documents

PROOF OF SERVICE

Date Place

SERVED

Served on (Print Name) Manner of Service

Served by (Print Name) Title

DECLARATION OF SERVER

I declare under penalty of perjury under the laws of the State of Arkansas that the foregoing information contained in the Proof of Service is true and correct.

Executed on _____ _____
Date Signature of Server

_____
Address of Server

NOTICE TO PERSONS SUBJECT TO SUBPOENAS

Regardless of his or her county of residence, a witness subpoenaed for examination at a trial or hearing must be properly served with a subpoena at least two days prior to the trial or hearing, or within a shorter time if the court orders. The subpoena must be accompanied by a witness fee calculated at the rate of $20.00 per day for attendance and $0.25 per mile for travel from the witness' residence to the place of the trial or hearing.

5.11 CV_18_TESTIFY: Subpoena to Testify

Description List of Documents

This document is a subpoena that requires a party to attend a scheduled hearing and testify at that hearing on behalf of the requesting party.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there are no required party types for the ODP to run.
- Hearing should be scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- Cursor should be located on the event in CMAINIT on the Limited Event tab when merging this document.

CV_18_TESTIFY Sample Document, Page 1 of 2

List of Documents

Issued by the CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON DANTE KURZE – 3RD DIVISION 99TH CIRCUIT
123 COURT STREET/ROOM 240
ANY TOWN, AR 72201

OLM MANUFACTURING, INC. **SUBPOENA**

V. Case # 99CR-11-344

HORACE AURELIAN

Place of Trial	Room
CIRCUIT COURT OF RAZORBACK COUNTY	COURTROOM 240
March 28, 2011 9:00	

YOU ARE COMMANDED, at the time of the trial or hearing or deposition above, to produce and permit in person and copying of the following documents or objects (list documents or objects):

Issuing officer signature and Title (indicate if Attorney for Plaintiff or Defendant) Date

Issuing Officer's Name, Address and Phone Number:

CV_18_TESTIFY Sample Document, Page 2 of 2

List of Documents

PROOF OF SERVICE

Date Place

SERVED

Served on (Print Name) Manner of Service

Served by (Print Name) Title

DECLARATION OF SERVER

I declare under penalty of perjury under the laws of the State of Arkansas that the foregoing information contained in the Proof of Service is true and correct.

Executed on _____ _____
Date Signature of Server

_____
Address of Server

NOTICE TO PERSONS SUBJECT TO SUBPOENAS

Regardless of his or her county of residence, a witness subpoenaed for examination at a trial or hearing must be properly served with a subpoena at least two days prior to the trial or hearing, or within a shorter time if the court orders. The subpoena must be accompanied by a witness fee calculated at the rate of $20.00 per day for attendance and $0.25 per mile for travel from the witness' residence to the place of the trial or hearing.

5.12 DLS: Driver's License Suspension

Description List of Documents

This document will be used by the Clerk to notify driver control that a parties driver's license has been suspended.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMADISP	
CMAINIT	
CSAEOUT	
NMAMAIN	

- There are no required party types in order for the ODP to run.
- A parties driver's license has been ordered by the court to be suspended.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

DLS Sample Document

List of Documents

IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS

ORDER OF DRIVER LICENSE SUSPENSION/WITHDRAWAL

DORIS WILLIAMS
Name

DOB

DL#

DL Class

☐ FAILURE TO APPEAR

Original Violation

☐ FAILURE TO PAY

Original Offense Date

☐ FAILURE TO COMPLY

Citation#

☒ CONDITION OF SENTENCE

CMV Vehicle =
HazMat =
CDL =

NOTICE OF SUSPENSION

The defendant above has failed to respond to a citation or pay a fine within a prescribed time limit. Initiate action to suspend the defendant's driver's license

Officer of the Court

Date

Mail to:
Driver Control
Post Office Box 1272
Little Rock, AR 72203

Or FAX to:
501-623-3098

NOTICE OF WITHDRAWAL OF SUSPENSION

A suspension imposed for this violation may be withdrawn. Payment has been made covering the fine or the defendant has appeared for the violation described herein.

Officer of the Court

Date

NOTICE TO DEFENDANT: THE STATE OF ARKANSAS REQUIRES A REINSTATEMENT FEE TO BE PAID TO DRIVER CONTROL BEFORE YOUR DRIVERS LICENSE WILL BE REINSTATED. YOU MAY CONTACT DRIVER CONTROL BY PHONE AT (501) 682-1631.

5.13 DLSUS: Driver's License Suspension/Withdrawal

Description List of Documents

This document will be created by the Clerk and provided to driver control office to notify them that a party's driver's license has been suspended.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	
COADTRA	

- There are no required party types for this ODP to run.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

DLSUS Sample Document

List of Documents

IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS

ORDER OF DRIVER LICENSE SUSPENSION/WITHDRAWAL

DORIS WILLIAMS
Name

DOB

DL#

DL Class

☐ FAILURE TO APPEAR

Original Violation

☐ FAILURE TO PAY

Original Offense Date

☐ FAILURE TO COMPLY

Citation#

☒ CONDITION OF SENTENCE

CMV Vehicle =
HazMat =
CDL =

NOTICE OF SUSPENSION

The defendant above has failed to respond to a citation or pay a fine within a prescribed time limit. Initiate action to suspend the defendant's driver's license

Officer of the Court

Date

Mail to:
Driver Control
Post Office Box 1272
Little Rock, AR 72203

Or FAX to:
501-623-3098

NOTICE OF WITHDRAWAL OF SUSPENSION

A suspension imposed for this violation may be withdrawn. Payment has been made covering the fine or the defendant has appeared for the violation described herein.

Officer of the Court

Date

NOTICE TO DEFENDANT: THE STATE OF ARKANSAS REQUIRES A REINSTATEMENT FEE TO BE PAID TO DRIVER CONTROL BEFORE YOUR DRIVERS LICENSE WILL BE REINSTATED. YOU MAY CONTACT DRIVER CONTROL BY PHONE AT (501) 682-1631.

5.14 DOCKET_SHEET_CT: Docket Sheet

Description List of Documents

This ODP document, when run, will generate a circuit docket sheet.

List of Contexte Forms document can be printed

Form Name	Comments
All	
CMAINIT	

- In order for the ODP to run, there must be a Judge listed as a party on the case.
- If a case has been sealed by the courts, exclude all party information, with the exception of the judge, and all docket information from printing on this ODP.
- Cursor location when running the ODP document is important. Highlight the appropriate row/field with which to send information to the document.

DOCKET_SHEET_CT Sample Document

List of Documents

99CV-11-344

CIRCUIT COURT OF RAZORBACK COUNTY
DOCKET SHEET
HON. DANTE KURZE-3RD DIVISION 99TH CIRCUIT

IOM LLP V HORACE AURELIAN

Filed: 24-MAR-2011 Security Level: 1 Sealed Ind (3 is SEALED): 1 Reason:

Court: 99 PULASKI Location: CI CIRCUIT Case Type: OD OTHER-TORT

PARTIES

J - HON. DANTE KURZE-3RD DIVISION 99TH CIRCUIT
P - IOM, LLP
D - HORACE AURELIAN

EVENTS

CONTEMPT HEARING - 18-OCT-2011 - 08:00 AM - COURTROOM 240, 3RD DIVISION

DOCKETS

24-MAR-11 - COMPLAINT/PETITION FILED - IOM, LLP

24-MAR-11 - ANSWER FILED - AURELIAN, HORACE

24-MAR-11 - DISPOSITION HEARING - IOM, LLP

24-MAR-11 - JUDGMENT/DECREE/ORDER - HON. DANTE KURZE-3RD DIVISION 99TH CIRCUIT

24-MAR-11 - SUBPOENA ISSUED - Docket entry for the letter produced from CMAINIT on 24-MAR-2011.

Printed: 3/24/2011

5.15 DOCKET_SHT_NOTE: Docket Sheet with Judge Notes

Description List of Documents

This document is a docket that provides case information for a specified case and also has blank lines at the bottom of the page for the Judge to hand write notes on the docket sheet.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- There are no required party types for this ODP.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- Each case should print out on a separate page.

DOCKET_SHT_NOTE Sample Document

List of Documents

HON. DANTE KURZE - 6TH DIVISION 99TH CIRCUIT

99CV-11-3489 Event: TRIAL

HORACE AURELIAN

ID: @147454
AD:
FD: 09-AUG-2011

40 HIMALAYA
APT K
LITTLE ROCK, AR 72201
WHITE / M DOB: 01/01/1985
Custody Status:
Bond Amount: $
Counts: Charges:
Habitual:

_____OMNIBUS HEARING: _____ TIME: _____ JURY TRIAL: _____ TIME: _____

_____MOTION CUTOFF: _____ BENCH TRIAL: _____ TIME: _____ ATTY: _____

DATE	

5.16 EPL: Event Party Listing

Description List of Documents

This document provides a list of cases, case descriptions and parties for a specified event.

List of Contexte Forms document can be printed

Form Name	Comments
CSAEOUT	

- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

EPL Sample Document

List of Documents

99CV-11-344 IOM LLP V HORACE AURELIAN
PRE-TRIAL HEARING01-APR-2011 08:00:00 AM
IOM, LLP v HORACE AURELIAN

v

v

v

v

v

v

v

v

v

5.17 EVENT_SCHED_NOT: Event Scheduling Notice

Description List of Documents

This document is used to notify parties to a case that a court trial/hearing has been scheduled.

List of Contexte Forms document can be printed

Form Name	Comments
CDAEVNT	
CMAINIT	
CSAEOUT	
CSAEVNT	
NMAMAIN	

- In order for the ODP to run, one of the listed parties must be added to the case. Also, there must be an event scheduled in either CSAEVNT OR CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight the appropriate row/field with which to send information to the document.

EVENT_SCHED_NOT Sample Document

List of Documents

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT
401 WEST MARKHAM/ROOM 240
LITTLE ROCK, AR 72201
Phone: (501) 410 1480

Horace Aurelian
40000 Himalaya Way
Apt K
Cabot, AR 72023

_

Case# 99CV-11-344

IOM LLP V HORACE AURELIAN

CONTEMPT HEARING

March 24, 2011

The above-referenced case has been set for **CONTEMPT HEARING** on October 18, 2011 at 08:00 AM in the Circuit Court Of Pulaski County, Courtroom 240, 3rd Division.

You must appear in court at this date and time. You must notify your attorney, if you have one, of this date and time.

_____

cc:

5.18 EVNT_SCH_NOT_CV: Civil Event Schedule Notice

Description List of Documents

This document is used to notify parties to a civil case that a court hearing has been scheduled.

List of Contexte Forms document can be printed

Form Name	Comments
CDAEVNT	
CMAINIT	
CSAEOUT	
CSAEVNT	
NMAMAIN	

- In order for the ODP to run, one of the listed parties must be added to the case. Also, there must be an event scheduled in either CSAEVNT OR CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight the appropriate row/field with which to send information to the document.

EVNT_SCH_NOT_CV Sample Document

List of Documents

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT
401 WEST MARKHAM/ROOM 240
LITTLE ROCK, AR 72201
Phone: (501) 410 1480

Horace Aurelian
40000 Himalaya Way
Apt K
Cabot, AR 72023

_

Case# 99CV-11-344
IOM LLP V HORACE AURELIAN

CONTEMPT HEARING

March 24, 2011

The above-referenced case has been set for **CONTEMPT HEARING** on October 18, 2011 at 08:00 AM in the Circuit Court Of Razorback County, Courtroom 240, 3rd Division.

It is the responsibility of the parties/attorneys to notify this office of any parties/attorneys who have been inadvertently omitted from this notice.

_____

cc:

Receipt is acknowledged of the above notice this _____ day of _____, 20____.

_____
Signature

Please sign and return a copy to:
Trial Court Assistant
HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT
401 WEST MARKHAM/ROOM 240
LITTLE ROCK, AR 72201
Thank you.

5.19 FI47_CIRCUIT: Guardian's Annual Report Due

Description List of Documents

This document is used to notify the guardian that the Annual Report is past due on a case

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI47_CIRCUIT Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99PR-11-344

IN THE MATTER OF: HORACE AURELIAN, SR.

DATE: March 28, 2011

TO: Horace Aurelian, Jr.
40000 Hemingway Cir
Any Town, AR 71101

NOTICE

GUARDIAN'S ANNUAL REPORT DUE

The required report regarding your administration of the above indicated cause is past due. You are required to file such report within thirty (30) days after the date of this Notice; otherwise you may be directed to appear and show cause for failure to present your report according to law.

The report shall contain:

1) The current mental, physical, and social conditions of the ward(s);
2) The present living arrangements of the ward(s);
3) An accounting of the estate of the ward(s) if the guardian has been delegated that responsibility by the court order or as a result of being a guardian of the estate;
4) Any other information requested by the court or necessary in the opinion of the guardian.

RUBY DIXON, Probate Clerk
(501) 555-1212

5.20 FI4H: Body Attachment

Description List of Documents

This document is a Body Attachment which directs the sheriff's office to take an individual into custody and hold them until the individual appears in court.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	
NMAMAIN	

- In order for the ODP to run, there must be a Judge party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI4H Sample Document, Page 1 of 2

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

STATE OF ARKANSAS PLAINTIFF

VS CASE #99CR-10-123

HORACE AURELIA DEFENDANT

BODY ATTACHMENT

The STATE OF ARKANSAS, to the SHERIFF OF RAZORBACK COUNTY or any law enforcement agency:

You are hereby commanded to take

HORACE AURELIA
40000 HEMINGWAY CIR
APT. K
ANY TOWN, AR 71101

And upon this attachment hold this person to be present and appear before the DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS at 1:00 p.m. on March 28, 2011, or on the first day of Court held thereafter subsequent to the execution of this writ, to answer for Contempt of Court for not appearing at a contempt hearing on MARCH 27, 2011, for failure to comply with the Court's order. HORACE AURELIA may be permitted to post a cash bond in the amount of $10,000 payable to DISTRICT COURT OF RAZORBACK COUNTY and then and there return this writ.

_____
DISTRICT JUDGE

_____
DATE

CERTIFICATE OF SERVICE

I, _____, certify that I served the within **BODY ATTACHMENT**, on HORACE AURELIA at _____ o'clock _____.M. on _____, 200_.

By _____
(Show manner of service

_____
(Name of Office, if any)

5.21 FI56_CIRCUIT: Citation for Failure to Present Account

Description List of Documents

This document is used to inform personal representatives of an estate that they have not presented account on the estate as required by law.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge added as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI56_CIRCUIT Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY

99PR-11-344

IN THE ESTATE OF HORACE AURELIAN, SR.

CITATION FOR FAILURE TO PRESENT ACCOUNT

To <<INSERT NAME>>, the personal representative of this estate:

Being delinquent in the filing of your account of your administration of this estate, you are required to file that account within thirty (30) days after the date of service of this citation and to show cause why an attachment should not be issued against you for your failure to present your account according to law.

Date: January 3, 2011

<<INSERT NAME>>, Clerk

By:_____, Deputy Clerk

(Seal)

Reporter's Notes to Form 22: *See* Ark. Code Ann. Sec 28-52-103(c).

5.22 FI5B_CIRCUIT: Certificate of Transcript

Description List of Documents

This document is generated by the Circuit Clerk when he/she must certify copies of a transcript for purposes such as an appeal.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge added as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI5B_CIRCUIT Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. ROBERT KUNTZ – 3RD DIVISION RAZORBACK CIRCUIT COURT

99CV-11-344

OLM MANUFACTURING V HORACE AURELIEN

CERTIFICATE OF TRANSCRIPT

I, Ruby Dixon, Circuit Clerk, Clerk of the Circuit Court within and for the County and State aforesaid, do hereby certify that the foregoing 2 pages contain a true and designated transcript of the Record and Proceedings in the cause as therein state.

IN WITNESS WHEREOF, I have hereunto set my hand as such Clerk and affixed the Official Seal of the Razorback Circuit Court.

(SEAL) Ruby Dixon, Circuit Clerk

By_____

Deputy Clerk

_____

Date

5.23 FI710_PROB: Guardianship of the Estate

Description List of Documents

This ODP document, when run, will generate a letter to the guardian informing him/her that they have been appointed as guardian of the estate.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	Administrator / Administratrix
CMAINIT	Custodian

- In order for the letter to generate, a guardian and a minor/incapacitated person must be listed as parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI710_Prob Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

PROBATE DIVISION

No. 60PR-10-15

IN THE MATTER OF THE ESTATE OF IN RE HORACE AURELIA, JR.,

a minor or an incapacitated

LETTER OF GUARDIANSHIP OF THE ESTATE

BE IT KNOWN:

THAT PRISCILLA WOODS, whose address is 12345 LORANCE HGTS DR, ANY TOWN, AR 71106, having been duly appointed guardian of the estate of HORACE AURELIA, JR., and having qualified as such guardian, is hereby authorized to take possession of and administer the property of said minor or incapacitated as authorized by law.

ISSUED this date: 22-DEC-2010

RUBY DIXON, CIRCUIT CLERK

_____

By

FI712_PROB: Guardianship of the Person

Description List of Documents

This ODP document, when run, will generate a letter to the guardian informing him/her that they have been appointed as guardian of the estate.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	Administrator / Administratrix
CMAINIT	Custodian

- In order for the letter to generate, one of the listed parties must be on the case.
  - Administrator / Administratrix
  - Custodian
  - Heir / Devisee
  - Guardian
  - Executor / Executrix
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI712_PROB Sample Document

List of Documents

IN THE RAZORBACK COUNTY CIRCUIT COURT PROBATE DIVISION, ARKANSAS

PROBATE DIVISION

No. 99PR-08-162

IN THE MATTER OF THE ESTATE OF HORACE AURELIA, JR.

a minor or an incapacitated

LETTER OF GUARDIANSHIP OF THE PERSON

BE IT KNOWN:

THAT PRISCILLA MCGILLICUTTY, whose address is 12345 JACKSON STREET, ANY TOWN, AR 71101, having been duly appointed guardian of the person of HORACE AURELIA, JR., and having qualified as such guardian, is hereby authorized to take care and custody of and to exercise control over said minor or incapacitated person, as authorized by law.

ISSUED this date: 22-DEC-2010

RUBY DIXON, COUNTY CLERK

_____

By:

5.24 FI714_PROB: Guardianship of the Estate & Person

Description List of Documents

This ODP document, when run, will generate a letter to the guardian informing him/her that they have been appointed as guardian of the estate and person.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	Administrator / Administratrix
CMAINIT	Custodian

- In order for the letter to generate, one of the listed parties must be on the case.
  - Administrator / Administratrix
  - Custodian
  - Heir / Devisee
  - Guardian
  - Executor / Executrix
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI714_PROB Sample Document

List of Documents

IN THE RAZORBACK COUNTY CIRCUIT COURT PROBATE DIVISION, ARKANSAS
PROBATE DIVISION

No. 99PR-10-147

IN THE MATTER OF THE ESTATE OF HORACE AURELIAN, JR.

a minor or an incapacitated

LETTER OF GUARDIANSHIP OF THE PERSON AND ESTATE

BE IT KNOWN:

THAT AMADEUS MOZART, whose address is 1602 MAIN STREET, ANY TOWN, AR 79911, having been duly appointed guardian of the person and estate of HORACE AURELIAN, JR., and having qualified as guardian, is hereby authorized to have the care and custody of and exercise control over the person and to take possession of and administer the property of said minor or incapacitated person, as authorized by law.

ISSUED this date: 22-DEC-2010

RUBY DIXON, COUNTY CLERK

_____

By:

5.25 FI74C_PROB: Letter of Administration

Description List of Documents

This ODP document, when run, will generate a letter to the qualified party to authorize them as the administrator of the estate and to take possession of the estate's property.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	

- In order for the letter to generate, the following must be on the case as a party:
  - A deceased party
  - Date of death
  - Person being authorized to administer the estate
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI74C_PROB Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
PROBATE DIVISION

No. 99PR-09-252

IN THE MATTER OF THE ESTATE OF IN RE HORACE AURELIAN, SR.

HORACE AURELIAN, SR., deceased

LETTER OF ADMINISTRATION

PRISCILLA AURELIAN, whose address is 119 MAIN STREET, ANY TOWN, AR 79913, having been appointed and qualified as administrat(or/rix) of the estate of HORACE AURELIAN, SR., who died on or about 02/12/2007, is hereby authorized to act as administrat(or/rix) for and in behalf of the estate and to take possession of the estate's property as authorized by law.

ISSUED this date: 22-DEC-2010

RUBY DIXON, CIRCUIT CLERK

_____
By:

5.26 FI74H_PROB: Letter of Testament

Description List of Documents

This ODP document, when run, will generate a letter to the qualified party to authorize them as the administrator of the estate and to take possession of the estate's property.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	

- In order for the letter to generate, the following must be on the case as a party:
  - A deceased party
  - Date of death
  - Person being authorized to administer the estate
- Additionally, a last will and testament exists.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI74H_PROB Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY ARKANSAS
PROBATE DIVISION

No. 99PR-08-106

IN THE MATTER OF THE ESTATE OF HORACE AURELIAN, SR.

, deceased

LETTERS TESTAMENTARY

AMADEUS MOZART, whose address is 40000 HEMINGWAY CIR, ANY TOWN, AR 71109, having been appointed and qualified as execut(or/rix) of the will of HORACE AURELIAN, SR., who died on or about , is hereby authorized to act as execut(or/rix) for and in behalf of the estate and to take possession of the estate's property as authorized by law.

ISSUED this date: 27-DEC-2010

RUBY DIXON, COUNTY CLERK

_____

By: Cindy D. Hombs, DC - use

5.27 FI92_CIRCUIT: Receipt for Case File

Description List of Documents

This document is used to notify one clerk's office that another clerk's office has received the original file - Transfer receipt.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge listed as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI92_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. ROBERT KUNTZ – 3RD DIVISION RAZORBACK CIRCUIT COURT
99CR-11-344
OSCE/STATE V HORACE AURELIEN

RECEIPT FOR CASE FILE

I, Ruby Dixon, Circuit Clerk of Razorback County, Arkansas, have on this day received of Razorback County Circuit Clerk's Office, 2nd Division, the original file for the aforementioned matter.

_____
Ruby Dixon, Circuit Clerk

_____
Date

5.28 FIDA: Waiver Right to an Attorney

Description List of Documents

This document is provided by the court to the Defendant, and the Defendant signs this document waiving their right to an attorney during proceedings.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDIDOCT	
CMAINIT	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FIDA Sample Document

List of Documents

IN THE RAZORBACK COUNTY DISTRICT COURT, ARKANSAS

STATE OF ARKANSAS PLAINTIFF

VS. CASE NO. 99CR-11-100

HORACE AURELIAN DEFENDANT

WAIVER

Prior to any evidence being presented to the Court related to my cause, the District Judge advised and explained to me the following rights:

(1) I have a right to remain silent;

(2) I have the right to consult with a lawyer prior to the trial of my case and to have a lawyer represent me during the trial of my cause;

(3) I have the right to have a lawyer appointed to represent me free of cost prior to my trial if I am financially unable to secure a lawyer of my own choice.

WAIVER OF COUNSEL

I, HORACE AURELIAN, having been advised of the nature of the charge against me and of my right to be represented by a lawyer of my own choice, or, if I am unable to employ a lawyer, by a court-appointed lawyer at every stage of this proceeding, hereby waive my right of counsel and consent that arraignment and trial may be had, a plea entered and sentence imposed without the benefit of a lawyer.

I have been given an opportunity to exercise these rights and after deliberation of these rights, I hereby state that I waive the above rights. This waiver is made freely, knowingly, and intelligently on my part, and I agree to proceed pro se without the assistance of an attorney.

_____ _____

WITNESS HORACE AURELIAN

This Waiver filed of record in the District Court of _____, Arkansas this _____ day of _____, 20_____.

_____

Ruby Dixon, DC - user

5.29 FILE_LABEL_PD: PD Case File Label

Description List of Documents

This document is a file label that is attached to case files containing case and party information for Public Defender cases.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- The label file specifications used for this document is as follows:
  - Avery 4076
  - Continuous feed
  - Single label

FILE_LABEL_PD Sample Document

List of Documents

```
ATTY:


PD# 99CV-11-344
CC# IOM LLP V HORACE AURELIAN

40000 HIMALAYA WAY
APT K
CABOT AR 72023

DOB:
CHARGES:
ADC#
JUDGE:  HON. DANTE KURZE- 3RD DIVISION 99TH CIRCUIT
```

5.30 FILE_LABL_CR_CT: CR Case File Label

Description List of Documents

This document is a file label that is attached to criminal case jackets containing case and party information for in Circuit Court cases.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant listed as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- The label file specifications used for this document is as follows:
  - Avery 4076
  - Continuous feed
  - Single label

FILE_LABL_CR_CT Sample Document

List of Documents

```
HON.DANTE KURZE- 3RD DIVISION 99TH   99CV-11-344
CIRCUIT
HORACE AURELIAN                      AD:
                                     FD: 24-MAR-2011
40000 HIMALAYA WAY
APT K
CABOT, AR 72023
 /  DOB:
Custody Status:
Bond Amount: $
#Counts:   Charges:
Habitual:
```

5.31 FILE_LABL_CV_CT: CV Case File Label

Description List of Documents

This document is a file label that is attached to civil case jackets containing case and party information for in Circuit Court cases.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a party type of Judge on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- The label file specifications used for this document is as follows:
  - Avery 4076
  - Continuous feed
  - Single label

FILE_LABL_CV_CT Sample Document

List of Documents

```
99CV-11-344  HON.DANTE KURZE - 3RD DIVISION 99TH CIRCUIT
03/24/2011

Other-Tort

Pl Atty:

IOM, LLP

v

HORACE AURELIAN
```

5.32 GCC_CIRCUIT: Clerk's Certification of Photocopies

Description List of Documents

This document is generated when the clerk needs to certify photocopies.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

GCC_CIRCUIT: Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

CIVIL

DIVISION

HON.DANTE KURZE- 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

CLERK'S CERTIFICATE

I, ROGAL GULLIMAN, CIRCUIT CLERK, Clerk of the Circuit Court of RAZORBACK County, Arkansas, do hereby certify that the foregoing are true and correct photocopies of the attached pleadings of said Court as the same appears of record in this office.

WITTNESS my hand and official Court Seal this 24-MAR-2011.

ROGAL GULLIMAN, CIRCUIT CLERK

BY:_____D.C.

5.33 HJ10_CIRCUIT: Schedule Order – Jury Trial

Description List of Documents

This document is an order issued by a judge informing the attorneys of the setting of a jury trial and asking for submission of applicable jury instructions.

List of Contexte Forms document can be printed

Form Name	Comments
CDAEVNT	
CMAINIT	
CSAEVNT	

- In order for the ODP to run, there must a party type of Judge on the case.
- There is a jury trial scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
CRIMINAL DIVISION
HON. GRAHAM TAYLOR - 99TH DIVISION RAZORBACK CIRCUIT COURT

99CR-10-123

STATE V HORACE AURELIAN

SCHEDULING ORDER

The scheduling of this case is set as follows:

JURY TRIAL

PRE-TRIAL CONFERENCE	UPON REQUEST
DISCOVERY (Completed by)	Thirty (30) Days Prior to Trial.
SUMMARY JUDGEMENT MOTIONS	Per Rule 56.
MOTION IN LIMINE	Fifteen (15) Days Prior to Trial.
JURY INSTRUCTIONS	9:00 A.M., Business Day Prior to Trial

The instructions shall be entitled "Jury Instruction No. __." And shall contain no language identifying them as Plaintiff's or Defendant's requested instructions. Instructions must be submitted both in hard copy and via e-mail to _____.

HJ10_CIRCUIT Sample Document, Page 2 of 2

List of Documents

Failure to comply with the pre-trial requirements may result in dismissal of claims, striking of affirmative defenses, or the prohibition of the introduction of certain testimony and or exhibits.

IT IS SO ORDERED.

_____

HON. GRAHAM TAYLOR

99TH DIVISION RAZORBACK CIRCUIT COURT

_____

DATE

Copies to:

5.34 HT10: Trial Schedule Notification

Description List of Documents

This document is a letter that notifies a party of a scheduled court date, time and location.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEOUT	
CSAEVENT	
NMAMAIN	

- In order for the ODP to run, one of the listed parties must be on the case.
- A hearing is scheduled in either CSAEVNT or CMAININT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

HT10 Sample Document

List of Documents

CIRCUIT COURT OF RAZORBACK COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Phone: (501) 340 8431

Case# 99CV-11-344
IOM LLP V HORACE AURELIAN

IOM, LLP
PLAINTIFF(S)

Vs.

HORACE AURELIAN
DEFENDANT(S)

Trial Schedule Notice

IOM, LLP
30000 PALACE DR
STE. K
LITTLE ROCK, AR 72201

March 24, 2011

Dear IOM, LLP:

The above referenced case has been set for trial on 18-OCT-2011 at 08:00:00 AM in the CIRCUIT COURT OF RAZORBACK COUNTY COURTROOM 240, 3RD DIVISION. You will need to appear in court at that time along with any witnesses you may have.

All parties to this case are notified by copy of this letter. If you have any questions, you may contact me by phone.

Sincerely,

_____

cc:
IOM, LLP
HORACE AURELIAN

5.35 HT10_CIRCUIT: Trial Schedule Notice

Description List of Documents

This ODP document, when run, will generate a trial schedule notice. This is to notify the parties of the need to appear in court on a specific date and time.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEOUT	
CSAEVNT	
NMAMAIN	

- In order for the letter to generate, the following conditions must be met:
  - An event must be scheduled on the case
  - The cursor must be positioned on the specific event
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

HT10_CIRCUIT Sample Document

List of Documents

CIRCUIT COURT OF RAZORBACK COUNTY
RUBY DIXON, CIRCUIT CLERK
12345 MAIN STREET
ANY TOWN, AR 79904
Phone: (555) 444-2112

Trial Schedule Notice

Case # 99CV-09-245

OLM MANUFACTURING, INC. V HORACE AURELIAN

OLM MANUFACTURING, INC.

PLAINTIFF(S)

HORACE AURELIAN
40000 HIMALAYAN DRIVE
SUITE 215
ANY TOWN, AR 79901

April 25, 2013

Dear HORACE AURELIAN:

The above referenced case has been set for trial on 15-MAR-2010 at 01:00:00 PM in the CIRCUIT COURT OF RAZORBACK COUNTY COURTROOM A, 99TH DIVISION. You will need to appear in court at that time along with any witnesses you may have.

All parties to this case are notified by copy of this letter. If you have any questions, you may contact me by phone.

Sincerely,

_____

cc:
OLM MANUFACTURING, INC.
HORACE AURELIAN
AMADEUS MOZART

5.36 IN10_JV: Intake Form

Description List of Documents

This document is created by the Juvenile Intake Officer when an incident is reported. This document is used to gather information about the juvenile and is then submitted to the Prosecuting Attorney for review.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Juvenile party listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN10_JV Sample Document

List of Documents

INTAKE FORM

DATE: January 4, 2011
CASE ID: 99JV-10-80
JUVENILE: DON KNOTTS **D.O.B.** 11/04/1992
:
RACE: BLACK **SEX:** M
SCHOOL:
ID #:
ADDRESS: 11 MESA DRIVE, # 224
LITTLE ROCK
AR 72211
TELEPHONE #: 2194128
PROSECUTING ATTORNEY LAUREN MARIE
PROBATION OFFICER WAYNE WIL
GUARDIAN LOIS A KNOTTS
11 MESA DRIVE
LITTLE ROCK
AR
72209

INCIDENT #:
OFFENSE DATE: 06-JUN-2010
VICTIM: STATE OF ARKANSAS
PRIOR SEE ATTACHED
OFFENSES:
CHARGES
PENDING:

CO-DEFENDANTS:

NOTES:

5.37 IN20_JV: Notice of Intake Detention and Hearing

Description List of Documents

This document is used to notify appropriate parties that a juvenile has been picked up and is being held in a detention center. This notice also notifies the individuals of the detention hearing date.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Juvenile party listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN20_JV Sample Document List of Documents

NOTICE OF INTAKE DETENTION AND HEARING

DATE: January 4, 2011
DIVISION: HON. MARNEUS AHRIMANN - 1ST DIVISION 99TH CIRCUIT
CASE ID: 99JV-10-80
JUVENILE: DON KNOTTS D.O.B. 11/04/1992
:
RACE: BLACK **SEX:** M
SCHOOL:
ID #:
ADDRESS: 11 MESA DRIVE, # 224
LITTLE ROCK
AR 72211
TELEPHONE #: 2194128
PROSECUTING ATTORNEY BELIAL ANGOR
PROBATION OFFICER WAYNE WIL
GUARDIAN LOIS A KNOTTS
11 MESA DRIVE
LITTLE ROCK
AR
72209
INCIDENT #:
OFFENSE DATE: 06-JUN-2010
ARRESTING DEPT: <<ENTER ARRESTING DEPT|>>
VICTIM: STATE OF ARKANSAS
PRIOR OFFENSES: SEE ATTACHED
CHARGES PENDING:
STATUS: <<ENTER STATUS>>

The juvenile was detained on at approximately .

