

Table of Contents

CHAPTER 1 ACKNOWLEDGMENTS AND AFFIDAVITS

Form No.		Page No.
01-01.	Acknowledgment: Individuals (Long Form).....	1.1
01-02.	Acknowledgment: Individuals (Short Form).....	1.3
01-03.	Acknowledgment: Corporations (Long Form).....	1.4
01-04.	Acknowledgment: Corporations (Short Form).....	1.5
01-05.	Acknowledgment: Attorney in Fact.....	1.6
01-06.	Miscellaneous Acknowledgment.....	1.6
01-07.	Affidavit: General.....	1.7
01-08.	Affidavit: Account.....[See Form 04-18]	
01-09.	Affidavit: Verification of Pleadings.....	1.8
01-10.	Affidavit: Suit on Written Obligation.....	1.9
01-11.	Affidavit: Attachment.....	1.10
01-12.	Affidavit: Custodian of the Records.....	1.11
01-13.	Affidavit: Replevin.....[See Form 07-31]	
01-14.	Affidavit: Warning Order[See Form 10-14]	
01-15.	Affidavit: Non-Residency.....[See Form 10-12]	
01-16.	Affidavit: Liens[See Form 13-05]	
01-17.	Affidavit: Request to Proceed In Forma Pauperis[See Form 03-72.2]	
01-18.	Affidavit: To Dispose of Probate for Small Estates [See Form 09-104]	
01-19.	Affidavit: Service (By Mail)[See Form 14-11E]	
01-20.	Affidavit: Service (By Warning Order)[See Form 14-11F]	
01-21.	Affidavit: In Support of Decree of Foreclosure[See Form 14-11H]	
01-22.	Affidavit: Mailing And Publication ..[See Form 14-12C]	
01-23.	Affidavit: Of Complaint With Act 53 .[See Form 14-12D]	
01-24.	Affidavit: Soldiers' & Sailors' Relief Act[See Form 14-12F]	
01-25.	Affidavit: Unlawful Detainer[See Form 14-12I]	
01-26.	Affidavit: Mechanics & Title[See Form 14-13C]	

CHAPTER 2 APPELLATE PROCEDURE

02-01.	Suggested Form for Pleadings.....	2.2
02-02.	Notice of Appeal and Designation of Record [Complete Record].....	2.3
02-03.	Notice of Appeal and Designation of Record [Partial Record].....	2.4
02-04.	Sample Jurisdictional Statement.....	2.5
02-05.	Notice of Cross-Appeal and Designation of Record....	2.5
02-06.	Notice of Appeal and Designation of Record - Interlocutory Appeals under Ark. R. App. P. - Civil 2(a)(4) - (12).....	2.6
02-07.	Application for Stay of Judgment or Supersedeas....	2.7
02-08.	Order for Stay or Supersedeas.....	2.8
02-09.	Supersedeas Bond.....	2.8
02-10.	Supersedeas.....	2.9
02-11.	Bond for Costs on Appeal.....	2.10
02-12.	Motion for Additional Security on Bond.....	2.10

02-13.	Motion for Stay Pending Appeal.....	2.11
02-14.	Designation of Record for Preliminary Hearing.....	2.12
02-15.	Motion to Dismiss Appeal - Transcript Out of Time..	2.12
02-16.	Motion to Dismiss Appeal - Brief Out of Time.....	2.13
02-17.	Motion to Advance and Affirm the Judgment.....	2.14
02-18.	Motion to Advance in the Public Interest.....	2.14
02-19.	Answer - Improper Appeal.....	2.15
02-20.	Motion for Extension of Time to File the Record - Trial Court.....	2.15
02-21.	Order Granting Motion for Extension of Time to File Record on Appeal - Trial Court.....	2.17
02-22.	Motion for Rule on Clerk.....	2.18
02-23.	Motion for Rule on Clerk - With Admission of Fault.....	2.19
02-24.	Motion to Complete the Record or Motion to Correct the Record.....	2.19
02-25.	Petition for Writ of Certiorari to Complete the Record.....	2.20
02-26.	Motion for Extension of Brief Time.....	2.21
02-27.	Motion to File Enlarged Brief.....	2.22
02-28.	Request for Oral Argument.....	2.22
02-29.	Brief Cover.....	2.23
02-30.	Informational Statement.....	2.24
02-31.	Jurisdictional Statement.....	2.26
02-32.	Reply to Jurisdictional Statement.....	2.26
02-33.	Petition for Rehearing.....	2.27
02-34.	Petition for Review.....	2.28
02-35.	Motion for Costs and Attorney Fees.....	2.29
02-36.	Motion for Leave to Withdraw Appearance as Counsel.....	2.30
02-37.	Motion to be Relieved as Counsel (No-Merit Appeal).....	2.31
02-38.	Petition for Writ of Prohibition.....	2.31
02-39.	Petition for Writ of Habeas Corpus.....	2.32
02-40.	Petition for Writ of Mandamus.....	2.33

