

# COVERSHEET 101- PROBATE

**Dawn Castle – Regional Court Administrator  
Jackie Wray – Application Specialist**

PHOTOGRAPH CREDIT  
MICHAEL HIBBLEN  
KUAR NEWS

#2017ACAP

## Building Bridges

**Arkansas Court Automation Program Systems Conference 2017**

# TRAINING DESCRIPTION

#2017ACAP

A hands on training of the Probate Coversheet including how to enter the data into Contexte.

- Target Audience: County Clerks

# PROBATE CASE TYPES

#2017ACAP

(GA) Guardianship of an Adult – New as of 01JAN17

(GJ) Guardianship of a Juvenile – New as of 01JAN17

(AD) Adoption

(DE) Decedent Estate Administration

(PC) Adult Protective Custody

(AL) Alcoholic Commitment

(AA) Ancillary Administration

(DC) Narcotic Commitment

(CV) Civil Commitment

(SE) Small Estate

(CP) Conservatorship

(TA) Trust Administration

(OP) Probate-Other

## **Remember:**

(GD) Guardianship – Probate  
ENDED 01JAN17

Please **DO NOT USE**

# COVERSHEET CONTEXTE CHEAT SHEET

#2017ACAP

## COVER SHEET STATE OF ARKANSAS CIRCUIT COURT: PROBATE

The probate reporting form and the information 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. This form is required pursuant to Administrative Order Number 8. Instructions are located on the back of the form.

1 County: \_\_\_\_\_ 1 District: \_\_\_\_\_ 1 Filing Date: \_\_\_\_\_

2 Judge: \_\_\_\_\_ 2 Division: \_\_\_\_\_ 1 Case ID: \_\_\_\_\_

1 Type of case (choose one):

- |  |  |
|--|--|
| <input type="checkbox"/> (AD) Adoption                 | <input type="checkbox"/> (DE) Decedent Estate Administration |
| <input type="checkbox"/> (PC) Adult Protective Custody | <input type="checkbox"/> (GA) Guardianship of an Adult       |
| <input type="checkbox"/> (AL) Alcoholic Commitment     | <input type="checkbox"/> (GJ) Guardianship of a Juvenile     |
| <input type="checkbox"/> (AA) Ancillary Administration | <input type="checkbox"/> (DC) Narcotic Commitment            |
| <input type="checkbox"/> (CV) Civil Commitment         | <input type="checkbox"/> (SE) Small Estate                   |
| <input type="checkbox"/> (CP) Conservatorship          | <input type="checkbox"/> (TA) Trust Administration           |
|  | <input type="checkbox"/> (OP) Probate-Other                  |

1 In the Matter of: \_\_\_\_\_

Does this case involve the custody or support of minor children?  Yes  No  
If yes, also file the completed Confidential Information Sheet.

	Participant 1	Participant 2
<b>Participant Type</b>		
<b>Company/ Last Name</b>	2	2
<b>Suffix</b>		
<b>First Name</b>		
<b>DL/State ID</b>		
<b>Address</b>		
<b>City, State ZIP</b>	2	2
<b>Phone</b>		
<b>Email</b>		
<b>Self-represented</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>DOB</b>	3	3
<b>Date of Death</b>		
<b>Interpreter needed</b>	4 <input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)	4 <input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language)