THIS NOTICE, IN ACCORDANCE WITH A.C.A. 9-27-326 (b) (1) (2) (3), IS TO INFORM THE ABOVE STATED PERSON THAT DON KNOTTS HAS BEEN DETAINED ON THE FOLLOWING CHARGE(S):

****
THE JUVENILE HAS BEEN SCHEDULED FOR A DENTION HEARING ON _____. AT _____. THE HEARING SHALL BE HELD AT <<PLEASE ENTER LOCATION>>. THE JUVENILE IS BEING HELD AT THE SAME LOCATION AND CAN BE REACHED AT <<PLEASE ENTER DET. PHONE>>.
****

5.38 INDEX_CARD: Index Card

Description List of Documents

This index card is used by the TCA's and the Prosecuting Attorney's Office to track specific information on case.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- INDEX CARD SPECIFICATIONS
  - Sparco Brand
  - 100 LB. card stock
  - White
  - Blanches/Blancus
  - 3"x 5" (76.2mm x 127mm)

INDEX_CARD Sample Document

List of Documents

```
HON.DANTE KURZE-3RD DIVISION    99CV-11-344
99TH CIRCUIT
HORACE AURELIAN                 ID: @95735
                                AD:
40000 HIMALAYA WAY              FD: 24-MAR-2011
APT K
CABOT, AR 72023
 /  DOB:
Custody Status:
Bond Amount: $
Counts:    Charges:
Habitual:
```

5.39 INDEX_CARD_CV: Civil Index Card

Description List of Documents

The index card is used by the TCA's and the Prosecuting Attorney's office to track specific information on cases.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- INDEX CARD SPECIFICATIONS
  - Sparco Brand
  - 100 LB. card stock
  - White
  - Blanches/Blancus
  - 3"x 5" (76.2mm x 127mm)

INDEX_CARD_CV Sample Document

List of Documents

99CV-11-344
HON. DANTE KURZE- 3RD DIVISION 99TH CIRCUIT
March 24, 2011
OTHER-TORT

Plt Atty:

IOM, LLP

V

HORACE AURELIAN

99CV-11-344
HON. DANTE KURZE- 3RD DIVISION 99TH CIRCUIT
March 24, 2011
OTHER-TORT

Plt Atty:

IOM, LLP

V

HORACE AURELIAN

5.40 JU05: Judgment Against Garnishee

Description List of Documents

This is a judgment that is ordered against a garnishee.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	

- In order for the ODP to run, there must be one of the listed parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU05 Sample Document

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

OLC MANUFACTURING, INC. PLAINTIFF

CASE #99CV-11-344

HORACE AURALIAN DEFENDANT

JUDGMENT AGAINST GARNISHEE

Comes on for consideration this cause upon an answer filed herein by the garnishee, MARSHA CRASS, having admitted to being in debt to the defendant(s), HORACE AURALIAN, in the sum of $1,000.00, the court finds that a judgment should be rendered against the garnishee for the sum of $1,000.00.

IT IS THEREFORE CONSIDERED AND ADJUDGED that the plaintiff have judgment for the sum of $1,000.00, representing monies due the defendant from said garnishee, and that said garnishee shall pay this sum to plaintiff. That upon payment of this $1,000.00 to plaintiff, said plaintiff is ordered to credit both the judgment against the defendant and against the garnishee with said amount.

IT IS SO ORDERED

_____ ___/___/_____

DISTRICT JUDGE

5.41 JU10: Consent Judgment

Description List of Documents

This document is a Judgment that is ordered against a party.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDQJMTD	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be one of the listed parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU10 Sample Document

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

OLC MANUFACTURING, INC. PLAINTIFF

CASE #99CV-11-344

HORACE AURALIAN DEFENDANT

CONSENT JUDGMENT

NOW on this 28th day of March, 2011, comes on to be heard the complaint of Plaintiff against Defendant for a hearing and determination of this matter. Plaintiff and Defendant appear. This Court doth find that Defendant was duly served with summons as required by law and answered admitting responsibility. After testimony, evidence and stipulation, careful consideration thereof, and the law applicable to this case, the Court finds that Defendant is indebted to Plaintiff and both parties agree to the following judgment.

IT IS THEREFORE CONSIDERED AND ADJUDGED that this Court has jurisdiction and Plaintiff, OLC MANUFACTURING, INC. has judgment against Defendant, HORACE AURELIAN in the sum of $14,389.46, jointly and severally described herein:

DESCRIPTION	ASSESSMENTS FOR JOINT AND SEVERAL
Total:	$

Individually described herein:

NAME	DESCRIPTION	INDIVIDUAL AMOUNT
	Total:	$

With interest thereon from this date until paid at the rate of ten percent (10%) per annum, including costs, if any, incurred BY Plaintiff in the lawful enforcement of this judgment to satisfaction, for all of which execution, garnishment, attachment or any other form of relief may issue.

This Court further finds that pursuant to Ark. Code Ann. § 16.66.221, Defendant shall prepare a schedule, verified by affidavit, of all real and personal property, including, moneys, bank accounts, rights, credits and choses in action held by them, and specify the particular property claims as exempt under the provisions of the law. Said schedule is to be filed with the Clerk of this Court within forty-five (45) days after entry of this judgment.

IT IS SO ORDERED

_____ ___/___/_____

DISTRICT JUDGE DATE

5.42 JU20: Default Judgment

Description List of Documents

This document is a Default Judgment that is ordered against a party.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDIDOCT	
CDQJMTD	
CSAEOUT	

- In order for the ODP to run, there must be one of the listed parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU20 Sample Document

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

OLM MANUFACTURING, INC. PLAINTIFF

CASE #99CV-11-344

HORACE AURALIAN DEFENDANT

DEFULT JUDGMENT

NOW on this 28th day of March, 2011, comes on to be heard the complaint of Plaintiff against Defendant for a hearing. The Plaintiff appeared in person and the Defendant appears not. Service of process was obtained on Defendant and more than 20 days elapsed with no answer being filed. The Defendant is found to be in default and after stipulation, testimony, evidence, careful consideration thereof, and the law applicable to this case, the Court finds Defendant is indebted to Plaintiff and both parties agree to the following judgment.

IT IS THEREFORE CONSIDERED AND ADJUDGED that this Court has jurisdiction and Plaintiff has judgment against Defendant, HORACE AURELIAN in the sum of ($14,389.46) with interest thereon from this date until paid at the rate of ten percent (10%) per annum, including costs, if any, incurred BY Plaintiff in the lawful enforcement of this judgment to satisfaction, for all of which execution, garnishment, attachment or any other form of relief may issue.

This Court further finds that pursuant to Ark. Code Ann. § 16-66-221, Defendant shall prepare a schedule, verified by affidavit, of all real and personal property, including, moneys, bank accounts, rights, credits and choses in action held by them, and specify the particular property claims as exempt under the provisions of the law. Said schedule is to be filed with the Clerk of this Court within forty-five (45) days after entry of this judgment.

IT IS SO ORDERED

_____ ___/___/_____

DISTRICT JUDGE

5.43 JU30: Judgment Without Prejudice

Description List of Documents

This document is an order generated dismissing a motion for lack of prosecution and is sent to the plaintiff notifying them of the dismissal in accordance with Rule 41 of the Arkansas Rules of Civil Procedure.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be one of the listed parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU30 Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

OLC MANUFACTURING, INC. PLAINTIFF

CASE #99CV-11-344

HORACE AURALIAN DEFENDANT

DISMISSAL ORDER WITHOUT PREJUDICE

On this day the Motion filed on January 8, 2010, is hereby dismissed without prejudice for lack of prosecution in accordance with Rule 41, Arkansas Rules of Civil Procedure.

_____
Circuit Judge

_____
Date

5.44 JU30A: Judgment Without Prejudice (Inactivity)

Description List of Documents

This document is an Order of Dismissal due to inactivity on the case.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be a Judge party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU30A Sample Document

List of Documents

IN THE RAZORBACK COUNTY DISTRICT COURT, ARKANSAS

STATE OF ARKANSAS PLAINTIFF

VS. CASE NO. 99CV-11-100

HORACE AURELIAN DEFENDANT

ORDER OF DISMISSAL
(INACTIVITY)

NOW on this 28th day of March, 2011, this cause was submitted to the Court upon the complaint filed herein. After review of the pleadings herein, the court finds that no action has been taken by any party in excess of twelve months. The Court further finds that the Plaintiff was notified that an Order of this nature would be forthcoming should not written objection be received from the Plaintiff or Plaintiff's attorney.

IT IS THEREFORE CONSIDERED AND ADJUDGED that the case will be dismissed for want of prosecution, that no objection has been received by the Court, and that this cause is dismissed without prejudice to a future action by the plaintiff.

IT IS SO ORDERED

_____ _____/_____/_____
DISTRICT JUDGE DATE

5.45 JU30_CIR_MOT: Dismissal Without Prejudice (Rule 41)

Description List of Documents

This document is an order generated dismissing a motion for lack of prosecution and is sent to the plaintiff notifying them of the dismissal in accordance with Rule 41 of the Arkansas Rules of Civil Procedure.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a party type of Plaintiff listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU30_CIR_MOT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

DISMISSAL ORDER WITHOUT PREJUDICE

On this day the Motion filed on March 24, 2011, is hereby dismissed without prejudice for lack of prosecution in accordance with Rule 41, Arkansas Rules of Civil Procedure.

_____
Circuit Judge

_____
Date

5.46 JU30_CIRCUIT: Rule 41 Dismissal Order Without Prejudice

Description List of Documents

This document is a notice generated before dismissal for lack of prosecution and is sent to the plaintiff notifying them of the dismissal.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge added as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU30_CIRCUIT Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
CRIMINAL DIVISION
HON. DANTE KURZE - 99TH DIVISION 3RD CIRCUIT
99CR-09-252

STATE V HORACE AURELIAN

DISMISSAL ORDER WITHOUT PREJUDICE

On this day the Motion/Petition filed on 21-JAN-2009, is hereby dismissed without prejudice for lack of prosecution in accordance with Rule 41, Arkansas Rules of Civil Procedure.

_____
HON. DANTE KURZE - 99TH DIVISION 3RD CIRCUIT

_____
DATE

5.47 JU40: Judgment With Prejudice

Description List of Documents

This document is a judgment of dismissal with prejudice.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be one of the listed parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU40 Sample Document

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

OLC MANUFACTURING, INC. PLAINTIFF

CASE #99CV-11-344

HORACE AURALIAN DEFENDANT

ORDER OF DISMISSAL

NOW on this 28th day of March, 2011, comes on to be heard the oral motion of the Plaintiff herein that the cause filed herein be Dismissed with Prejudice.

IT IS SO ORDERED

_____ ___/___/_____

DISTRICT JUDGE DATE

5.48 JU40A: Judgment With Prejudice (Inactivity)

Description List of Documents

This document is a judgment dismissal without prejudice due to inactivity on the case.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be a Judge party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU40A Sample Document

List of Documents

IN THE RAZORBACK COUNTY DISTRICT COURT, ARKANSAS

STATE OF ARKANSAS PLAINTIFF

VS. CASE NO. 99CV-11-100

HORACE AURELIAN DEFENDANT

ORDER OF DISMISSAL
(INACTIVITY)

NOW on this 28th day of August, 2012, this cause was submitted to the Court upon the complaint filed herein. After review of the pleadings herein, the court finds that no action has been taken by any party in excess of twelve months. The Court further finds that the Plaintiff was notified that an Order of this nature would be forthcoming should no written objection be received from the Plaintiff or Plaintiff's Attorney.

IT IS THEREFORE CONSIDERED AND ADJUDGED the action has been previously voluntarily or involuntarily dismissed, that no objection has been received by the Court, that the case will be dismissed for want of prosecution, and that this cause is dismissed with prejudice to a future action by the plaintiff.

IT IS SO ORDERED

_____ _____/_____/_____
DISTRICT JUDGE DATE

5.49 JU70: Judgment Dismissal – 120 Days No Service

Description List of Documents

This document is a judgment of dismissal due to no service on the case within 120 days.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be one of the listed parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU70 Sample Document

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

OLC MANUFACTURING, INC. PLAINTIFF

CASE #99CV-11-344

HORACE AURALIAN DEFENDANT

ORDER OF DISMISSAL
(NO SERVICE)

NOW on this 28th day of March, 2011, this cause was submitted to the Court upon the complaint filed herein, the summons issued herein against the Defendant, and the return of process showing no proper service for the time and in the manner required by law; and from which, and other matters, proof and things before the Court doth find; that proper notice has been mailed to:

☒ the attorney(s) of record.
☒ any party not represented by an attorney.

The Court further finds that the Plaintiff was notified that an Order of this nature would be forthcoming should an extension of time for service, in writing, not be requested and granted within one-hundred twenty (120) days from the issuance of the Summons.

IT IS THEREFORE CONSIDERED AND ADJUDGED that the case will be dismissed for want of prosecution, that no good cause has been shown to continue the case on the Court's docket, that the Defendant has not been duly served with summons for more than one hundred twenty days before this date as required by law, and that this cause is dismissed without prejudice to a future action by the plaintiff.

IT IS SO ORDERED

_____ ___/___/_____
DISTRICT JUDGE DATE

5.50 JU70_CIRCUIT: Dismissal Order Without Prejudice

Description List of Documents

This document is a notice generated before dismissal for lack of service and is sent to the plaintiff notifying them of the dismissal.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Plaintiff added as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU70_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

DISMISSAL ORDER WITHOUT PREJUDICE

Upon the Court's motion, and after notice being mailed to the attorney of record, the above styled matter now pending before the court is hereby dismissed, without prejudice, for lack of service of the summons within 120 days after the filing of the Complaint, in accordance with Rules 4 (g) and 4 (i) of the Arkansas Rules of Civil Procedure

_____

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

_____

DATE

5.51 JU90: Judgment on the Merits

Description List of Documents

This document is a Judgment filed against a party based on the merits of the case.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDQJMTD	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, one of the listed parties must be on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JU90 Sample Document

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

OLC MANUFACTURING, INC. PLAINTIFF

CASE #99CV-11-344

HORACE AURALIAN DEFENDANT

DEFULT JUDGMENT

NOW on this 28th day of March, 2011, comes on to be heard the complaint of Plaintiff against Defendant for a hearing. The Plaintiff appeared in person and the Defendant appears not. Service of process was obtained on Defendant and more than 20 days elapsed with no answer being filed. The Defendant is found to be in default and after stipulation, testimony, evidence, careful consideration thereof, and the law applicable to this case, the Court finds Defendant is indebted to Plaintiff and both parties agree to the following judgment.

IT IS THEREFORE CONSIDERED AND ADJUDGED that this Court has jurisdiction and Plaintiff has judgment against Defendant, HORACE AURELIAN in the sum of ($14,389.46) with interest thereon from this date until paid at the rate of ten percent (10%) per annum, including costs, if any, incurred BY Plaintiff in the lawful enforcement of this judgment to satisfaction, for all of which execution, garnishment, attachment or any other form of relief may issue.

This Court further finds that pursuant to Ark. Code Ann. § 16-66-221, Defendant shall prepare a schedule, verified by affidavit, of all real and personal property, including, moneys, bank accounts, rights, credits and choses in action held by them, and specify the particular property claims as exempt under the provisions of the law. Said schedule is to be filed with the Clerk of this Court within forty-five (45) days after entry of this judgment.

IT IS SO ORDERED

_____ ___/___/_____

DISTRICT JUDGE

5.52 JUA0: Summary Judgment

Description List of Documents

This document is a summary judgment that is ordered against a party.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDQJMTD	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be one of the listed parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JUA0 Sample Document

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

OLC MANUFACTURING, INC. PLAINTIFF

CASE #99CV-11-344

HORACE AURALIAN DEFENDANT

SUMMARY JUDGMENT

The Court, having been advised of all matters of fact and law contained in the motion for Summary Judgment by Plaintiff, finds that Plaintiff has shown a preponderance of the evidence and is entitled to a Summary Judgment.

IT IS THEREFORE CONSIDERED AND ADJUDGED that this court has jurisdiction and Plaintiff has judgment against Defendant, HORACE AURALIAN in the sum of $14.893.67 for all of which execution and garnishment may issue immediately forthwith.

The Court further finds that pursuant to Ark. Code Ann. § 16-66-221, Defendant shall prepare a schedule, verified by affidavit, of all real and personal property, including, moneys, bank accounts, rights, credits and choses in action held by them, and specify the particular property claims as exempt under the provisions of the law. Said schedule is to be filed with the Clerk of this Court within forty-five (45) days after entry of this judgment.

IT IS SO ORDERED

_____ ___/___/_____

DISTRICT JUDGE DATE

5.53 JUSA: Satisfaction of Judgment

Description List of Documents

This document is a satisfaction of judgment which states that a judgment against a party has been satisfied in full.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDQJMTD	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be one of the listed parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JUSA Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

OLC MANUFACTURING, INC. PLAINTIFF

CASE #99CV-11-344

HORACE AURALIAN DEFENDANT

SATISFACTION OF JUDGMENT

The Judgment of record herefore entered in the above case on the 28th day of March, 2011 has been satisfied in full on this _____ day of _____, _____ and the record should reflect the same.

_____ ___/___/_____
Plaintiff or Authorized Person Date

_____
HON. GRAHAM WILLIAMS - 99TH DIVISION
OF 98TH CIRCUIT

5.54 MN70_PD60CI: Motion for Discovery

Description List of Documents

This document is generated on behalf of the defendant requesting discovery of all material discoverable under Arkansas Rules of Criminal Procedure and evidence under Act 535 of 1993.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge party listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KURTZ – 3RD DIVISION 99TH CIRCUIT

99CR-09-498

STATE V HORACE AURELIAN

MOTION FOR DISCOVERY

Comes the defendant by and through his attorney, and for his motion for discovery, states:

1. The Prosecuting Attorney should make available to defendant's attorney all material discoverable under Rules 17.1, 17.3 and 17.4 of the Arkansas Rules of Criminal Procedure.

2. The Prosecuting Attorney is requested to treat this as a continuing obligation for disclosure in accordance with Rule 19.2 of the Arkansas Rules of Criminal Procedure.

3. The Prosecuting Attorney should make available to defendant's attorney all evidence expected to be used under Act 535 of 1993.

Respectfully Submitted,

BY: _____
DEPUTY PUBLIC DEFENDER
201 S. Court Street, Ste. 210
Any Town, AR 71101

5.55 MN80_CIRCUIT: Motion to Dismiss Temporary Order

Description List of Documents

This document is a motion to dismiss a petition for an Ex-parte Temporary Order of Protection filed by a pro se petitioner.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEVNT	

- In order for the ODP to run, one of the listed parties must be added to the case.
- There is an event scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- In order for the event information to pull on this ODP document, the cursor must be located on the event on either the limited event tab on CMAINIT or on the event in CSAEVNT.

MN80_CIRCUIT Sample Document, Page 1 of 2 List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
CRIMINAL DIVISION
HON. ROBERT KUNTZ - 99TH DIVISION RAZORBACK CIRCUIT COURT
99CR-10-252

STATE V HORACE AURELIAN

MOTION TO DISMISS

Petitioner filed a Petition for an Ex-parte Temporary Order of Protection on 14-JAN-2011. She/He appeared in the office of the HON. ROBERT KUNTZ - 7TH DIVISION RAZORBACK CIRCUIT COURT Circuit Court on this date and requested a Motion for the petition to be dismissed before the hearing date of 14-JAN-2011. Further, Petitioner declares:

1) I voluntarily request that my petition be Dismissed before the hearing date of 14-JAN-2011 at 01:00 PM.

2) No one has pressured or threatened the Petitioner in any manner.

3) I am requesting the dismissal of the Petition for An Ex-Parte Temporary Order of Protection knowingly and of free will.

_____

HON. ROBERT KUNTZ - 3RD DIVISION RAZORBACK CIRCUIT COURT

_____

WITNESS

04-JAN-2011

5.56 NOT_HEAR_PET: Notice of Hearing on Petition

Description List of Documents

This ODP document, when generated will print a Notice of Hearing on Petition for hearings held at the Arkansas State Hospital.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NOT_HEAR_PET Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
99CV-11-344

OLM MANUFACTURING, INC. V HORACE AURELIAN

NOTICE OF HEARING ON PETITION

TO: Horace Aurelian

1. You are hereby notified that a petition has been filed against you; the relief asked is stated in the attached.

2. Additional notices: You are to appear at a hearing on 28-MAR-11 at 9:00 AM.

3. The location of the hearing is: Court Building, 123 Court Street, Any Town, Arkansas.

4. If you have questions concerning this matter, please contact the Public Defender's office at (501) 555-1212.

Issued this date of March 28, 2011.

Ruby Dixon, Circuit Clerk

By: _____
Deputy Clerk (Court Seal)

RETURN

STATE OF ARKANSAS
COUNTY OF RAZORBACK

I have this _____ day of _____, 20__, duly served this Notice and _____, upon the within named person by _____.

_____
Sheriff

By: _____
Deputy

5.57 NT07_CIRCUIT: Guardian's Accounting Due

Description List of Documents

This document is used to notify the guardian that the required accounting (filing) fee is past due on a case.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, a party type of Petitioner must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT07_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KURTZ – 3RD DIVISION 99TH CIRCUIT

99PR-11-344

IN THE MATTER OF: HORACE AURELIAN, SR.

DATE: March 28, 2011

To: Amadeus Mozart
40000 Himalaya Way
Any Town, AR 71101

– Notice –

GUARDIAN'S ACCOUNTING DUE

The required accounting regarding your administration of the above indicated cause is past due. You are required to file such account within thirty (30) days after the date of this Notice; otherwise you may be directed to appear and show cause for failure to present your accounting according to law. Unless waived, the fee for filing the guardian accounting is $250.00.

Ruby Dixon, Circuit Clerk
(501) 555-1212

5.58 NT09_CIRCUIT: Notice of Affidavit of Claim Against Estate

Description List of Documents

This ODP document, when generated will print a copy of the notice to inform the estate of a decedent that an Affidavit to Claim Against Estate has been filed with the Circuit Clerk's Office.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT09_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

99PR-11-344

IN THE MATTER OF WILLIAM MASTERS

March 28, 2011

Horace Aurelian
40000 Hemingway Cir
Any Town, AR 71101

This is to advise that an Affidavit of Claim Against the Estate in regard to the captioned estate has been filed in this office.

Enclosed please find a copy of said claim that has been filed by the following:

MY TOWN ELECTRIC
$214.89

If you have any questions, you may contact the Razorback Treasurer's office at (501) 555-1234.

Sincerely,

RUBY DIXON, CIRCUIT CLERK

By_____, D.C.

Enclosure

Cc: File

5.59 NT30: Notice of Dismissal (120 Days no Service)

Description List of Documents

This document is a notice that is sent to a party notifying them that if no action is taken by a specified date then the case will be dismissed.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be one of the listed parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT30 Sample Document

List of Documents

DISTRICT COURT OF RAZORBACK COUNTY
ARKANSAS 1234 MAIN STREET
ANY TOWN, AR 71102
(501) 555-1212

Case# 99CV-11-344
OLM MANUFACTURING, INC. V HORACE AURELIAN

PLAINTIFF(S)

Vs.

DEFENDANT(S)

District Court 120 Day Notice

OLM MANUFACTURING, INC.
40000 HEMINGWAY CIR
ANY TOWN, AR 71101

Re: Case# 99CV-11-344
OLM MANUFACTURING, INC. V HORACE AURELIAN

Dear OLM MANUFACTURING, INC.:

According to Arkansas Rules of Civil Procedure, as Plaintiff in the above referenced case, you have one hundred twenty (120) days from (the date your Summons was issued) to properly serve the Defendant or request in writing an extension for time to serve the Defendant. However, neither proof of service on the Defendant nor an extension request has been received by the court.

Therefore, if you do not provide proof of service or an extension request dated on or before **06-JUN-2011**, your case will be dismissed without prejudice during the court session following this date.

Note: If the 120th day is a Saturday, Sunday, legal holiday, or other day when the clerk's office is closed, you have until the end of the next day the clerk's office is open. "Legal Holiday" means those days designated as a holiday by the President or Congress of the United States or designated by the laws of Arkansas.

If you have any questions, you may contact me at the address shown above.

Sincerely,

_____
Cindy D. Hombs, DC - user

5.60 NT30_CIRCUIT: Rule 4gi Dismissal Notice

Description List of Documents

This document is a notice generated before dismissal for lack of service and is sent to the plaintiff notifying them of the dismissal.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT30_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KUNTZ - 99TH DIVISION 6TH CIRCUIT
99CR-09-252
STATE V HORACE AURELIAN

TO : AMADEUA MOZART
12345 MAIN STREET
ANY TOWN, TN 37130

DATE: Dec 29, 2010

RE: CASE NUMBER - 99CR-09-252

ARCP 4 (i) provides that failure to obtain service upon the defending party within 120 days of filing of the complaint/motion shall result in dismissal without prejudice. Further, ARCP 4 (g) requires that proof of service be filed within the time required for the filing of an answer by the defending party.

The above noted case does not have the required return of service filed in the Circuit Clerk's office. If service has been perfected, please file immediately. The action will be dismissed two (2) weeks from the date of this notice if no further action is filed.

5.61 NT31_CIRCUIT: Notification of No Action

Description List of Documents

This document notifies the pro se litigant or plaintiff's attorney that service has been obtained on a case but no further action has been taken.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Plaintiff added as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT31_CIRCUIT Sample Document

List of Documents

MARCH 28, 2011
IOM, LLP
30000 PALACE DR
STE. K
LITTLE ROCK
AR 72201

RE: 99CV-11-344
IOM LLP V HORACE AURELIAN

Dear IOM, LLP:

The above-styled case was opened on March 24, 2011. It appears that service has been obtained and that nothing has been filed in this case within the past 12 months. The last filing docketed was SUBPOENA ISSUED - 24-MAR-10.

You are hereby notified that you need to:

1. Advise the Court of the status of this case;
2. Submit an Order of Dismissal; or
3. Set this matter for a hearing.

Failure to respond within (10) ten days from the date of this letter will result in the Court setting a hearing which will not be continued.

_____

5.62 NT31_CIR_CV: Notice of No Action, Rule 41

Description List of Documents

This document is a notice to individuals that there has been no action shown on the record in the provided case for the past twelve (12) months.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT31_CIR_CV Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

TO: HORACE AURELIAN

DATE: March 28, 2011

RE: CASE NUMBER - 99CV-11-344

There has been no action shown on the record in the above-styled case for the past twelve (12) months. You are hereby notified that the case will be dismissed, pursuant to Rule 41, Arkansas Rules of Civil Procedure, for want of prosecution unless, within two (2) weeks from the date of this notice, application is made, upon a showing of good cause, to continue the case on the court's docket.

If you have any questions, please contact Magnus Russ at 501-410-1480.

5.63 NT32: Failure to Appear Notice

Description List of Documents

This document is a notice that is sent out to a party who failed to appear at a required hearing.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
NMAMAIN	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT32 Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
(501) 555-1212

Failure to Appear Notice

HORACE AURELIAN
40000 HEMINGWAY CIR
ANY TOWN, AR 71101

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

N O T I C E Case Number: 99CR-11-344

FAILURE TO APPEAR
TOTAL AMOUNT DUE: $4,389.41 Date Printed: 01-JAN-2011

NOTICE TO: HORACE AURELIAN

Our court records indicate that you did not appear on January 1, 2011, at 5:00 p.m. Unless you contact this court and settle this case, a warrant will be issued for your arrest and the Department of Public Safety or your home state's licensing authority will be notified to suspend your driver's license. If suspended, you may not legally operate a motor vehicle and will not be permitted to renew your license upon expiration until this case is settled. Driving with suspended license or failure to submit your license upon request of the Department of Public Safety is punishable by fine and/or jail sentence.

THIS CASE CAN BE SETTLED BY MAIL IF A PAYMENT OF $4,389.41 IS RECEIVED BY FEBRUARY 15, 2011. If payment is not received or you fail to appear by February 15, 2011, AN ADDITIONAL FINE OF $100.00 WILL BE RE4QUIRED OF YOU.

You may pay in person or send a Money Order or Personal Check made payable to this court.

Please return this notice with your payment. If you wish to contest this charge you must appear in court by February 15, 2011, at 5:00 p.m.

_____
RUBY DIXON, CIRCUIT CLERK

5.64 NT41_PD: Formal Notice

Description List of Documents

This document continues the ex-parte order of protection and sets a new date for hearing.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge listed as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT41_PD Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. GRAHAM JUSTICE - 99TH DIVISION RAZORBACK CIRCUIT COURT

99CR-10-123

STATE V HORACE AURELIA

FORMAL NOTICE

The State of Arkansas is hereby put on notice that the defendant herein intends to reserve the right to cross examine any witnesses, expert or otherwise, that may submit reports regarding evidence in this case. Specifically, the defendant intends to preserve all of his rights under Ark. Code Ann. 12-12-313(b) and any other enactment of law requiring a notice in order to preserve the rights to confront and cross examine witnesses.

Respectfully submitted,

BY: _____
DEPUTY PUBLIC DEFENDER
1234 S. SOMEWHERE AVE
ANY TOWN, AR 71101
(501) 555-1212

CERTIFICATE OF SERVICE

I, _____, do hereby certify that a copy of the foregoing motion has been served upon the Prosecuting Attorney, 224 Main Street, Any Town, AR 71101 on this _____ day of _____, _____.

_____
DEPUTY PUBLIC DEFENDER

5.65 NT45_CIRCUIT: Notice of Hearing on Petition For Order of Protection

Description List of Documents

This document is a notice hearing scheduled on a Petition For Order of Protection.

.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be parties listed on the case.
- A hearing on the Petition for Order of Protection has been entered in the case (HN45)
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. ROBERT KUNTZ - 3RD DIVISION RAZORBACK CIRCUIT COURT

PRISCILLA AURELIAN V HORACE AURELIAN

99DR-00-1029

NOTICE OF HEARING ON PETITION FOR ORDER OF PROTECTION

You are hereby notified that a petition has been filed in this Court for an Order of Protection by PRISCILLA AURELIAN, Petitioner, naming you as Respondent. This petition will be heard on May 15, 2013, at 09:00 AM, in Room COURTROOM 999, 99TH DIVISION at the RAZORBACK County Courthouse located at

CIRCUIT COURT OF RAZORBACK COUNTY
1234 COURT STREET
ANY TOWN, AR 79901.

If you fail to appear, the Court may enter a Final Order of Protection without further notice to you.

_____
CIRCUIT JUDGE

_____
DATE

5.66 NT55: Notice of Bondsman to Show Cause

Description List of Documents

This document is a notice that is sent to a bondsman requiring their appearance along with a defendant at a show cause hearing.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	
CSAEVNT	
NMAMAIN	

In order for the ODP to run, one of the listed parties must be on the case. Docket Code NT55 must be entered on the case.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT55 Sample Document, Page 1 of 3

List of Documents

DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS
1234 MAIN STREET
ANY TOWN, AR 71102

28-MAR-2011

DIXON BOND COMPANY
40000 HEMINGWAY CIR
ANY TOWN, AR 71102

RE: APPEARANCE BOND: #4394608

Please find enclosed a certified copy of the following:

_____ Show Cause Order

_____ Appearance Bond

_____ Warrant

You have been given until _____ to present the defendant or to appear on April 15, 2011 at 1:00 P.M. for a Hearing to Show Cause.

If you have any further questions, please feel free to contact this office.

Yours very truly,

District Clerk

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS
TRAFFIC/CRIMINAL DIVISION

STATE OF ARKANSAS PLAINTIFF

VS. CASE #___

HORACE AURELIAN DEFENDANT

ORDER FOR ISSUANCE OF ARREST WARRANT
AND SUMMONS/ORDER FOR SURETY TO APPEAR

On this ___ day of ___, 20__, comes on for consideration the oral motion of the State of Arkansas, but its Prosecuting Attorney for this County, requesting the forfeiture of the defendant's bail bond and issuance of an alias bench warrant for the immediate arrest of the defendant.

From the statements of the Prosecuting Attorney, a review of the records applicable to this case, and the applicable law, the Court finds that:

1. The defendant had been directed to appear before the Court on this date but failed to respond or appear before the Court as directed.
2. The defendant has been released from custody, having caused a bail bond to be executed in favor of ___ County, Arkansas, in the penal sum of $___, with said defendant as principal and ___ as surety thereon, which bond guaranteed the defendant's appearance on said and on all dates as directed by the court in these proceedings.
3. No reasonable cause has been advanced to justify the defendant's failure to appear as directed.

THEREFORE, it is herein considered, ordered and adjudged that the Clerk be, and hereby is directed to promptly cause an alias bench warrant to be issued for the immediate arrest of the defendant, and to cause the warrant to be delivered to the Sheriff of this Court for service upon the defendant. Upon the apprehension or surrender of the defendant, the initial appearance (bail) bond shall be $___; and

IT IS FURTHER ORDERED that the Clerk be, and hereby is directed to promptly notify the surety (one or more) that the defendant should be surrendered to the Sheriff of this Court as required by the terms of the bail bond and notify the surety (one or more) to appear before the Circuit Court on the ___ day of ___, 20__, at ___ o'clock __.m. to show cause why the full amount specified in the bail bond or the money, if any, deposited in lieu of bail bond should not be forfeited to ___ County.

If surety (one or more) does not appear at the hearing scheduled by the Court, each surety on the bond shall be liable, jointly and severally, for payment of the amount forfeited. If the surety desires to be represented by an attorney, such attorney should appear at the hearing.

the surety desires to be represented by an attorney, such attorney should appear at the hearing.

Entry of the Order of Forfeiture by the Court shall constitute a personal judgment against each surety on the bond, for which execution and other lawful process may issue.

The officer who is responsible for taking the bail bond is also ordered to appear before the Court on the date and time noted above, unless (1) the surety is a bail bondsman or (2) the officer accepted cash in the amount of bail.

IT IS SO ORDERED on this ___ day of ___, 20__.

___, Judge
___, Clerk
By: ___, Deputy Clerk

5.67 NT70H_CIRCUIT: Notice Guardian's Inventory Due

Description List of Documents

This document is used to notify the guardian that the inventory on a case is past due.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT70H_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS

HON. ELLEN B. BRANTLEY - 16TH DIVISION 6TH CIRCUIT

60PR-09-252

IN THE MATTER OF: IN RE ALICE FAYE WILLIAMS

DATE: January 3, 2011

TO: Larry Williams
712 Dorothy Drive
No. Little Rock
Ar 72117

NOTICE

GUARDIAN'S INVENTORY DUE

The required inventory regarding your administration of the above indicated case is past due. You are required to file such account within thirty (30) days after the date of this Notice; otherwise you may be directed to appear and show cause for failure to present your account according to law.

Larry Crane, Circuit Clerk

(501) 340 8431

5.68 NT72: Failure to Pay Past Due Notice

Description List of Documents

This document is a notice that is sent to a defendant to notify them that they are past due on making payments on their payment plan. This notice requires the defendant to make a payment by a specified court date.

