

1. The intent of this form is to provide a degree of privacy to the parties, and to help deter and prevent identity theft.
2. The form must be used in all Domestic Relations cases in which minor children are involved. The form must be filed with the Domestic Relations Cover sheet at initial filing. Additionally, a copy of this form must be filed with the Office of Child Support Enforcement (P.O. Box 8128, Little Rock, AR 72203). The parties in each case should update and re-file this form with the Circuit Clerk and the Office of Child Support Enforcement whenever either parties' information changes.
3. The parties or their attorney should provide the information available to the clerk at the initial filing.
4. If any of the designated information is unavailable, please so indicate by marking the appropriate field (s) with N/A (not available). With this documentation, the clerk must accept a partially completed form.
5. The clerk will **not** file this form in the case file. It should be maintained in a separate file, folder or book. Access to this form is limited to the Office of Child Support Enforcement, attorneys of record, parties appearing Pro Se, or persons authorized in writing by the circuit court.
6. The custodial parent or custodian of the children should be entered in the top section of the form. If custody has not been determined, the person who has physical custody of the children should be entered in the top section. If the parties are dividing the care of the child, enter one in this section and one in the non-custodial section.
7. Enter all children with their dates of birth and Social Security numbers in the bottom section of the form.
8. If there are more than four children, make a second copy of this sheet to add the remaining children.
9. The OCSE Case number is to be used **only** by the Office of Child Support Enforcement.
10. The preparer's line should be completed by the person providing the information. Please type or print the name of the preparer.
11. The instructions are based upon Act 1877 of 2005 which amends Arkansas Code § 9-14-205.
12. The clerk if reporting by paper form should send a copy of the Domestic Relations Cover sheet and a copy of the Confidential Data sheet to the Administrative Office of the Courts. For clerks reporting by floppy diskette, please contact your AOC regional auditor for instructions to report by email. If the clerk provides a copy of the DR Cover sheet or court order to OCSE, a Confidential Data sheet must be provided also.