CHAPTER 3
CIVIL PROCEDURE & DISCOVERY

Rule 4	Summons:	
03-04.1	Summons	3.6
03-04.2	Affidavit of Service.....	3.7
03-04.3	Warning Order	3.8
03-04.4	Sheriff's Return of Service	3.8
Rule 5	Service:	
03-05.1	Certificate of Service.....	3.9
Rule 6	Time:	
03-06.1	Motion for Enlargement of Time.....	3.9
03-06.2	Order Enlarging Time [to Answer/Serve Process/Etc.]	3.10
Rule 7	Form of Motions:	

03-07.1(a)	Motion to Dismiss.....	3.10
03-07.1(b)	Motion to Dismiss.....	3.11
03-07.1(c)	Motion for Partial Summary Judgment.....	3.12
03-07.2	Brief Supporting a Motion.....	3.12
Rule 8	General Rules of Pleadings:	
03-08.1	Complaint - General Form.....	3.13
03-08.2	Complaint on a Note.....	3.14
03-08.3	Complaint for Personal Injury.....	3.15
03-08.4	Complaint in a Wrongful Death Action.....	3.16
03-08.5	Complaint to Remove Cloud on Title.....	3.20
03-08.6	Complaint on an Insurance Policy.....	3.21
03-08.7	Answer.....	3.22
Rule 9	Pleading Special Matters:	
03-09.1	Capacity.....	[Reserved]
03-09.2	Fraud.....	[Reserved]
03-09.3	Mistake.....	[Reserved]
03-09.4	Duress.....	[Reserved]
03-09.5	Undue Influence.....	[Reserved]
03-09.6	Special Damage	[Reserved]
Rule 10	Form of Pleadings:	
03-10.1	Caption.....	3.24
03-10.2	Partnership.....	[Reserved]
03-10.3	Corporation.....	[Reserved]
03-10.4	Complaint Against an Unincorporated Association.....	3.25
03-10.5	Individual Doing Business As.....	[Reserved]
03-10.6	Administrators, Executors & Guardians.....	[Reserved]
03-10.7	Unknown or Fictitious Parties.....	[Reserved]
03-10.8	Shareholder(s)	[Reserved]
03-10.9	Individual(s).....	[Reserved]
Rule 11	Signing of Pleadings, Motions & Other Papers:	
03-11.1	Signature Block.....	3.27
Rule 12	Defense & Objections:	
03-12.1	Motion to Dismiss.....	3.27
03-12.2	Motion for More Definite Statement.....	3.28
03-12.3	Motion to Strike.....	3.29
03-12.4	Response to Motion.....	[Reserved]
Rule 13	Counterclaim & Cross-Claim:	
03-13.1	Compulsory Counterclaim.....	[Reserved]
03-13.2	Permissive Counterclaim	[Reserved]
03-13.3	Omitted Counterclaim.....	3.30
03-13.4	Cross-Claim.....	3.31
Rule 14	Third-Party Practice:	
03-14.1	Third-Party Complaint.....	3.32
03-14.2	Motion for Leave to File Third-Party Complaint.....	3.32
03-14.3	Claim for Contribution	[Reserved]

