

NOTICE REGARDING CASE INITIATING DOCUMENTS

The Administrative Policies and Procedures Manual for Civil and Criminal Filings was updated on May 1, 2017. The manual is available on the Court's [CM/ECF Documents page](#).

Case Initiating Documents

Pursuant to this update, attorneys may email case initiating documents, 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 Central Time for the Fayetteville/Harrison or Fort Smith/Hot Springs Divisions and 4:30 PM Central Time 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 (NEF) 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.