2 Attorney of Record: \_\_\_\_\_ 2 Bar #: \_\_\_\_\_  
Party representing: \_\_\_\_\_ Atty Email Address: \_\_\_\_\_

5 Related Case(s): Judge: \_\_\_\_\_ Case ID(s): \_\_\_\_\_

6 Manner of filing (choose one):  (MFO) Original  (MFR+case type) Re-open  
 (MFT) Transfer  (MFF) Reactivate

## COVER SHEET STATE OF ARKANSAS CIRCUIT COURT: PROBATE

### Contexte Cover Sheet Forms and Fields

	Form Name	Tab/Field	OR	Form Name	Tab/Field	Notes
1	CMAINIT	County				Enter county #
	CMAINIT	District				Enter as location. Attorneys will use district field to indicate which county seat. Clerk should enter as location in Contexte.
	CMAINIT	Case ID				Assigned by Contexte once you leave the top block.
	CMAINIT	Filing Date				Enter date case is filed with the Clerk.
	CMAINIT	Case Type				Enter Case Type Code Filed.
	CMAINIT	Case Description				Enter name of person that is indicated after the title in the Matter of. Enter Name only do not add in the Matter of in the description.
2	CMAINIT	Party Tab		CDAPRTY		If using automatic judge assignment, the judge/division will be assigned in Contexte. Enter other parties and their information, such as address, etc. If one of the parties is a self-represented party, enter as P, D or whatever type of party; add party status of SELFREP
3	CMAINIT	Demographic Tab		CPAIDEN	Demographic Tab	Add or Update the demographic information.
4	CDAPRTY	Language Field				Enter Interpreter Language Needed.
5	CDARELC	Top Block=Enter the case ID to be related			Middle Block=Enter the case ID's to be related	Bottom Block=NEVER CONSOLIDATE CASES!
6	CMAINIT	Short DKT Tab		CDADOCT		Enter in the appropriate manner of filing docket code here using the file date.

# COVERSHEET DEMONSTRATION VIDEO

#2017ACAP

Oracle Fusion Middleware Forms Services

File Edit Options Block Field Record Query Help Window

ContexteFE 5.2 GUAGMNU (COURTS)

- Contexte Applications Menu
  - ACS General Main Menu
  - Contexte Main Menu
  - ACS eTraffic Main Menu
  - ACS SessionDirect Main Menu
  - ACS CaseStats Main Menu
  - Personal Menu

Direct Access:

Type	Description	Object
☑	ACS General Main Menu	*GENERAL
☑	Contexte Main Menu	*COURTS
☑	ACS eTraffic Main Menu	*ETRAFFIC
☑	ACS SessionDirect Main Menu	*NCPMAIN
☑	ACS CaseStats Main Menu	*CASESTATS

Record: 1/1

<OSC>

# DISPOSITION CONTEXTE CHEAT SHEET

#2017ACAP

DISPOSITION SHEET  
STATE OF ARKANSAS  
CIRCUIT COURT: PROBATE

The probate reporting form and the information contained herein shall not be admissible as evidence in any other court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law of Supreme Court Rule. This form is required pursuant to Administrative Order Number 8. Instructions are located on the back of the form.

1 Case ID: \_\_\_\_\_ 1 In the matter of: \_\_\_\_\_

1 Trial Type:  (B) Bench Trial  (N) Non-Trial

2 Was an interpreter used for this case?  Yes  No

For whom? \_\_\_\_\_

Language:  Spanish  Sign Language  Other: \_\_\_\_\_

2 Was any party self-represented for any portion of the case?  Yes  No

If so, who? \_\_\_\_\_

3 Disposition Date: \_\_\_\_\_

Manner of Disposition (Choose one)

(MDCO) Consolidated into case ID: \_\_\_\_\_

(MDDM) Dismissed

4  (MDJD) Judgment/Decree/Order

(MDRB) Removed to bankruptcy court

(MDTR) Transferred to another circuit court

Is this case set for review (typical of guardianships)?  Yes (MSSD)  No (JUCO)

"No" indicates that the case is closed and no court monitoring is legally required.

5 If this case involved guardianship (CSINF):

Guardian name: \_\_\_\_\_  
first name last name

Child support ordered:  New  Modified  Terminated  N/A

Person ordered to pay child support: \_\_\_\_\_  
first name last name

Was there an order of protection in this case?  Yes  No

If yes, person(s) protected under the order: \_\_\_\_\_

Also file the completed Confidential Information Sheet.