03-14.4	Answer to Cross-Claim	[Reserved]
Rule 15	Amended & Supplemental Pleadings.....	[Reserved]
Rule 16	Pre-Trial Procedure:	
03-16.1	Pretrial Order.....	3.33
Rule 17	Parties Plaintiff & Defendant:	
03-17.1	Motion to Dismiss - Plaintiff Not Real Party In Interest	[Reserved]
03-17.2	Motion to Proceed as John Doe / Jane Doe	[Reserved]
03-17.3	Motion to Substitute Real Party In Interest.....	3.34
03-17.4	Motion for Appointment of Guardian ad Litem.....	3.35
03-17.5	Order Appointing Guardian Ad Litem.....	3.35
Rule 18	Joinder of Claims and Remedies:	
03-18.1	Complaint Asserting Two Claims / Remedies....	[Reserved]
Rule 19	Joinder of Persons Needed for Just Adjudication:	
03-19.1	Motion to Join as Necessary & Indispensable Party.....	3.36
Rule 20	Permissive Joinder of Parties:	
03-20.1	Complaint - Multiple Plaintiffs.....	[Reserved]
03-20.2	Complaint - Multiple Defendants	[Reserved]
03-20.3	Motion for Separate Trials	[Reserved]
Rule 21	Misjoinder & Non-Joinder of Parties	
03-21.1	Motion to Join Additional Defendant	[Reserved]
03-21.2	Motion for Severance of Claims.....	3.37
Rule 22	Interpleader:	
03-22.1	Motion for Interpleader.....	3.38
03-22.2	Counterclaim for Interpleader.....	[Reserved]
03-22.3	Motion to Discharge Interpleading Party.....	3.39
Rule 23	Class Actions:	
03-23.1	Class Action Complaint.....	3.40
03-23.2	Motion for Class Certification.....	3.41
03-23.3	Notice of Pendency of Class Action.....	3.41
Rule 23.1	Derivative Actions by Shareholders	
03-23.1.1	Complaint.....	3.42
Rule 23.2	Actions Relating to Unincorporated Associations.....	[Reserved]
Rule 24	Intervention:	
03-24.1	Motion for Leave to Intervene.....	3.44
03-24.2	Complaint in Intervention.....	[Reserved]
Rule 25	Substitution of Parties:	
03-25.1	Motion for Substitution of Party.....	3.45

Rule 26	General Provisions Regarding Discovery:	
03-26.1	Motion for Protective Order.....	3.46
03-26.2	Motion for Further Discovery of Expert.....	[Reserved]
Rule 27	Depositions Before Action or Pending Appeal:	
03-27.1	Petition to Perpetuate Testimony Before Action.....	[Reserved]
03-27.2	Motion for Leave to Perpetuate Testimony Pending Appeal.....	3.48
Rule 28	Persons Before Whom Depositions May Be Taken:	
03-28.1	Letters Rogatory.....	[Reserved]
Rule 29	Stipulations Regarding Discovery Procedures:	
03-29.1	Stipulation.....	3.49
Rule 30	Depositions Upon Oral Examination:	
03-30.1	Notice of Deposition (General).....	3.50
03-30.2	Notice of Deposition (30(b)(6)).....	3.50
03-30.3	Motion to Terminate or Limit Examination.....	[Reserved]
03-30.4	Motion to Quash Notice of Deposition.....	3.51
03-30.5	Motion to Quash Motion to Produce.....	3.52
Rule 31	Depositions Upon Written Questions:	
03-31.1	Notice of Deposition Upon Written Questions..	[Reserved]
03-31.2	Notice of Cross, Redirect or Recross Questions.....	[Reserved]
Rule 32	Use of Depositions in Court Proceedings:	
03-32.1	Objections to Use of Depositions in Court....	[Reserved]
Rule 33	Interrogatories to Parties:	
03-33.1	General Form of Interrogatories.....	3.53
03-33.2	Sample Expert Interrogatories.....	3.53
03-33.3	General Responses to Interrogatories.....	[Reserved]
03-33.4	Sample Objections to Interrogatories.....	3.54
Rule 34	Production of Documents & Things & Entry Upon Land:	
03-34.1	General Requests for Production of Documents.....	3.54
03-34.2	General Response to Requests for Production.....	3.55
03-34.3	Request for Entry upon Land.....	3.55
Rule 35	Physical & Mental Examination of Persons:	
03-35.1	Motion for Physical/Mental Examination.....	3.55
03-35.2	Medical Authorization.....	3.56
Rule 36	Requests for Admission:	
03-36.1	General Form of Requests for Admission.....	3.57
03-36.2	Sample Responses to Requests for Admission.....	3.57
03-36.3	Objections to Requests for Admissions.....	[Reserved]
Rule 37	Failure to Make Discovery; Sanctions:	
03-37.1	Motion for Order Compelling Discovery.....	3.57
03-37.2	Motion for Sanctions/Order to Show Cause.....	3.58