List of Contexte Forms document can be printed

Form Name	Comments
CBAOPAY	
CMAINIT	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Hearing date should be entered in either CSAEVNT or CMAINIT on the Limited Event tab.
- Defendant is past due on making payments on their payment plan.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT72 Sample Document

List of Documents

CIRCUIT COURT OF RAZORBACK COUNTY
RUBY DIXON, CIRCUIT CLERK
12345 MAIN STREET
ANY TOWN, AR 71101
Phone: (501) 555-1234

Hearing date from screen: 10-JAN-2011

PAST DUE NOTICE

HORACE AURELIAN
40000 HEMINGWAY CIT
ANY TOWN, AR 71101

24-JAN-2011

RE: PAST DUE ACCOUNT #1223, PLAN BALANCE $1,204.18

Dear HORACE AURELIAN,

As of this date the CIRCUIT COURT OF RAZORBACK COUNTY has not received your payment of $100.00 on plan #1223 which was due by 10-Jan-2011. Your account is now past due.

You must pay $100.00 by 24-JAN-2011. If you cannot do so you must appear before the Judge by the above date before 5 p.m. If you do not pay or appear before the judge, the CIRCUIT COURT OF RAZORBACK COUNTY will enforce the original terms of your disposition. This may include the following:

1. Your driver's license will be suspended
2. A warrant will be issued for your arrest or a commitment order for jail time
3. An additional fee of $250.00 will be added to your fine

Please include this notice when you come by to pay or mail your payment. Should you have any questions please contact me at the above listed number Monday through Friday, 8 a.m. to 4:30 p.m.

Sincerely,

_____
RUBY DIXON, CLERK

5.69 NT72_CIRCUIT: Notice Estate/Administration Accounting Due

Description List of Documents

This notice informs the estate/administration that accounting is past due on a case

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be an Administrator listed as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT72_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. DANTE KURZE – 3RD DIVISION 99TH CIRCUIT

99PR-11-344

HORACE AURELIAN

DATE: March 20, 2011

TO: Horace Aurelian
40000 Himalaya Way, Apt. K
Cabot, AR 72023

NOTICE

ESTATES/ADMINISTRATIONS ACCOUNTING DUE

The required accounting regarding your administration of the above indicated cause is past due. You are required to file such account within thirty (30) days after the date of this Notice; otherwise you may be directed to appear and show cause for failure to present your account according to law. If all of the distributes have filed a written waiver of formal accounting, or for some other lawful reason the accounting is not required, please also notify the Court/Clerk's office within the above stated thirty day period. Unless waived, the fee for filing the accounting is $250.00.

Magnus Russ, Circuit Clerk

(501) 555-2345

5.70 NTE0: Notice Trial Set

Description List of Documents

This document is a notice that is sent to a party notifying them that a hearing date has been set for a case.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEVNT	

- In order for the ODP to run, one of the listed parties must be on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NTE0 Sample Document

List of Documents

CIRCUIT COURT OF RAZORBACK COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Phone: ( ) 8270

Case# 99CV-11-344
IOM LLP V HORACE AURELIAN

IOM, LLP
PLAINTIFF(S)

Vs.

HORACE AURELIAN
DEFENDANT(S)

Trial Schedule Notice

HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOT, AR 72023

Dear HORACE AURELIAN:

The above referenced case has been set for trial on 04-JUN-11 at 08:00 AM in the Razorback County Courthouse, room 201 – Main Courtroom. You will need to appear in court at that time along with any witnesses you may have.

All parties to this case are notified by copy of this letter. If you have any questions, you may contact me by phone.

Sincerely,

_____

cc:
IOM, LLP
HORACE AURELIAN

5.71 NTE0_CIRCUIT: Notice of Trial

Description List of Documents

This ODP document, when run, will generate a trial schedule notice. This is to notify the parties of the need to appear in court on a specific date and time.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEOUT	
CSAEVNT	
NMAMAIN	

- In order for the letter to generate, the following conditions must be met:
  - An event must be scheduled on the case
  - The cursor must be positioned on the specific event
  - One of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NTE0_CIRCUIT Sample Document

List of Documents

CIRCUIT COURT OF RAZORBACK COUNTY
RUBY DIXON, CIRCUIT CLERK
1234 COURT STREET
ANY TOWN, AR 79904
Phone: (501) 555-2112

Trial Schedule Notice

HORACE AURELIAN
40000 HEMALAYAN AVE
SUITE 215
ANY TOWN, AR 79901

Case# 99CV-09-245
OLM MANUFACTURING INC V HORACE AURELIAN

OLM MANUFACTURING INC
PLAINTIFF(S)

Vs.

HORACE AURELIAN
DEFENDANT(S)

April 25, 2013

Dear HORACE AURELIAN:

The above referenced case has been set for trial on 15-APR-2010 at 09:00:00 AM in the CIRCUIT COURT OF RAZORBACK COUNTY COURTROOM 100, DIVISION II. You will need to appear in court at that time along with any witnesses you may have.

All parties to this case are notified by copy of this letter. If you have any questions, you may contact me by phone.

Sincerely,

_____

cc:
OLM MANUFACTURING INC
HORACE AURELIAN
AMADEAU MOZART

5.72 NTE0_NMAMAIN: Notice Trial Set – NMAMAIN Batch

Description List of Documents

This document is a notice that is sent to a party to notify them of a scheduled hearing.

List of Contexte Forms document can be printed

Form Name	Comments
NMAMAIN	

- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NTE0_NMAMAIN Sample Document

List of Documents

CIRCUIT COURT OF RAZORBACK COUNTY
ARKANSAS 1234 MAIN STREET
ANY TOWN, AR 71102
(501) 555-1212

OLM MANUFACTURING, INC. V HORACE AURELIA

CASE NO: 99CR-11-344

NOTICE OF TRIAL DATE

OLM MANUFACTURING, INC.
40000 HEMINGWAY CIR
ANY TOWN, AR 71101

Dear Madam or Sir:

We have reviewed your request to set a court date on the charges pending in our court on case 99CR-11-344 OLM MANUFACTURING, INC. V HORACE AURELIA.

Per this request, the case's Hearing is scheduled to be heard on the 28th day of March, 2011 at 1:00 P.M.. Witnesses to testify on your behalf should be notified that they will need to be in court on this date at this time.

If you have any questions, please contact this office at the number listed above.

Sincerely,

RUBY O'BRIAN
DEPUTY CLERK

5.73 NTG0_CIRCUIT: Notice of Registration Order

Description List of Documents

This ODP document, will be generated when a copy of a registered order is filed with the courts.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant listed as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NTG0_CIRCUIT Sample Document

List of Documents

MAGNUS RUSS, CIRCUIT CLERK
RAZORBACK CIRCUIT/COUNTY CLERK
RAZORBACK COURTHOUSE
Circuit Court Of RAZORBACK County
Magnus Russ, Circuit Clerk
401 W Markham
Little Rock, Ar 72201
(501) 340 8431

NOTICE OF REGISTRATION OF ORDER

TO: Horace Aurelian
ADDRESS: 40000 Himalaya Way
Apt K
Cabot
AR 72023

Pursuant to the provisions of the Uniform Interstate Family Support Act, specifically, Ark. Code Anno. § 9-17-605, you, as the non-registering party, are hereby notified that registration of an order for enforcement has been undertaken. A copy of the registered order and accompanying documents in Ark. Code Anno. § 9-17-602 are enclosed.

You are further notified that:

1. A registered order is enforceable as the date of registration in the same manner as an order issued by a tribunal of this state;
2. **You** must request a hearing to contest the validity or enforcement of the registered order within twenty (20) days after notice of the registration;
3. Failure to contest the validity or enforcement of the registered order in a timely manner will result in confirmation of the order and enforcement of the order and the alleged arrears and precludes further contest of that order with respect to any matter that could have been asserted; and
4. The amount of the alleged arrears is $_____ as of March 28, 2011.

Notice issued this day: _____

MAGNUS RUSS, CIRCUIT CLERK

By: _____ D.C.

5.74 OR30: Order and Citation

Description List of Documents

This document orders a party to appear in at a specified date and time to show cause as to why they have failed to comply with previous court orders.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there are no required party types for this ODP.
- A party has failed to comply with prior court orders.
- A hearing has been scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR30 Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

IOM, LLP PLAINTIFF(s)

Case No. 99CV-11-344

HORACE AURELIAN DEFENDANT(s)

HORACE AURELIAN DEFENDANT

ORDER AND CITATION

Now on this 28th day of MARCH, 2011 is presented to the Court the petition of Plaintiff, asking that the Defendant HORACE AURELIAN be cited to appear before this Court to show cause, if any he/she can, why he/she has failed to comply with the previous Orders and directives of this Court as set out in the orders for the Plaintiff papers he/she has received against said Defendant.

IT IS THEREFORE ADJUDGED AND DECREED that said Defendant HORACE AURELIAN be and hereby commanded to appear before the CIRCUIT COURT OF RAZORBACK COUNTY, Room 201- Main Courtroom on 11-JUN-11 at 08:00 AM to show cause, if any why he/she is not complying with the orders and directions of this Court as set out in the Decree of the Court heretofore entered.

IT IS SO ORDERED.

_____

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

___/___/____

DATE

5.75 OR321_CIRCUIT: Contempt Order - Domestic

Description List of Documents

This document is an order establishing contempt of court by the respondent and orders the Sheriff to execute the order and take the respondent to jail.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Plaintiff added as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
DOMESTIC RELATIONS
DIVISION
99TH - H. ROBERT KUNTZ
99DR-10-200

PRISILLA AURELIAN v HORACE AURELIAN

CONTEMPT ORDER

Now on this day, December 6, 2000, comes on for hearing the petition for contempt filed herein. The petitioner appeared in person and by attorney, AMADEUS MOZART. The respondent is in contempt of court for willful violation of previous orders of this court, to-wit:

1. Failure to pay child support.

2. The respondent, HORACE AURELIAN, be forth-with incarcerated in the Razorback County Jail, or any other correctional facility in this county or any other county, and held there until the contempt is purged.

3. The contempt may be purged by complying with the following requirements: Pay $2,400.00.

a). Depositing the sum of $2,400.00, in cash with the Chancery Clerk or the Sheriff of Razorback County, who in turn shall turn over to the petitioner or petitioner's attorney the sum so deposited.

4. Plaintiff's attorney is awarded a fee in the amount of $2,400.00, plus costs of this contempt action.

5. OTHER:

The Court, hearing no legal reason for why the foregoing sentence and order of this Court should not be imposed, the Sheriff of Razorback County, Arkansas, shall execute this Order immediately upon receipt of copy thereof.

IT IS SO ORDERED.

99TH - H. ROBERT KUNTZ

5.76 OR321_JV: Juvenile Order of Contempt

Description List of Documents

This document continues the ex-parte order of protection and sets a new date for hearing.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Juvenile listed as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR321_JV Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

99TH CIRCUIT 3RD DIVISION
26JV-09-498
HORACE AURELIAN, JR.

JUVENILE ORDER OF CONTEMPT

Now comes on for hearing the petition for contempt filed herein. The petitioner appeared in person and by his/her attorney, Johannes Solliari; and the Respondent appeared in person and by his/her attorney, Amadeus Mozart.

From the evidence, the Court finds:

1. That the Respondent is in contempt of court for willful violation of previous orders of this court, to wit:

2. That the Respondent, Horace Aurelian, Jr., be forth-with incarcerated in the Razorback County Jail and held there until the contempt is purged.

3. That the contempt may be purged by complying with all of the applicable following requirements:

   a. Serving 30 days from this date until 03/31/2011.
   b. Depositing the sum of $250.00 in cash with the Clerk of the Court or the Sheriff of Garland County, who shall turn it over to the Clerk. The Clerk shall disburse to Petitioner or Petitioner's attorney the sum so deposited.
   c. Payment of the warrant fee of $50.00 and bond processing fee of $0.00, for a total of $50.00,to the Sheriff of Razorback County.

4. Others:

The Court, hearing no legal reason why the foregoing sentence and order of this Court should not be imposed, finds that the Sheriff of Razorback County, Arkansas, shall execute this Order immediately upon receipt of a copy thereof.

IT IS SO ORDERED.

_____

Circuit Judge

_____

Date

5.77 OR343_CIRCUIT: Order of Dismissal – Protective Order

Description List of Documents

This document is used to dismiss a petition for protective order due to no present danger to the petitioner being found by the court.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge listed as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR343_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

DISMISSAL ORDER

On this day, the Petitioner's verified Petition for an Order of Protection was presented to the Court. After reviewing the Petition, the Court felt that the petitioner was not in any present danger. THEREFORE, on the Court's own motion, the above case is hereby dismissed. No cost shall be assessed

IT IS SO ORDERED.

_____

Circuit Judge

_____

Date

5.78 OR35F_CIRCUIT: Ex-Parte Order of Protection

Description List of Documents

This document is an Order of Protection that is issued against a party.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDAPRTY	
CMAINIT	

- In order for the ODP to run, there must be a Judge party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

Ex Parte Order of Protection

☐ Amended Order

Case No. 99CR-10-123

Circuit Court, Div. ____

County: RAZORBACK, Arkansas

Petitioner/Plaintiff

First Middle Last

Petitioner's Date of Birth (mm/dd/yyyy) Race Sex

Minor Children Protected under this Order

	d.o.b.
	d.o.b.
	d.o.b.
	d.o.b.

This Order is Effective Until:

Pursuant to Federal law, this Order shall be enforced by law enforcement officers in all states, territories, districts and tribal lands regardless of whether this Order of Protection is registered locally.

Versus

Respondent/Defendant

First Middle Last

Address: _____

CAUTION: ☐ Respondent possesses a firearm
☐ Respondent has history of extreme violence

Respondent Identifiers

Sex	Race	DOB mm/dd/yyyy	Ht.	Wt.

Eyes	Hair	SS#
Phone #		DL # or other ID #

Relationship Identifiers: ☐ Current or former spouses ☐ Parents of child(ren) in common
☐ Live together ☐ Current or past dating relationship ☐ Other Relative (Explain) _____

THE COURT HEREBY FINDS AND OFFERS:

That there is jurisdiction over the parties and subject matter, and the Petitioner has presented sufficient evidence to show: 1.) that the victim(s) is (are) in immediate and present danger of domestic abuse or 2.) that the Respondent is scheduled to be released from incarceration within thirty (30) days, and upon the Respondent's release there will be an immediate and present danger of domestic abuse. That Ex Parte Temporary Order of Protection is hereby granted pursuant to the terms herein.
The Respondent is ordered to appear before the Court on the____ day of_____ , 2 _____ at _____ a.m./p.m. in the Courthouse located at:_____, _____, AR.
If you fail to appear, the Court will likely make this Order permanent without further notice to you. The Respondent is hereby restrained from committing any criminal act against the victim(s) including, but not limited to: acts of violence or Domestic Abuse, A.C.A. §9-15-103(3); Harassment A.C.A. §5-71-208; Harassing Communications A.C.A. §5-71-209; Stalking A.C.A. §5-71-229; or Terroristic Threatening A.C.A. §5-13-301.

Page 1 of 3

☐ The Respondent is prohibited from initiating any contact with the victim(s) including but not limited to physical presence, telephonic, electronic, oral, written, visual, or video. Respondent also shall not use a third party to contact the victim(s) except by legal counsel or as authorized by law or court order.

☐ The Respondent is excluded from the Petitioner's residence and the immediate vicinity thereof.

Petitioner's Address: _____ **(or)**

☐ The Petitioner's address is excluded from notice to the Respondent.

☐ The Respondent is prohibited from the following places:

Petitioner's Workplace: _____

School: _____

Other (Identify): _____

_____

☐ _____ is awarded temporary custody of minor child(ren).

(Names) _____

☐ Any law enforcement officer with jurisdiction is ordered to assist the Petitioner in gaining possession of the dwelling and/or to otherwise assist in execution or service of the Order of Protection.

☐ **Other Orders:** _____

_____

_____

_____

If the parties (or other persons named herein) are subject to the jurisdiction of another court (i.e. through a divorce or paternity action), upon proper notice and the opportunity to be heard, said court may amend the terms of this Order as appropriate.

On this _____ day of _____ , 2 _____, IT IS ORDERED.

_____

CIRCUIT JUDGE

Office of the Circuit Clerk, _____County,_____ Phone: _____

WARNINGS TO RESPONDENT

-Pursuant to A.C.A. §9-15-207, a violation of an Order of Protection is a Class A misdemeanor carrying a maximum penalty of one year imprisonment in the county jail or a fine of up to $2,500, or both. A violation of an Order of Protection under this section within five (5) years of a previous conviction for violation of an Order of Protection is a Class D felony punishable by up to six years in prison or up to a $10,000 fine or both.

-It is a federal offense for an individual who is subject to a Final Order of Protection or convicted of a misdemeanor of domestic violence to ship, transport, or possess a firearm or ammunition pursuant to U.S.C. §922(g)8) and (9).

-Crossing state, territorial, or tribal boundaries to violate this Order may result in federal imprisonment pursuant to 18 U.S.C. §2262.

NOTICE TO LAW ENFORCEMENT

-This Order of Protection is enforceable in every county of this state by any court or law enforcement officer. See A.C.A. §9-15-207(g).

PROOF OF SERVICE

Case #: _____ **Court Date:** _____

SERVED: Date: _____ **Time:** _____ **Place:** _____

Attempts Made: List only date and time

1) _____ 2) _____ 3) _____

_____

Served On (Print Name) Manner of Service

_____

Served By (Print Name) Title Badge #

DECLARATION OF SERVER

I declare, under penalty of perjury under the laws of the State of Arkansas that the foregoing information contained in the proof of service is true and correct.

Executed on _____ _____

Date Signature of Server

_____

Address of Server

Page 3 of 3

5.79 OR55: Order of Garnishment

Description List of Documents

This document is an Order of Garnishment which directs a garnishee to withhold a certain amount of money from a party's wages/bank account so that money can be used to satisfy a judgment against the party.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, there must be a Garnishee party type listed on the case.
- A judgment has been entered against a party.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR55 Sample Document

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

OCSE/STATE OF ARKANSAS PLAINTIFF(s)

PRISCILLA AURELIAN

Case No. 99-DR-11-344

HORACE AURELIAN DEFENDANT(s)

OLM MANUFACTURING, INC. GARNISHEE

ORDER TO RELEASE

NOW on this 28th day of March, 2011, the Garnishee is directed to pay to the Plaintiff or Plaintiff's Attorney the amount being held by said Garnishee, as indicated in its answer.

The Plaintiff has judgment against Defendant in the sum of $2,478.24.

- Employer Garnishee has answered or otherwise responded that it was or may be indebted to Defendant on the date it was served with the garnishment.
- Employer Garnishee is ordered to withhold Defendants "non-exempt" wages, as defined in the Notice to Garnishee, commencing upon the day it was served with the writ of garnishment.
- Employer Garnishee is hereby ordered to pay to Plaintiff or Plaintiff's Attorney every pay period the amount of Defendant's wages which are subject to garnishment according to federal and state law until Garnishee is no longer indebted to Defendant or the judgment is satisfied, under Ark. Code Ann. Sec 16-110-415.
- None-Employer Garnishee has answered or otherwise responded that it was indebted, or had in its hands or possession goods, chattels, moneys, credits, and effects belonging to the original defendant.
- Non-Employer Garnishee is hereby ordered to pay to Plaintiff or Plaintiff's Attorney the amount the Garnishee is indebted, or has in its hands or possession goods, chattels, moneys, credits and effects belonging to the defendant until Garnishee is no longer indebted to Defendant or the judgment is satisfied, under Ark. Code Ann. Sec. 16-110-410.

IT IS SO ORDERED.

_____

DISTRICT JUDGE

5.80 OR569_CIRCUIT: Supplemental Order Regarding Payment of Child and/or Spousal Support by Income Withholding

Description List of Documents

This document is an Order/Notice to withhold income for spousal support. This order, along with a copy of the decree/order setting forth the support or other financial obligations, is delivered to the employer of person ordered to pay support.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge listed as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR569_CIRCUIT Sample Document List of Documents

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IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. ROBERT KUNTZ – 3RD DIVISION 99TH CIRCUIT

99DR-11-344

OSCE/STATE OF ARKANSAS V HORACE AURELIAN

SUPPLEMENTAL ORDER REGARDING PAYMENT OF CHILD AND/OR SPOUSAL SUPPORT BY INCOME WITHHOLDING

Pursuant to the decree/order issues by the court on January 4, 2011 all support or other financial obligations payable under the terms of the decree/order shall be made by income withholding directing the employer to deduct from the money, income, or periodic earnings sufficient funds to meet the periodic support payments, pursuant to Ark. Code Ann. Sec 9-14-218. Notice of Income Withholding shall be made by the Child Support Division of the Razorback County Circuit Clerk's Office and payments received by the Office of Child Support Enforcement Clearinghouse. The custodial parent shall be responsible for the costs of service of the notice for income withholding, pursuant to Ark. Code Ann. Sec. 9-14-221-2. The non-custodial parent shall be responsible for the current annual administrative fee for the collection and disbursement of support which shall be calculated according to law.

A copy of this order, along with a copy of the decree/order setting forth the support or other financial obligations, shall be delivered to the Child Support Division of the Circuit Clerk's Office immediately upon receipt.

_____

Circuit Judge

_____

Date

5.81 OR56E_CIRCUIT: Juvenile Review Order

Description List of Documents

This document is a review order for juvenile cases.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Juvenile listed as a party on the case.
- A review hearing date was scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. ROBERT KUNTZ - 3RD DIVISION 99TH CIRCUIT

60JV-09-1982

HORACE AURELIAN

HORACE AURELIAN D.O.B.: 07/10/1995 SEX: M

REVIEW ORDER

On, Jan 4, 2011 the above-entitled cause of action is presented to the Court for further review and disposition, Honorable Robert Kuntz, presiding.

Present before the Court include: _____
_____
_____
_____
_____
_____
_____.

From the testimony, exhibits, statements of the parties and counsel, the record herein, and other things and matters presented, the Court, noting the best interests, welfare, case plan and appropriate statutory placement alternatives, does hereby ORDER, ADJUDGE AND DECREE:

1. This Court possesses jurisdiction of the parties and the subject matter before it pursuant to Ark. Cod Ann. Sec. 9-27-306(a).

2. The child/children was/were adjudicated dependent/neglected on _____, 20_____.

3. The Court finds:

   _____The child/children _____is/are_____ is/are not in need of continued services of the Department of Human Services.

   _____The child/children shall remain in the custody of the Department of Human Services/parent/guardian.

   _____Return to the custody of the parent/guardian is contrary to the child/children's best interest, and continued out-of-home placement is necessary to protect the child/children. The child/children cannot be returned for the following specific reasons:

_____
_____
_____

_____
_____
_____.

_____The child/children shall be returned to the custody of the parent/guardian. The child/children can be returned for the following specific reasons:

_____
_____
_____
_____
_____.

_____The child/children shall be placed in the custody of the Department of Human Services/relative/other individual:_____.

_____The case plan of _____continues to be appropriate and meets/does not meet the best interests of the child/children.

_____Department of Human Services has/has not complied with The terms of the case plan.

_____The parent or guardian has/has not complied with the terms of the case plan.

_____The Department of Human Services has made reasonable efforts to reunify the family/to reach the case plan goal. The following services have been provided:

_____
_____
_____
_____
_____.

_____The Department of Human Services has not made reasonable efforts to reunify the family, but further preventative or reunification efforts would not permit the child/children to remain safely at home.

4. _____ shall have visitation with the child/children as follows:

_____
_____
_____
_____
_____
_____.

5. The parent(s)/Guardian/Custodian is ordered to:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____.

6. Department of Human Services is ordered to:
_____
_____
_____
_____
_____
_____
_____
_____
_____.

7. Additional findings and orders:
_____
_____
_____
_____
_____
_____
_____.

8. The next review hearing shall be a formal dispositional hearing, pursuant to Ark. Code Ann. Sec. 9-27-338. It shall be a permanency planning hearing, at which time the court shall enter a new disposition in the case, with dispositional alternatives being:

   a. Return the juvenile to the parents, guardian or custodian.
   b. Authorize a plan for termination of the parent/child relationship, guardianship or custody.
   c. Place the juvenile in long-term foster care; or
   d. Allow the juvenile to continue in an out-of-home placement for a specified, limited period of time.
   e.

9. Arkansas Department of Human Services shall prepare an eighteen (18) month dispositional report pursuant to Ark. Code Ann. Sec. 9-27-338 which shall include the progress made in implementing the Court's original plan, the Agency's and the parent(s)' compliance with all prior orders of the Court, and the progress made in rehabilitating the juvenile and the parent, guardian, or

custodian of the juvenile and the family. The report may also include dispositional recommendations by the Arkansas Department of Human Services. The Department of Human Services shall make the report available to the parent(s), guardian or custodian, Guardian ad Litem, and other parties at least ten (10) working days prior to the hearing.

10. Jurisdiction is continued with a dispositional hearing pursuant to Ark. Code Ann. Sec. 9-27-338 on _____, 20___ at _____ a.m/p.m.

11. Orders to Appear are hereby given to: _____ _____ _____.

IT IS SO ORDERED.

_____
Circuit Judge

_____
Date

5.82 OR56H_60CI: Order/Notice to Withhold Income for Child Support

Description List of Documents

This document is an Order/Notice to withhold income for spousal support. This order, along with a copy of the decree/order setting forth the support or other financial obligations, is delivered to the employer of person ordered to pay support.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge listed as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR56H_60CI Sample Document, Page 1 of 5

List of Documents

IN THE CIRCUIT COURT OF «ODP_GENERAL_CORT_DESC» COUNTY, ARKANSAS
«ODP_USER_GENERAL_CASE_JUDGE»

«ODP_GENERAL_CASE_ID»

«ODP_GENERAL_CASE_DESC»

ORDER/NOTICE TO WITHHOLD INCOME FOR CHILD SUPPORT

State of Arkansas
Pulaski County
«ODP_GENERAL_DATE_DDMONYYYY»

[«M_01_ORIGINAL_ORDERNOTICE»] Original Order/Notice
[«M_02_AMENDED_ORDERNOTICE»] Amended Order/Notice
[«M_03_TERMINATE_ORDERNOTICE»] Terminate Order/Notice

«M_04_EMPLOYER_EIN»
«M_06_EMPLOYER_NAME»
«M_07_EMPLOYER_ADDRESS_1»
«M_08_EMPLOYER_ADDRESS_2»
«M_09_EMPLOYER_CITY_STATE_ZIP»

«M_05_EMPOLYEEOBLIGOR_NAME»
«M_10_EMPLOYEEOBLIGOR_SSN»
«ODP_GENERAL_CASE_ID»
«M_11_CUSTODIAL_PARENT_NAME»

Children's Name(s) and Date(s) of Birth:

«Odp_General_Receiver_Name» «ODP_USER_GEN_REC_DOB»

ORDER INFORMATION: This is an Order/Notice to Withhold Income for Child Support based upon an order for support from the Court. By law, you are required to deduct these amounts from the above-named employee/obligor's income until further notice, even if the Order/Notice is not issued by your state.

[«M_12_HEALTH_COVERAGE»] If checked, you are required to enroll the above child(ren) in any health insurance coverage available through the employee/obligor's employment.

$«M_13_CURRENT_SUPPORT_AMT» per «M_14_CS_PAYMENT_FREQUENCY» in current support
$«M_15_PASTDUE_SUPPORT_AMT» per «M_16_PD_PAYMENT_FREQUENCY» in past-due support
Arrears 12 weeks or greater
[«M_17_ARREARS_YES»] yes [«M_18_ARREARS_NO»]
$«M_19_MEDICAL_SUPPORT_AMT» per «M_20_MED_PAYMENT_FREQUENCY» in medical support
$«M_21_OTHER_1_AMT» per «M_22_OTHER_1_FREQUENCY» in other «M_23_OTHER_1_SPECIFY»
$«M_24_OTHER_2_AMT» per «M_25_OTHER_2_FREQUENCY» in other «M_26_OTHER_2_SPECIFY»
For a total of:
$«M_27_TOTAL_AMT» per «M_28_TOTAL_PAYMENT_FREQUENCY» to be forwarded to the payee.

REFER TO SECTION 10 FOR ANNUAL ADMINISTRATIVE FEE INSTRUCTIONS

You do not have to vary your pay cycle to be in compliance with the support order. If your pay cycle does not match the order support payment cycle, use the following to determine how much to withhold:

$«M 29 WEEKLY AMT»	per	weekly pay period.
$«M 30 SEMIMONTHLY AMT»	per	semimonthly pay period (twice a month).
$«M 31 BIWEEKLY AMT»	Per	biweekly pay period (every two weeks).
$«M 32 MONTHLY AMT»	per	monthly pay period.

REMITTANCE INFORMATION:

You must begin withholding no later than the first pay period occurring 14 (fourteen) working days after the date of this Order/Notice. Send payment within 1 (one) working day of the paydate/date of withholding. You are entitled to deduct a fee to defray the cost of withholding. Refer to the laws governing the work state of the employee for the allowable amount. The total withheld amount, including your fee, cannot exceed 65% of the employee/obligor's aggregate disposable weekly earnings. For the purpose of the limitation on withholding, the following information is needed (see #9 in additional information section).

When remitting payment provide the paydate/date of withholding and the case identifier «ODP GENERAL CASE ID» OR the case identifier provided by the Office of Child Support Enforcement (OCSE).

If remitting by EFT/EDI: Contact Renee Culverhouse, OCSE 501/683-7938

Make it payable to: Child Support Clearinghouse

Send check to: Arkansas Child Support Clearinghouse
P.O. Box 8125
Little Rock, AR 72203

Authorized by: Lysander Ventris, Circuit Court Administrator

_____Deputy Clerk

ADDITIONAL INFORMATION TO EMPLOYERS AND OTHER WITHHOLDERS

[«M_33_COPY_TO_EMPLOYER»] If checked you are required to provide a copy of this form to your employee.

1. Priority: Withholding under this Order/Notice has priority over any other legal process under State law against the same income. Federal tax levies in effect before receipt of this order have priority. If there is Federal tax levies in effect please contact the requesting agency listed.

2. Combining payments: You can combine withheld amounts from more than one employee/obligor's income in a single payment to each agency requesting withholding. You must, however, separately identify the portion of the single payment that is attributable to each employee/obligor.

3. * Reporting the Payment/Date of Withholding: You must report the paydate/date of withholding when sending the payment. The paydate/date of withholding is the date on which amount was withheld from the employee's wages. You must comply with the law of the sate of employee's/obligor's

principal place of employment with respect to the time periods within which you must implement the withholding order and forward the child support payments.

4. * Employee/obligor with Multiple Support Withholdings: IF there is more than one Order/Notice to Withhold income for Child Support against this employee/obligor and you are unable to honor all support Order/Notices due to Federal or State withholding limits. You must follow the law of the state of employee/s obligor's principal place of employment. You must honor all Order/Notices to the greatest extent possible. (See #9)

   *Note: If you or your agent is served with a copy of this order in the state that issued the order, you are to follow the law of the state that issued this order with respect to these items.

5. Termination Notification: You must promptly notify the payee when the employee/obligor is no longer working for you. Please provide the information requested and return a copy of this order/notice to the requesting agency identified below.

   EMPLOYEE/OBLIGOR'S NAME:_____
   CASE IDENTIFIER:_____
   DATE OF SEPARATION:_____
   LAST KNOWN HOME ADDRESS:_____
   NEW EMPLOYER'S ADDRESS:_____

6. Lump Sum Payments: You may be required to report and withhold from lump sum payments such as bonuses, commissions, or severance pay. If you have any questions about lump sum payments, contact the person or authority below.

7. Liability: If you fail to withhold income as the Order/Notice directs, you are liable for both the accumulated amount you should have withheld from the employee/obligor's income and any other penalties set by State law.

8. Anti-discrimination: Your are subject to a fine determined under State law for discharging an employee/obligor from employment, refusing to employ or taking disciplinary action against any employee/obligor because of a child support withholding.

9. Withholding limits: You may not withhold more than the lesser of: 1) the amounts allowed by the Federal Consumer Credit Protection Act (15 U.S.C. 1673 (b)); or 2) the amounts allowed by the State of the employee's/obligor's principal place of employment. The Federal limit applies to the aggregate disposable weekly earnings (ADWE). ADWE is the net income left after making mandatory deductions such as: State, Federal, local taxes, Social Security taxes and Medicare taxes. The Federal CCPA limit is 50% of the ADWE for child support and alimony, which is increased by: 1) 10% if the employee does not support a second family; and/or 2) 5% if arrears are more than 12 weeks old.

10. Administrative Fee: In all orders for child support which establish wage withholdings, the Payer/Employer is ordered to withhold the annual administrative fee in addition to the amount of court-ordered support.

You should withhold a yearly administrative fee of $«M 34 ADMINISTRATIVE FEE», which should be submitted with the first payment in January of each year. Upon receipt of the wage withholding, the pro-rated fee (N/A) is to be withheld and remitted with the first child support payment.

The administrative fee may be included in with regular child support payments as long as the payment has notation that said fee is included.

Requesting Agency: PULASKI COUNTY CIRCUIT CLERK
SUPPORT DIVISION
401 WEST MARKHAM STREET RM 122
LITTLE ROCK, AR 72201-1417

If you or your employee/obligor has any questions, contact the Circuit Clerk's Office. Support Division by telephone at 501-340-8415 or by FAX at 501-340-3343.