DISPOSITION SHEET  
STATE OF ARKANSAS  
CIRCUIT COURT: PROBATE

Contexte Cover Sheet Forms and Fields

	Form Name	Tab/Field	OR	Form Name	Tab/Field	Notes
1	CMAINIT	Top Block				Case ID Field
	CMAINIT	Top Block				Case Description Field
	CMAINIT	Top Block				Enter Trial Type
2	CDAPRTY	Language Field				The Language for the party should have been entered. If not, enter on CDAPRTY now
	CDAPRTY	Party Status				The party status will be displayed if already entered. If not already entered, enter now.
3	CDADOCT	Second Block				Disposition date is the date the order is filed.
4	CDADOCT	Second Block				Enter the appropriate MD code. The disposition date will be the date that the order was filed and the appropriate MD code entered.
	CDADOCT	Third Block-associate the MD to the appropriate MF code.				
5	CDADOCT	Second Block CSINF				Enter CSINF Choose COASITE in the navigation frame and enter in custody information <b>NOTE:</b> PLINF docket code will no longer be available. Associate the MD code and the CSINF codes to the correct MF code.
	CDADOCT	Third Block-associate the CSINF to the appropriate MF code.				

# MANNER OF DISPOSITION

## KEY TAKEAWAYS

#2017ACAP

- A case for which a final decree, order, or judgment is entered is considered **disposed** even if the case is carried as active for regularly scheduled reviews.
- In a guardianship case where annual reports are required to the court, the case is considered **statistically closed** but “Set for Review.” The status will remain “Set for Review” until the guardianship is terminated.
- If two or more probate cases are consolidated after filing to be processed or tried as one case, each of the cases except for the one into which the cases were consolidated should be reported as disposed at the time of consolidation. When the consolidated case is decided, the disposition should be reported under the appropriate trial type and manner of disposition category.
- **Small estate** cases are immediately closed upon filing the affidavit and cover sheet. The trial type is non-trial and the manner of disposition is judgment.

# DISPOSITION DEMONSTRATION VIDEO

#2017ACAP

The screenshot displays the Oracle Fusion Middleware Forms Services interface. The title bar reads "Oracle Fusion Middleware Forms Services". The menu bar includes "File", "Edit", "Options", "Block", "Field", "Record", "Query", "Help", and "Window". The main window title is "ContexteFE 5.2 GUAGMNU (COURTS)".

On the left, a tree view shows the menu structure:

- Contexte Applications Menu
  - ACS General Main Menu
  - Contexte Main Menu
    - ACS eTraffic Main Menu
    - ACS SessionDirect Main Menu
    - ACS CaseStats Main Menu
  - Personal Menu

The "Direct Access" table is displayed in the center-right:

Type	Description	Object
Icon	Case Initiation Maintenance	CMAINIT
Icon	Case Query	CDICASE
Icon	Person/Case History	CMIPCHI
Icon	User/Court Location Validation	CTVUCLN
Icon	Related Disposition	CMADISP
Icon	Docket Association Entry	CDADOCT
Icon	Person/Organization Maintenance	CPAIDEN
Icon	Oracle Password Change Form	GUAPSWD
Icon	Personal Menu Maintenance Form	GUAPMNU
Icon	Notes Query	CMINOTE
Icon	Case Information Update	CDACASU
Icon	Violation Code Validation	CTVCHRG
Icon	Docket Change/Delete	CDACDDK
Icon	Daily Filing Report	CXRDFR
Icon	Probate Case Report	PROBCASE
Icon	Criminal Cases Report	CRIMCASE
Icon	Civil Cases Report	CIVCASE

The status bar at the bottom shows "Record: 1/?" and "<OSC>".

# CASE STATUS RULES

#2017ACAP

- CDADOCT- Applying case status via docket code
- CDACSTS- Manual entry of case status





# Codes that will Trigger Case Status

#2017ACAP

- OPEN-case status
  - MFO – MOF ORIGINAL
  - MFT – MOF TRANSFER
- CLOSED-case status
  - JUCO – CASE CLOSED
  - MDCO – CONSOLIDATED
  - MDTR – MOD TRANSFER TO OTHER JURISDICTION
  - MDJD – MOD JUDGMENT/DECREE/ORDER
  - MDDM – MOD DISMISSED