Rule 38	Jury Trial of Right:	
03-38.1	Demand for Trial by Jury.....	3.59
Rule 39	Trial by Jury or by the Court:.....	[Reserved]
Rule 40	Trial Setting & Continuances:	
03-40.1	Motion for Continuance.....	3.59
Rule 41	Dismissal of Actions:	
03-41.1	Motion for Voluntary Nonsuit/Dismissal.....	3.60
03-41.2	Motion to Dismiss for Failure to Prosecute.....	3.60
Rule 42	Consolidation; Separate Trials:	
03-42.1	Motion to Consolidate.....	3.61
03-42.2	Motion for Separate Trials.....	3.62
Rule 43	Taking of Testimony:.....	[Reserved]
Rule 44	Proof of Official Record:.....	[Reserved]
Rule 44.1	Determination of Foreign Law:.....	[Reserved]
Rule 45	Subpoena:	
03-45.1	Motion to Quash Subpoena Duces Tecum.....	3.63
03-45.2	Motion for Order to Show Cause.....	[Reserved]
03-45.3	Subpoena Form.....	3.63
Rule 50	Motion for Directed Verdict & For Judgment Notwithstanding Verdict:	
03-50.1	Motion for Directed Verdict or Dismissal.....	[Reserved]
03-50.2	Motion for Judgment Notwithstanding the Verdict....	3.66
Rule 52	Findings by the Court:	
03-52.1	Motion for Amendment of Findings of Fact & Conclusions of Law, for Additional Findings of Fact & Conclusions of Law, and for Reconsideration with Supporting Memorandum	3.66
Rule 53	Masters:.....	[Reserved]
Rule 54	Judgments; Costs:	
03-54.1	Judgment Upon Trial to Court.....	3.68
03-54.2	Judgment Upon Jury Verdict.....	3.69
03-54.3	Stipulation & Order of Dismissal Upon Settlement...	3.69
03-54.4	Provision Concerning Assets of Judgment Debtor.....	[Reserved]
Rule 55	Default:	
03-55.1	Motion for Default Judgment.....	3.70
03-55.2	Default Judgment.....	3.70
03-55.3	Motion to Set Aside Default Judgment.....	[Reserved]
Rule 56	Summary Judgment:	
03-56.1	Motion for Summary Judgment.....	3.71
03-56.2	Statement of Material Facts as to Which There is	

	No Genuine Issue to be Tried.....	3.72
03-56.3	Response to Motion for Summary Judgment.....	3.73
03-56.4	Rule 56(d) Motion.....	3.73
03-56.5	Motion Pursuant to Rule 56(e) to Strike Affidavit.....	[Reserved]
03-56.6	Motion Pursuant to Rule 56(f) for Continuance Pending Completion of Discovery.....	[Reserved]
Rule 59	New Trials; Amendment of Judgments:	
03-59.1	Motion for New Trial.....	3.75
Rule 60	Relief from Judgment, Decree or Order:	
03-60.1	Motion to Amend Judgment.....	3.75
03-60.2	Motion to Vacate Judgment.....	3.76
03-60.3	Motion for Injunction Pendente Lite.....	[Reserved]
Rule 62	Stay of Proceedings to Enforce a Judgment:	
03-62.1	Motion to Stay Enforcement of Judgment Pending Resolution of Post-trial Motions.....	3.76
03-62.2	Motion for Stay Upon Appeal.....	3.77
Rule 64	Addition & Withdrawal of Counsel:	
03-64.1	Entry of Appearance.....	3.78
03-64.2	Motion to Withdraw as Counsel.....	3.78
Rule 65	Injunctions and Temporary Restraining Orders:	
03-65.1	Motion for Temporary Restraining Order.....	3.79
Rule 66	Receivers:	
03-66.1	Motion for Appointment of Receiver.....	3.80
Rule 67	Deposit in Court:	
03-67.1	Motion for Order Directing Payment into Registry of Court.....	3.81
03-67.2	Order Directing Payment into Registry of Court.....	3.82
Rule 68	Offer of Judgment:	
03-68.1	Offer of Judgment.....	3.82
03-68.2	Acceptance/Rejection of Offer of Judgment.....	3.83
Rule 72	Suits in Forma Pauperis:	
03-72.1	Petition for Leave to Proceed In Forma Pauperis.....	3.83
03-72.2	Affidavit in Support of Request to Proceed In Forma Pauperis.....	3.84
03-72.3	Order Granting Leave to Proceed In Forma Pauperis.....	3.85

