

**COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: JUVENILE DELINQUENCY/EJJ**

This delinquency/EJJ cover sheet is required by Supreme Court Administrative Order 8 to be completed and filed for every juvenile. The data contained herein shall not be admissible as evidence in any court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law or Supreme Court rule.

County: _____ **District:** _____ **Filing Date:** _____
Judge: _____ **Division:** _____ **Docket Number:** _____

Case Type (select one): (JD) Delinquency (EJJ) Extended Juvenile Jurisdiction

If this is an amendment, is it: Adding Offense(s) Dropping Offense(s) Changing Offense(s)
 Converting to/from EJJ

Does this juvenile have other active cases? Yes No Docket Numbers: _____

Juvenile information			
Last Name		Address	
First Name		City	
Middle Name		State	
DLN/State ID		ZIP	
SSN		ATN	
Date of Birth		Arrest date	
Race	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Bi-Racial <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Unknown	Custody date	
		School Status	<input type="checkbox"/> Under school age <input type="checkbox"/> Enrolled <input type="checkbox"/> Truant/Not attending <input type="checkbox"/> Suspended <input type="checkbox"/> Expelled <input type="checkbox"/> Withdrawn <input type="checkbox"/> GED obtained <input type="checkbox"/> Graduated High School
Ethnicity	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic		
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		
		Special Ed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was this a school-related arrest?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Interpreter needed?	<input type="checkbox"/> None <input type="checkbox"/> Spanish <input type="checkbox"/> ASL <input type="checkbox"/> Other:		

Parent/Guardian 1		Parent/Guardian 2	
Last Name		Last Name	
First Name		First Name	
Middle Name		Middle Name	
DLN/State ID		DLN/State ID	
SSN		SSN	
Date of Birth		Date of birth	
Address		Address	
City, State ZIP		City, State ZIP	
Relationship		Relationship	
Interpreter needed?	<input type="checkbox"/> None <input type="checkbox"/> Spanish <input type="checkbox"/> ASL <input type="checkbox"/> Other:	Interpreter needed?	<input type="checkbox"/> None <input type="checkbox"/> Spanish <input type="checkbox"/> ASL <input type="checkbox"/> Other:

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The offenses in the attached information include:

Code #	Offense name/Description	A/S/C	Offense Date	Counts	F/M	Class

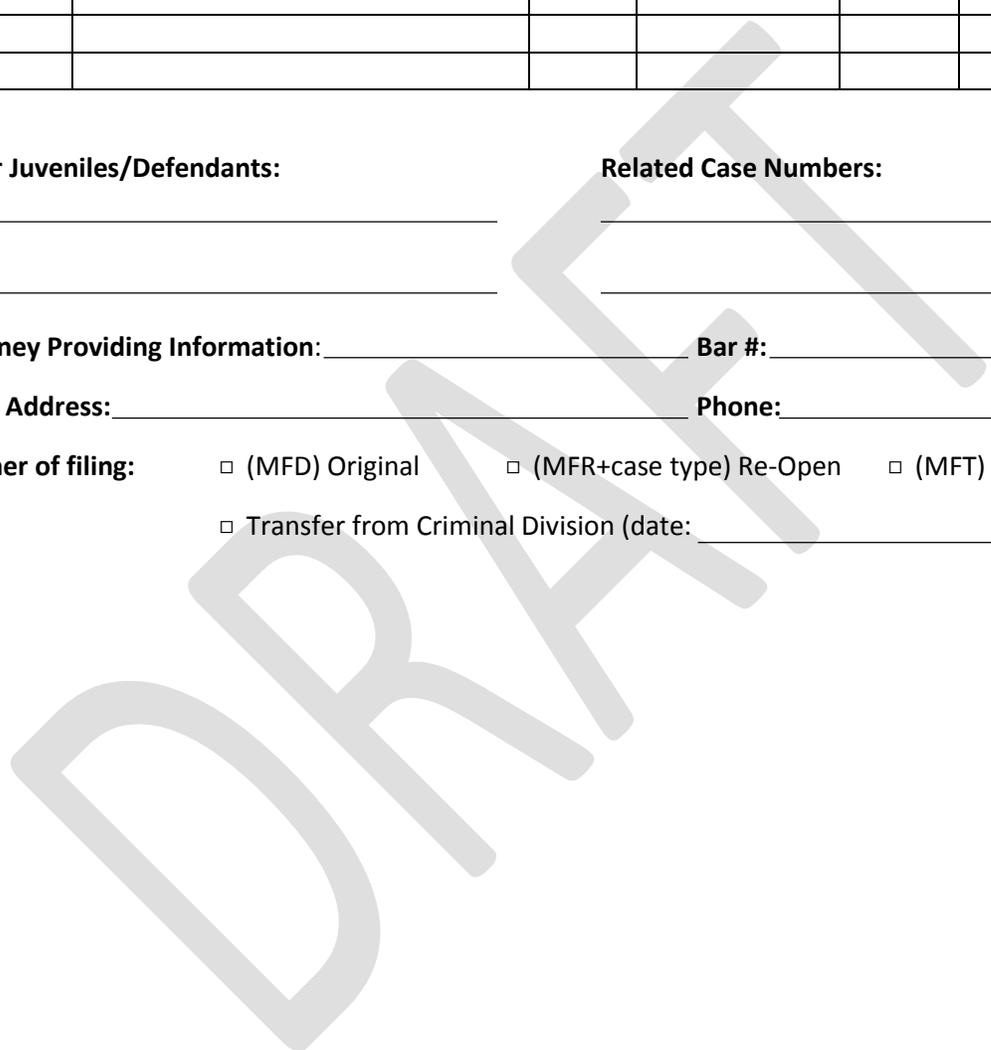
Other Juveniles/Defendants:

Related Case Numbers:

Attorney Providing Information: _____ **Bar #:** _____

Email Address: _____ **Phone:** _____

Manner of filing: (MFD) Original (MFR+case type) Re-Open (MFT) Transfer
 Transfer from Criminal Division (date: _____)



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Instructions

Pursuant to Supreme Court Administrative Order Number 8, the Office of the Prosecuting Attorney is responsible for the completion and filing of the delinquency/EJJ cover sheet. Only one juvenile shall be listed on each cover sheet. The Clerk shall not accept the information sheet unless accompanied by this reporting form.

1. Fill in the blanks for county and district (if applicable) where this pleading is being filed. Include the date of the filing (month, day, and year).
2. Fill in the blanks for Judge's name and division (if applicable). In a multi-judge county, the clerk will tell you the correct name and division and will provide the docket number.
3. Complete the type of case. Place an "X" in either the delinquency box OR the EJJ box.
4. If this is an amendment to an already-filed case, mark the type of amendment.
5. If the juvenile has other active cases, provide the docket numbers if possible.
6. Provide as much information about the juvenile as possible. Name, arrest tracking number (ATN), and driver's license number (DLN) (or state ID number if no driver's license) are required. Leave the custody date blank if the juvenile has not been taken into custody.
7. Include the school status of the juvenile, including:
 - a. whether the juvenile is receiving special education services
 - b. whether the arrest was school-related. "A school-related arrest is an arrest of a student for any activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official." (U.S. Department of Education Office of Civil Rights)
8. Complete the information on the parents. Do not include putative parents.
9. Complete the charge table based on uniform state charging codes. For each offense charged, list the Arkansas Code Annotated number of the offense (including the relevant subsections), the title of the offense, whether the charge is for an attempt (A), solicitation (S) or conspiracy (C) (if none leave blank), the offense date, the number of counts, whether the charge is a felony (F) or misdemeanor (M), and its classification (Y, A, B, C, D, U). Add another sheet if more room is necessary.
10. If there are multiple juveniles/defendants, list the other juveniles/defendants and their case numbers below the charge table.
11. Provide information on the attorney providing the information on this form.
12. Complete the manner of filing. Include the date if it is a transfer from the criminal division.