OR56H_60CI Sample Document, Page 5 of 5

List of Documents

IN THE CIRCUIT COURT OF «ODP_GENERAL_CORT_DESC» COUNTY, ARKANSAS
«ODP_USER_GENERAL_CASE_JUDGE»

«ODP_GENERAL_CASE_ID»

«ODP_GENERAL_CASE_DESC»

CASE INFORMATION FOR THE ARKANSAS CHILD SUPPORT CLEARING HOUSE

State of Arkansas
Pulaski County
«ODP_GENERAL_DATE_DDMONYYYY»

[«M_01_ORIGINAL_ORDERNOTICE»] Original Order/Notice
[«M_02_AMENDED_ORDERNOTICE»] Amended Order/Notice
[«M_03_TERMINATE_ORDERNOTICE»] Terminate Order/Notice

«M_04_EMPLOYER_EIN»
«M_06_EMPLOYER_NAME»
«M_07_EMPLOYER_ADDRESS_1»
«M_08_EMPLOYER_ADDRESS_2»
«M_09_EMPLOYER_CITY_STATE_ZIP»

«M_05_EMPOLYEEOBLIGOR_NAME»
«M_10_EMPLOYEEOBLIGOR_SSN»
«ODP_GENERAL_CASE_ID»
«M_11_CUSTODIAL_PARENT_NAME»

Children's Name(s) and Date(s) of Birth:

«Odp_General_Receiver_Name» «ODP_USER_GEN_REC_DOB»

SUPPORT INFORMATION

$«M_13_CURRENT_SUPPORT_AMT» per «M_14_CS_PAYMENT_FREQUENCY» in current support
$«M_15_PASTDUE_SUPPORT_AMT» per «M_16_PD_PAYMENT_FREQUENCY» in past-due support
$«M_19_MEDICAL_SUPPORT_AMT» per «M_20_MED_PAYMENT_FREQUENCY» in medical support
$«M_21_OTHER_1_AMT» per «M_22_OTHER_1_FREQUENCY» in other «M_23_OTHER_1_SPECIFY»
$«M_24_OTHER_2_AMT» per «M_25_OTHER_2_FREQUENCY» in other «M_26_OTHER_2_SPECIFY»

For a total of:
$«M_27_TOTAL_AMT» per «M_28_TOTAL_PAYMENT_FREQUENCY» to be forwarded to the payee.

$«M_29_WEEKLY_AMT» per weekly pay period.
$«M_30_SEMIMONTHLY_AMT» per semimonthly pay period (twice a month).
$«M_31_BIWEEKLY_AMT» Per biweekly pay period (every two weeks).
$«M_32_MONTHLY_AMT» per monthly pay period.

PARTY INFORMATION

OCSE/STATE OF ARKANSAS

«Odp_General_Receiver_Name»
«ODP_GENERAL_PRTY_RCV_ADDRESS»
«ODP_GENERAL_PRTY_RCV_CITY»,
«ODP_GENERAL_PRTY_RCV_STATE_ZIP»
SS# «ODP_USER_GEN_REC_SSN»
Ph# «ODP_GENERAL_PRTY_RCV_TELEPHONE»

5.83 OR56H_CIRCUIT: Order/Notice to Withhold Income for Child Support

Description List of Documents

This document is an Order/Notice to withhold income for spousal support. This order, along with a copy of the decree/order setting forth the support or other financial obligations, is delivered to the employer of person ordered to pay support.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge listed as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR56H_ CIRCUIT Sample Document, Page 1 of 5 List of Documents

IN THE CIRCUIT COURT OF «ODP_GENERAL_CORT_DESC» COUNTY, ARKANSAS
«ODP_USER_GENERAL_CASE_JUDGE»

«ODP_GENERAL_CASE_ID»

«ODP_GENERAL_CASE_DESC»

ORDER/NOTICE TO WITHHOLD INCOME FOR CHILD SUPPORT

State of Arkansas
Pulaski County
«ODP_GENERAL_DATE_DDMONYYYY»

[«M_01_ORIGINAL_ORDERNOTICE»] Original Order/Notice
[«M_02_AMENDED_ORDERNOTICE»] Amended Order/Notice
[«M_03_TERMINATE_ORDERNOTICE»] Terminate Order/Notice

«M_04_EMPLOYER_EIN»
«M_06_EMPLOYER_NAME»
«M_07_EMPLOYER_ADDRESS_1»
«M_08_EMPLOYER_ADDRESS_2»
«M_09_EMPLOYER_CITY_STATE_ZIP»

«M_05_EMPOLYEEOBLIGOR_NAME»
«M_10_EMPLOYEEOBLIGOR_SSN»
«ODP_GENERAL_CASE_ID»
«M_11_CUSTODIAL_PARENT_NAME»

Children's Name(s) and Date(s) of Birth:

«Odp_General_Receiver_Name» «ODP_USER_GEN_REC_DOB»

ORDER INFORMATION: This is an Order/Notice to Withhold Income for Child Support based upon an order for support from the Court. By law, you are required to deduct these amounts from the above-named employee/obligor's income until further notice, even if the Order/Notice is not issued by your state.

[«M_12_HEALTH_COVERAGE»] If checked, you are required to enroll the above child(ren) in any health insurance coverage available through the employee/obligor's employment.

$«M_13_CURRENT_SUPPORT_AMT» per «M_14_CS_PAYMENT_FREQUENCY» in current support
$«M_15_PASTDUE_SUPPORT_AMT» per «M_16_PD_PAYMENT_FREQUENCY» in past-due support
Arrears 12 weeks or greater
[«M_17_ARREARS_YES»] yes [«M_18_ARREARS_NO»]
$«M_19_MEDICAL_SUPPORT_AMT» per «M_20_MED_PAYMENT_FREQUENCY» in medical support
$«M_21_OTHER_1_AMT» per «M_22_OTHER_1_FREQUENCY» in other «M_23_OTHER_1_SPECIFY»
$«M_24_OTHER_2_AMT» per «M_25_OTHER_2_FREQUENCY» in other «M_26_OTHER_2_SPECIFY»
For a total of:
$«M_27_TOTAL_AMT» per «M_28_TOTAL_PAYMENT_FREQUENCY» to be forwarded to the payee.

REFER TO SECTION 10 FOR ANNUAL ADMINISTRATIVE FEE INSTRUCTIONS

You do not have to vary your pay cycle to be in compliance with the support order. If your pay cycle does not match the order support payment cycle, use the following to determine how much to withhold:

$«M 29 WEEKLY AMT»	per	weekly pay period.
$«M 30 SEMIMONTHLY AMT»	per	semimonthly pay period (twice a month).
$«M 31 BIWEEKLY AMT»	Per	biweekly pay period (every two weeks).
$«M 32 MONTHLY AMT»	per	monthly pay period.

REMITTANCE INFORMATION:

You must begin withholding no later than the first pay period occurring 14 (fourteen) working days after the date of this Order/Notice. Send payment within 1 (one) working day of the paydate/date of withholding. You are entitled to deduct a fee to defray the cost of withholding. Refer to the laws governing the work state of the employee for the allowable amount. The total withheld amount, including your fee, cannot exceed 65% of the employee/obligor's aggregate disposable weekly earnings. For the purpose of the limitation on withholding, the following information is needed (see #9 in additional information section).

When remitting payment provide the paydate/date of withholding and the case identifier «ODP GENERAL CASE ID» OR the case identifier provided by the Office of Child Support Enforcement (OCSE).

If remitting by EFT/EDI: Contact Renee Culverhouse, OCSE 501/683-7938

Make it payable to: Child Support Clearinghouse

Send check to: Arkansas Child Support Clearinghouse
P.O. Box 8125
Little Rock, AR 72203

Authorized by: Lysander Ventris, Circuit Court Administrator

_____Deputy Clerk

ADDITIONAL INFORMATION TO EMPLOYERS AND OTHER WITHHOLDERS

[«M_33_COPY_TO_EMPLOYER»] If checked you are required to provide a copy of this form to your employee.

1. Priority: Withholding under this Order/Notice has priority over any other legal process under State law against the same income. Federal tax levies in effect before receipt of this order have priority. If there is Federal tax levies in effect please contact the requesting agency listed.

2. Combining payments: You can combine withheld amounts from more than one employee/obligor's income in a single payment to each agency requesting withholding. You must, however, separately identify the portion of the single payment that is attributable to each employee/obligor.

3. * Reporting the Payment/Date of Withholding: You must report the paydate/date of withholding when sending the payment. The paydate/date of withholding is the date on which amount was withheld from the employee's wages. You must comply with the law of the sate of employee's/obligor's

principal place of employment with respect to the time periods within which you must implement the withholding order and forward the child support payments.

4. * Employee/obligor with Multiple Support Withholdings: IF there is more than one Order/Notice to Withhold income for Child Support against this employee/obligor and you are unable to honor all support Order/Notices due to Federal or State withholding limits. You must follow the law of the state of employee/s obligor's principal place of employment. You must honor all Order/Notices to the greatest extent possible. (See #9)

   *Note: If you or your agent is served with a copy of this order in the state that issued the order, you are to follow the law of the state that issued this order with respect to these items.

5. Termination Notification: You must promptly notify the payee when the employee/obligor is no longer working for you. Please provide the information requested and return a copy of this order/notice to the requesting agency identified below.

   EMPLOYEE/OBLIGOR'S NAME:_____
   CASE IDENTIFIER:_____
   DATE OF SEPARATION:_____
   LAST KNOWN HOME ADDRESS:_____
   NEW EMPLOYER'S ADDRESS:_____

6. Lump Sum Payments: You may be required to report and withhold from lump sum payments such as bonuses, commissions, or severance pay. If you have any questions about lump sum payments, contact the person or authority below.

7. Liability: If you fail to withhold income as the Order/Notice directs, you are liable for both the accumulated amount you should have withheld from the employee/obligor's income and any other penalties set by State law.

8. Anti-discrimination: Your are subject to a fine determined under State law for discharging an employee/obligor from employment, refusing to employ or taking disciplinary action against any employee/obligor because of a child support withholding.

9. Withholding limits: You may not withhold more than the lesser of: 1) the amounts allowed by the Federal Consumer Credit Protection Act (15 U.S.C. 1673 (b)); or 2) the amounts allowed by the State of the employee's/obligor's principal place of employment. The Federal limit applies to the aggregate disposable weekly earnings (ADWE). ADWE is the net income left after making mandatory deductions such as: State, Federal, local taxes, Social Security taxes and Medicare taxes. The Federal CCPA limit is 50% of the ADWE for child support and alimony, which is increased by: 1) 10% if the employee does not support a second family; and/or 2) 5% if arrears are more than 12 weeks old.

10. Administrative Fee: In all orders for child support which establish wage withholdings, the Payer/Employer is ordered to withhold the annual administrative fee in addition to the amount of court-ordered support.

You should withhold a yearly administrative fee of $«M 34 ADMINISTRATIVE FEE», which should be submitted with the first payment in January of each year. Upon receipt of the wage withholding, the pro-rated fee (N/A) is to be withheld and remitted with the first child support payment.

The administrative fee may be included in with regular child support payments as long as the payment has notation that said fee is included.

Requesting Agency: PULASKI COUNTY CIRCUIT CLERK
SUPPORT DIVISION
401 WEST MARKHAM STREET RM 122
LITTLE ROCK, AR 72201-1417

If you or your employee/obligor has any questions, contact the Circuit Clerk's Office. Support Division by telephone at 501-340-8415 or by FAX at 501-340-3343.

OR56H_ CIRCUIT Sample Document, Page 5 of 5 List of Documents

IN THE CIRCUIT COURT OF «ODP_GENERAL_CORT_DESC» COUNTY, ARKANSAS
«ODP_USER_GENERAL_CASE_JUDGE»

«ODP_GENERAL_CASE_ID»

«ODP_GENERAL_CASE_DESC»

CASE INFORMATION FOR THE ARKANSAS CHILD SUPPORT CLEARING HOUSE

State of Arkansas
Pulaski County
«ODP_GENERAL_DATE_DDMONYYYY»

[«M_01_ORIGINAL_ORDERNOTICE»] Original Order/Notice
[«M_02_AMENDED_ORDERNOTICE»] Amended Order/Notice
[«M_03_TERMINATE_ORDERNOTICE»] Terminate Order/Notice

«M_04_EMPLOYER_EIN»
«M_06_EMPLOYER_NAME»
«M_07_EMPLOYER_ADDRESS_1»
«M_08_EMPLOYER_ADDRESS_2»
«M_09_EMPLOYER_CITY_STATE_ZIP»

«M_05_EMPOLYEEOBLIGOR_NAME»
«M_10_EMPLOYEEOBLIGOR_SSN»
«ODP_GENERAL_CASE_ID»
«M_11_CUSTODIAL_PARENT_NAME»

Children's Name(s) and Date(s) of Birth:

«Odp_General_Receiver_Name» «ODP_USER_GEN_REC_DOB»

SUPPORT INFORMATION

$«M_13_CURRENT_SUPPORT_AMT»	per	«M_14_CS_PAYMENT_FREQUENCY» in current support
$«M_15_PASTDUE_SUPPORT_AMT»	per	«M_16_PD_PAYMENT_FREQUENCY» in past-due support
$«M_19_MEDICAL_SUPPORT_AMT»	per	«M_20_MED_PAYMENT_FREQUENCY» in medical support
$«M_21_OTHER_1_AMT»	per	«M_22_OTHER_1_FREQUENCY» in other «M_23_OTHER_1_SPECIFY»
$«M_24_OTHER_2_AMT»	per	«M_25_OTHER_2_FREQUENCY» in other «M_26_OTHER_2_SPECIFY»

For a total of:

$«M_27_TOTAL_AMT»	per	«M_28_TOTAL_PAYMENT_FREQUENCY» to be forwarded to the payee.
$«M_29_WEEKLY_AMT»	per	weekly pay period.
$«M_30_SEMIMONTHLY_AMT»	per	semimonthly pay period (twice a month).
$«M_31_BIWEEKLY_AMT»	Per	biweekly pay period (every two weeks).
$«M_32_MONTHLY_AMT»	per	monthly pay period.

PARTY INFORMATION

OCSE/STATE OF ARKANSAS

«Odp_General_Receiver_Name»
«ODP_GENERAL_PRTY_RCV_ADDRESS»
«ODP_GENERAL_PRTY_RCV_CITY»,
«ODP_GENERAL_PRTY_RCV_STATE_ZIP»
SS# «ODP_USER_GEN_REC_SSN»
Ph# «ODP_GENERAL_PRTY_RCV_TELEPHONE»

5.84 OR57H: Mediation Order

Description List of Documents

This ODP document, when run, will generate a mediation order.

List of Contexte Forms document can be printed

Form Name	Comments
ALL	

- In order for the ODP to run, there must be parties on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR57H Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. ROBERT KUNTZ - 99TH CIRCUIT 3RD DIVISION

OLM MANUFACTURING, INC.
V
HORACE AURELIAN

MEDIATION ORDER

Pursuant to Ark. Code Ann. § 16-7-202 (b), the parties are hereby ordered and directed to participate in mediation of «ISSUES» which are pending before the Court. The parties may choose an appropriate mediator from the roster of certified mediators provided by the Arkansas Alternative Dispute Resolution Commission.

In the alternative, the parties may select a mediator who is not on the Commission's roster and submit the name of the mediator to the Court for approval.

The attorneys may contact the Arkansas Alternative Dispute Resolution Commission at (501)682-9400 to obtain a copy of the roster. A copy of the roster is also available online at http://courts.state.ar.us/adr/.

The attorneys for the parties should provide the Court, in writing, within «DAYS» days of this Order, with the name of the selected mediator and the date(s) of the mediation.

The costs of the mediation shall be [*equally divided or apportioned in some other way*] among the parties.

When the mediation has concluded, the attorney for the parties should notify the Court regarding the status of the case.

IT IS SO ORDERED.

_____
Circuit Judge

_____
Date

5.85 OR75_CIRCUIT: No Contact Order

Description List of Documents

This ODP document, when run, will generate a condition of pre-trial release/no contact order. This letter informs the party that they are released with specific conditions identified by the court.

List of Contexte Forms document can be printed

Form Name	Comments
ALL	
CCADREQ	
CMAINIT	

- In order for the ODP to run, there must be a defendant on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR75_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

STATE OF ARKANSAS
VS.
HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOT AR 72023

CASE NO. 99CR-11-344
Warrant No.:

CONDITION OF PRE-TRIAL RELEASE NO CONTACT ORDER

This Court has jurisdiction over this matter, and hereby issues a No Contact Order as follows:

THE COURT ORDERS: (only checked items shall apply)

_____1. YOU ARE ORDERED NOT TO CONTACT:
(herein referred to as "Victim") either in person, by telephone, in writing or otherwise, either directly or through someone else, and to stay at least 100 yards from the Victim, even if the Victim seems to allow or request contact.

_____2. YOU ARE ORDERED TO STAY AWAY FROM THE VICTIM'S RESIDENCE AND WORK PLACE.

_____3. YOU MAY EXERCISE VISITATION RIGHTS: Peaceful contact with the Victim is allowed in accordance with a Circuit Court order.

_____4. YOU ARE ORDERED NOT TO BE IN POSSESSION of any weapons, firearms, or ammunition for the duration of this Order.

_____5. YOU ARE ORDERED: _____

_____

Violation of this order subjects the defendant to immediately arrest and detention; and any law enforcement officer having reasonable cause to believe that this order has been violated is ordered to immediately detain the defendant to be brought before the Court within forty-eight (48) hours. This order is in addition to any order issued pursuant to Ark. Code Ann. § 9-15-201 et seq. This order is issued pursuant to Arkansas Rules of Criminal Procedure No. 9.3 and, if applicable, Ark. Code Ann. §§ 5-71-208 or 5-71-209 or 5-71-229 or 5-13-301.

IT IS SO ORDERED.

_____
CIRCUIT JUDGE

DATE:_____

By signature below, Defendant acknowledges that he/she received a copy of this No Contact Order.

_____
DEFENDANT SIGNATURE

DATE:_____

NOTICE TO LAW ENFORCEMENT:
_____ Defendant received notice of this Order in open Court on _____.
_____ A copy of this Order was mailed to Defendant's last known address.
_____ Defendant has been served in-hand by a Law Enforcement Officer or Court Official.

_____
DATE

_____
SIGNATURE OF SERVING OFFICIAL

5.86 OR79B_CIRCUIT: Order of Removal (Bankruptcy)

Description List of Documents

This ODP document, when generated will print a copy of the order informing appropriate parties that a notice of bankruptcy has been filed with the court and that the court will make disposition of the case as required by Administrative Order No. 8.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge listed as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR79B_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

ORDER OF REMOVAL

On this date comes before the Court the above cause, and the Court, having reviewed and considered all matters of fact and law, finds:

1. That a copy of the Notice of Bankruptcy Case Filing as to the Defendant, Horace Aurelian, has been provided to this Court.

2. The Circuit Clerk is hereby ordered to note the removal on the docket of the Court and to make disposition of this case as is required by Administrative Order No. 8.

IT IS SO ORDERED.

_____
Circuit Judge

_____
Date

Distribution:

5.87 OR79J_CIRCUIT: Order to Waive Fees

Description List of Documents

This document is used to waive the accounting on a case.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge listed as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR79J_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

IOM LLP V HORACE AURELIAN

99CV-11-344

ORDER WAIVE FEES

On motion of the court, the fee is waived for all accounting in this matter.

IT IS SO ORDERED

_____

Circuit Judge

_____

Date

5.88 OR79T_CIRCUIT: Probable Cause Order

Description List of Documents

This document is an order issued by a judge and records the findings of a probable cause hearing in regard to the placement of a child in the custody of the Arkansas Department of Human Services. It also establishes visitation for the parent(s) and sets a date for an adjudication hearing.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEVNT	

- In order for the ODP to run, one of the listed parties must be added to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR79T_CIRCUIT Sample Document, Page 1 of 2

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. ROBERT KUNTZ - 99TH DIVISION 3RD CIRCUIT

SISSY AURELIAN

HORACE AURELIAN, JR.,
DOB: 02/10/1993
SEX F

PROBABLE CAUSE ORDER

On January 11, 2011, the above-entitled cause of action is presented to the Court upon a petition filed by the Arkansas Department of Human Services for a probable cause hearing.

Present before the Court are: _____
_____
_____
_____
_____
_____.

From the testimony, exhibits, statements of the parties and counsel, the record herein, and other things and matters presented, the Court, noting the best interests, welfare, case plan and appropriate statutory placement alternatives, does hereby FIND, ORDER ADJUDGE AND DECREE:

1. This Court has jurisdiction of the parties and the subject matter pursuant to Ark. Code Ann. § 9-27-306 and 9-27-314.

2. An Emergency Order was entered on _____, 20____, placing custody of the above-named child/children with the Arkansas Department of Human Services/_____.

3. The Court finds:

   _____Probable cause still exists to continue the Emergency Order, and it is in the child's/children's best interest to remain in the custody of the Arkansas Department of Human Services/_____.

   _____Probable cause still exists to believe that the child/children is/are dependent/neglected.
   However, it is in the best interests and it is safe for the child/children to return home pending the adjudication hearing.

4. The Court finds:

   _____This is the first contact between the Department of Human Services and the family. An emergency situation arose where immediate action was necessary to protect the health, safety and welfare of the child/children and where rehabilitative services could not be provided; therefore, the Department is deemed to have made reasonable efforts to prevent removal from the home.

_____This is not the first contact between the Department of Human Services and the family. The following services were provided prior to removal, but did not eliminate the need for removal because:_____

_____

_____.

_____Reasonable efforts were not made to prevent the need for removal.

_____A reasonable-efforts determination is not possible at this hearing due to the absence of certain evidence at this hearing.

5. _____ shall have visitation with the child/children as follows:

_____

_____

_____

_____.

6. Additional Orders:

_____

_____

_____

_____

_____

_____

7. Jurisdiction of this cause is continued with an adjudication hearing scheduled for _____, 20____, at _____a.m./p.m.

8. Orders to Appear are hereby given to:_____

_____.

IT IS SO ORDERED.

_____
Circuit Judge

_____
Date

5.89 OR82H_CIRCUIT: Pick-Up Order for Contempt

Description List of Documents

This document is an order issued by a judge instructing the Sheriff's Office (or any other law enforcement officer) to pick-up a party because of contempt for failure to appear in court.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEVNT	

- In order for the ODP to run, there must be a Judge listed as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR82H_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
DOMESTIC RELATIONS DIVISION
HON. RICHARD KUNTZ - 3RD DIVISION 99TH CIRCUIT
99DR-09-482

PRISCILLA AURELIAN V HORACE AURELIAN

PICK-UP ORDER FOR CONTEMPT

Comes on for hearing the above-styled case, pursuant to an Order to Appear and Show Cause entered on ___ and personally served upon Respondent, on ___. Upon the call of the case three times and upon Respondent's failure to appear, the Court hereby finds the Respondent, Horace Aurelian, in contempt of Court for failure to appear. The Sheriff of Razorback County, or any other law enforcement officer in the State of Arkansas, is ordered and directed to execute the Order immediately upon receipt, using all reasonable force necessary for its execution, and incarcerate Respondent, Horace Aurelian, in the Razorback County Jail until a hearing can be scheduled on his/her contempt for failure to appear, or until respondent posts bond in the following amount: _____

The Sheriff of Razorback County shall notify the Court immediately upon the incarceration of Respondent pursuant to this order.

IT IS SO ORDERED this **11-JAN-2011**

_____

HON. RICHARD KUNTZ - 3RD DIVISION 99TH CIRCUIT

5.90 OR82H_JV: Order to Pick-Up

Description List of Documents

This ODP document, when generated will print a copy of the pick-up order for a juvenile

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Juvenile party listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR82H_JV Sample Document, Page 1 of 2

List of Documents

IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS
HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99JV-09-25263

Cornice Cornhauser

CORNICE CORNHAUSER DOB: 12/31/1991
PARENT, GUARDIAN, OR CUSTODIAN

PICK UP ORDER

Whereas, certain information is presented to this Court on January 11, 2011, from which the Court concludes that the above-named juvenile has failed to abide by the orders issued by this Court on November 18, 2010, as follows:

This is _____ (a) a violation of Probation; _____ (b) a violation of Conditions of Release; _____ (c) juvenile has absconded while on Probation; _____ (d) FAILURE TO APPEAR.

IT IS, THEREFORE, ORDERED that the above named Juvenile be picked up and detained by any law enforcement agency and immediately brought before the Juvenile Division of this Court, if located during regular business hours. If the Juvenile should be detained after regular business hours, the Sheriff of Pulaski County, Arkansas, shall deliver the Juvenile to any authorized Juvenile Detention Facility, or any other authorized appropriate facility, where the Juvenile shall be detained no longer than seventy-two (72) hours, pending a detention hearing before this Court; provided, however, that said law enforcement agency may detain the Juvenile in accordance with appropriate federal guidelines, no longer than six (6) hours, for purpose of identification, processing, or transfer to other facilities but only if properly separated from adult prisoners. All reasonable and lawful force may be used to apprehend and detain said Juvenile.

CURRENT CHARGES (PREVIOUS CHARGES BELOW):

NAME: CORNICE CORNHAUSER DOB: 12/31/1991
RACE: SEX: F HEIGHT: ''' WEIGHT:
HAIR COLOR: EYE COLOR: SCARS AND MARKS:

PARENT, GUARDIAN OR CUSTODIAN:

SCHOOL:
OTHER INFORMATION: _____
APPROVED AS TO FORM:

_____ _____
Deputy Prosecuting Attorney *Date*

_____ _____
Circuit Judge Date

_____ _____
Defense Attorney *Date*

OR82H_JV Sample Document, Page 2 of 2

List of Documents

THIS PICKUP ORDER REMAINS IN EFFECT FOR 90 DAYS FROM FILE DATE

(BOXED AREAS MUST BE COMPLETED FOR PICK UP ORDER TO BE ENTERED INTO ACIC)

PREVIOUS CHARGES:
OFFENSE: _____ CLASS: _____ MISD/FEL _____

5.91 OR86_CIRCUIT: Order on Probation Conditions

Description List of Documents

This ODP document, when generated will print a copy of the order informing the defendant of the judgment and conditions of probation. The defendant and his/her attorney sign the document as acknowledgement of the conditions.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge listed as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
99th CIRCUIT DIVISION 3

99CR-00-100

STATE V HORACE AURELIAN

JUDGMENT AND CONDITIONS OF PROBATION

Now on this _____ day of _____, 20__, the defendant having entered a plea of guilty or having been found guilty in the above-styled action and the Court having placed the defendant on probation for a period of _____months for the offense(s) of) of

_____

_____

_____ committed on _____ in violation of A.C.A. _____, and the defendant having acknowledged the purpose of this probation is to assist his/her intention toward rehabilitation and restoration to the community as a lawful citizen according to A.C.A. 16-90-801.

IT IS HEREBY ORDERED the following conditions of said probation are imposed upon the defendant.

_____1. LAWS AND ORDINANCES: You must not commit a criminal offense punishable by imprisonment. You are to obey all Federal and State laws, local ordinances and court orders. If arrested or questioned by a law enforcement officer, you will notify your supervising officer within 24 hours, unless such arrest or questioning occurs on a weekend, in which case you will notify your supervising officer the next working day.

_____2. INTOXICANTS AND ALCOHOLIC BEVERAGES: You must not drink or possess intoxicating or alcoholic beverages, or be present in any establishment where its main source of income is derived from the sale of such beverages.

_____3. CONTROLLED SUBSTANCES: You must not use, sell, distribute, or possess any controlled substances, or associate with any person who is participating in or is known to participate in the illegal use, sale, distribution or possession of controlled substances, or be present in places where such persons congregate. You may use or possess controlled substances pursuant to a legitimate prescription from a physician. You must be able to present proof of your prescription and provide the issuing physician's name, if requested. You must submit to random testing for the use of illegal substances or intoxicants. Testing may be of your breath, blood or urine at the direction of any supervising officer. You must pay for the expense of such testing.

_____4. ASSOCIATION: You must not associate with persons who have been convicted of felonies, or persons who are engaging in criminal activity, or other persons specified by any supervising officer.

_____5. WEAPONS: You must not own, purchase, possess, use, sell or have under your control any deadly weapon or firearm or imitation thereof, or be in the company of any person possessing the same.

_____6. REPORTS: During the term of your probation, you must report in person to your supervising officer where and when directed and permit him or her to visit you in your residence, place of employment, or other property.

_____7. EMPLOYMENT: You must be steadily and gainfully employed at a job approved by your supervising officer or enrolled as a student at all times. If you lose your job, you must report that to your supervising officer immediately. If you are unemployed and your supervising officer determines you are able to work, you will be required to perform twenty (20) hours of community service each week until you obtain employment. You must pay your share of household expenses, support your legal dependents and pay all Court offered child support.

_____8. ADDRESS: You must keep your current residential address, place of employment, and phone number with the Clerk of this Court at all times while you are on probation. In addition, you must notify your supervising officer in advance of any change of address, employment, telephone number, or family status. Prior approval from a supervising officer is required for you to change or stay away on an extended basis from your place of residence or to quit your employment.

_____9. COMMUNITY-BASED EXPENSES: You must participate in, and are obligated for the expense of, any community based programs (such as NA or AA) deemed necessary by the Court.

_____10. EXTRADITION: You must remain within the State of Arkansas unless granted written permission to leave by the court. You agree to waive extradition from any jurisdiction in or outside the United States of America and not to contest any effort to return you to the State of Arkansas.

_____11. DAY REPORTING: You must report to a day reporting center and subject yourself to the programs provided therein as deemed necessary by your supervising officer.

_____12. SUPERVISION FEE: You must pay a supervision fee of Twenty-Five Dollars ($25.00) per month on the date set by your supervising officer. Your supervising officer may require you to perform up to five (5) hours of community service per month in lieu of payment of the supervision fee.

_____13. COOPERATION: You must at all times cooperate with your supervising officer during your probation period. You must submit yourself to and are obligated for the expense of, any rehabilitative, medical or psychiatric program deemed necessary by your supervising officer for such period of time as may be recommended by the treating institution or person. As evidence of your compliance, you must cause periodic reports to be submitted to your supervising officer by the treating or counseling program. You must submit to random drug screens at the request of your supervising officer.

_____14. TRUTHFULNESS: You must be truthful in all statements made to the Court.

_____15. RESTITUTION: (A) You must pay to the Indigent Defense fund through the County Circuit Clerk's Office, the amount of $_____, payable $_____ on the ____ day of _____, 20_____, and the same sum on the same day of each month thereafter until the full amount is paid.

(B) You must pay restitution to the victim(s) _____ a total of $_____, payable $_____ on the _____day of _____ 20__, and the same amount on the same day of each month thereafter until the full amount is paid.

_____16. COURT COSTS: You must pay court costs, DNA Assessment and/or fines listed below to the Razorback County Sheriff's Office in the total amount of $_____ in regular monthly payments of $_____ each month beginning

on the _____ day of _____, 20_____, and a like sum on the same day of each month thereafter until the full amount is paid in full.

i. Court Costs $_____

ii. DNA Assessment $_____

iii. Fine(s) $_____

iv. Other $ _____

_____17. CONFINEMENT: You must serve a period of confinement for _____ days at the _____ County Detention Facility OF _____months in the Community Correctional Facility of the Arkansas Department of Correction.

_____18. HIGH SCHOOL DIPLOMA OR G.E.D. If you have not graduated from high school or obtained a GED, you shall make "a good faith effort" towards completion of a high school diploma or GED as required by ACT 857 or 1991.

_____19. SPECIAL CONDITIONS: You must comply with the Special Conditions imposed by the Court.

A. RELEASE: (1) You will report to the Circuit Clerk's Office, Room _____, Razorback County Courthouse on _____ 20___, between _____ a.m./p.m. and _____ a.m./p.m., to obtain copies of your plea papers;

B. INDIGENT DEFENSE FUND: To Public Defender Attorney's Fee, Act 231 of 1999 (otherwise known as the Indigent Defense Fund), through the Razorback County Circuit Clerk's Office, in the amount of $_____, payable in the sum of $_____ on the _____ day of _____m 20___, and a like sum on the same day of each month thereafter until the full amount is paid.

C. _____

_____

_____

_____
Circuit Judge

_____ACKNOWLEDGEMENT: You acknowledge you have been advised that the Court retains jurisdiction during the period of this probation to change the conditions of probation and to set aside, vacate or revoke such probation for good cause. You acknowledge you fully understand the conditions stated. You acknowledge that if the Court revokes your probation for your violating a condition, it may impose on you a sentence of up to ____ years in the Arkansas Department of Correction and/or a fine of up to $_____.

_____ _____
Defendant's Attorney Defendant's Signature

OR86_CIRCUIT Sample Document, Page 4 of 4

List of Documents

COURT COSTS are to be paid at the Razorback County _____ Office. Please note: When you make payments on court Costs, there is a service charge of five dollars ($5.00) per month.

1. COURT COSTS are to be paid at the Razorback County _____ Office. Please note: When you make payments on court Costs, there is a service charge of five dollars ($5.00) per month.
2. FINES are paid at the Razorback County _____ Office.
3. INDIGENT DEFENSE FUND FEES are to be paid in the Razorback County Circuit Clerk's Office, Razorback County Courthouse.
4. SUPERVISION FEES are to be paid to Adult Probation.
5. HOT CHECKS are to be paid at the Prosecuting Attorney's Office Hot Check Division. Payments must be made by money order or certified check.
6. ALL PAYMENTS should include your case number. Always keep proof of payment. YOU must be able to prove you made the required payment.

5.92 OR90_CIRCUIT: Order of Protection

Description List of Documents

This document is an Order of Protection issued against a party.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDAPRTY	
CMAINIT	

- In order for the ODP to run, there must be a party type of Judge listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

Final Order of Protection

☐ Amended Order

Case No. 99CV-11-344

Circuit Court, Div. _____

County: RAZORBACK **, Arkansas**

Petitioner/Plaintiff

First Middle Last

Petitioner's Date of Birth (mm/dd/yyyy) Race Sex

Minor Children Protected under this Order

	d.o.b.
	d.o.b.
	d.o.b.
	d.o.b.

This Order is Effective Until:

Pursuant to Federal law, this Order shall be enforced by law enforcement officers in all states, territories, districts and tribal lands regardless of whether this Order of Protection is registered locally.

Versus

Respondent/Defendant

First Middle Last

Address: _____

Employer: _____

CAUTION: ☐ Respondent possesses a firearm

☐ Respondent has history of extreme violence

Respondent Identifiers

Sex	Race	DOB mm/dd/yyyy	Ht.	Wt.

Eyes	Hair	SS#

Phone #	DL # or other ID #

Distinguishing Characteristics: _____

Relationship Identifiers: ☐ Current or former spouses ☐ Parents of child(ren) in common

☐ Live together ☐ Current or past dating relationship ☐ Other Relative (Explain) _____

THE COURT HEREBY FINDS AND OFFERS:

That there is jurisdiction over the parties and subject matter, and the Respondent has been provided with proper notice and the opportunity to be heard. That the victim(s) is (are) in immediate and present danger of domestic abuse and therefore an Order of Protection is hereby granted pursuant to the terms herein.