**CHAPTER 4
COMMERCIAL TRANSACTIONS**

04-01.	Promissory Note (Unsecured)	4.1
04-02.	Promissory Note (Secured by Mortgage)	4.3

04-03.	Security Agreement	4.5
04-04.	Bill of Sale	4.11
04-05.	Collection Letter	4.12
04-06.	Collection Agreement	4.13
04-07.	Collection Complaint	4.14
04-08.	Affidavit of Account	4.15
SECRETARY OF STATE FORMS		4.16
04-09.	UCC Financing Statement	4.17
04-10.	Correction Statement	4.19
04-11.	UCC Financing Statement Addendum	4.21
04-12.	UCC Financing Statement Amendment.....	4.23
04-13.	UCC Financing Statement Amendment Addendum	4.25
04-14.	UCC Financing Statement Additional Party.....	4.26
04-15.	Information Request	4.28

**CHAPTER 5
CONTRACTS**

05-01.	Construction Contract.....	5.1
05-02.	Contract for Employment.....	5.5
05-03.	Contract of Sale.....	5.7
05-04.	Escrow Clause.....	5.9
05-05.	Personal Property Clause.....	5.9
05-06.	Fixture Clause.....	5.9
05-07.	Assumption of Mortgage Clause.....	5.10
05-08.	Purchase Money Mortgage Clause.....	5.10
05-09.	Title Exceptions Clause.....	5.10
05-10.	Loan Commitment Clause.....	5.11
05-11.	Inspection Clause.....	5.11
05-12.	Damage or Taking Clause.....	5.11
05-13.	As Is Clause.....	5.12
05-14.	Seed Grower Contract.....	5.12
05-15.	Cash Sales Contract.....	5.15
05-16.	Delayed Price Purchase Contract (Title to grain passes on signing).....	5.17
05-17.	Confirmation of Purchase.....	5.19
05-18.	Confidentiality, Non-Competition, and Conflict of Interest Agreement.....	5.20
05-19.	Settlement (Forbearance) Agreement.	5.24
05-20.	Hunting Rights Agreement.	5.26

**CHAPTER 6
CORPORATIONS, PARTNERSHIPS
AND BUSINESS ORGANIZATIONS**

06-01.	Master Information List for Incorporation.....	6.3
06-02.	Master Information List for Operations of Corporation	6.10
06-03.	Incorporation Checklist.....	6.13
06-04.	Application for Reservation of Corporate Name.....	6.15

