

LOCAL RULE 4.1  
SERVICE OF PROCESS

(a) Counsel shall be responsible for preparing all process on forms to be supplied by the Clerk. When process is to be served by the United States Marshal, counsel shall complete the required form.

(b) Counsel seeking service of process by certified mail of a pleading filed in the Eastern and Western Districts of Arkansas upon a defendant other than the United States, or any officer or agency thereof, shall proceed in accordance with Rule 4 of the Arkansas Rules of Civil Procedure.

(c) When such service by certified mail has been completed, counsel shall file an affidavit with the Clerk reflecting completion of service with a copy of the return receipt attached.

Adopted March 2, 1981, and effective May 1, 1981  
Amended May 1, 1985  
Amended January 2, 1990