Page 1 of 5

A hearing on this matter was held on the _____ day of _____, 2 _____.

☐ The Petitioner appeared pro se. _____

☐ The Petitioner was represented by counsel _____

☐ The Respondent appeared pro se. _____

☐ The Respondent was represented by counsel _____

☐ The Respondent failed to appear despite proper notice. _____

X The Respondent is restrained from committing any criminal act against the victim(s) including, but not limited to: acts of violence or Domestic Abuse, A.C.A. §9-15-103(3); Harassment A.C.A. §5-71-208; Harassing Communications A.C.A. §5-71-209; Stalking A.C.A. §5-71-229; or Terroristic Threatening A.C.A. §5-13-301.

☐ The Respondent is prohibited from initiating any contact with the victim(s) including but not limited to physical presence, telephonic, electronic, oral, written, visual, or video. Respondent also shall not use a third party to contact the victim(s) except by legal counsel or as authorized by law or court order.

☐ The Respondent is excluded from the Petitioner's residence and the immediate vicinity thereof
Petitioner's Address: _____

(or) ☐ The Petitioner's address is excluded from notice to the Respondent.

☐ The Respondent is prohibited from the following places:

Petitioner's Workplace: _____

School: _____

Other (Identify): _____

_____

_____

_____

☐ is awarded temporary custody of the minor child(ren) for the duration of this _____ order or until future orders shall be issued from a Court with jurisdiction over the parties:

(Children's Names) _____

_____

☐ Visitation with regard to the minor child(ren) is established as follows _____

_____

_____

_____

☐ _____ is ordered to pay child support to _____ through the Circuit Clerk's Office in the amount of $ _____ per _____, plus any Clerk fees as they come due with said payments to begin on _____. This amount is according to the Child Support Chart based upon the payor's income of _____ per _____.

This amount does/does not (circle one) deviate from the Child Support Chart.
(If the amount deviates from the Chart, the justification below in the "Other Order's" section.)

☐ _____ is ordered to pay spousal support in the amount of $_____ per _____, beginning on _____. The spousal support shall be paid until _____. Method of payment shall be:. _____
_____

Note: as there is an expiration date on all Orders of Protection, future matters regarding Child Support, Alimony and Visitation should be handled through another Domestic Relations case (i.e. divorce, paternity, or through the Office of Child Support Enforcement).

☐ A law enforcement officer with jurisdiction is ordered to assist the Petitioner in gaining possession of the dwelling, and/or to otherwise assist in execution or service of the Order of Protection.

☐ A law enforcement officer with jurisdiction is ordered to assist the Respondent in obtaining their personal effects from the dwelling upon proper and timely request of the Respondent.

☐ Other Orders: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

If the parties (or other persons named herein) are subject to the jurisdiction of another court (i.e. through a divorce or paternity action), upon proper notice and the opportunity to be heard, said court may amend the terms of this Order as appropriate.

On this ____ day of _____, 20____, IT IS SO ORDERED.

_____

CIRCUIT JUDGE

WARNINGS TO RESPONDENT

-Pursuant to A.C.A. §9-15-207, a violation of an Order of Protection is a Class A misdemeanor carrying a maximum penalty of one year imprisonment in the county jail or a fine of up to $2,500, or both. A violation of an Order of Protection under this section within five (5) years of a previous conviction for violation of an Order of Protection is a Class D felony punishable by up to six years in prison or up to a $10,000 fine or both.

-It is a federal offense for an individual who is subject to a Final Order of Protection or convicted of a misdemeanor of domestic violence to ship, transport, or possess a firearm or ammunition pursuant to U.S.C. §922(g)8) and (9).

-Crossing state, territorial, or tribal boundaries to violate this Order may result in federal imprisonment pursuant to 18 U.S.C. §2262.

NOTICE TO LAW ENFORCEMENT

-In the event that any law enforcement officer has probable cause to believe that the Respondent named in the above Order has violated this Order and has verification of this Order the officer, may, without a warrant arrest the violator whether the violation was in or outside the officer's presence. See A.C.A. §9-15-207(f).

-A law enforcement officer SHALL NOT arrest a Petitioner for the violation of an Order of Protection issued against a Respondent. See A.C.A. §9-15-207(e).

-This Order of Protection is enforceable in every county of this state by any court or law enforcement officer. See A.C.A. §9-15-207(g).

-This Order is entitled to full faith and credit in any jurisdiction of the United States. See 18 U.S.C. §2265.

5.93 OR91M_CIRCUIT: Order of Recusal

Description List of Documents

This document is generated to inform the Circuit Clerk of a recusal of a judge on a particular case. The Clerk is instructed to reassign the case to another judge.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR91M_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

CIVIL

DIVISION

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

ORDER OF RECUSAL

On the Court's own motion and for good cause shown, the HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT Circuit Court hereby recuses from the above styled case, and the Circuit Clerk is hereby directed to reassign the case to another division of the Circuit Court.

_____

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

DATE: _____

5.94 OR92_CIRCUIT: Order of Dismissal and Remand

Description List of Documents

This document is generated to inform the lower courts that the case has been dismissed and remanded.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR92_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

Horace Aurelian
40000 Himalaya Way
Apt K
Cabot, AR 72023

ORDER OF DISMISSAL AND REMAND

Upon motion of the _____, the court doth order the appeal dismissed and remanded to the _____ for imposition of sentence according to the judgment entered thereon on _____ Case Number _____.

Further, the Court doth order that any bond for the defendant be and hereby is forfeited to this Court.

_____
Circuit Judge

_____
Date

PREPARED BY:

_____

5.95 OR9A1_CIRCUIT: Restraining Order with Temporary Hearing

Description List of Documents

To issue a Restraining Order and a notice of a temporary hearing in Circuit Court to parties on a case.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDAPRTY	
CMAINIT	
CSAEVNT	

- In order for the ODP to run, there must be both a Plaintiff and a Defendant listed as a party on the case.
- Hearing date should be scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR9A1_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

RESTRAINING ORDER WITH TEMPORARY HEARING

Each of the above named parties to this action is hereby enjoined and restrained from causing, or permitting, any minor children of the parties to be removed from the jurisdiction of this Court except by prior permission of the Court.

Each party is hereby enjoined and restrained from doing, attempting to do, or threatening to do, any act injuring, mistreating, molesting, or harassing the adverse party, or any of the children of the parties.

Each party is hereby enjoined and restrained from selling, encumbering, mortgaging, contracting to sell, or otherwise disposing of, or removing from the jurisdiction of this Court, any of the property belonging to the parties, except in the ordinary course of business, or except by agreement of the parties, or except by the further Orders of the Court.

Each party shall complete an Affidavit of Financial Means (Rev. June 2007) and be prepared to exchange a copy of such Affidavit with the other party prior to the temporary hearing or trial.

Defendant is notified that a hearing will be held before the HON. JAY MOODY - 3RD DIVISION 99TH CIRCUIT in Room _____, of the

Circuit Court Of Razorback County
401 W Markham
Little Rock, Ar 72201

on _____, 20_____ at the hours of _____, to consider the plaintiff's motion in plaintiff's cause of action. Service of this order on defendant shall be sufficient to notify the defendant to appear at the time, date and place designated.

IT IS SO ORDERED.

_____
Judge

_____
Date

5.96 ORAK_CIRCUIT: Judgment and Conditions of Suspended Imposition of Sentence

Description List of Documents

This ODP document, when generated will print a copy of the judgment and conditions of suspended imposition of sentence. The defendant and his/her attorney agree to the conditions by signing the document.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. ROBERT KUNTZ – 3RD DIVISION RAZORBACK CIRCUIT COURT
99CR-11-344
STATE V HORACE AURELIEN

JUDGMENT AND CONDITIONS OF
SUSPENDED IMPOSITION OF SENTENCE

Now on this ____ day of _____, 20__, came the State of Arkansas by Amadeus Mozart, Deputy Prosecuting Attorney, and the Defendant, Horace Aurelian appeared in person and with his/her attorney, Johannes Solliarli, and moved to withdraw his/her plea(s) of not guilty entered previously, and to enter his/her plea(s) of guilty to the offense(s) of _____
_____.

A Class _____ Felony(ies).

Upon Defendant's executed Plea Agreement and Plea and Waiver filed herein, and statement of facts to the Court in support of his/her plea(s) of guilty, the court finds Defendant did intelligently, knowingly, and voluntarily enter his/her plea(s) of guilty.

IT IS ADJUDGED Defendant is in fact guilty of the offense(s) of _____
_____ and stands convicted.

AND THE COURT having asked Defendant whether he/she has anything to say why judgment should not be pronounced, and no sufficient cause to the contrary being shown or appearing to the court, thereafter, the Court pronounces:

A. A judgment of a fine of $_____; and
B. A judgment of conviction and commits the Defendant to the Department of Correction for a term of 12 months; and
C. A judgment suspending the last 2 months of said term (pronounced in paragraph B) upon conditions set forth in paragraphs 1 through 9.
D. A judgment suspending for a period of _____ months imposition of sentence as to an additional term upon conditions west forth in paragraphs 1 through 12.

Conditions of Suspended Imposition of Sentence

_____1. **LAWS AND ORDINANCES:** You must not commit a criminal offense punishable by imprisonment. You are to obey all Federal and State laws, local ordinances and court orders.

_____1. **INTOXICANTS AND ALCOHOLIC BEVERAGES:** You must not drink or possess intoxicating or alcoholic beverages, or be present in any establishment where its main source of income is derived from the sale of such beverages.

_____2. **CONTROLLED SUBSTANCES:** You must not use, sell, distribute, or possess any controlled substances, or associate with any person who is participating in or is known to participate in the illegal use, sale, distribution or possession of controlled substances, or be present in places where such persons congregate. You may use or possess controlled substances pursuant to a legitimate prescription from a physician. You must be able to present proof of your prescription and provide the issuing physician's name, if requested.

_____3. **ASSOCIATION:** You must not associate with persons who have been convicted of felonies or persons who engage in criminal activity.

_____4. **WEAPONS:** You must not own, purchase, possess, use, sell or have under your control any deadly weapon or firearm or imitation thereof, or other prohibited deadly weapon to be in the company of any person possessing the same.

_____5. **ADDRESS:** You must keep your current residential address, place of employment, and phone number with the Clerk of this Court at all times during this suspended imposition of sentence.

_____6. **EMPLOYMENT:** You must be gainfully employed or enrolled as a student at all times, pay your share of household expenses, support your legal dependents, and pay all Court ordered child support.

_____7. **EXTRADITION:** You must remain within the State of Arkansas unless granted written permission to leave by the court. You agree to waive extradition from any jurisdiction in or outside the United States of America and not to contest any effort to return you to the State of Arkansas.

_____8. **NON-RESIDENTIAL SERVICES:** You must submit to, and are obligated for the expense of, any nonresidential rehabilitative, medical, counseling or psychiatric program deemed necessary by the Court, for such period of time as may be recommended by the treating institution or person. As evidence of your compliance, you must cause periodic reports to be submitted to the Court by the treating or counseling program.

_____9. **COMMUNITY-BASED EXPENSES:** You must participate in, and are obligated for the expense of, any community based programs (such as NA or AA) deemed necessary by the Court.

_____10. **TRUTHFULNESS:** You must be truthful in all statements made to the Court.

_____11. **RESTITUTION:** You must pay restitution to the victim(s)

_____ through _____ in the total amount of $_____ on the _____day of _____ 20__, and the same amount on the same day of each month thereafter until the full amount is paid in full.

_____12. **COURT COSTS:** You must pay court costs, DNA Assessment and/or fines listed below to the Razorback County Sheriff's Office in the total amount of $_____ in regular monthly payments of $_____ each month beginning on the _____ day of _____, 20_____, and a like sum on the same day of each month thereafter until the full amount is paid in full.

i. Court Costs $_____

i. DNA Assessment $_____

ii. Fine(s) $_____

iii. Other $ _____

_____13. **DETENTION:** You must serve a period of confinement for _____ days at the _____ County Detention Facility.

_____14. **HIGH SCHOOL DIPLOMA OR G.E.D.** If you have not graduated from high school or obtained a GED, you shall make "a good faith effort" towards completion of a high school diploma or GED as required by ACT 857 or 1991.

_____15. **SPECIAL CONDITIONS:** You must comply with the Special Conditions imposed by the Court.

A. **RELEASE:** (1) You will report to the Circuit Clerk's Office, Room _____, Razorback County Courthouse on _____ 20___, between _____ a.m./p.m. and _____ a.m./p.m., to obtain copies of your plea papers;

A. **REPORT:** Within seventy-two (72) hours of your release from custody, you will report to the Circuit Clerk's Office, Room _____, Razorback County Courthouse, to notify said office of your address and obtain copies of these documents. Should your address change, you are to notify the Clerk's Office of your new address within seventy-two hours of the change.

B. **INDIGENT DEFENSE FUND:** You must pay to the Indigent Defense Fund through the Razorback County Circuit Clerk's Office, in the amount of $ _____, payable $_____ on the _____ day of _____, 20_____, and the sum on the same day of each month thereafter until the full amount is paid.

C. _____

AND, IT IS FURTHER ORDERED the Court retains jurisdiction during said period of suspended imposition to change the conditions and to set aside, vacate or revoke such suspension for good cause.

_____

Circuit Judge

ACKNOWLEDGMENT

I HEREBY CERTIFY I HAVE RECEIVED, READ UNDERSTAND AND WILL COMPLY WITH THE TERMS AND CONDITIONS OF MY SUSPENDED IMPOSITION OF SENTENCE.

I further understand if I am found to have violated any of the above conditions during this period of Suspended Imposition of Sentence that I could be sentenced to the Arkansas Department of Correction.

_____ _____

Defendant's Attorney Defendant's Signature

1. COURT COSTS are to be paid at the
   _____
   _____
   Please note: When you make payments on court Costs, there is a service charge of five dollars ($5.00) per month.
2. FINES are paid at the
   _____
   _____
3. INDIGENT DEFENSE FUND FEES are to be paid
   _____
   _____
   _____
   _____
4. SUPERVISION FEES are to be paid to
   _____
   _____
5. HOT CHECKS are to be paid at the
   _____
   _____
   Payments must be made by money order or certified check.
6. ALL PAYMENTS should include your case number. Always keep proof of payment. YOU must be able to prove you made the required payment.

5.97 ORAM_CIRCUIT: Standing Restraining Order

Description List of Documents

This document is a standing restraining order that is ordered by the judge.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDAPRTY	
CDIDOCT	
CMAINIT	

- In order for the ODP to run, one of the listed party types must be on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ORAM_CIRCUIT Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANIEL KURTZ – 3RD DIVISION 99TH CIRCUIT

OSCE/STATE OF ARKANSAS
PRISCILLA AURELIAN PLAINTIFF

V CASE NO: 99DR-08-102

HORACE AURELIAN DEFENDANT

STANDING RESTRAINING ORDER

All parties to Domestic Relations actions are subject to this Order. The Circuit Clerk will provide a copy to Plaintiff upon filing and attach a copy to the Summons to be served upon Defendant.

The Plaintiff shall be bound by this Order from the time the action is filed. The Defendant shall be bound by this Order from the time the summons is served.

I.

Each Party is hereby enjoined and restrained from causing or permitting any minor children of the parties to be removed from the jurisdiction of this Court except by prior permission of this Court.

II.

Each Party is hereby enjoined and restrained from doing, attempting to do, or threatening to do, any act injuring, mistreating, molesting, harassing or threatening the adverse party, or any of the children of the parties.

III.

Each party is hereby enjoined and restrained from selling, encumbering, mortgaging, contracting to sell, or otherwise disposing of, or removing from the jurisdiction of this Court, any of the property belonging to the parties, except in the ordinary course of business or except by the further Orders of this Court.

IV.

Each party shall prepare a complete list of property designating marital property, plaintiff's separate property and defendant's separate property and provide a copy to the other party and the Court 3 days prior to final trial.

IT IS SO ORDERED this 28th day of March, 2011.

_____
Circuit Court Judge

5.98 ORB0Q_CIRCUIT: Order Continuing Ex-Parte Order of Protection and Setting New Date for Hearing

Description List of Documents

This document continues the ex-parte order of protection and sets a new date for hearing.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge party type listed on the case.
- A hearing date should be scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ORB0Q_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

ORDER CONTINUING EX-PARTE ORDER

OF PROTECTION AND SETTING NEW DATE FOR HEARING

On this day, 28 March, 2011 the day scheduled for a full hearing on the Petition for Order of Protection, it being made known to the Court that Respondent has not been served with a copy of the Ex-Parte Order of Protection with Notice of Hearing, this matter is continued and a new day of **11 July, 2011** at **08:00 AM** is set for a hearing on the said Petition. Pending such hearing, the Ex-Parte Order will remain n full force and effect.

The Sheriff of RAZORBACK County, Arkansas, is hereby directed to serve a copy of the Ex-Parte Order of Protection together with a copy of this Order prior to the date set for the above action.

IT IS SO ORDERED this day, March 28, 2011.

_____
Circuit Judge

_____
Date

5.99 ORC3_CIRCUIT: Order to Transfer Between Divisions

Description List of Documents

This document will be generated when the court wishes to order the transfer of a case from one division to another.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ORC3_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

CIVIL DIVISION

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

ORDER TO TRANSFER DIVISIONS

Upon the Court's own motion and by agreement of the Judges, this case is hereby transferred to HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT.

IT IS SO ORDERED,

_____

1ST DIVISION 99TH CIRCUIT

DATE:_____

ACCEPTED BY:

_____

HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

DATE: _____

5.100 ORCH_60CI: Order to Attend Transparenting Seminar

Description List of Documents

The judge will order individual parents to a Trans-parenting class if they have filed for divorce and children are involved.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the listed parties must on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- Cursor must be located on the event either in CSAEVNT or CMAINIT on the Limited Event tab.

ORCH_60CI Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
99th CIRCUIT DIVISION 3

99DR-11-344

OCSE/STATE V HORACE AURELIAN

JUDGMENT AND CONDITIONS OF PROBATION

The parties in the above matter are hereby ordered to complete the TransParenting class at Family Service Agency, 1234 Counseling Street, Any Town, AR 71103, telephone number (501) 555-1212, prior to the entry of a Decree of Divorce in this case.

The TransParenting court is an educational program designed to teach effective parenting during the transitions of divorce or parental separation. The cost for the four(4) hour educational seminar is $40.00, by Cash or Money Order, for each litigant and will be collected by Family Service Agency.

IT IS SO ORDERED this March, 28, 2011

_____
Circuit Judge

5.101 ORDO_CIRCUIT: Transport Order

Description List of Documents

This document is an order issued by a judge instructing the Sheriff's Office (or any other law enforcement officer) to transport a defendant from a jail or detention center for a court appearance on a specific date and time.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEVNT	

- In order for the ODP to run, there must be a Defendant party type on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- Cursor must be located on the event either in CSAEVNT or CMAINIT on the Limited Event tab.

ORDO_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
99th CIRCUIT DIVISION 3

99CR-11-344

STATE V HORACE AURELIAN

TRANSPORT ORDER

To the Sheriff of Razorback County, Arkansas, or any other duly authorized Officer of the law:

You are hereby ordered and directed to transport the Defendant, Horace Aurelian, from the Piggyback County Courthouse to the CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS, for a hearing scheduled on March 28, 2011 at 9:00 A.M. and to return the Defendant to the Piggyback County Detention Center after the hearing.

IT IS SO ORDERED.

_____
Circuit Judge

_____
Date

Copies to:

5.102 ORE16_CIRCUIT: Standing Restraining Order

Description List of Documents

This ODP document, when run, will generate a standing restraining order.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDIDOCT	
CMAINIT	

- In order for the ODP to run, there must be a plaintiff and defendant on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ORE16_CIRCUIT Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

PRISCILLA AURELIAN PLAINTIFF

V CASE NO: 99DR-08-102

HORACE AURELIAN DEFENDANT

STANDING RESTRAINING ORDER

All parties to Domestic Relations actions are subject to this Order. The Circuit Clerk will provide a copy to Plaintiff upon filing and attach a copy to the Summons to be served upon Defendant.

The Plaintiff shall be bound by this Order from the time the action is filed. The Defendant shall be bound by this Order from the time the summons is served.

I.

Each Party is hereby enjoined and restrained from causing or permitting any minor children of the parties to be removed from the jurisdiction of this Court except by prior permission of this Court.

II.

Each Party is hereby enjoined and restrained from doing, attempting to do, or threatening to do, any act injuring, mistreating, molesting, harassing or threatening the adverse party, or any of the children of the parties.

III.

Each party is hereby enjoined and restrained from selling, encumbering, mortgaging, contracting to sell, or otherwise disposing of, or removing from the jurisdiction of this Court, any of the property belonging to the parties, except in the ordinary course of business or except by the further Orders of this Court.

IV.

Each party shall prepare a complete list of property designating marital property, plaintiff's separate property and defendant's separate property and provide a copy to the other party and the Court 3 days prior to final trial.

IT IS SO ORDERED this ___ day of _____, 20__.

5.103 ORE5: Order to Vacate or Show Cause

Description List of Documents

This document is an Order that directs a party to vacate a property.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDIDOCT	
CMAINIT	

- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ORE5 Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

IOM, LLP PLAINTIFF

CASE #99CV-11-344

HORACE AURELIAN DEFENDANT

ORDER OF EVICTION

Body of order not yet created.

Description of property.

In RAZORBACK county, Arkansas.

5.104 PD1ST_LETTER: Public Defender First Letter

Description List of Documents

This document informs the defendant of the appointment of a public defender, contact information, and event date and time.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEVNT	

- In order for the ODP to run, there should be a Defendant added as a party to the case.
- There is an event scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- The sample of the letterhead is shown in attachment A below. The letter should be kept to one page.
- In order for the event information to pull on this ODP document, the cursor must be located on the event on either the limited event tab on CMAINIT or on the event in CSAEVNT.

PD1STLETTER Sample Document

List of Documents

OFFICE OF THE PUBLIC DEFENDER
SIXTH JUDICIAL DISTRICT OF ARKANSAS

201 S. Broadway St. Ste 210
Little Rock, Arkansas 72201
Phone: (501) 340-6120
Fax: (501) 340-6133

April 2, 2009

FIRST LETTER

CR 2009 000290

HORACE AURELIAN
123 MAIN STREET
LITTLE ROCK, AR 72201

Dear HORACE AURELIAN :

I am the attorney who will be representing you on your pending charge.

It's extremely important that you call me when you get this letter so we can set up an appointment and begin working on this case.
If I'm not in, leave a message and let me know how to contact you during the day and at night.

YOU SHOULD PAY YOUR PUBLIC DEFENDER USER FEE BEFORE OR ON YOUR NEXT COURT DATE. THE USER FEE IS PAID IN THE CIRCUIT CLERK'S OFFICE IN THE COURTHOUSE. FAILURE TO PAY COULD RESULT IN CONTEMPT OF COURT.

Sincerely,

RAGNAR PHILLISON

Deputy Public Defender

cc: file

5.105 SA40_BENCH: Bench Warrant with No Contact Order

Description List of Documents

This document is a bench warrant issued against a defendant with a no contact order. This document directs law enforcement to arrest the defendant.

List of Contexte Forms document can be printed

Form Name	Comments
CCADAPP	
CCADREQ	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SA40_BENCH Sample Document, Page 1 of 2

List of Documents

IN THE RAZORBACK COUNTY CIRCUIT COURT, ARKANSAS

BENCH WARRANT

CRIMINAL DIRECT FILED

Total Bond to Collect: $1,000.00

Case Number: 99CR-10-200
Warrant No.: 99CI-13-115
Date Printed: March 28, 2011

The State of Arkansas, To Any Law Enforcement Officer in the State:

IT APPEARING that there are reasonable grounds for believing that **HORACE AURELIA** has committed the following offenses:

5-37-201 FORGERY
A(AN) CLASS C FELONY
VIOLATION DATE: 17-FEB-10 - -

in the County of RAZORBACK, you are hereby commanded to arrest and bring the above named person before the RAZORBACK COUNTY CIRCUIT COURT.

Given under my hand and seal of said court this March 28, 2011.

NOLA ANDERSON, CIRCUIT CLERK
BY:_____D.C.

Defendant's Last Known Address:
HORACE AURELIA
40000 HEMINGWAY CIR
CABOT, AR 72113
501 5551212

Sex: m
Height: 67 inches
Eye color: HAZEL
D.L. State: AR
Date of Birth: 08/31/1971
SID Number: 733812
System ID: 916475882

Race: WHITE
Weight: 125 lbs.
Hair color: BLONDE
D.L. Number: 916475882

WARRANT RETURN

BOND POSTED:$_____ ☐ CASH ☐ RECOGNIZANCE ☐ PROF ☐ 10%

I certify that I have served the within warrant of arrest on the _____ day of _____, 20_____,
at_____
by: ☐ taking into my custody the within named **HORACE AURELIA**.
☐ delivering a copy of this warrant of arrest to the within named **HORACE AURELIA** personally and releasing the accused upon promise to appear in the DISTRICT COURT OF RAZORBACK COUNTY on the court date stated herein.
☐ Warrant returned unexecuted
☐ Warrant recalled

_____
Arresting Officer and Agency
SID Number:_____
Arrest Tracking Number:_____

COURT DATE:_____ **at** __:__ **a.m./p.m.**
I promise to appear in said court at said time and place.
I understand the above and that my signature is not an admission of guilt.

Signature:

SA40_BENCH Sample Document, Page 2 of 2

List of Documents

STATE OF ARKANSAS
VS.
HORACE AURELIA
40000 HEMINGWAY CIR
CABOT AR 72113
501 5551212

CASE NO. 99CR-10-200
Warrant No.: 99CI-13-115

Sex: M Race: WHITE D.L. State: AR D.L. Number: 916470002 Date of Birth: 08/31/1971

CONDITION OF PRE-TRIAL RELEASE NO CONTACT ORDER

This Court has jurisdiction over this matter, and hereby issues a No Contact Order as follows:

THE COURT ORDERS: (only checked items shall apply)

_____1. YOU ARE ORDERED NOT TO CONTACT: _____
(herein referred to as "Victim") either in person, by telephone, in writing or otherwise, either directly or through someone else, and to stay at least 100 yards from the Victim, even if the Victim seems to allow or request contact.

_____2. YOU ARE ORDERED TO STAY AWAY FROM THE VICTIM'S RESIDENCE AND WORK PLACE.

_____3. YOU MAY EXERCISE VISITATION RIGHTS: Peaceful contact with the Victim is allowed in accordance with a Circuit Court order.

_____4. YOU ARE ORDERED NOT TO BE IN POSSESSION of any weapons, firearms, or ammunition for the duration of this Order.

_____5. YOU ARE ORDERED: _____

_____

Violation of this order subjects the defendant to immediately arrest and detention; and any law enforcement officer having reasonable cause to believe that this order has been violated is ordered to immediately detain the defendant to be brought before the Court within forty-eight (48) hours. This order is in addition to any order issued pursuant to Ark. Code Ann. § 9-15-201 et seq. This order is issued pursuant to Arkansas Rules of Criminal Procedure No. 9.3 and, if applicable, Ark. Code Ann. §§ 5-71-208 or 5-71-209 or 5-71-229 or 5-13-301.

IT IS SO ORDERED.

_____

DATE:_____

By signature below, Defendant acknowledges that he/she received a copy of this No Contact Order.

_____
DEFENDANT SIGNATURE
DATE:_____

NOTICE TO LAW ENFORCEMENT:
_____ Defendant received notice of this Order in open Court on _____.
_____ A copy of this Order was mailed to Defendant's last known address.
_____ Defendant has been served in-hand by a Law Enforcement Officer or Court Official.

_____ SIGNATURE OF SERVING OFFICIAL

_____ DATE

5.106 SA40_CIRCUIT: Generic Bench Arrest

Description List of Documents

This ODP document, when run, will generate a letter to a law enforcement agency informing them that a Generic Bench Warrant has been processed on the specified defendant.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	Defendant
CMAINIT	Plaintiff

- It is assumed that when the warrant is created through CCADREQ, that the document is to be tracked through Contexte and updated in COADTRA accordingly.
- In order for the letter to generate, there must be a defendant as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SA40_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KURZE - 6TH DIVISION 99TH CIRCUIT

BENCH WARRANT

OTHER-CIVIL CONTRACTS

Total Bond to Collect:

Case Number: 99CV-11-3489
Warrant No.: 99CI-11-4556
Date Printed: August 9, 2011

The State of Arkansas, To Any Law Enforcement Officer in the State:

IT APPEARING that there are reasonable grounds for believing that **HORACE AURELIAN** has committed the following offenses:

Counts **Violations**

in the County of RAZORBACK, you are hereby commanded to arrest and bring the above named person before the CIRCUIT COURT OF RAZORBACK COUNTY.

Given under my hand and seal of said court this August 9, 2011.

MAGNUS RUSS, CIRCUIT CLERK
BY:_____

Defendant's Last Known Address:
HORACE AURELIAN
40 HIMALAYA
APT K
LITTLE ROCK, AR 72201

Sex: M Race: WHITE
Height: 7'5"
Weight: 350 lbs.
Eye color: BLUE Hair color: BROWN
Date of Birth: 01/01/1985
System ID: @147454
Social Security: XXX-XX-5555

WARRANT RETURN

BOND POSTED:$_____ ☐ CASH ☐ RECOGNIZANCE ☐PROF ☐10%

I certify that I have served the within warrant of arrest on the _____ day of _____, 20_____,
at _____
by: ☐ taking into my custody the within named **HORACE AURELIAN** .
☐ delivering a copy of this warrant of arrest to the within named **HORACE AURELIAN** personally and releasing the accused upon promise to appear in the CIRCUIT COURT OF RAZORBACK COUNTY on the court date stated herein.
☐ Warrant returned unexecuted
☐ Warrant recalled

_____
Arresting Officer and Agency
SID Number:_____
Arrest Tracking Number:_____

5.107 SC40: Criminal Summons

Description List of Documents

This document is a summons that is issued in a Criminal case. The summons directs a party to appear for a scheduled court hearing.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- A hearing is scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SC40 Sample Document, Page 1 of 4

List of Documents

IN THE «ODP_USER_GENERAL_COURT_NAME», ARKANSAS

STATE OF ARKANSAS PLAINTIFF

VS. CASE NO «ODP_GENERAL_CASE_ID»
SUMMONS NO «ODP_CCADAPP_DOCUMENT_ID»
AMOUNT «ODP_CCADREQ_BOND_CASH»

«ODP_GENERAL_RECEIVER_NAME» DEFENDANT
«ODP_GENERAL_RECEIVER_SUFFIX»
«ODP_GENERAL_PRTY_RCV_ADDRESS» D.O.B. «ODP_USER_GEN_REC_DOB»
«ODP_GENERAL_PRTY_RCV_CITY» D.L.#
«ODP_GENERAL_PRTY_RCV_STATE_ZIP» «ODP_USER_GEN_REC_DL_STATE»
«ODP_USER_GEN_REC_DL_NUM»

SUMMONS IN A CRIMINAL CASE

To «ODP_GENERAL_RECEIVER_NAME» «ODP_GENERAL_RECEIVER_SUFFIX», defendant:

Pursuant to Rules 6.1 – 6.3 of the Arkansas Rules of Criminal Procedure, you are hereby commanded to appear at __:__ AM/PM, on the ____ day of _____, 20__, before the court located at the following address:

«ODP_USER_GENERAL_COURT_ADDRESS»

to answer in the complaint, information, or indictment of the plaintiff, the offense alleged against you in the above matter.

The offense alleged in plaintiff's complaint, information, or indictment, as set out in the supporting affidavit of which a copy is attached hereto and incorporated herein by reference, is as follows:

«ODP_USER_GEN_CASE_VIOLATIONS» **«ODP_USER_GEN_CASE_VIOL_TEXT»**

FAILURE TO APPEAR AT THE ABOVE STATED TIME AND PLACE MAY RESULT IN YOUR ARREST AND SHALL CONSTITUTE A SEPARATE OFFENSE FOR WHICH YOU CAN BE PROSECUTED.

Witness my hand and seal of said court this «ODP_GENERAL_DATE_DDMONYYYY».

_____
Deputy Clerk

_____
District Court Judge

SUMMONS RETURN

STATE OF ARKANSAS)
COUNTY OF «ODP_GENERAL_CORT_DESC»)

Served the within summons upon the within named defendant on the __ day of _____, 20__, by

_____
Officer

IN THE «ODP_USER_GENERAL_COURT_NAME», ARKANSAS

INFORMATION WITH AFFIDAVIT

Summons No.: «ODP_CCADAPP_DOCUMENT_ID»

DEFENDANT'S INFORMATION

«ODP_GENERAL_RECEIVER_NAME» «ODP_GENERAL_RECEIVER_SUFFIX»
«ODP_GENERAL_PRTY_RCV_ADDRESS»
«ODP_GENERAL_PRTY_RCV_CITY» «ODP_GENERAL_PRTY_RCV_STATE_ZIP»

Pursuant to rule 6.1 of the Arkansas Rules of Criminal Procedure, the undersigned affiant(s) being duly sworn, deposes and says that he/she has reason to believe that «ODP_GENERAL_RECEIVER_NAME» «ODP_GENERAL_RECEIVER_SUFFIX» has committed the offense of:

«ODP_USER_GEN_CASE_VIOLATIONS»

in «ODP_GENERAL_CORT_DESC» county, Arkansas against the peace and dignity of the State of Arkansas.

I swear that the allegations contained herein are the truth, the whole truth, and nothing but the truth.

_____

_____

_____
Affiant's name, address, and telephone number

Violation text:
«ODP_USER_GEN_CASE_VIOL_TEXT»

Subscribed and sworn to before me this _____ day of _____, 20____.

_____
«ODP_USER_GENERAL_CLERK_NAME»

I hereby find that this sworn affidavit demonstrates reasonable cause for the issuance of a criminal summons for the above named individual for the above stated offense.