06-05.	Notice of Transfer of Reserved Corporate Name.....	6.16
06-06.	Application for Registration of Fictitious Name.....	6.17
06-07.	Application for Registration of Corporate Name by Foreign Corporation.....	6.17
06-08.	Basic Articles of Incorporation Containing Optional Provisions.....	6.18
06-09.	Optional Provision: Waiver of Damages Against Director.....	6.23
06-10.	Optional Provision: Delaying Effective Date of Incorporation.....	6.23
06-11.	Optional Provision: Granting of Cumulative Voting Rights.....	6.23
06-12.	Optional Provision: Granting of Preemptive Rights.....	6.23
06-13.	Optional Provision: Quorum at Shareholder Meetings.....	6.24
06-14.	Optional Provision: Prohibition Against Reissuing Treasury Shares.....	6.24
06-15.	Optional Provision: Allowance of Issuing Shares Without Certificates.....	6.24
06-16.	Optional Provision: Removal of Directors by Shareholders Only for Cause.....	6.25
06-17.	Optional Provision: Compensation of Directors.....	6.25
06-18.	Optional Provision: Board Action - Physical Presence Required.....	6.25
06-19.	Optional Provision: Vacancy on Board of Directors.....	6.26
06-20.	Optional Provision: Director, Officer and Employee Indemnity.....	6.26
06-21.	Pre-Incorporation Agreement.....	6.26
06-22.	Assignment.....	6.30
06-23.	Minutes of Organizational Meeting of Incorporators.....	6.31
06-24.	Minutes of the Organizational Meeting of the Board of Directors.....	6.32
06-25.	Certificate of Corporation Resolution Regarding Bank Depository.....	6.34
06-26.	Resolution of Directors Authorizing Contracts.....	6.36
06-27.	Resolution of Directors Authorizing Borrowing.....	6.36
06-28.	Bylaws (Short Form).....	6.36
06-29.	Bylaws (Long Form).....	6.42
06-30.	Stock Certificate Restrictions.....	6.55
06-31.	Stock Transfer Ledger.....	6.57
06-32.	Resolution of Directors Regarding "S" Corporation Status.....	6.58
06-33.	Stock Purchase Agreement.....	6.58
06-34.	Resolution of Directors Adopting Stock Purchase Agreement.....	6.70
06-35.	Directors' Resolution Authorizing Corporate Debt.....	6.70

06-36.	Memorandum Regarding Corporation Operations (Sample Form).....	6.71
06-37.	Client Letter and Data Sheet.....	6.78
06-38.	Notice of Annual Meeting of Shareholders.....	6.80
06-39.	Notice of Special Meeting of Shareholders.....	6.80
06-40.	Proxy.....	6.81
06-41.	Secretary's Affidavit of Service of Notice of Meeting of Shareholders.....	6.82
06-42.	Waiver of Notice and Consent for Annual Meeting of Shareholders.....	6.83
06-43.	Certified Notice List.....	6.83
06-44.	Certificate Regarding Attendance of Shareholders.....	6.84
06-45.	Minutes of [Annual] [Special] Meeting of Shareholders.....	6.85
06-46.	Consent to Action of Shareholders.....	6.86
06-47.	Notice of Meeting of Board of Directors.....	6.86
06-48.	Waiver of Notice and Consent to Meeting of Board of Directors.....	6.87
06-49.	Minutes of [Annual] [Special] Meeting of Board of Directors.....	6.87
06-50.	Minutes of Joint [Annual] [Special] Meeting of Shareholders and Board of Directors.....	6.89
06-51.	Secretary's Certificate.....	6.91
06-52.	Memorandum of Action by the Board of Directors.....	6.92
06-53.	Memorandum of Action by Board and Consent to Action of Shareholders.....	6.92
06-54.	Notice of Change of Registered Office or Registered Agent, or Both.....	6.93
06-55.	Articles of Amendment.....	6.94
06-56.	Optional Amendment: Electing to be Governed Under 1987 Act.....	6.96
06-57.	Articles of Correction.....	6.96
06-58.	Minutes of Special Meeting of Board of Directors to Adopt Plan of Liquidation.....	6.97
06-59.	Minutes of Special Meeting of Shareholders to Adopt Plan of Liquidation.....	6.98
06-60.	Plan of Complete Liquidation and Dissolution.....	6.99
06-61.	Notice to Creditors.....	6.101
06-62.	Articles of Dissolution.....	6.102
06-63.	Shareholder Subscription Letter.....	6.103
06-64.	Medical Expense Reimbursement Plan.....	6.105
06-65.	Collateral Assignment of Corporate Stock Separate From Certificate and Irrevocable Stock Power.....	6.108
06-66.	Assignment of Corporate Stock Separate From Certificate and Irrevocable Stock Power.....	6.108
06-67.	Joint Venture Agreement.....	6.109
06-68.	Partnership Agreement.....	6.113
06-69.	Certificate as to Business Name.....	6.117
06-70.	Partnership Purchase Agreement.....	6.117
06-71.	Partnership Buy and Sell Agreement (Two Partners-No Trustee-Cross Purchase).....	6.119
06-72.	Partnership Entity Agreement (Five Partners-	

