



**COVER SHEET  
STATE OF ARKANSAS  
CIRCUIT COURT: JUVENILE DEPENDENCY-NEGLECT & FAMILY IN NEED OF SERVICES (FINS)**

Parent 1		Parent 2	
Last Name		Last Name	
First Name		First Name	
Middle Name		Middle Name	
DL/State ID		DL/State ID	
SSN		SSN	
Date of Birth		Date of birth	
Address		Address	
City, State ZIP		City, State ZIP	
Interpreter needed?	<input type="checkbox"/> Yes: (language) <input type="checkbox"/> No	Interpreter needed?	<input type="checkbox"/> Yes: (language) <input type="checkbox"/> No

**Attorney Providing Information:** \_\_\_\_\_ **Bar #:** \_\_\_\_\_  
 Plaintiff  Defendant  Intervenor **Email Address:** \_\_\_\_\_

**Manner of filing:**  (MFD) Original  (MFR+case type) Re-Open  (MFT) Transfer

DRAFT

**COVER SHEET  
STATE OF ARKANSAS**

**CIRCUIT COURT: JUVENILE DEPENDENCY-NEGLECT & FAMILY IN NEED OF SERVICES (FINS)**

**Additional juveniles:**

Juvenile 3		Juvenile 4	
<b>Last Name</b>		<b>Last Name</b>	
<b>First Name</b>		<b>First Name</b>	
<b>Middle name</b>		<b>Middle name</b>	
<b>DL/State ID</b>		<b>DL/State ID</b>	
<b>SSN</b>		<b>SSN</b>	
<b>Date of Birth</b>		<b>Date of birth</b>	
<b>Race</b>	<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	<b>Race</b>	<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
<b>Ethnicity</b>	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	<b>Ethnicity</b>	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>School status</b>	<input type="checkbox"/> Under school age <input type="checkbox"/> Enrolled <input type="checkbox"/> Truant <input type="checkbox"/> Suspended <input type="checkbox"/> Expelled <input type="checkbox"/> Withdrawn <input type="checkbox"/> GED obtained <input type="checkbox"/> Graduated High School	<b>School status</b>	<input type="checkbox"/> Under school age <input type="checkbox"/> Enrolled <input type="checkbox"/> Truant <input type="checkbox"/> Suspended <input type="checkbox"/> Expelled <input type="checkbox"/> Withdrawn <input type="checkbox"/> GED obtained <input type="checkbox"/> Graduated High School
<b>Special Ed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Special Ed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional Parents:**

Parent 3		Parent 4	
<b>Last Name</b>		<b>Last Name</b>	
<b>First Name</b>		<b>First Name</b>	
<b>Middle Name</b>		<b>Middle Name</b>	
<b>DL/State ID</b>		<b>DL/State ID</b>	
SSN		SSN	
Date of Birth		Date of birth	
Address		Address	
City, State ZIP		City, State ZIP	
Interpreter needed?	<input type="checkbox"/> Yes: (language) <input type="checkbox"/> No	Interpreter needed?	<input type="checkbox"/> Yes: (language) <input type="checkbox"/> No

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**Instructions:**

Pursuant to Supreme Court Administrative Order Number 8, the attorney or pro se litigant filing the petition is responsible for the completion and filing of the juvenile cover sheet. The clerk shall not accept the filing 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 for a new case, the clerk will tell you the correct name and division and will provide the docket number. If this is a new filing in an existing case, fill in the judge's name and use the existing docket number.
3. If this is a FINS case, indicate whether the petitioner is a parent, a school representative, a prosecuting or city attorney, or another adult.
4. Complete the type of case. Place an "X" in the single box which best describes the subject matter of the pleading you are filing.
5. Provide as much information about juveniles as possible.
  - a. If there are more than two juveniles, complete the information on page 3.
  - b. Indicate the date of removal for each child.
  - c. Choose the most appropriate description of school status.
  - d. Indicate whether the juvenile receives special education services.
6. Include the docket numbers of other cases involving the same juvenile(s). If unknown, list the type of case and/or judge if known.
7. Provide as much information about parents as possible. A driver's license number or state ID number are particularly helpful. If there are more than two parents involved, include additional parent information on page 3. Do not include putative parents.
8. Give the name, bar number, and email address of the attorney providing the information, along with who the attorney represents.
9. Complete the manner of filing.