# Codes that will Trigger Case Status

#2017ACAP

- INACTIVE-case status
  - MSIA – MOD INACTIVE
  - MDRB – MOD REMOVED TO BANKRUPTCY
- REACTIVATE-case status
  - MFF – MANNER OF FILING REACTIVATED
- REOPEN-case status
  - MFR + CASE TYPE; when used will update case status
- SET FOR REVIEW-case status
  - MSSD – MOD SET FOR REVIEW POST-DISP
- MONITORING-case status
  - NO RULE - Must be manually applied on CDACSTS

# RESOURCES

#2017ACAP

- Judiciary Website <https://courts.arkansas.gov/>
  - ◇ CheatSheets



2. ACAP Menu

- ACAP Summary
- ☑ Application Notifications
- ☑ Contexte
- ☑ CourtConnect
- ☑ eFiling
- eTraffic
- FAQ
- ☑ Jury Management
- Redaction Contract

3. ACAP Menu

- ACAP Summary
- ☑ Application Notifications
- ☑ Contexte
  - Courts on Contexte
  - Cost to Use Contexte
  - Minimum Technology Requirements
  - Request Contexte
  - Project Timeline
  - Contact Us
  - Documents, Reports and Demonstration Videos

4. User login

Username \*

Password \*

[Request new password](#)

Math question \*  
2 + 1 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

5. Documentation and Training Materials

- Circuit Court Cover and Disposition Sheet
- Training Materials
- Warrant Docket Procedure Changes
- Creating Arrest and Search Warrant Cases

6. Criminal

- Cover Sheet
- Cover Sheet - Defendant Appeal / Post-Conviction Relief

Probate

- Cover Sheet
- Disposition Sheet


Juvenile Delinquency and EJJ

- Juvenile Delinquency and EJJ Cover Sheet
- Juvenile Delinquency and EJJ Disposition Sheet
- Juvenile Delinquency Probation Revocation or Aftercare Violation Disposition Sheet
- Juvenile EJJ DYS Release and Review Hearing Disposition Sheet

# RESOURCES

#2017ACAP

- Judiciary Website <https://courts.arkansas.gov/>  
◇ Cover/ Disposition Sheets

1.  ARKANSAS JUDICIARY

Survey Español Contact Help


Search

COURTS ADMINISTRATION **FORMS AND PUBLICATIONS** COURT RULES AND ADMINISTRATIVE ORDERS DIRECTORIES MEETINGS AND EVENTS

Printer-friendly version Send by email PDF version

Announcements Press Releases Jobs






Registration is Now Open for Domestic Relations/Probate Attorneys Ad Litem Initial Qualification Training to be held September 18-19, 2017



2. **All Court Forms**

- Appellate Courts
- Circuit Courts - Civil Division
- Circuit Courts - Court Reporters
- Circuit Courts - Criminal Division
- Circuit Courts - Domestic Relations Division
- Circuit Courts - In Forma Pauperis
- Circuit Courts - Juvenile Division
- Circuit Courts - Probate Division
- Circuit Courts - Server Forms
- Circuit Courts - State District Court Judges
- Drug Court Forms
- Jury Related Forms
- Cover Sheets | Effective January 1, 2017

3. **Probate**

Title	Instructions	PDF	Fillable PDF
Probate Cover			
Probate Cover - Page 2 - Additional Parties			
Probate Disposition			

# RESOURCES

#2017ACAP

- Judiciary Website <https://courts.arkansas.gov/>

- ◊ **Other Handouts**

- Old/New Case Types
- Ended Party Types
- Case Status Rules
- Statistical Docket Codes

- ◊ **Statistical Guide**

- Office of Research and Justice Statistics

[https://courts.arkansas.gov/sites/default/files/ARStatGuide\\_v1\\_withcover.pdf](https://courts.arkansas.gov/sites/default/files/ARStatGuide_v1_withcover.pdf)

- ◊ **Administrative Order 8**

- Guidelines for Coversheets

<https://courts.arkansas.gov/rules-and-administrative-orders/administrative-orders>

#2017ACAP

# QUESTIONS?

ACAP Application Support

(501) 410-1900

Option 1