	No Trustee).....	6.126
06-73.	Articles of Organization (Limited Liability Company).....	6.129
06-74.	Operating Agreement (Limited Liability Company)...	6.130

**CHAPTER 7
CREDITORS' REMEDIES**

07-01.	Disclosure of Use of Information Obtained From an Outside Source.....	7.2
07-02.	Sample Notice of Action Taken and Statement of Reasons.....	7.3
07-03.	Sample Notice of Action Taken and Statement of Reasons (Credit Scoring).....	7.4
07-04.	Sample Notice of Action Taken, Statement of Reasons and Counteroffer.....	7.5
07-05.	Sample Disclosure of Right to Request Specific Reasons for Credit Denial.....	7.6
07-06.	Sample Notice of Incomplete Application and Request for Additional Information.....	7.7
07-07.	Sample Notice of Action Taken and Statement of Reasons (Business Credit).....	7.7
07-08.	Sample Disclosure of Right to Request Specific Reasons for Credit Denial Given at Time of Application (Business Credit).....	7.8
07-09.	M.I.L. (Secured Debt).....	7.8
07-10.	Promissory Note.....	7.12
07-11.	Real Estate Note (Construction Loan).....	7.14
07-12.	Real Estate Note.....	7.15
07-13.	Mortgage.....	7.17
07-14.	Security Agreement for Motor Vehicle.....	7.22
07-15.	Security Agreement.....	7.24
07-16.	Notice Required by Ark. Code Ann. § 18-44-115.....	7.28
07-17.	Statement of Claim for Lien.....	7.29
07-18.	Complaint to Foreclose Mortgage.....	7.30
07-19.	Lis Pendens Notice.....	7.32
07-20.	Requests for Admissions.....	7.32
07-21.	Decree.....	7.33
07-22.	Notice of Commissioner's Sale.....	7.35
07-23.	Report of Sale.....	7.36
07-24.	Commissioner's Deed[See Form 15-44]	
07-25.	Confirmation of Sale.....	7.37
07-26.	Order of Distribution.....	7.38
07-27.	M.I.L. (Debt Collection Practices).....	7.38
07-28.	Collection Letter.....[See Form 04-16]	
07-29.	M.I.L. (Replevin and Disposal of Collateral Under U.C.C.).....	7.39
07-30.	Complaint for Replevin.....	7.40
07-31.	Affidavit for Replevin.....	7.41
07-32.	Notice.....	7.43

07-33.	Notice to Circuit Clerk - Replevin.....	7.43
07-34.	Order for Delivery of Possession.....	7.44
07-35.	Order of Delivery of Property.....	7.45
07-36.	Bond for Delivery.....	7.46
07-37.	M.I.L. (Foreign Judgment).....	7.46
07-38.	Application for Registration of Foreign Judgment.....	7.48
07-39.	Indemnifying Bond for [Execution] [Attachment].....	7.48
07-40.	Writ of Execution.....	7.49
07-41.	Order of General Attachment.....	7.50
07-42.	Writ of Garnishment.....	7.51
07-43.	Allegations and Interrogatories.....	7.54
07-44.	Judgment.....	7.55
07-45.	Certification of Judgment for Registration in Another District.....	7.55
07-46.	Authentication of Judgment for Filing in Another State ("Triple Certification").....	7.56