_____
DISTRICT JUDGE

_____
PROSECUTING/CITY ATTORNEY

IN THE «ODP_USER_GENERAL_COURT_NAME», ARKANSAS

STATE OF ARKANSAS
VS.
«ODP_CCADAPP_DOCUMENT_ID»
«ODP_GENERAL_RECEIVER_NAME» «ODP_GENERAL_RECEIVER_SUFFIX»
«ODP_GENERAL_PRTY_RCV_ADDRESS»
«ODP_GENERAL_PRTY_RCV_CITY» «ODP_GENERAL_PRTY_RCV_STATE_ZIP»
«ODP_GENERAL_PRTY_RCV_TELEPHONE»
Sex: «ODP_USER_GEN_REC_GENDER» Race: «ODP_USER_GEN_REC_RACE» D.L. State: «ODP_USER_GEN_REC_DL_STATE» D.L. Number: «ODP_USER_GEN_REC_DL_NUM» Date of Birth: «ODP_USER_GEN_REC_DOB»

CASE NO. «ODP_GENERAL_CASE_ID»
Summons No.:

CONDITION OF PRE-TRIAL RELEASE NO CONTACT ORDER

This Court has jurisdiction over this matter, and hereby issues a No Contact Order as follows:

THE COURT ORDERS: (only checked items shall apply)

_____1. YOU ARE ORDERED NOT TO CONTACT: _____ (herein referred to as "Victim") either in person, by telephone, in writing or otherwise, either directly or through someone else, and to stay at least 100 yards from the Victim, even if the Victim seems to allow or request contact.

_____2. YOU ARE ORDERED TO STAY AWAY FROM THE VICTIM'S RESIDENCE AND WORK PLACE.

_____3. YOU MAY EXERCISE VISITATION RIGHTS: Peaceful contact with the Victim is allowed in accordance with a Circuit Court order.

_____4. YOU ARE ORDERED NOT TO BE IN POSSESSION of any weapons, firearms, or ammunition for the duration of this Order.

_____5. YOU ARE ORDERED: _____

_____

Violation of this order subjects the defendant to immediately arrest and detention; and any law enforcement officer having reasonable cause to believe that this order has been violated is ordered to immediately detain the defendant to be brought before the Court within forty-eight (48) hours. This order is in addition to any order issued pursuant to Ark. Code Ann. § 9-15-201 et seq. This order is issued pursuant to Arkansas Rules of Criminal Procedure No. 9.3 and, if applicable, Ark. Code Ann. §§ 5-71-208 or 5-71-209 or 5-71-229 or 5-13-301.

IT IS SO ORDERED.

_____
DISTRICT JUDGE
DATE:_____

By signature below, Defendant acknowledges that he/she received a copy of this No Contact Order.

_____
DEFENDANT SIGNATURE
DATE:_____

NOTICE TO LAW ENFORCEMENT:
_____ Defendant received notice of this Order in open Court on _____.
_____ A copy of this Order was mailed to Defendant's last known address.
_____ Defendant has been served in-hand by a Law Enforcement Officer or Court Official.

_____ _____
SIGNATURE OF SERVING OFFICIAL DATE

5.108 SD_NEXT_DATE: Notice of Next Event

Description List of Documents

This document is a letter that lists the next hearing for a specified case.

List of Contexte Forms document can be printed

Form Name	Comments
NMAMAIN	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- A hearing date should be scheduled in NMAMAIN.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SD_NEXT_DATE Sample Document

List of Documents

STATE V HORACE AURELIA, JR. CASE NO: 99CR-11-344
HORACE AURELIA, JR.
40000 HEMINGWAY CIR
ANY TOWN, AR 71102

Dear HORACE AURELIA, JR.:

According to our records you have the following events scheduled in our court in the above matter.

Contempt Hearing, Razorback County Courtroom A, March 29, 2011, 1:00 p.m.

5.109 SF10: Failure to Appear Warrant

Description List of Documents

This document is an arrest warrant for a defendant who failed to appear at a scheduled hearing. This document directs law enforcement to arrest the defendant.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Defendant failed to appear for a scheduled hearing.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SF10 Sample Document, Page 1 of 2

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

WARRANT OF ARREST

FAILURE TO APPEAR

Total Bond to Collect:

Case Number: 99CV-11-344

Warrant No.:

Date Printed: March 28, 2011

The State of Arkansas, To Any Law Enforcement Officer in the State:

IT APPEARING that there are reasonable grounds for believing that has committed the following offenses:

in the County of RAZORBACK, you are hereby commanded to arrest and bring the above named person before the RAZORBACK COUNTY DISTRICT COURT.

Given under my hand and seal of said court this March 28, 2011.

☐ **CASH BOND ONLY**
☐ **CASH OR PROFESSIONAL BOND**
☐ **MANDATORY APPEARANCE**
☐ **OTHER:** _____

_____
District Court Judge

Defendant's Last Known Address:
HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOT AR 72023
System ID: @95735

WARRANT RETURN

BOND POSTED:$_____ ☐ CASH ☐ RECOGNIZANCE ☐PROF ☐10%

I certify that I have served the within warrant of arrest on the _____ day of _____, 20_____,
at _____
by: ☐ taking into my custody the within named **HORACE AURELIAN** .
☐ delivering a copy of this warrant of arrest to the within named **HORACE AURELIAN** personally and releasing the accused upon promise to appear in the DISTRICT COURT OF RAZORBACK COUNTY on the court date stated herein.
☐ Warrant returned unexecuted
☐ Warrant recalled

_____
Arresting Officer and Agency
SID Number:_____
Arrest Tracking Number:_____

COURT DATE:_____ **at __:__ a.m./p.m.**
I promise to appear in said court at said time and place.
I understand the above and that my signature is not an admission of guilt.

Signature:

SF10 Sample Document, Page 2 of 2

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

ORDER OF DRIVER LICENSE SUSPENSION/WITHDRAWAL

HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOT AR 72023

DOB:

DL#:

DL Class:

[X] FAILURE TO APPEAR

[ ] FAILURE TO PAY

[ ] FAILURE TO COMPLY

NON-MOVING VIOLATION
Original Violation

Original Offense Date

Citation#

Warrant No.:

CMV Vehicle =
HazMat =
CDL =

NOTICE OF SUSPENSION

The defendant above has failed to respond to a citation or pay a fine within a prescribed time limit. Initiate action to suspend the defendant's driver's license

Officer of the Court

Date

NOTICE OF WITHDRAWAL OF SUSPENSION

A suspension imposed for this violation may be withdrawn. Payment has been made covering the fine or the defendant has appeared for the violation described herein.

Officer of the Court

Date

Mail to:
Driver Control
Post Office Box 1272
Little Rock, AR 72203

Or FAX to:
501-623-3098

NOTICE TO DEFENDANT: THE STATE OF ARKANSAS REQUIRES A REINSTATEMENT FEE TO BE PAID TO DRIVER CONTROL BEFORE YOUR DRIVERS LICENSE WILL BE REINSTATED. YOU MAY CONTACT DRIVER CONTROL BY PHONE AT (501) 682-1631.

5.110 SF10_CIRCUIT: FTA Bench Warrant

Description List of Documents

This ODP document, when ran, will produce a warrant for Failing to Appear. This warrant may or may not be tracked through CCADREQ.

List of Contexte Forms document can be printed

Form Name	Comments
All	
CCADREQ	
CMAINIT	

- It is assumed when the warrant is created through CCADREQ, the document is to be tracked through Contexte and updated in COADTRA accordingly.
- In order for the letter to generate, there must be a defendant added as a party to the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SF10_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. ROBERT KUNTZ - 7TH DIVISION RAZORBACK CIRCUIT COURT

ALIAS BENCH WARRANT

Case Number: 99CR-09-1542

FAILURE TO APPEAR

Warrant No.: 99CI-10-7248

Total Bond to Collect: No Bond

Date Printed: December 27, 2010

The State of Arkansas, To Any Law Enforcement Officer in the State:

IT APPEARING that there are reasonable grounds for believing that **HORACE AURELIAN** has **FAILED TO APPEAR** on the following offenses:

Counts	**Violations**	
1	5-13-203	BATTERY - 3RD DEGREE

in the County of RAZORBACK, you are hereby commanded to arrest and bring the above named person before the RAZORBACK COUNTY CIRCUIT COURT.

Given under my hand and seal of said court this December 27, 2010.

RUBY DIXON, CIRCUIT CLERK

BY:_____

Defendant's Last Known Address:
HORACE AURELIAN
4000 HEMINGWAY CIR
ANY TOWN AR 71104
BLACK
(501) 555-1212
919999999

Sex: M
Race: BLACK
Height: 5'7"
Weight: 130 lbs.
Eye color: BROWN
Hair color:
D.L. State: AR
D.L. Number:
Date of Birth: 12/12/1964
SID Number: 651111
System ID: 919999999

WARRANT RETURN

BOND POSTED:$_____ ☐ CASH ☐ RECOGNIZANCE
☐ PROF ☐ 10%

I certify that I have served the within warrant of arrest on the _____ day of _____,
20_____,
at
_____

by: ☐ taking into my custody the within named **HORACE AURELIAN**.
☐ delivering a copy of this warrant of arrest to the within named **HORACE AURELIAN** personally and releasing the accused upon promise to appear in the CIRCUIT COURT OF RAZORBACK COUNTY on the court date stated herein.
☐ Warrant returned unexecuted
☐ Warrant recalled

_____
Arresting Officer and Agency
SID Number:_____
Arrest Tracking Number:_____

5.111 SF11: Failure to Appear List

Description List of Documents

This document is a list of cases and fees associated with those cases that have FTA's.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SF11 Sample Document

List of Documents

99CV-11-344
IOM LLP V HORACE AURELIAN
$100.00

99CV-11-345
CADIAGATE, LLC V ABANDON CRUSADES
$100.00

99CV-11-346
ISTVAAN, INC V LORGRAR DORN
$100.00

5.112 SF30: Failure to Comply Warrant (Contempt)

Description List of Documents

This is a warrant directing law enforcement to arrest the defendant for failure to comply/contempt.

List of Contexte Forms document can be printed

Form Name	Comments
CCADAPP	
CCADREQ	
CDAOCON	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SF30 Sample Document, Page 1 of 2

List of Documents

WARRANT OF ARREST

Case Number: 99CR-11-344

CONTEMPT – FAILURE TO COMPLY

Warrant No.: 99CI-11-4556

Total Bond to Collect: $10,000

Date Printed: 28-MAR-2011

The State of Arkansas, To Any Law Enforcement Officer in the State:

IT APPEARING that there are reasonable grounds for believing that **HORACE AURELIAN** has committed the following offenses:

5-64-403(b) POSSESS USE DELIVER ADVERTISE DRUG PARAPHERNALIA, A CLASS C FELONY
VIOLATION DATE: 04-DEC-06 – COUNTY

in the County of RAZORBACK, you are hereby commanded to arrest and bring the above named person before the CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS.

Given under my hand and seal of said court this 28-MAR-2011.

☐ **CASH BOND ONLY**
☐ **CASH OR PROFESSIONAL BOND**
☐ **MANDATORY APPEARANCE**
☐ **OTHER:** _____

_____
Judge

Defendant's Last Known Address:
HORACE AURELIAN
40000 HEMINGWAY CIR
ANY TOWN, AR 71101
(501) 555-1212

Sex: M
Height: 7'4" inches
Eye color: BLUE
D.L. State: ARKANSAS
Date of Birth: 01/01/1971
SID Number: @46545
System ID: 7019995455
Social Security: XXX-XX-5555

Race: WHITE
Weight: 283 lbs.
Hair color: BROWN
D.L. Number: 7019995455

WARRANT RETURN

BOND POSTED:$_____ ☐ CASH ☐ RECOGNIZANCE ☐ PROF ☐ 10%

I certify that I have served the within warrant of arrest on the _____ day of _____, 20_____,
at _____
by: ☐ taking into my custody the within named **HORACE AURELIAN** delivering a copy of this warrant of arrest to the within named **HORACE AURELIAN** personally and releasing the accused upon promise to appear in the CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS on the court date stated herein.
☐ Warrant returned unexecuted
☐ Warrant recalled

_____
Arresting Officer and Agency
SID Number:_____
Arrest Tracking Number:_____

COURT DATE:_____ **at** __:__ **a.m./p.m.**
I promise to appear in said court at said time and place.
I understand the above and that my signature is not an admission of guilt.

Signature:

SF30 Sample Document, Page 2 of 2

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

INFORMATION WITH AFFIDAVIT

Warrant No.: 99CI-11-4556

DEFENDANT'S INFORMATION

HORACE AURELIAN
40000 HEMINGWAY CIR
ANY TOWN, AR 71101
(501) 555-1212

Pursuant to rule 7.1 of the Arkansas Rules of Criminal Procedure, the undersigned affiant(s) being duly sworn, deposes and says that he/she has reason to believe that HORACE AURELIAN has committed the offense of:

5-64-403(b) POSSESS USE DELIVER ADVERTISE DRUG PARAPHERNALIA, A CLASS C FELONY
VIOLATION DATE: 04-DEC-06 – COUNTY

I swear that the allegations contained herein are the truth, the whole truth, and nothing but the truth.

STEPHEN H. STEPHENSON

I hereby find that this sworn affidavit demonstrates reasonable cause for the issuance of a warrant of arrest for the above named individual for the above stated offense.

_____ _____

JUDGE PROSECUTING/CITY ATTORNEY

___/___/20__ ___/___/20__

COURT APPEARANCE is on the _____ day of _____, 20____ at __:__ a.m./p.m.

5.113 SF30_CIRCUIT: Failure to Comply Warrant (Contempt)

Description List of Documents

This ODP document, when run, will generate a letter to a law enforcement agency informing them that a Warrant of Arrest for Contempt – Failure to Comply has been processed on the specified defendant.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- It is assumed that when the warrant is created through CCADREQ, that the document is to be tracked through Contexte and updated in COADTRA accordingly.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SF30_CIRCUIT Sample Document List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

WARRANT OF ARREST

Case Number: 99CR-11-344

CONTEMPT – FAILURE TO COMPLY

Warrant No.: 99CI-11-4556

Total Bond to Collect: $10,000

Date Printed: 28-MAR-2011

The State of Arkansas, To Any Law Enforcement Officer in the State:

IT APPEARING that there are reasonable grounds for believing that **HORACE AURELIAN** has committed the following offenses:

5-64-403(b) POSSESS USE DELIVER ADVERTISE DRUG PARAPHERNALIA, A CLASS C FELONY
VIOLATION DATE: 04-DEC-06 – COUNTY

in the County of RAZORBACK, you are hereby commanded to arrest and bring the above named person before the CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS.

Given under my hand and seal of said court this 28-MAR-2011.

☐ **CASH BOND ONLY**
☐ **CASH OR PROFESSIONAL BOND**
☐ **MANDATORY APPEARANCE**
☐ **OTHER:** _____

_____
Judge

Defendant's Last Known Address:
HORACE AURELIAN
40000 HEMINGWAY CIR
ANY TOWN, AR 71101
(501) 555-1212

Sex: M
Height: 7'4" inches
Eye color: BLUE
D.L. State: ARKANSAS
Date of Birth: 01/01/1971
SID Number: @46545
System ID: 7019995455
Social Security: XXX-XX-5555

Race: WHITE
Weight: 283 lbs.
Hair color: BROWN
D.L. Number: 7019995455

WARRANT RETURN

BOND POSTED:$_____ ☐ CASH ☐ RECOGNIZANCE ☐ PROF ☐ 10%

I certify that I have served the within warrant of arrest on the _____ day of _____, 20_____,
at _____
by: ☐ taking into my custody the within named **HORACE AURELIAN** delivering a copy of this warrant of arrest to the within named **HORACE AURELIAN** personally and releasing the accused upon promise to appear in the CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS on the court date stated herein.
☐ Warrant returned unexecuted
☐ Warrant recalled

_____
Arresting Officer and Agency
SID Number:_____
Arrest Tracking Number:_____

COURT DATE:_____ **at** __:__ **a.m./p.m.**
I promise to appear in said court at said time and place.
I understand the above and that my signature is not an admission of guilt.

Signature:

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

INFORMATION WITH AFFIDAVIT

Warrant No.: 99CI-11-4556

DEFENDANT'S INFORMATION

HORACE AURELIAN
40000 HEMINGWAY CIR
ANY TOWN, AR 71101
(501) 555-1212

Pursuant to rule 7.1 of the Arkansas Rules of Criminal Procedure, the undersigned affiant(s) being duly sworn, deposes and says that he/she has reason to believe that HORACE AURELIAN has committed the offense of:

5-64-403(b) POSSESS USE DELIVER ADVERTISE DRUG PARAPHERNALIA, A CLASS C FELONY
VIOLATION DATE: 04-DEC-06 – COUNTY

I swear that the allegations contained herein are the truth, the whole truth, and nothing but the truth.

STEPHEN H. STEPHENSON

I hereby find that this sworn affidavit demonstrates reasonable cause for the issuance of a warrant of arrest for the above named individual for the above stated offense.

_____

JUDGE _____ PROSECUTING/CITY ATTORNEY

___/___/20__ ___/___/20__

COURT APPEARANCE is on the _____ day of _____, 20____ at __:__ a.m./p.m.

5.114 SF31: Failure to Comply List

Description List of Documents

This document is a list of cases along with associated fees that have failed to comply.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SF31 Sample Document

List of Documents

99CR-10-123
STATE V BILLY RIKER
$100.00

99DR-10-123
JEAN-LUC HORATIO V DIDI HORATIO
$2000.00

99CV-10-123
CORELLIAN FRIGATES V LUNAR INDUSTRIES
$50.00

99CV-10-123
CORELLIAN FRIGATES V LUNAR INDUSTRIES
$750.00

5.115 SF50: Failure to Pay Warrant

Description List of Documents

This document is a warrant issued against a defendant for failure to pay on their payment plan. This warrant directs law enforcement to arrest the defendant.

List of Contexte Forms document can be printed

Form Name	Comments
CBAOPAY	
CCADAPP	
CCADREQ	

- In order for the ODP to run, there must be a defendant party type listed on the case.
- Defendant has been ordered to pay fees.
- Defendant has payment plan set up in CBAOPAY.
- Defendant has failed to make payments on payment plan.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SF50 Sample Document, Page 1 of 3

List of Documents

WARRANT OF ARREST

Case Number: 99CR-11-344

FAILURE TO PAY FINES AND COSTS

Warrant No.: 99CI-11-4556

Total Bond to Collect: $10,000

Date Printed: 28-MAR-2011

The State of Arkansas, To Any Law Enforcement Officer in the State:

IT APPEARING that there are reasonable grounds for believing that HORACE AURELIAN has committed the offense of FAILURE TO PAY FINE AND COST, in violation of the Arkansas Code Ann Sec 16-13-703 having been found guilty of the following offense:

5-64-403(b) POSSESS USE DELIVER ADVERTISE DRUG PARAPHERNALIA, A CLASS C FELONY
VIOLATION DATE: 04-DEC-06 - COUNTY

in the County of RAZORBACK, you are hereby commanded to arrest and bring the above named person before the CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS.

PAYPLAN NO: 28999 BALANCE $2,414.14

Given under my hand and seal of said court this 28-MAR-2011.

- ☐ CASH BOND ONLY
- ☐ CASH OR PROFESSIONAL BOND
- ☐ MANDATORY APPEARANCE _____
- ☐ OTHER: _____ Judge

Defendant's Last Known Address:
HORACE AURELIAN
40000 HEMINGWAY CIR
ANY TOWN, AR 71101
(501) 555-1212

WARRANT RETURN

BOND POSTED:$_____ ☐ CASH ☐ RECOGNIZANCE ☐PROF ☐10%

I certify that I have served the within warrant of arrest on the _____ day of _____, 20_____,
at

_____

by: ☐ taking into my custody the within named HORACE AURELIAN delivering a copy of this warrant of arrest to the within named HORACE AURELIAN personally and releasing the accused upon promise to appear in the CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS on the court date stated herein.

- ☐ Warrant returned unexecuted
- ☐ Warrant recalled

_____
Arresting Officer and Agency
SID Number:_____
Arrest Tracking
Number:_____

COURT DATE:_____ at __:__ a.m./p.m.
I promise to appear in said court at said time and place.
I understand the above and that my signature is not an admission of guilt.

Signature:

SF50 Sample Document, Page 2 of 3

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

ORDER OF DRIVER LICENSE SUSPENSION/WITHDRAWAL

HORACE AURELIAN
40000 HEMINGWAY CIR
ANY TOWN, AR 71101

DOB:

DL#

DL Class:

☐ FAILURE TO APPEAR

Original Violation

☒ FAILURE TO PAY

Original Offense Date

☐ FAILURE TO COMPLY

Citation #

Warrant No.:

CMV Vehicle =
HazMat =
CDL =

NOTICE OF SUSPENSION
The defendant above has failed to respond to A citation or pay a fine within a prescribed Time limit. Initiate action to suspend the Defendant's driver's license

NOTICE OF WITHDRAWAL OF SUSPENSION
A suspension imposed for this violation may be withdrawn. Payment has been made covering the fine or the defendant has appeared for the violation Described herein.

Officer of the Court

Officer of the Court

Date

Date

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

INFORMATION WITH AFFIDAVIT

Warrant No.: 99CI-11-4556

DEFENDANT'S INFORMATION

HORACE AURELIAN
40000 HEMINGWAY CIR
ANY TOWN, AR 71101
(501) 555-1212

Pursuant to rule 7.1 of the Arkansas Rules of Criminal Procedure, the undersigned affiant(s) being duly sworn, deposes and says that he/she has reason to believe that HORACE AURELIAN has committed the offense of:

5-64-403(b) POSSESS USE DELIVER ADVERTISE DRUG PARAPHERNALIA, A CLASS C FELONY
VIOLATION DATE: 04-DEC-06 – COUNTY

I swear that the allegations contained herein are the truth, the whole truth, and nothing but the truth.

STEPHEN H. STEPHENSON

I hereby find that this sworn affidavit demonstrates reasonable cause for the issuance of a warrant of arrest for the above named individual for the above stated offense.

_____

JUDGE _____ PROSECUTING/CITY ATTORNEY

___/___/20__ ___/___/20__

COURT APPEARANCE is on the _____ day of _____, 20____ at __:__ a.m./p.m.

5.116 SF50_CIRCUIT: Failure to Pay Fines and Costs

Description List of Documents

This ODP document, when run, will generate a letter to a law enforcement agency informing them that a Failure to Pay Fines and Costs Warrant has been processed on the specified defendant.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- It is assumed that when the warrant is created through CCADREQ, that the document is to be tracked through Contexte and updated in COADTRA accordingly.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SF50_CIRCUIT Sample Document, Page 1 of 2

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KURZE - 6TH DIVISION 99TH CIRCUIT

WARRANT OF ARREST

Case Number: 99CV-11-3489

FAILURE TO PAY FINES AND COSTS

Warrant No.: 99CI-11-4556

Total Bond to Collect:

Date Printed: August 9, 2011

The State of Arkansas, To Any Law Enforcement Officer in the State:

IT APPEARING that there are reasonable grounds for believing that **HORACE AURELIAN** has committed the offense of FAILURE TO PAY FINE AND COST, in violation of Arkansas Code Ann. Sec. 16-13-703 having been found guilty of the following offense:

16-13-703 FAILURE TO PAY FINES ON ORIGINAL CHARGE OF:
Counts Violations

in the County of RAZORBACK, you are hereby commanded to arrest and bring the above named person before the CIRCUIT COURT OF RAZORBACK COUNTY.

PAYPLAN NO: BALANCE:

Given under my hand and seal of said court this August 9, 2011.

MAGNUS RUSS, CIRCUIT CLERK
BY:_____

Defendant's Last Known Address:

HORACE AURELIAN
40 HIMALAYA
APT K
LITTLE ROCK AR 72201

Sex: M
Race: WHITE
Height: 7'5"
Weight: 350 lbs.
Eye color: BLUE
Hair color: BROWN
Date of Birth: 01/01/1985
System ID: @147454
Social Security: XXX-XX-5555

SF50_CIRCUIT Sample Document, Page 2 of 2

List of Documents

WARRANT RETURN

BOND POSTED:$_____ ☐ CASH ☐ RECOGNIZANCE ☐PROF ☐10%

I certify that I have served the within warrant of arrest on the _____ day of _____,
20_____,
at_____
by: ☐ taking into my custody the within named **HORACE AURELIAN** .
☐ delivering a copy of this warrant of arrest to the within named **HORACE AURELIAN** personally and releasing the accused upon promise to appear in the CIRCUIT COURT OF RAZORBACK COUNTYon the court date stated herein.
☐ Warrant returned unexecuted
☐ Warrant recalled

_____

Arresting Officer and Agency
SID Number:_____
Arrest Tracking Number:_____

5.117 SF51: Failure to Pay List

Description List of Documents

This document is a list of cases along with fees associated that have failed to pay on their payment plan.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Defendant has been ordered to pay on a payment plan.
- Payment Plan is set up in CBAOPAY.
- Defendant has failed to pay on payment plan.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SF51 Sample Document

List of Documents

60CV-11-344
IOM LLP V HORACE AURELIAN
Case Balance: $100.00
Plan Balance: $200.00

Case Balance:
Plan Balance:

Case Balance:
Plan Balance:

Case Balance:
Plan Balance:

Case Balance:
Plan Balance:

Case Balance:
Plan Balance:

5.118 SP30_CIRCUIT: Probation Revocation Warrant (Circuit)

Description List of Documents

This is a probation revocation warrant that direct law enforcement to arrest the defendant for violating the terms and conditions of their probation.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	
CMAINIT	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- The defendant is ordered to be on probation.
- The defendant has violated the terms and conditions of their probation.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SP30_CIRCUIT Sample Document

List of Documents

IN THE RAZORBACK COUNTY CIRCUIT COURT, ARKANSAS

ALIAS BENCH WARRANT

VIOLATION OF SUSPENSION OR PROBATION

Ark. Code Ann. Sec. 5-4-309

Case Number: 99CR-10-200

Warrant No.: 99CI-13-115

Total Bond to Collect: $1,000.00

Date Printed: March 28, 2011

The State of Arkansas, To Any Law Enforcement Officer in the State:

IT APPEARING that there are reasonable grounds for believing that HORACE AURELIAN **FAILED TO COMPLY WITH A CONDITION OF SUSPENSION OR PROBATION** on Case Number 99CR-10-200 in the County of Razorback, pursuant to Ark. Code Ann. Sec. 5-4-309 you are hereby commanded to arrest and bring the above named person before the RAZORBACK COUNTY CIRCUIT COURT.

Given under my hand and seal of said court this March 28, 2011.

RUBY DIXON, CIRCUIT CLERK

BY:_____D.C.

Defendant's Last Known Address:
HORACE AURELIA
40000 HEMINGWAY CIR
CABOT AR 72113
501 5551212

Sex: m
Height: 67 inches
Eye color: HAZEL
D.L. State: AR
Date of Birth: 08/31/1971
SID Number: 733812
System ID: 916475882

Race: WHITE
Weight: 125 lbs.
Hair color: BLONDE
D.L. Number: 916475882

WARRANT RETURN

BOND POSTED:$_____ ☐ CASH ☐ RECOGNIZANCE ☐ PROF ☐ 10%

I certify that I have served the within warrant of arrest on the _____ day of _____, 20_____,
at _____
by: ☐ taking into my custody the within named **HORACE AURELIA**.
☐ delivering a copy of this warrant of arrest to the within named **HORACE AURELIA** personally and releasing the accused upon promise to appear in the DISTRICT COURT OF RAZORBACK COUNTY on the court date stated herein.
☐ Warrant returned unexecuted
☐ Warrant recalled

_____
Arresting Officer and Agency
SID Number:_____
Arrest Tracking Number:_____

COURT DATE:_____ **at** __:__ **a.m./p.m.**
I promise to appear in said court at said time and place.
I understand the above and that my signature is not an admission of guilt.

Signature:

5.119 SP40: Subpoena

Description List of Documents

This is a subpoena which notifies a party of an upcoming hearing that they are required to attend and testify upon behalf of the requesting party.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	

- In order for the ODP to run, one of the listed parties must be on the case.
- A hearing has been scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SP40 Sample Document, Page 1 of 2

List of Documents

Issued by the

CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

SUBPOENA

Case No 99CR-11-344
STATE V HORACE AURELIAN

TO: JUSTICE MCGILLICUTTY
40000 HEMINGWAY CIR
ANY TOWN, AR 71109

YOU ARE COMMANDED to appear in the CIRCUIT COURT OF RAZORBACK COUNTY, Arkansas, in the Courtroom A, on January 22, 2011 at 9:00 AM to testify in the above case.

DEPUTY CLERK
CIRCUIT COURT OF RAZORBACK COUNTY
RUBY DIXON, CIRCUIT CLERK
123 COURT STREET
ANY TOWN, AR 71109
(501) 555-1212

Date

List of charges on 99CR-11-344
1 - 16-NOV-09 - 5-13-202 - BATTERY - 2ND DEGREE - HORACE AURELIAN

SP40 Sample Document, Page 2 of 2

List of Documents

PROOF OF SERVICE
CASE: 99CR-11-344

State of Arkansas

City of _____

I, _____, hereby certify that I served the within subpoena on the witness, JUSTICE MCGILLICUTTY, at _____ o'clock ___.m. on this _____ day of _____, 20__, by _____ (state method of service, e.g., hand delivery, mail, commercial delivery service) with the following documents:

_____

_____

_____

CHECK APPLICABLE SQUARE

_____ The person named therein

_____ A family member of the person named therein, above the age of 14, at the defendant's usual abode, namely: _____

_____

_____ The duly designated agent for service of process for the person named therein, namely: _____

_____ Other: _____

_____

_____
(Signature of Office, if any)

Subscribed and sworn to before me this _____ day of _____, 20__. (To be completed if service is by someone other than sheriff or constable)

_____
Notary Public

My commission expires:

NOTICE TO PERSONS SUBJECT TO SUBPOENAS

Regardless of his or her county of residence, a witness subpoenaed for examination at a trial or hearing must be properly served with a subpoena at least two days prior to this trial or hearing, or within a shorter time if the court so orders. The subpoena must be accompanied by a witness fee calculated at the rate of $30.00 per day for attendance and $.025 per mile for travel from the witness' residence to the place of the trial or hearing.

5.120 SP40_CIR_CR: Criminal Subpoena (Circuit)

Description List of Documents

This ODP document, when run, will generate a letter to a witness or expert witness on a specific criminal case to appear in court for testimony.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Judge party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- This is the same document as the civil subpoena (SP40_CIRCUIT) without the legal language at the bottom. The other change is that the seal and heading has been moved to the left to make room for file marking in the top right hand corner. Please remove the lines as well.

Issued by the RAZORBACK COUNTY CIRCUIT COURT, ARKANSAS

CRIMINAL SUBPOENA

STATE OF ARKANSAS
V **Case No. 99CR-11-344**
HORACE AURELIAN

TO: 99TH CIRCUIT DIVISION 3
RAZORBACK COUNTY COURTHOUSE
ANY TOWN, AR 71109

YOU ARE COMMANDED to appear in the **RAZORBACK COUNTY CIRCUIT COURT** at the place, date and time specified below to testify in the above case.

RAZORBACK COUNTY CIRCUIT COURT
RAZORBACK COUNTY CIRCUIT COURT
RUBY DIXON, CIRCUIT CLERK
123 COURT STREET
ANY TOWN, AR 71109

Courtroom Courtroom A

Date and Time 28-MAR-2011

Place of Testimony

_____
Issuing officer signature and Title (indicate if Attorney for Plaintiff or Defendant) Date

_____
Issuing officer's Name, Address and Phone Number:

_____

PROOF OF SERVICE

Date Place

SERVED

_____

Served on (Print Name) Manner of Service

_____

Served by (Print Name) Title

_____

DECLARATION OF SERVER

_____

I declare under penalty of perjury under the laws of the State of Arkansas that the foregoing information contained in the Proof of Service is true and correct.

Executed on_____

Date

_____
Signature of Server

_____
Address of Server

Return filed this _____day of_____, _____

RUBY DIXON, CIRCUIT CLERK

By: _____D.C.
Cindy D. Hombs, DC - user

5.121 SP40_CIRCUIT: Subpoena

Description List of Documents

This ODP document, when run, will generate a letter to a witness or expert witness on a specific case to appear in court for testimony.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the following must be on the case as a party:
  - Witness
  - Expert witness
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

Issued by the

CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

SUBPOENA

IOM, LLP
V **Case No. 99CV-11-344**
HORACE AURELIAN

TO:HORACE AURELIAN

YOU ARE COMMANDED to appear in the **CIRCUIT COURT OF RAZORBACK COUNTY** at the place, date and time specified below to testify in the above case.

CIRCUIT COURT OF RAZORBACK COUNTY
CIRCUIT COURT OF RAZORBACK COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Place of Testimony

Courtroom

Date and Time

Issuing officer signature and Title (indicate if Attorney for Plaintiff or Defendant) Date

Issuing officer's Name, Address and Phone Number:

PROOF OF SERVICE

SERVED **Date** **Place**

_____

Served on (Print Name) Manner of Service

_____

Served by (Print Name) Title

_____

DECLARATION OF SERVER

_____

I declare under penalty of perjury under the laws of the State of Arkansas that the foregoing information contained in the Proof of Service is true and correct.

Executed on_____
Date

_____
Signature of Server

_____
Address of Server

NOTICE TO PERSONS SUBJECT TO SUBPOENAS

Regardless of his or her county of residence, a witness subpoenaed for examination at a trial or hearing must be properly served with a subpoena at least two days prior to the trial or hearing, or within a shorter time it the court so orders. The subpoena must be accompanied by a witness fee calculated at the rate of $30.00 per day for attendance and $0.25 per mile for travel from the witness' residence to the place of the trial or hearing. Rule 45(d), Ark. R. Civ. P.

