

COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: CIVIL

The civil 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 available at <https://courts.arkansas.gov>.

County: _____ **District:** _____ **Filing Date:** _____
Judge: _____ **Division:** _____ **Case ID:** _____

Type of case (select one that best describes the subject matter)

Torts

- ☐ (NM) Automobile
- ☐ (IT) Intentional
- ☐ (MP) Malpractice – Medical
- ☐ (MO) Malpractice – Other
- ☐ (LP) Premises – Liability
- ☐ (PL) Product Liability
- ☐ (DF) Slander/Libel/
Defamation
- ☐ (OD) Torts – Other

Contracts

- ☐ (BP) Buyer Plaintiff
- ☐ (EM) Employment Discrimination
- ☐ (EO) Employment – Other
- ☐ (DO) Seller Plaintiff (Debt Collection)
- ☐ (OC) Contract – Other

Real Property

- ☐ (CD) Condemnation/Eminent
Domain
- ☐ (UD) Landlord/Tenant –
Unlawful Detainer
- ☐ (UO) Landlord/Tenant –
Other
- ☐ (FC) Mortgage Foreclosure
- ☐ (QT) Real Property – Other

Miscellaneous Civil

- ☐ (AP) Administrative Appeal
- ☐ (AR) Petition to Seal Arrest
Record
- ☐ (EL) Election
- ☐ (FV) Foreign Judgment – Civil
- ☐ (FR) Fraud
- ☐ (IJ) Injunction
- ☒ (NC) Name Change
- ☐ (CF) Property Forfeiture
- ☐ (RF) Register AR Judgment
- ☐ (TS) Petition to Terminate Sex
Offender Registration Req. -
Out of State Judgment
- ☐ (WT) Writ - Other
- ☐ (OM) Civil – Other

| Plaintiff | | Defendant | |
|------------------------|---|------------------------|---|
| Company/ Last Name | | Company/ Last Name | |
| Suffix | | Suffix | |
| First Name | | First Name | |
| DL/State ID | | DL/State ID | |
| Address | | Address | |
| City, State ZIP | | City, State ZIP | |
| Phone | | Phone | |
| Email | | Email | |
| Self-represented | <input type="checkbox"/> Yes <input type="checkbox"/> No | Self-represented | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| DOB | | DOB | |
| Interpreter needed? | <input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language) | Interpreter needed? | <input type="checkbox"/> Yes: _____ <input type="checkbox"/> No (language) |

Attorney of Record: _____ **Bar #:** _____

For the: ☐ Plaintiff ☐ Defendant ☐ Intervenor **Email Address:** _____

Related Case(s): Judge: _____ **Case ID(s):** _____

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

IN THE CIRCUIT COURT OF _____ COUNTY, ARKANSAS

DIVISION

IN RE: _____

PETITION FOR CHANGE OF NAME

The petitioner, _____, hereby states:

1. Petitioner is over the age of eighteen (18) years and is a resident of

County, Arkansas.

2. Petitioner wishes to change his/her last name because _____

Therefore, she/he would like to be known henceforth as _____.

WHEREFORE, petitioner requests that an order be entered changing his/her name from

_____ to _____

Respectfully submitted,

Petitioner

VERIFICATION

I, _____, Petitioner, state that the statements contained in the foregoing Petition for Change of Name are true and correct to my knowledge and belief.

PETITIONER

ACKNOWLEDGMENT

STATE OF ARKANSAS)
_____) ss.
COUNTY OF _____)

Subscribed and sworn to before me on _____.

NOTARY PUBLIC

My Commission Expires:

(SEAL)

**DISPOSITION SHEET
STATE OF ARKANSAS
CIRCUIT COURT: CIVIL**

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Case ID: _____

In Re: _____ **V** _____

Trial Type: (J) Jury Trial (B) Bench Trial (N) Non-Trial

Was an interpreter used for this case? Yes No

For whom? _____

Language: _____ Other: _____

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

If so, who? Petitioner _____

Disposition Date: _____

Manner of Disposition (Choose one)

If consolidated, case ID: _____

Was a money judgment entered? Yes No Joint & Several

If yes, amount: _____

| Judgment for | Amount | Judgment against | Amount |
|--------------|--------|------------------|--------|
| | | | |
| | | | |
| | | | |



What Happens Now?

Lauren here! Congrats on getting your name change forms all buttoned-up and ready to go. But we can't celebrate quite yet: just having your forms in hand is but one part of the process. You'll need to take care of the rest of this stuff in the real world...

But, don't sweat: I've prepped this handy checklist for you to take with you, free of charge! So feel free to save a copy, print it out, write all over it – whatever helps you the most!

Your To-Do List:

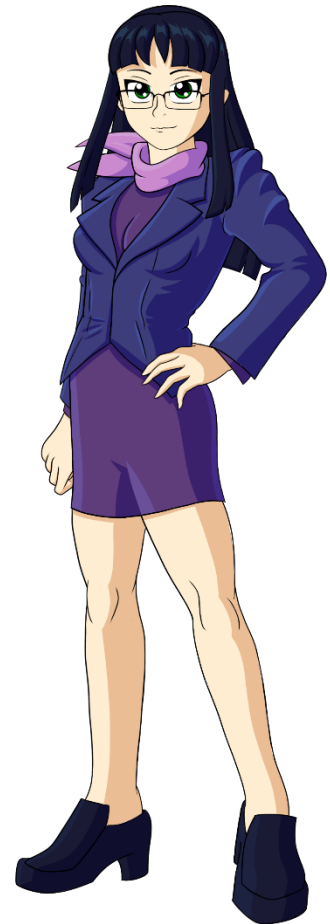
State: Arkansas

- Take your Name Change Petition and get it notarized.
- Go to the local County Clerk's office and file your petition. **This has a \$140-\$165 fee.**
- ***When you go to file your petition***, bring your cover sheet with you.
- Attend in court on your hearing date. **You HAVE to attend this.**

Note: You may be required to show additional documents during this process. Bring your Driver's License, Birth Certificate or Passport, and copies of bills showing your current address to any notary or court visit you make!

After that – congratulations! You've got a bona-fide court order in hand, and your new name is – legally speaking – rightfully yours!

Once your name change has been approved, it's time to update your shiny new name with several other government agencies:



- [Social Security Administration](#) (This has to be done first!)
- [Arkansas Department of Finance and Administration](#) (You'll need to make an appointment)
 - Make sure to bring a copy of your Name Change order from the court and **\$10.00**

But, Lauren! That fee for submitting my name change is way too high! What can I do?

If you can't afford to pay the filing fee, one option available to you is to submit In Forma Pauperis – aka. A fee waiver! If you submit a fee waiver, the court will consider the current poverty guidelines for the state and consider your ability to pay the fee based on how much money you currently own and make.

[Learn more at Arkansas Law Help.](#)