

NOTICE REGARDING CASE INITIATING DOCUMENTS

The Administrative Policies and Procedures Manual for Civil and Criminal Filings was updated in September 2019. The manual is available on the Court's [CM/ECF Documents page](#).

Case Initiating Documents

Complaints

A civil cover sheet may be submitted via email, in PDF format, to the appropriate divisional office for case opening, only if that case is initiated by a complaint.

The clerk's office will enter the statistical and party information and docket the civil cover sheet. The attorney(s) will receive a Notice of Electronic Filing (NEF) when the civil cover sheet is filed in the CM/ECF system.

The filing attorney will have until the CLOSE OF BUSINESS the next business day to file the complaint. The filing fee should be paid at the time the complaint is filed using pay.gov, if a motion to proceed in forma pauperis is not filed subsequent to the complaint event.

All other case initiating documents

All other case initiating documents (Notice of removal, etc.), may be emailed, in PDF format, to the appropriate divisional office. All documents must have the attorney's signature, not the /s/ typed name. Anything emailed after Close of Business (5:00 PM CST for the Fayetteville/Harrison or Fort Smith/Hot Springs Divisions and 4:30 PM CST for the El Dorado and Texarkana Divisions), will be file-marked and filed the next business day. The attorney(s) will receive a Notice of Electronic Filing for all documents filed when the case is opened in the CM/ECF system.

Case initiating documents should be sent to the appropriate email address:

El Dorado	ELD_info@arwd.uscourts.gov
Fayetteville/Harrison	FAY_info@arwd.uscourts.gov
Fort Smith/Hot Springs	FSM_info@arwd.uscourts.gov
Texarkana	TEX_info@arwd.uscourts.gov

The Clerk will docket a Notice Regarding Filing Fee that provides instructions for paying the filing fee using CM/ECF.

Request for Issuance of Summons

If a summons to be issued is not included with the case opening documents, the new Summons Requested event may be used to submit a **completed summons** through CM/ECF. To access the event, click *Civil>Service of Process>Summons Requested*. The Clerk's office will date, sign and affix an electronic seal to the summons. The issued summons will be uploaded, docketed and electronically noticed to counsel of record. The issued summons should be printed and used for service.

If you have any questions, please contact any Divisional Office or the CM/ECF Help Desk for assistance.