A witness subpoenaed in connection with a deposition must be properly served with a subpoena at least five business days prior to a deposition, or within a shorter time it the court so orders. The witness is required to attend a deposition at any place within 100 miles of where he or she resides, is employed, or transacts business in person, or at such other convenient place set by court order. The subpoena must be accompanied by a witness fee calculated at the rate of $30.00 per day for attendance and $0.25 per mile for travel from the witness' residence to the place of the deposition. Rule 45(a), Ark. R. Civ. P.

A subpoena may command the person to whom it is directed to produce for Inspection any books, papers, documents, or tangible things designated in the subpoena. The person subpoenaed may ask the court to quash or modify the subpoena if it is unreasonable or oppressive or to require that the person on whose behalf the subpoena is issued pay the reasonable cost of such production. Rule 45(b), Ark. R. Civ. P. If the subpoena is issued in connection with a deposition, the person subpoenaed may object in writing to inspection or copying of any or all of the designated materials or seek a protective order from the court. If a written objection is made within ten days of service of the subpoena or on or before the time specified for compliance if such time is less than ten days, the party causing the subpoena to be issued is not entitled to inspect the materials unless the court so orders. Rule 45(d), Ark. R. Civ. P.

When a witness fails to attend in obedience to a subpoena or intentionally evades the service of a subpoena by concealment or otherwise, the court may issue a warrant for arresting and bringing the witness before the court to give testimony and answer for contempt. Rule 45(g), Ark. R. Civ. P.

5.122 SP50_DUCES_CIRC: Subpoena Duces

Description List of Documents

This ODP document, when run, will generate a subpoena to inform witnesses that they need to appear in court on a specific date and time and bring specific documentation with them on that date.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the following must be on the case as a party:
  - Witness
  - An affiliated party
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

Issued by the
CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

SUBPOENA DUCES TECUM

99CV-11-344
IOM LLP V HORACE AURELIAN

TO:HORACE AURELIAN

CIRCUIT COURT OF RAZORBACK COUNTY
CIRCUIT COURT OF RAZORBACK COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Place of Trial

Courtroom

Date and Time

YOU ARE COMMANDED, at the time of the trial, hearing or deposition described above, to produce and permit inspection and copying of the following documents or objects (list documents or objects):

Issuing officer signature and Title (indicate if Attorney for Plaintiff or Defendant) Date

Issuing officer's Name, Address and Phone Number:

SP50_DUCES_CIRC Sample Document, Page 2 of 2

List of Documents

PROOF OF SERVICE

SERVED **Date** **Place**

_____

Served on (Print Name) Manner of Service

_____

Served by (Print Name) Title

_____

DECLARATION OF SERVER

_____

I declare under penalty of perjury under the laws of the State of Arkansas that the foregoing information contained in the Proof of Service is true and correct.

Executed on_____ _____

Date Signature of Server

_____

Address of Server

Return filed this _____day of_____, _____

MAGNUS RUSS, CIRCUIT CLERK

By: _____D.C.

NOTICE TO PERSONS SUBJECT TO SUBPOENAS

Regardless of his or her county of residence, a witness subpoenaed for examination at a trial or hearing must be properly served with a subpoena at least two days prior to the trial or hearing, or within a shorter time it the court so orders. The subpoena must be accompanied by a witness fee calculated at the rate of $30.00 per day for attendance and $0.25 per mile for travel from the witness' residence to the place of the trial or hearing. Rule 45(d), Ark. R. Civ. P.

A witness subpoenaed in connection with a deposition must be properly served with a subpoena at least five business days prior to a deposition, or within a shorter time it the court so orders. The witness is required to attend a deposition at any place within 100 miles of where he or she resides, is employed, or transacts business in person, or at such other convenient place set by court order. The subpoena must be accompanied by a witness fee calculated at the rate of $30.00 per day for attendance and $0.25 per mile for travel from the witness' residence to the place of the deposition. Rule 45(e), Ark. R. Civ. P.

A subpoena may command the person to whom it is directed to produce for Inspection any books, papers, documents, or tangible things designated in the subpoena. The person subpoenaed may ask the court to quash or modify the subpoena if it is unreasonable or oppressive or to require that the person on whose behalf the subpoena is issued pay the reasonable cost of such production. Rule 45(b), Ark. R. Civ. P. If the subpoena is issued in connection with a deposition, the person subpoenaed may object in writing to inspection or copying of any or all of the designated materials or seek a protective order from the court. If a written objection is made within ten days of service of the subpoena or on or before the time specified for compliance if such time is less than ten days, the party causing the subpoena to be issued is not entitled to inspect the materials unless the court so orders. Rule 45(d), Ark. R. Civ. P.

When a witness fails to attend in obedience to a subpoena or intentionally evades the service of a subpoena by concealment or otherwise, the court may issue a warrant for arresting and bringing the witness before the court to give testimony and answer for contempt. Rule 45(g), Ark. R. Civ. P.

5.123 SP55_DEP_CIRC: Subpoena Deposition

Description List of Documents

This ODP document, when run, will generate a subpoena to inform parties that they need to appear in court on a specific date and time to give a deposition.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, one of the following must be on the case as a party:
  - Attorney
  - Defense attorney
  - Witness
  - Officer
  - Victim
  - Defendant
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

Issued by the
CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

SUBPOENA

99CV-11-344
IOM LLP V HORACE AURELIAN

TO:HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOT, AR 72023

YOU ARE COMMANDED to appear at the place, date and time specified below to testify in the taking of a deposition in the above case.

CIRCUIT COURT OF RAZORBACK COUNTY
CIRCUIT COURT OF RAZORBACK COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Place of Testimony

Courtroom

Date and Time

Any organization not a party to this suit that is subpoenaed for the taking of a deposition shall designate one or more officers, directors, managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters on which the person will testify. Arkansas Rules of Civil Procedure 30(b)(6).

Issuing officer signature and Title (indicate if Attorney for Plaintiff or Defendant) Date

Issuing officer's Name, Address and Phone Number:

SP55_DEP_CIRC Sample Document, Page 2 of 2

List of Documents

PROOF OF SERVICE

Date **Place**

SERVED

Served on (Print Name) Manner of Service

Served by (Print Name) Title

DECLARATION OF SERVER

I declare under penalty of perjury under the laws of the State of Arkansas that the foregoing information contained in the Proof of Service is true and correct.

Executed on_____ _____

Date Signature of Server

_____

Address of Server

Return filed this _____day of_____, _____

MAGNUS RUSS, CIRCUIT CLERK

By: _____D.C.

NOTICE TO PERSONS SUBJECT TO SUBPOENAS

Regardless of his or her county of residence, a witness subpoenaed for examination at a trial or hearing must be properly served with a subpoena at least two days prior to the trial or hearing, or within a shorter time it the court so orders. The subpoena must be accompanied by a witness fee calculated at the rate of $30.00 per day for attendance and $0.25 per mile for travel from the witness' residence to the place of the trial or hearing. Rule 45(d), Ark. R. Civ. P.

A witness subpoenaed in connection with a deposition must be properly served with a subpoena at least five business days prior to a deposition, or within a shorter time it the court so orders. The witness is required to attend a deposition at any place within 100 miles of where he or she resides, is employed, or transacts business in person, or at such other convenient place set by court order. The subpoena must be accompanied by a witness fee calculated at the rate of $30.00 per day for attendance and $0.25 per mile for travel from the witness' residence to the place of the deposition. Rule 45(e), Ark. R. Civ. P.

A subpoena may command the person to whom it is directed to produce for Inspection any books, papers, documents, or tangible things designated in the subpoena. The person subpoenaed may ask the court to quash or modify the subpoena if it is unreasonable or oppressive or to require that the person on whose behalf the subpoena is issued pay the reasonable cost of such production. Rule 45(b), Ark. R. Civ. P. If the subpoena is issued in connection with a deposition, the person subpoenaed may object in writing to inspection or copying of any or all of the designated materials or seek a protective order from the court. If a written objection is made within ten days of service of the subpoena or on or before the time specified for compliance if such time is less than ten days, the party causing the subpoena to be issued is not entitled to inspect the materials unless the court so orders. Rule 45(d), Ark. R. Civ. P.

When a witness fails to attend in obedience to a subpoena or intentionally evades the service of a subpoena by concealment or otherwise, the court may issue a warrant for arresting and bringing the witness before the court to give testimony and answer for contempt. Rule 45(g), Ark. R. Civ. P.

5.124 SS50_CIVIL: Domestic Relations and Civil Summons

Description List of Documents

This ODP document, when run, will generate a civil summons to appear in court within a specified number of days, such as 20, 30, or 60.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	
CMAINIT	

- In order for the ODP to run, there must be a Defendant as a party on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SS50_CIVIL Sample Document, Page 1 of 3

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. ROBERT KUNTZ - 3RD DIVISION RAZORBACK CIRCUIT COURT

OLM MANUFACTURING, INC. V HORACE AURELIEN

99CV-11-344

SUMMONS

THE STATE OF ARKANSAS TO DEFENDANT:

HORACE AURELIEN
40000 HEMINGWAY AVE
ANY TOWN, AR 79901

A lawsuit has been filed against you. The relief demanded is stated in the attached complaint. Within 30 days after service of this summons on you (not counting the day you received it) — or 60 days if you are incarcerated in any jail, penitentiary, or other correctional facility in Arkansas — you must file with the clerk of this court a written answer to the complaint or a motion under Rule 12 of the Arkansas Rules of Civil Procedure.

The answer or motion must also be served on the plaintiff or plaintiff's attorney, whose name and address are:

OLM MANUFACTURING, INC.
12345 MAIN STREET
ANY TOWN, AR 79901

If you fail to respond within the applicable time period, judgment by default may be entered against you for the relief demanded in the complaint.

Additional notices:

CLERK OF COURT

Address of Clerk's Office

RUBY DIXON, CIRCUIT CLERK
RAZORBACK CIRCUIT COURT
1234 COURT STREET
ANY TOWN, AR 79901

By:_____,DC
RUBY DIXON, CIRCUIT CLERK

Date: MAY 11, 2011

[SEAL]

SS50_CIVIL Sample Document, Page 2 of 3 List of Documents

No. 99CV-11-344 This summons is for *HORACE AURELIEN (name of Defendant).*

PROOF OF SERVICE

☐ I personally delivered the summons and complaint to the individual at _____[place] on _____ [date]; or

☐ I left the summons and complaint in the proximity of the individual by _____ after he/she refused to receive it when I offered it to him/her; or

☐ I left the summons and complaint at the individual's dwelling house or usual place of abode at _____[address] with _____[name], a person at least 14 years of age who resides there, on _____[date]; or

☐ I delivered the summons and complaint to _____[name of individual], an agent authorized by appointment or by law to receive service of summons on behalf of _____[name of defendant] on _____[date]; or

☐ I am the plaintiff or an attorney of record for the plaintiff in this lawsuit, and I served the summons and complaint on the defendant by certified mail, return receipt requested, restricted delivery, as shown by the attached signed return receipt.

☐ I am the plaintiff or an attorney of record for the plaintiff in this lawsuit, and I mailed a copy of the summons and complaint by first-class mail to the defendant together with two copies of a notice and acknowledgment and received the attached notice and acknowledgment form within twenty days after the date of mailing.

☐ Other [specify]: _____

☐ I was unable to execute service because:

_____

_____

My fee is $ ____.

To be completed if service is by a sheriff or deputy sheriff:

Date: _____ SHERIFF OF _____ COUNTY, ARKANSAS

By: _____
[Signature of server]

_____
[Printed name, title, and badge number]

To be completed if service is by a person other than a sheriff or deputy sheriff:

Date: _____ By: _____
[Signature of server]

_____
[Printed name]

Address: _____

_____

Phone: _____

Subscribed and sworn to before me this date: _____

_____
Notary Public

My commission expires: _____

Additional information regarding service or attempted service:
_____
_____

Return filed this _____day of_____, _____

RUBY DIXON, CIRCUIT CLERK

By:_____D.C.
Johnny Joyful, Deputy Clerk

5.125 SS50_CRIMINAL: Criminal Summons

Description List of Documents

This ODP document, when run, will generate a criminal summons to appear in court on a specific date at a specific time.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	
CMAINIT	

- In order for the ODP to run, there must be a defendant on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

STATE OF ARKANSAS
.
V

CASE NO 99CR-11-344
IOM LLP V HORACE AURELIAN

PLAINTIFF

HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOTAR 72023

DEFENDANT

D.O.B
D.L.#

SUMMONS IN A CRIMINAL CASE

To HORACE AURELIAN , defendant:

Pursuant to Rules 6.1 – 6.3 of the Arkansas Rules of Criminal Procedure, you are hereby commanded to appear at , on before the court located at the following address:

CIRCUIT COURT OF RAZORBACK COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201

to answer in the complaint, information, or indictment of the plaintiff, the offense alleged against you in the above matter.

The offense alleged in plaintiff's complaint, information, or indictment, as set out in the supporting affidavit of which a copy is attached hereto and incorporated herein by reference, is as follows:

FAILURE TO APPEAR AT THE ABOVE STATED TIME AND PLACE MAY RESULT IN YOUR ARREST AND SHALL CONSTITUTE A SEPARATE OFFENSE FOR WHICH YOU CAN BE PROSECUTED.

Witness my hand and seal of said court this March 29, 2011.

_____

_____
Circuit Judge

SUMMONS RETURN

STATE OF ARKANSAS)
COUNTY OF RAZORBACK)

Served the within summons upon the within named defendant on the __ day of _____, 20__, by

_____
Officer

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

INFORMATION WITH AFFIDAVIT

Summons No.:

DEFENDANT'S INFORMATION

HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOT AR 72023

Pursuant to rule 6.1 of the Arkansas Rules of Criminal Procedure, the undersigned affiant(s) being duly sworn, deposes and says that he/she has reason to believe that HORACE AURELIAN has committed the offense of:

in RAZORBACK county, Arkansas against the peace and dignity of the State of Arkansas.

I swear that the allegations contained herein are the truth, the whole truth, and nothing but the truth.

_____

_____

_____
Affiant's name, address, and telephone number

Violation text:

Subscribed and sworn to before me this _____ day of _____, 20____.

_____

I hereby find that this sworn affidavit demonstrates reasonable cause for the issuance of a criminal summons for the above named individual for the above stated offense.

_____ _____
CIRCUIT JUDGE PROSECUTING/CITY ATTORNEY

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

STATE OF ARKANSAS
VS.
HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOT AR 72023

CASE NO. 99CR-11-344
Summons No.:

CONDITION OF PRE-TRIAL RELEASE NO CONTACT ORDER

This Court has jurisdiction over this matter, and hereby issues a No Contact Order as follows:

THE COURT ORDERS: (only checked items shall apply)

_____1. YOU ARE ORDERED NOT TO CONTACT: _____ (herein referred to as "Victim") either in person, by telephone, in writing or otherwise, either directly or through someone else, and to stay at least 100 yards from the Victim, even if the Victim seems to allow or request contact.

_____2. YOU ARE ORDERED TO STAY AWAY FROM THE VICTIM'S RESIDENCE AND WORK PLACE.

_____3. YOU MAY EXERCISE VISITATION RIGHTS: Peaceful contact with the Victim is allowed in accordance with a Circuit Court order.

_____4. YOU ARE ORDERED NOT TO BE IN POSSESSION of any weapons, firearms, or ammunition for the duration of this Order.

_____5. YOU ARE ORDERED: _____

_____

Violation of this order subjects the defendant to immediately arrest and detention; and any law enforcement officer having reasonable cause to believe that this order has been violated is ordered to immediately detain the defendant to be brought before the Court within forty-eight (48) hours. This order is in addition to any order issued pursuant to Ark. Code Ann. § 9-15-201 et seq. This order is issued pursuant to Arkansas Rules of Criminal Procedure No. 9.3 and, if applicable, Ark. Code Ann. §§ 5-71-208 or 5-71-209 or 5-71-229 or 5-13-301.

IT IS SO ORDERED.

_____
CIRCUIT JUDGE
DATE:_____

By signature below, Defendant acknowledges that he/she received a copy of this No Contact Order.

_____
DEFENDANT SIGNATURE
DATE:_____

NOTICE TO LAW ENFORCEMENT:
_____ Defendant received notice of this Order in open Court on _____.
_____ A copy of this Order was mailed to Defendant's last known address.
_____ Defendant has been served in-hand by a Law Enforcement Officer or Court Official.

_____ _____
SIGNATURE OF SERVING OFFICIAL DATE

5.126 SS50_CV_NOT_CIR: Civil Summons with Note of Intention to Issue Writ of Possession (Not Circuit)

Description List of Documents

This document is a civil summons that notifies a defendant that a lawsuit has been filed against them.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

Regarding IOM LLP V HORACE AURELIAN
Case number 99CV-11-344

SUMMONS

Plaintiff's Attorney:
The State of Arkansas to Defendant:
HORACE AURELIAN ,
40000 HIMALAYA WAY
APT K
CABOT, AR 72023:

1. You are hereby notified that a lawsuit has been filed against you; the relief asked is stated in the attached complaint.
2. The attached complaint will be considered admitted by you and a judgment by default may be entered against you for the relief asked in the complaint unless you file a pleading and thereafter appear and present your defense. Your pleading or answer must meet the following requirements:
   A. It must be in writing, and otherwise comply with the Arkansas Rules of Civil Procedure;
   B. It must be filed in the court clerk's office within __ days from the day you were served.
   C. A copy of your response must be delivered or mailed with sufficient postage to the plaintiff's attorney or to the plaintiff.
3. If you desire to be represented by an attorney you should immediately contact your attorney so that an answer can be filed for you within the time allowed.
4. Additional notices:

Witness my hand and seal of said court dated 29-MAR-2011.
MAGNUS RUSS, CIRCUIT CLERK By:
CIRCUIT COURT OF RAZORBACK COUNTY _____, DC
401 W MARKHAM
LITTLE ROCK, AR 72201

SHERIFF'S RETURN

STATE OF ARKANSAS (COUNTY OF RAZORBACK)
On this ____day of_____, 20___ at _____o'clock __am/pm, I have duly served the summons by delivering a copy thereof (or stating the substance thereof), together with a copy of the complaint, to _____ such person being:

CHECK APPLICABLE SQUARE:

- ☐ the person named therein as defendant
- ☐ some person residing at defendant's dwelling house or usual place of abode who is at least fourteen (14) years of age, namely:_____
- ☐ the duly authorized agent for service of process for the defendant, namely:_____.
- ☐ OTHER:_____

_____
Officer

Return filed this _____day of_____, _____

MAGNUS RUSS, CIRCUIT CLERK

By: _____D.C.

NOTICE OF INTENTION TO ISSUE WRIT OF POSSESSION
(Forcible Entry and Detainer/ Unlawful Detainer, Ark. Code Ann. § 18-60-307)

You are hereby notified that the attached complaint in the above-styled cause claims that you have been guilty of [forcible entry and detainer] [unlawful detainer] and seeks to have a Writ of Possession directing the sheriff to deliver possession of the lands, tenements, or other possessions described in the complaint delivered to the Plaintiff.

If, within five (5) days, excluding Sundays and legal holidays, from the date of service of this notice, you have not filed in the office of the clerk of this court a written objection to the claims made against you by the Plaintiff for possession of the property described in the complaint, then a Writ of Possession shall forthwith issue from this office directed to the sheriff of this county and ordering him to remove you from possession of the property described in the complaint and to place the Plaintiff in possession thereof.

If you should file a written objection to the complaint of the Plaintiff and the allegations for immediate possession of the property described in the complaint within five (5) days, excluding Sundays and legal holidays, from the date of service of this notice, a hearing will be scheduled by the court to determine whether or not the Writ of Possession should issue as sought by the Plaintiff.

If you continue to possess the property described in the complaint, you are required to deposit into the registry of the court a sum equal to the amount of rent due on the property and continue paying rent into the registry of the court during the pendency of these proceedings in accordance with your written or verbal rental agreement. Your failure to tender the rent due without justification is grounds for the court to grant the Writ of Possession.

NOTICE OF INTENTION TO ISSUE ORDER OF DELIVERY
(REPLEVIN, Ark. Code Ann. § 18-60-808)

You are hereby notified that the Plaintiff's complaint for replevin in the above-styled cause seeks an Order of Delivery of the property described in the complaint.

If you have any objection to entry of this order, which will require you to deliver the property described in the complaint, it must be made in the form of a written response filed within five (5) days of service of the summons and complaint, excluding Sunday and legal holidays, with a copy served on Plaintiff's attorney. In the event no such written response is filed and served within the five-day period, the Order of Delivery shall issue forthwith.

_____
Circuit Clerk

_____
Date

5.127 SS50_JV_AD: Juvenile Summons - Adult

Description List of Documents

This document summons the parents of a juvenile to appear in Juvenile Circuit Court.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEVNT	

- In order for the ODP to run, one of the listed parties must be on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- There should be a page break between the summons and the service information. This will make the service information a separate page that is returned to the court.

SS50_JV_AD Sample Document, Page 1 of 2

List of Documents

IN THE CIRCUIT COURT OF FAULKNER COUNTY, ARKANSAS

20TH CIRCUIT DIVISION 5

23JV-10-1237

DWAYNE WADE

JUVENILE SUMMONS - ADULT

Failure to appear or appearing late may subject you to a fine of up to $10.00 or 10 days imprisonment in the County Jail

Cumbers D Wade
4731 Atkkins Apt 71
Miami, Ar 72360

To the Sheriff or Court Officer authorized to serve summons:

YOU ARE COMMANDED TO SUMMON Cumbers D Wade, Parent, to appear in the Juvenile Division of the

20TH CIRCUIT DIVISION 5
FAULKNER COUNTY COURHOUSE
801 LOCUST
CONWAY, AR 72034,

On February 7, 2011 at 8:00 am, to answer the petition filed against Camryn Wade in said court.

NOTICE

ANY CHILD BROUGHT BEFORE THE PULASKI COUNTY CIRCUIT COURT, JUVENILE DIVISION, MUST BE REPRESENTED BY LEGAL COUNSEL.

IF YOU ARE UNABLE TO AFFORD AN ATTORNEY, A PUBLIC DEFENDER WILL BE APPOINTED. ALL PERSONS UNABLE TO AFFORD AN ATTORNEY ARE DIRECTED TO APPEAR 30 MINUTES PRIOR TO THE SCHEDULED HEARING.

FAILURE TO APPEAR AT THIS DATE, TIME, AND PLACE MAY SUBJECT THE JUVENILE AND THE JUVENILE'S PARENTS TO COMPTEMPT OF COURT AND/OR OTHER PENALTIES.

THE DEFENDANT NEED NOT FILE A WRITTEN RESPONSIVE PLEADING IN ORDER TO BE HEARD BY THE COURT.

WITNESS my hand and seal of the Court on January 24, 2011.

KOBE JOHNSON, Circuit Clerk

By: _____
Deputy Clerk

SS50_JV_AD Sample Document, Page 2 of 2

List of Documents

20TH CIRCUIT DIVISION 5
FAULKNER COUNTY COURHOUSE
801 LOCUST
CONWAY, AR 72034.

STATE OF ARKANSAS COUNTY OF FAULKNER

I have this _____ day of _____A.D. 20__, duly served the within summons by delivering true copies hereof to _____.

CHECK APPLICABLE SQUARE:
_____the person named therein as defendant
_____a member of the defendant's family above 14 years of age at the defendant's usual place of abode, namely _____.
_____OTHER: _____
_____.

_____ _____

Sheriff Deputy Sheriff

5.128 SS50_JV_JUV: Juvenile Summons - Juvenile

Description List of Documents

This document summons the juvenile to appear in Juvenile Circuit Court.

List of Contexte Forms document can be printed

Form Name	Comments
CMAINIT	
CSAEVNT	

- In order for the ODP to run, there must be a Juvenile party type on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.
- There should be a page break between the summons and the service information. This will make the service information a separate page that is returned to the court.

IN THE CIRCUIT COURT OF FAULKNER COUNTY, ARKANSAS

20TH CIRCUIT DIVISION 5

23JV-10-1231

CAMERON DIAZ

JUVENILE SUMMONS - JUVENILE

Failure to appear or appearing late may subject you to a fine of up to $100.00 or 10 days imprisonment in the County Jail

Cameron Diaz
1138 Fenway Dr E-11
Conway, Ar 72032

To the Sheriff or Court Officer authorized to serve summons:

YOU ARE COMMANDED TO SUMMON Cameron Diaz, a Juvenile, to appear with his/her parents, custodian, or guardian in the Juvenile Division of the,
20TH CIRCUIT DIVISION 5
FAULKNER COUNTY COURHOUSE
801 LOCUST
CONWAY, AR 72034

on February 7th, 2011 at 8:00 am, to answer the petition filed against Camryn Wade in said court.

NOTICE

ANY CHILD BROUGHT BEFORE THE PULASKI COUNTY CIRCUIT COURT, JUVENILE DIVISION, MUST BE REPRESENTED BY LEGAL COUNSEL.

IF YOU ARE UNABLE TO AFFORD AN ATTORNEY, A PUBLIC DEFENDER WILL BE APPOINTED. ALL PERSONS UNABLE TO AFFORD AN ATTORNEY ARE DIRECTED TO APPEAR 30 MINUTES PRIOR TO THE SCHEDULED HEARING.

FAILURE TO APPEAR AT THIS DATE, TIME, AND PLACE MAY SUBJECT THE JUVENILE AND THE JUVENILE'S PARENTS TO COMPTEMPT OF COURT AND/OR OTHER PENALTIES.

THE DEFENDANT NEED NOT FILE A WRITTEN RESPONSIVE PLEADING IN ORDER TO BE HEARD BY THE COURT.

WITNESS my hand and seal of the Court on January 24, 2011.

KOBE JOHNSON, Circuit Clerk

By: _____
Deputy Clerk

20th Circuit Division 5
Faulkner County Courhouse
801 Locust
Conway, Ar 72034

STATE OF ARKANSAS COUNTY OF FAULKNER

I have this _____ day of _____A.D. 20__, duly served the within summons by delivering true copies hereof to _____.

CHECK APPLICABLE SQUARE:
_____the person named therein as defendant
_____a member of the defendant's family above 14 years of age at the defendant's usual place of abode, namely _____.
_____OTHER: _____
_____.

_____ _____

Sheriff Deputy Sheriff

5.129 SS50_PROBATE: Probate Summons

Description List of Documents

This ODP document, when run, will generate a criminal summons to appear in court on a specific date at a specific time.

List of Contexte Forms document can be printed

Form Name	Comments
CCADREQ	
CMAINIT	

- In order for the ODP to run, there must be either a respondent or a defendant on the case.
- If the user is to create the document through CCADREQ, then it is assumed that the document is to be tracked through COADTRA.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SS50_PROBATE Sample Document

List of Documents

IN THE MATTER OF HORACE AURELIAN
CASE NO 99PR-11-344

SUMMONS IN A PROBATE CASE

The State of Arkansas to Respondent HORACE AURELIA, 1055 BUCKINGHAM ST, TOLEDO, OH 43607:

1. You are hereby notified that a lawsuit has been filed against you; the relief asked is stated in the attached complaint.

2. The attached complaint will be considered admitted by you and a judgment by default may be entered against you for the relief asked in the complaint unless you file a pleading and thereafter appear and present your defense. Your pleading or answer must meet the following requirements:

A. It must be in writing, and otherwise comply with the Arkansas Rules of Civil Procedure;
B. It must be filed in the court clerk's office within __ days from the day you were served.

3. If you desire to be represented by an attorney you should immediately contact your attorney so that an answer can be filed for you within the time allowed.

4. Additional notices:

Witness my hand and seal of said court this December 28, 2010.

MAGNUS RUSS, COUNTY CLERK
RAZORBACK COUNTY CIRCUIT COURT PROBATE DIVISION
401 W MARKAM
LITTLE ROCK, AR 72201

By: _____, DC

SHERIFF'S RETURN

Service	$_____
Mileage	$_____
Return	$_____
Total	$_____

STATE OF ARKANSAS)
COUNTY OF HOT SPRING)

Served the within summons upon the within named respondent on the __ of ___ 20__, by

Returned and filed this ___ day of _____, 20__.

_____
Officer

_____
Clerk

5.130 SW10_CIRCUIT: Warning Order

Description List of Documents

This document is generated to inform a party on a case to appear in court.

List of Contexte Forms document can be printed

Form Name	Comments
All	

- In order for the ODP to run, there must be a Defendant party type listed on the case.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

SW10_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS
HON. DANTE KURZE - 3RD DIVISION 99TH CIRCUIT

99CV-11-344

IOM LLP V HORACE AURELIAN

Horace Aurelian
40000 Himalaya Way
Apt K
Cabot, AR 72023

WARNING ORDER

ARE WARNED TO APPEAR IN this court within thirty days to answer the complaint of the plaintiff.

Failure to answer within 30 days could result in judgment against defendant.

DATE: 29-MAR-2011

_____ MAGNUS RUSS, CIRCUIT CLERK
Solicitor of Plaintiff

By _____ DC

5.131 TR20: Case Transfer and Trial Schedule Notice

Description List of Documents

This document is a notice that a case has been transferred and a new hearing has been scheduled.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	

- In order for the ODP to run, one of the listed parties must be on the case.
- A hearing has been scheduled in either CSAEVNT or CMAINIT on the Limited Event tab.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

TR20 Sample Document

List of Documents

CIRCUIT COURT OF RAZORBACK COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Phone:
(501) 340 8431

Case# 99CV-11-344
IOM LLP V HORACE AURELIAN

IOM, LLP
PLAINTIFF(S)

Vs.

HORACE AURELIAN
DEFENDANT(S)

Case Transfer & Trial Schedule Notice

HORACE AURELIAN
40000 HIMALAYA WAY
APT K
CABOT, AR 72023

Dear HORACE AURELIAN:

Please be informed that because one of the parties has hired an attorney, case number has been transferred to the civil division. The new case number is . Please use the new case number on all future filings and correspondence.

Because this case is now in the civil division of district court, the Arkansas Rules of Civil Procedure and Rules of Evidence shall apply. Please remember that court clerks are not permitted to practice law and will not be permitted to give legal advice to any parties.

The case referenced above is now set for at in the CIRCUIT COURT OF RAZORBACK COUNTY .

All parties to this case are notified by copy of this letter. If you have any questions, you may contact me by phone.

Sincerely,

_____

cc:
IOM, LLP
HORACE AURELIAN

5.132 WR10: Writ of Execution

Description List of Documents

This document is a Writ of Execution which notifies a party that a judgment has been entered against them and that property will be collected to satisfy that judgment.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDQJMTD	
CMAINIT	

- In order for the ODP to run, there must be a Plaintiff party type on the case.
- A judgment has been entered against a party in CDQJMTD.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

IOM, LLP PLAINTIFF

CASE #99CV-11-344

HORACE AURELIAN DEFENDANT

WRIT OF EXECUTION

To the Sheriff of RAZORBACK, County, Greetings:

A judgment was entered in this cause on the day of , in favor of and against , for the principal sum of $, costs and disbursements and interest on the judgment at the rate of 10% percent per annum, until paid: and $_____ has been paid and credited on the judgment to the date of this Writ, leaving unpaid thereon the total sum of $_____, including costs and interest accrued to the date hereof, and interest will accrue after the date of this Writ at the rate of $____ per day; all as shown by the docket and files of this cause.

You are commanded to take into your possession from , the judgment debtor, the following described property: _____. If said property is not to be found, then you shall take into your possession monetary amounts in the sum of $, which is the equivalent of the value of said property.

You are finally commanded to fully perform this Writ, to recover said property or sums, to make return of this Writ within the statutory period required by law, and to serve the Notice attached to this Writ.

In Witness Whereof, I have set my hand and official seal this 29th day of MARCH, 2011.

_____
DEPUTY CLERK

NOTICE TO DEFENDANT OF YOUR RIGHT TO CLAIM CERTAIN PROPERTIES AS BEING EXEMPT FROM EXECUTION.

The Writ of execution delivered to you with this Notice means that certain properties belonging to

you have been executed upon in order to pay a court judgment against you. HOWEVER, YOU MAY BE ABLE TO KEEP YOUR PROPERTY FROM BEING TAKEN, OR TO SUBSTITUTE THE PROPERTY THAT IS TAKEN, SO READ THIS NOTICE CAREFULLY.

State and Federal laws say that certain property may not be taken to pay certain types of court judgments. This money or property is said to be 'exempt' from execution.

For example, under the Arkansas Constitution and State law, you will be able to claim as exempt all or part of your wages or other personal property. As another example, under federal law the following are also exempt from garnishment: Social Security, SSI, Veteran's benefits, AFDC (welfare), unemployment compensation, and worker's compensation.

You have the right to petition the court within twenty (20) days to claim an exemption. If your claim of an exemption is contested, the court shall promptly hold a hearing after your claim has been filed. YOU MUST IMMEDIATELY SERVE A COPY OF YOUR CLAIM UPON THE PARTY SEEKING EXECUTION.

If you need legal assistance to help you try to save your wages or property from being garnished, you should see a lawyer. If you can't afford a private lawyer, contact your local bar association or ask the clerk's office about any legal services program in your area.

CERTIFICATE OF SERVICE: I, _____, have this day mailed a copy of this writ and notice to the plaintiff/defendant at his residence address by first class mail.

Date: _____ _____

Plaintiff/Defendant's Signature

5.133 WR15: Writ of Eviction

Description List of Documents

This document is a Writ of Eviction notifying a party that they have ten (10) days to vacate their residence.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDIDOCT	
CMAINIT	

- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

WR15 Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

IOM, LLP PLAINTIFF

CASE #99CV-11-344

HORACE AURELIAN DEFENDANT

WRIT OF EVICTION

To the Sheriff of PULASKI, County, Greetings:

WHEREAS the plaintiff(s) prayed to this court to issue an ORDER OF EVICTION to the defendant(s), and

WHEREAS the defendant has received the aforementioned ORDER OF EVICTION, and

WHEREAS the defendant has not, within 10 days of having been lawfully served the ORDER, shown cause as to why this ORDER should be vacated

- OR -

WHEREAS the matter was heard and found for the plaintiff(s),

YOU ARE COMMANDED to remove

HORACE AURELIAN

and their belongings from the following described property in RAZORBACK County, Arkansas:

and to put:

IOM, LLP

in full possession thereof, after 24 hours notice conspicuously posted on the premises, pursuant to _____.

_____ __/__/__

JUDGE DATE

5.134 WR40: Writ of Garnishment

Description List of Documents

This document is a Writ of Garnishment that is provided to a garnishee and directs them to withhold income from a party to satisfy a judgment that has been entered against that party.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CDQJMTD	
CMAINIT	

- In order for the ODP to run, there must be a Garnishee party type on the case.
- A judgment has been ordered against a party and entered in CDQJMTD.
- Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

WR40 Sample Document, Page 1 of 2

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

IOM, LLP PLAINTIFF(s)

Case No. 99CV-11-344

HORACE AURELIAN DEFENDANT(s)

HORACE AURELIAN GARNISHEE

WRIT OF GARNISHMENT

EXPLANATION

JUDGMENT DEBTOR:

ORIGINAL JUDGMENT $
BALANCE OF JUDGMENT $

DATE:_____

DEPUTY DISTRICT COURT CLERK

CERTIFICATE
99CV-11-344

I certify that a copy of a Writ of Garnishment and Notices to the Defendant as required by Arkansas Code Annotated § 16-110-402 will be mailed to the defendant at the following address at least yearly.

Defendant's address:
40000 HIMALAYA WAY APT K CABOT AR 72023

Plaintiff or agent: IOM, LLP

CERTIFICATE OF SERVICE: I, _____, have this day mailed a copy of this writ and notice to the **Plaintiff/Defendant** at his residence address by First Class Mail.

DATE:_____

_____
Plaintiff/Defendant's Signature

Original - Court
2nd copy - Garnishee
3rd copy - Sheriff/Process Agent
4th copy - Plaintiff
5th copy - Defendant

WR40 Sample Document, Page 2 of 2

List of Documents

CIRCUIT COURT OF RAZORBACK COUNTY
MAGNUS RUSS, CIRCUIT CLERK
401 W MARKHAM
LITTLE ROCK, AR 72201
Phone: (501) 340 8431

NOTICE TO THE GARNISHEE

1. A judgment has been obtained in the CIRCUIT COURT OF PULASKI COUNTY against the judgment Debtor listed in this writ and remains unsatisfied. The plaintiff believes that you are indebted to the Defendant, or have in your possession goods, chattels, moneys, credits, or effects belonging to the Defendant.

2. You are directed to prepare a written answer, under oath, and to file this answer in the CIRCUIT COURT OF PULASKI COUNTY Clerk's office within twenty (20) days from the date in which you are served with this writ. The written answer should contain a statement of what goods, chattels, moneys, credits, or effects you may have in your possession belonging to the Defendant.

3. In addition, you are required to answer any further interrogatories that may be asked of you.

4. Do not pay money to the Clerk. You should hold the money until a court order directs you to release the money. You will then pay it to the plaintiff's attorney or agent.

NOTICE TO NON-EMPLOYER GARNISHEE

Failure to answer this writ within 20 days or failure or refusal to answer the interrogatories attached hereto shall result in the court entering a judgment against you and you becoming personally liable for the full amount specified in this Writ together with costs of this action as provided by Arkansas Code Annotated 16-110-407.

NOTICE TO EMPLOYER GARNISHEE

Failure to answer this Writ within 20 days or failure or refusal to answer the interrogatories attached hereto shall result in the court entering a judgment against you and you becoming personally liable for the amount of the non-exempt wages owed the debtor-employee on the date you were served this writ as provided by Arkansas Code Annotated 16-110-407.

The judgment or balance due therein is a lien on salaries, wages, or other compensation due at the time of the service of the garnishment and shall continue as to subsequent earnings until the total amount due upon the judgment and costs are paid or satisfied.

The lien on subsequent earnings shall end if the employment relationship is terminated or if the underlying judgment is vacated or modified.

Employer Garnishees are notified that the amount of wages available for withholding for this judgment and costs is subject to certain prior claims. Under Arkansas law income withholding for child support has a priority over all other legal processes. Under Federal law the total amount to be withheld cannot exceed the maximum amount allowed under Section 303(b) of the Title III Consumer Credit Protection Act.

NOTICE TO THE DEFENDANT

The Writ of Garnishment delivered to you with this Notice means that wages, money or other property belonging to you has been garnished in order to pay a court judgment against you. HOWEVER, YOU MAY BE ABLE TO KEEP YOUR MONEY OR PROPERTY FROM BEING TAKEN, SO READ THIS NOTICE CAREFULLY.

State and Federal laws say that certain money and property may not be taken to pay certain types of court judgments. Such money or property may not be taken to pay certain types of court judgments. Such money or property is said to be "exempt" from garnishment. For example, under the Arkansas Constitution and state law, you will be able to claim as exempt all or part of your wages or other personal property. As another example, under Federal law the following are also exempt from garnishment: Social Security, SSI, Veteran's benefits, AFDC (welfare), unemployment compensation, and workers compensation.

You have a right to ask for a court hearing to claim these or other exemptions. Such request must be made in writing. If you need legal assistance to help you try to save your wages or property from being garnished, you should see a lawyer. If you can't afford a private lawyer, contact your local bar association or ask the clerk's office about any Legal Services program in your area.

CERTIFICATE OF SERVICE Case #99CV-11-344

STATE OF ARKANSAS - COUNTY OF _____. On this day _____ at

.....o'clock.....m, I have duly served this Writ by delivering a true copy thereof to: _____

FEES: _____ BY: _____

TITLE: _____

5.135 NT45_CIRCUIT: Notice Hearing on Petition – Order of Protection

Description List of Documents

This notice is sent when an ex parte order is denied so that the petitioner is not denied the opportunity to have a hearing on the petition (and on the final order of protections).

List of Contexte Forms document can be printed

Form Name	Comments
CDAEVNT	
CMAINIT	
CSAEOUT	
CSAEVNT	
NMAMAIN	

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

NT45_CIRCUIT Sample Document

List of Documents

IN THE CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. ROBERT KUNTZ - 3RD DIVISION RAZORBACK CIRCUIT COURT

PRISCILLA AURELIAN V HORACE AURELIAN

99DR-00-1029

NOTICE OF HEARING ON PETITION FOR ORDER OF PROTECTION

You are hereby notified that a petition has been filed in this Court for an Order of Protection by PRISCILLA AURELIAN, Petitioner, naming you as Respondent. This petition will be heard on May 15, 2013, at 09:00 AM, in Room COURTROOM 999, 99TH DIVISION at the RAZORBACK County Courthouse located at

CIRCUIT COURT OF RAZORBACK COUNTY
1234 COURT STREET
ANY TOWN, AR 79901.

If you fail to appear, the Court may enter a Final Order of Protection without further notice to you.

_____

CIRCUIT JUDGE

_____

DATE

5.136 JUB0: Judgment - Other

Description List of Documents

IN DEVELOPMENT
Add text here.

List of Contexte Forms document can be printed

Form Name	Comments

In order for the ODP to run,…

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

JUB0 Sample Document

List of Documents

IN THE DISTRICT COURT OF CARLITOS, RAZORBACK COUNTY, ARKANSAS

BATTERY'S BUY & CELL PLAINTIFF

Case No. 99CRSC-10-003

WILLY MAY HAYES, JR DEFENDANT

JUDGEMENT

On this day, being the day regularly set therefore, comes on to be heard the complaint of Plaintiff, BATTERY'S BUY & CELL against Defendant, WILLY MAY HAYES, JR and both parties personally answering or appearing and ready for a hearing and determination of the matter, whereupon evidence, including the testimony of the parties, is adduced and after careful consideration thereof and the law applicable to the case, the court concludes that the defendant, WILLIY MAY HAYES, JR is indebted to and owe the plaintiff, BATTERY'S BUY & CELL, the sum of $1,890.00.

IT IS THEREFORE CONSIDERED, ORDERED AND AJUDGED THAT PLAINTIFF Battery's Buy & Cell have a judgment against Defendant, Willy May Hayes, Jr. the amount of $1,890.00 plus interest at the rate of ten percent (10%) per annum until paid, together with all costs of this action, including costs, if any, incurred by Plaintiff in the lawful enforcement of this judgment to satisfaction, for all of which execution may issue.

IT IS SO ORDERED

_____ ___/___/____

JUDGE Date

5.137 OR52_CIRCUIT: Bond Forfeiture Order

Description List of Documents

IN DEVELOPMENT
This document is an Order that will be used by the court when a defendant that has been bonded out of jail fails to appear at a required court date. This document directs the Clerk to notify the bonding company to appear in court at a specified date and time to show cause as to why the Defendant's bond should not be forfeited, and to issue an Alias Warrant for a defendant who has failed to appear.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CMAINIT	
CSAEOUT	
CSAEVNT	
NMAMAIN	

In order for the ODP to run, there must be a defendant listed as a party on the case.
A bond was paid by a bail bondsman, for a defendant who then failed to appear at a required court appearance.
There is an event scheduled for the bail bondsman to appear and show cause.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

"Order for Issuance of Arrest Warrant and Summons/Order for Surety to Appear;" Implementing Act 752 of 2003 Arkansas General Assembly; To be appended to Rule 9.5, Rules of Criminal Procedure.

[Order for Issuance of Arrest Warrant and Summons/Order for Surety to Appear]

IN THE 99TH CIRCUIT COURT OF RAZORBACK COUNTY, ARKANSAS

HON. DANTE KURZE - 6TH DIVISION 99TH CIRCUIT

IOM LLC V HORACE AURELIAN

NO. 99CV-11-3489

ORDER FOR ISSUANCE OF ARREST WARRANT AND SUMMONS/ORDER FOR SURETY TO APPEAR

On this Eighth day of August 2011, comes on for consideration the oral motion of the State of Arkansas, by its Prosecuting Attorney for this County, requesting the forfeiture of the defendant's bail bond and issuance of an alias bench warrant for the immediate arrest of the defendant.

From the statements of the Prosecuting Attorney, a review of the records applicable to this case, and the applicable law, the Court finds that:

(1) The defendant had been directed to appear before the Court on this date at 8 o'clock a. m. but failed to respond or to appear before the Court as directed.

(2) The defendant has been released from custody, having caused a bail bond to be executed in favor of _____ County, Arkansas in the penal sum of $_____, with said defendant as principal and _____ as surety thereon, which bond guaranteed the defendant's appearance on said date and on all dates as directed by the Court in these proceedings.

(3) No reasonable excuse has been advanced to justify the defendant's failure to appear as directed.

THEREFORE, it is herein considered, ordered and adjudged that the Circuit Clerk be, and hereby is directed to promptly cause an alias bench warrant to be issued for the immediate arrest of the defendant, and to cause the warrant to be delivered to the Sheriff of this Court for service upon the

defendant. Upon the apprehension or surrender of the defendant, the initial appearance (bail) bond shall be $1,000; and

IT IS FURTHER ORDERED that the Circuit Clerk be, and hereby is directed to promptly notify the surety (one or more) that the defendant should be surrendered to the Sheriff of this Court as required by the terms of the bail bond and notify the surety (one or more) to appear before the Circuit Court on **August 11, 2011** at **08:00 AM** to show cause why the full amount specified in the bail bond or the money, if any, deposited in lieu of bail should not be forfeited to Circuit Court Of Pulaski County.

If the surety (one or more) does not appear at the hearing scheduled by the Court, each surety on the bond shall be liable, jointly and severally, for payment of the amount forfeited. If the surety desires to be represented by an attorney, such attorney should appear at the hearing.

Entry of the Order of Forfeiture by the Court shall constitute a personal judgment against each surety on the bond, for which execution and other lawful process may issue.

The officer who is responsible for taking the bail bond is also ordered to appear before the Court on the date and at the time noted above, unless (1) the surety is a bail bondsman, or (2) the officer accepted cash in the amount of bail.

IT IS SO ORDERED on this _____ day of _____, 20_____.

_____, **Circuit Judge**

_____, **Circuit Clerk**

By:_____
Deputy Clerk

5.138 ABCDEFG: Document Name

Description List of Documents

IN DEVELOPMENT
Add text here.

List of Contexte Forms document can be printed

Form Name	Comments

In order for the ODP to run,…

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

6 County

6.1

7 District

7.1 FIA6_REC_REQ: DRIVING RECORD REQUEST

Description List of Documents

IN DEVELOPMENT
The purpose of this document is to send a request to Department of Finance & Administration to obtain a copy of an individual's driving record.

List of Contexte Forms document can be printed

Form Name	Comments
CDAEVNT	Docket Code FIA6 must be added to the case prior to running this.

In order for the ODP to run, Docket code FIA6 needs to be added in CMAINIT or CDADOCT. In addition, this ODP is pulling an event date from CDAEVNT.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

7.2 FI7AD: WAIVER APPEARANCE GUILTY PLEA

Description List of Documents

IN DEVELOPMENT
This form is for an accused to waive his right to trial by entering a plea of guilty or no contest (without having to appear before the court for plea & arraignment) on a traffic matter.

List of Contexte Forms document can be printed

Form Name	Comments
All	

In order for the ODP to run, the defendant has been entered as a party, a citation has been entered/created, and Plea & Arraignment event is scheduled in the future.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI7AD Sample Document

List of Documents

DISTRICT COURT OF RAZORBACK COUNTY
TRAFFIC/CRIMINAL DIVISION

JUDY BLUME, CLERK
111 APLLE
NOWHERE, AR 71111

(501) 123 4567

04-MAR-2013

WAIVER OF APPEARANCE AND PLEA OF GUILTY

I, DONALD DUCK, do hereby waive my appearance before the court for the offense(s) charged on citation number 1234567. I understand I am waiving my right to enter a plea of not guilty and appear for trial on this matter. I further understand that my signature to this plea of guilty/no contest will have the same force and effect as a judgment of the court, and that this record will be sent to the drivers licensing authority of the State of Arkansas or of the state where I received my license to drive.

I DO HEREBY ENTER A PLEA OF GUILTY/NO CONTEST to said offense(s) as charged.

Please indicate your plea (circle one):

GUILTY

NO CONTEST

DONALD DUCK
1234 ORANGE WAY APT E N NOWHERE AR 71111

Home Phone: (501)1234567
Employer: _____

_____
LINDA ANN WRIGHT

7.3 AFFIDAVIT_ASSETS: AFFIDAVIT OF ASSETS

Description List of Documents

IN DEVELOPMENT
This form is a legal requirement and must be filed with the clerk of the court within 45 days of the filing of a judgment The following is a schedule and affidavit to verify judgment debtor's assets/ability to pay judgment.

List of Contexte Forms document can be printed

Form Name	Comments

In order for the ODP to run, a judgment has been entered against a party on the case such as, a defendant, a cross-defendant, or a counterdefendant. and the court has ordered an Affidavit of Asset.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

AFFIDAVIT_ASSETS Sample Document, Page 1 of 4

List of Documents

PIGGYBACK COUNTY DISTRICT COURT
1234 District Street
Any Town, Arkansas 72999
(479)555-1212

SC-12-37-0
SOUTHWEST EMS, INC.
VS
JOY JOYFUL

To: JOY JOYFUL

AFFIDAVIT OF ASSETS

Act 610 of 1991 requires that you prepare a schedule verified by affidavit of all of your property, both real and personal, including moneys, bank accounts, rights, credits and choses in action held by yourself or others for you and that you specify what property you claim exempt under the provisions of the law.

You are required to file the schedule with the clerk of the court where the judgment is filed within 45 days of the filing of the judgment. The following is a schedule and affidavit. Complete it, have it notarized and file it with the clerk's office. Send the Plaintiff a copy.

Current Address
City/State/Zip
Phone Number _____

AFFIDAVIT_ASSETS Sample Document, Page 2 of 4 List of Documents

LIST ALL ASSETS IN YOUR NAME HELD SOLELY OR WITH ANOTHER PERSON:

1. Bank(s)/Credit Union(s)

Name of Institution: _____
Address: _____
Type of Acct.: _____
Account No.: _____
Current Balance: _____

Name of Institution: _____
Address: _____
Type of Acct.: _____
Account No.: _____
Current Balance: _____

2. Savings and Loan

Name of Institution: _____
Address: _____
Type of Acct.: _____
Account No.: _____
Current Balance: _____

Name of Institution: _____
Address: _____
Type of Acct.: _____
Account No.: _____
Current Balance: _____

3. Real Estate: (Please include legal description if known)

Street Address: _____
City/State/Zip: _____
Legal Desc: _____
_____
_____

Street Address: _____
City/State/Zip: _____
Legal Desc: _____
_____
_____

AFFIDAVIT_ASSETS Sample Document, Page 3 of 4 List of Documents

4. Vehicles(s): (Include all automobiles, trucks, boats, airplanes, jet skis, jeeps and any other vehicles)

License Number: _____
Lien(s) Against Veh.: _____
Make: _____ Year: _____ Mileage: _____

License Number: _____
Lien(s) Against Veh.: _____
Make: _____ Year: _____ Mileage: _____

License Number: _____
Lien(s) Against Veh.: _____
Make: _____ Year: _____ Mileage: _____

5. Stocks, Bonds, Gold, Silver, Gems, Jewelry: (Name, number of shares or description, value and where located)

_____
_____
_____
_____

6. Employer or Other Source of Income:

Name: _____
Address: _____
Phone Number: _____

7. Business Interests:

Name: _____
Address: _____
Phone Number: _____
Type of Business: _____
Other Owner(s) If owned jointly _____
Percent of Ownership: _____

8. Value of Household Furniture, Furnishings, or Effects:

_____
_____
_____
_____

9. Other Personal Property not Scheduled:

_____
_____
_____
_____

10. Debtors Owing You Money:

Name: _____
Address: _____
Phone Number: _____
Amount Owed to You: _____
Name: _____
Address: _____
Phone Number: _____
Amount Owed to You: _____

11. Property Which You Claim as Exempt:

_____
_____
_____
_____

I here unto set my hand and seal and swear or affirm that the above is whole, true and correct.

_____
JOY JOYFUL

Subscribed and sworn to before me this 22-FEB-2013.

_____
Notary Public

My Commission Expires:_____

7.4 FI70: Waiver of Appearance and Plea of Guilty

Description List of Documents

IN DEVELOPMENT
Add text here.

List of Contexte Forms document can be printed

Form Name	Comments

In order for the ODP to run,…

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

7.5 FI86_PRE_ SCRNG: Pre-Sentence Screening Report

Description List of Documents

IN DEVELOPMENT
This form is a post-conviction DWI, DUI (drug or alcohol-related traffic citation), pre-screening form to be completed by a Drug and Alcohol Safety agency employee/investigator, verifying and completing the investigatory portions, i.e. BAC level, and, giving a treatment recommendation.

List of Contexte Forms document can be printed

Form Name	Comments

In order for the ODP to run, a plea has been entered in CMADISP. A disposition date has been entered in CMADISP. The defendant has been convicted of a drug and/or alcohol-related traffic violation and that defendant has been entered as a party.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

FI86_PRE_ SCRNG Sample Document, Page 1 of 2 List of Documents

PRE-SENTENCE SCREENING REPORT

COURT: DISTRICT COURT OF RAZORBACK COUNTY
JUDGE: DIVISION 1
CASE ID: 99CR-13-51
CASE NAME: STATE V JOHNY JOYFUL

DEFENDANT NAME: JOHNY JOYFUL
ADDRESS: 12345 APPLE DRIVE, NOWEHERE, AR 72123
PHONE NUMBER: 510-354-1234
DATE OF BIRTH: 08/16/1981
SEX: M
RACE: W
DRIVER LICENSE: 123456789

CHARGE: DRIVING WHILE INTOXICATED - DWI 2ND

TO: DISTRICT COURT OF RAZORBACK COUNTY

FROM: ALCOHOL SAFETY PROGRAM

I certify that the following screening procedure / preliminary investigation has been administered to the above captioned defendant:

1. BAC: _____

2. PREVIOUS ALCOHOL OR DRUG HISTORY & RELATED TREATMENT: _____

3. PRIOR DRIVING RECORD:

4. EMPLOYED: YES_____
NO_____
OCCUPATION_____
HOW LONG_____

5. NUMBER OF JOB CHANGES IN LAST 3 YEARS:

6. NUMBER OF ADDRESS CHANGES IN LAST 3 YEARS: _____

7. HOW LONG AT CURRENT ADDRESS: _____

8. HIGHEST GRAD COMPLETED: _____

9. COLLEGE: YES_____
NO_____

FI86_PRE_ SCRNG Sample Document, Page 2 of 2 List of Documents

MARITAL STATUS: _____

AVERAGE ANNUAL INCOME RANGE: _____

ATTITUDE ABOUT THE DWI: _____

_____

SAAST SCORE: _____

Based on the arrest data on this form and the results of a screening interview, my recommendation for this person is:

_____

_____

DRUG & ALCOHOL SAFETY SPECIALIST

_____

JOHNY JOYFUL

My signature authorizes the release of the above information to the court and any other agency involved in my completion of the above program.

7.6 JU25_JUDG_BOND_FORFEIT: Judgment Bond Forfeiture

Description List of Documents

IN DEVELOPMENT
Add text here.

List of Contexte Forms document can be printed

Form Name	Comments

In order for the ODP to run,…

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

7.7 OR55A_REL_GARN: Order to Release Garnishment

Description List of Documents

IN DEVELOPMENT
An order to release a writ of garnishment previously issued by the court. Sent to the garnishee (employer) to release them from the obligation to withhold monies from a person's paycheck in order to pay money owed.

List of Contexte Forms document can be printed

Form Name	Comments
ALL	

In order for the ODP to run, a judgment was filed in the court case against one of the parties on the case. A Writ of Garnishment was issued in order to collect the judgment. The clerk is adding the garnishee and the garnishee address as a party on the case. The party requesting the garnishment is now requesting the garnishee be released.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OR55A_REL_GARN Sample Document

List of Documents

IN THE DISTRICT COURT OF RAZORBACK COUNTY, ARKANSAS

OCSE/STATE OF ARKANSAS
PLAINTIFF(s)

PRISCILLA AURELIAN
Case No. 99-DR-11-344

HORACE AURELIAN DEFENDANT(s)

OLM MANUFACTURING, INC. GARNISHEE

ORDER TO RELEASE

NOW on this 28th day of March, 2011, the Garnishee is directed to pay to the Plaintiff or Plaintiff's Attorney the amount being held by said Garnishee, as indicated in its answer.

The Plaintiff has judgment against Defendant in the sum of $2,478.24.

- Employer Garnishee has answered or otherwise responded that it was or may be indebted to Defendant on the date it was served with the garnishment.
- Employer Garnishee is ordered to withhold Defendants "non-exempt" wages, as defined in the Notice to Garnishee, commencing upon the day it was served with the writ of garnishment.
- Employer Garnishee is hereby ordered to pay to Plaintiff or Plaintiff's Attorney every pay period the amount of Defendant's wages which are subject to garnishment according to federal and state law until Garnishee is no longer indebted to Defendant or the judgment is satisfied, under Ark. Code Ann. Sec 16-110-415.
- None-Employer Garnishee has answered or otherwise responded that it was indebted, or had in its hands or possession goods, chattels, moneys, credits, and effects belonging to the original defendant.
- Non-Employer Garnishee is hereby ordered to pay to Plaintiff or Plaintiff's Attorney the amount the Garnishee is indebted, or has in its hands or possession goods, chattels, moneys, credits and effects belonging to the defendant until Garnishee is no longer indebted to Defendant or the judgment is satisfied, under Ark. Code Ann. Sec. 16-110-410.

IT IS SO ORDERED.

_____
DISTRICT JUDGE

7.8 ABCDEFG: Document Name

Description List of Documents

IN DEVELOPMENT
Add text here.

List of Contexte Forms document can be printed

Form Name	Comments

In order for the ODP to run,…

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

8 Supreme Court and Court of Appeals

8.1 ATYFEES: ATTORNEY'S FEES

Description List of Documents

IN DEVELOPMENT
This document is a letter that the Clerk mails to the attorney notifying them that they have been awarded attorney's fees and costs in a case.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	

In order for the ODP to run, one of the listed parties must be added to the case and attorney's fees have been awarded in a case.

Amount of attorney's fees and costs have been entered in the docket text on CDADOCT.

In the docket text the attorney's fees should be listed on line 1 and costs should be listed on line 2.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ATYFEES Sample Document

List of Documents

LESLIE W. STEEN, CLERK
JUSTICE BUILDING
625 MARSHALL STREET
LITTLE ROCK, AR 72201

DECEMBER 27, 2001

ANDY ANDERSON
425 WEST CAPITOL AVENUE
SUITE 9999
RAZORBACK, AR 99999

99CR-10-532

CORY RAY LYMAN V STATE OF ARKANSAS

Dear ANDY ANDERSON:

The COURT OF APPEALS has allowed you attorney's fees in the amount of $500.00 and costs in the amount of $165.00 in the above styled case.

Please send an invoice with W-9 in your name and social security number for this amount and upon receipt payment will be made.

Sincerely,

LESLIE W. STEEN, CLERK

Enclosure (W-9)

8.2 ACF13: Brief Extension

Description List of Documents

IN DEVELOPMENT
This document is a letter that is mailed to the attorneys notifying them that the time for filing of a brief has been extended and what the due date is for filing the brief.

List of Contexte Forms document can be printed

Form Name	Comments
ALL	

In order for the ODP to run, one of the listed parties must be added to the case.

Either the Appellant or the Appellee has been granted an extension of time for filing their brief.

There is a milestone track that is being extended with the extension of the brief due date.

The milestone track will provide whether the extension is for the Appellant or the Appellee.

If the brief time is for a final extension then the wording "**Final Extension**" will be added to the end of the letter as shown in the example below.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ACF13 Sample Document

List of Documents

LESLIE STEEN, CLERK
JUSTICE BUILDING
625 MARSHALL
LITTLE ROCK, AR 72201

January 4, 2012

CHARLIE SMITH, JR. V MARY D. SMITH
CACV-11-15

Attorneys of Record:

The time allowed for filing the Appellant's brief in the above case has been extended to February 2, 2012. **Final Extension.**

Sincerely,

Leslie W. Steen, Clerk

8.3 ACG03: CA Oral Argument Notice

Description List of Documents

IN DEVELOPMENT
A letter generated by the Supreme Court Clerk's Office sent to all attorneys listed on a case to notify them Oral Arguments have been scheduled on a particular case. The notice contains a confirmation page that must be signed and returned by each attorney on the mailing list.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	

In order for the ODP to run, one of the listed parties must be added to the case.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ACG03 Sample Document

List of Documents

Office of the Clerk
Supreme Court
Court of Appeals
State of Arkansas
Justice Building
625 Marshall Street

Little Rock, AR 72201
May 25, 2011

Marx Real Estate Investments, LLC

vs. CA 09 01363

Dr. Victor Coloso

Attorneys of Record:
The Arkansas Court of Appeals will hear oral argument in the above styled case on the 25th day of May, 2011, at 9:00a.m.in the Supreme Court Courtroom. This date may be changed only upon written motion to the court and upon a showing of good cause. If attempts to schedule oral argument result in undue delay, the court will decide the case without oral argument. *See In Re: Rules of Supreme Court & Court of Appeals, Rule* 5-
1, 2010 Ark. 288.

Only 20 minutes will be allowed each side for argument. If you do not intend to appear, you must notify the Clerk at least five days prior to the date set. If you intend to cite a case outside the briefs, you must furnish the citation to opposing counsel and the court before the date of argument.

When you come to the lectern for argument, you should identify yourself and party or parties you represent; and, if time is to be apportioned with other counsel, or reserved for rebuttal, state the division desired. If non-resident counsel is to participate, compliance with Rule XIV of the Rules Governing Admission to the Bar is mandatory. Please stay in front of the lectern during oral argument because it is recorded on tape.

PLEASE NOTE, effective May 27, 2010, Administrative Order No. 6 was amended to allow for the audio and video recording and broadcasting of oral arguments of the Supreme Court and Court of Appeals through a live or tape-delayed format. *See Ark. Sup. Cf. Admin. Order No. 6,* 2010 Ark. 268. (A copy of this order is enclosed.) Section (d)(9)(C) of Order No. 6 provides that an objection to the broadcasting, recording, or photographing of an oral argument under section (c)(1) shall be made to the court and the court, in its discretion, shall decide whether broadcasting, recording, or photographing will be permitted. If you wish to object to the video recording, photographing, or broadcasting of your oral argument, you must file a motion stating your objections and your reasons for such objections with the Court of Appeals at least twenty-one (21) days before your scheduled oral argument. Your motion must comply with Rule 2-1 of the Rules of the Supreme Court and Court of Appeals.

You will find enclosed a card that will allow you to park in designated spaces "For Special Permit Parking Only." The spaces will be reserved in the northwest corner of the parking lot in front of the Justice Building. Please display this card on the dashboard of your vehicle. The attorney's conference room will be open at 8:00a.m.for the convenience of attorneys having oral argument that day.

Yours very truly,

Lynda Boone
Chief Deputy Clerk

8.4 ACF14: CA VOTE SHEET

Description List of Documents

IN DEVELOPMENT
This document is given to the Chief Judge of each panel and is used to note the vote of each panel member. There is one vote sheet per case.

List of Contexte Forms document can be printed

Form Name	Comments
CDADOCT	
CZAPDCT	

In order for the ODP to run, one of the listed parties must be added to the case.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ACF14 Sample Document

List of Documents

Doc 030

CASE SUBMITTED **DATE CASE SUBMITTED**

No: CA 10 00650 Assigned to **JUDGES ASSIGNED TO**

Style of Case: Mike Adams
vs.
Bemis Company, Inc.

Court Appealed From: Workers' Compensation Commission
F703426

ACTION BY THE COURT

	To Affirm	To Reverse	To Modify
(1) John Mauzy Pittman			
(2) Josephine Linker Hart			
(3) Robert J. Gladwin			
(4) John B. Robbins			
(5) Robin F. Wynne			
(6) Rita Williamson Gruber			
(7) David McGee Glover			
(8) Raymond R. Abramson			
(9) Larry D. Vaught			
(10) Doug Martin			
(11) Cliff Hoofman			
(12) Waymond M. Brown			

RESULTS: Affirm _____ Reverse _____ Modify _____ En Banc _____

EB Memo Writer: _____ P or NP: _____

Majority Op. Writer: _____ Pass: _____

Dissenting Op. Writer: _____ Dismiss: _____

Concurring Op. Writer: _____ Certify: _____

SPECIAL COMMENTS

8.5 ACG07: Certified to SC

Description List of Documents

IN DEVELOPMENT
This is a letter that is sent to the parties on a case notifying them that a case has been certified from the Court of Appeals to the Supreme Court. It also contains the new Supreme Court case number.

List of Contexte Forms document can be printed

Form Name	Comments
ALL	

In order for the ODP to run, there must be parties added to the case.

There is a case filed in the Court of Appeals which is being certified to the Supreme Court.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

ACG07 Sample Document

List of Documents

LESLIE W. STEEN, CLERK
JUSTICE BUILDING
625 MARSHALL STREET
LITTLE ROCK, AR 72201

January 18, 2012

STATE OF ARKANSAS V A.G.
99CR-10-1116

Today the Court of Appeals certified the above styled case to the Supreme Court because the court found the case presents a question pertaining to the Arkansas Constitution.

The new Supreme Court case number is 99CR-10-1116.

Sincerely,

Leslie W. Steen, Clerk

8.6 OVERDUE_NOTICE: Overdue Notice

Description List of Documents

IN DEVELOPMENT
Notification letter to attorneys who have checked out a transcript on a case and not returned it by the 30 day due date.

List of Contexte Forms document can be printed

Form Name	Comments
ALL	

The records department has run the overdue report or is otherwise looking for the transcript and needs to notify the attorney to return the transcript.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

OVERDUE_NOTICE Sample Document List of Documents

Office of the Clerk
Supreme Court
Court of Appeals
State of Arkansas
Justice Building
625 Marshall Street
Little Rock, AR 72201

May 25,2011

Jeff Rosenzweig
Attorney at Law
300 Spring Street
Suite 310
Little Rock, AR 72201

Raymond C. Sanders,
Jr. vs. No. CR10-467
State of Arkansas (5 Vols)

My records indicate that the transcript listed below has been checked out to you for more than thirty (30) days. I ask that you return it within seven (7) days from the date of this letter.

Rule 5 of the Rules of this Court provides that Transcripts in disposed of cases may be checked out to attorneys for a period of not more than thirty (30) days.

Thank you in advance for your attention to this matter.

Holli North
Records Supervisor
(501) 682-6846

8.7 ACO08: CLERKS MANDATE

Description List of Documents

IN DEVELOPMENT
This document is issued 18 days after the Opinion has been rendered if there has not been a Petition for Review or Petition for Rehearing filed in the case. This is the final closing document for the case which outlines the decision of the Court and is sent to the lower court.

List of Contexte Forms document can be printed

Form Name	Comments
ALL	

In order for the ODP to run, there is a case with the Supreme Court/Court of Appeals which has been conferenced and an Opinion rendered.

It has been 18 days since the Court rendered the Opinion

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

8.8 ACN05: Constitutional Juris Notice

Description List of Documents

IN DEVELOPMENT
This is a letter notifying the attorney of record that the Supreme Court has assumed jurisdiction of the case and provides the Supreme Court case number. It contains the case number and case description.

List of Contexte Forms document can be printed

Form Name	Comments
ALL	

In order for the ODP to run, one of the listed parties must be added to the case.

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.

AN05 Sample Document

List of Documents

Office of the Clerk
Supreme Court
Court of Appeals
State of Arkansas
Justice Building
625 Marshall Street
Little Rock, AR 72201

May 25, 2011

RE: Raymond C. Sanders, Jr.
v CACR10-467
State of Arkansas

Dear Attorney of Record:

Today the Supreme Court assumed jurisdiction of the above referenced case because it involves an issue of the Arkansas Constitution.

The new docket number is CACR10-467. Brief time will remain the same.

Sincerely,

Leslie W. Steen, Clerk

8.9 ABCDEFG: Document Name

Description List of Documents

IN DEVELOPMENT
Add text here.

List of Contexte Forms document can be printed

Form Name	Comments

In order for the ODP to run,…

Cursor location when running the ODP documents is important. Highlight appropriate row/field with which to send information to the document.