**CHAPTER 8
CRIMINAL PROCEDURE**

PART A: STATE FORMS

	Note on Use.....	8.3
08-01	Motion to Reduce Bail.....	8.6
08-02	Motion for Discovery.....	8.9
08-03	Authorization to Arkansas Crime Information Center for Release of Information.....	8.13
08-04	Motion for Return of Seized Things Pursuant to Ark. R. Crim. P. 15.2.....	8.13
08-05	Motion to Suppress Evidence.....	8.16
08-06	Motion to Suppress Statement.....	8.18
08-07	Motion to Suppress Photo Lineup Evidence.....	8.19
08-08	Motion to Suppress Lineup Identification.....	8.20
08-09	Motion for Joinder of Offenses.....	8.21
08-10	Motion to Sever Charges.....	8.22
08-11	Motion to Sever Felon in Possession of Firearm Offense.....	8.23
08-12	Motion for Severance of Defendants for Prejudice.....	8.24
08-13	Motion for Severance of Defendants for Inadmissible Hearsay Statement of Co-Defendant....	8.25
08-14	Motion to Disclose Identity of Confidential Informant as a Material Witness.....	8.26
08-15	Motion for Expert Witness Assistance for Indigent Defendant.....	8.27
08-16	Motion for Order Authorizing Polygraph Examination at Expense of State.....	8.28
08-17	Petition for Change of Venue.....	8.29
08-18	Motion for Continuance.....	8.30
08-19	Motion for Continuance Because of Absent Material Witness.....	8.31
08-20	Motion for Production of Documentary	

	Evidence Before Trial.....	8.32
08-21	Motion for Fair Opportunity to Defend.....	8.34
08-22	Motion in Limine Against Hearsay Evidence as a Denial of Confrontation of Witness.....	8.35
08-23	Motion in Limine Concerning Expunged Prior Conviction Defendants.....	8.37
08-24	Motion in Limine to Exclude Evidence More Prejudicial than Relevant Under A.R.E. 403....	8.37
08-25	Motion in Limine Concerning Impeachment of Defendant by Prior Juvenile Adjudication.....	8.39
08-26	Motion in Limine Concerning Impeachment by Prior Conviction	8.39
08-27	Motion in Limine Concerning Impeachment of [Defendant] [Witness] by Prior Conviction Because Prejudice Outweighs Relevance	8.40
08-28	Motion in Limine re 404(b) Evidence	8.41
08-29	Motion to Admit Evidence of Other Acts with Complaining Witness under the Arkansas Rape Shield Statute.....	8.43
	Out of State Subpoenas, Forms 08-30 - 08-35, Introduction and Note on Use.....	8.44
08-30	Out-of-State Subpoena [Form 1], Petition for Certification of Materiality of Witness.....	8.48
08-31	Out-of-State Subpoenas[Form 2], Judicial Certification of Requesting Court.....	8.50
08-32	Out-of-State Subpoena [Form 3], Petition for Out-of-State Criminal Subpoena.....	8.52
08-33	Out-of-State Subpoena [Form 4], Order to Appear to Show Cause in Sending State.....	8.54
08-34	Out-of-State Subpoena [Form 5], Appearance and Waiver in Witness's Home County.....	8.55
08-35	Out-of-State Subpoena [Form 6], Order for Witness to Appear in Requesting State.....	8.56
08-36	Petition for Writ of Habeas Corpus Ad Testificandum for Prisoner to Testify.....	8.57
08-37	Writ of Habeas Corpus Ad Testificandum for Prisoner to Testify.....	8.58
08-38	Motion for Defendant to Remain on Bail During Trial.....	8.59
08-39	Motion for Release of Defendant on Recognizance for Lack of Speedy Trial.....	8.60
08-40	Motion to Dismiss for Lack of Speedy Trial.....	8.61
08-41	Criminal Appeal Bond to Circuit Court.....	8.62
08-42	Motion to Plead Guilty to Other Offenses.....	8.62
08-43	Conditional Plea of Guilty with Reservation of Right to Appeal.....	8.63
08-44	Notice of Appeal and Designation of Record.....	8.64
08-45	[Agreed] Motion for Enlargement of Time to Lodge Appeal with Supreme Court Clerk.....	8.65
08-46	Order Enlarging Time to Lodge Appeal with Supreme Court Clerk.....	8.67
08-47	Motion for New Trial.....	8.68
08-48	Petition to Seal [Nolle Prossed, Dismissed, Acquitted].....	8.71
08-49	Order to Seal [Nolle Prossed, Dismissed,	

	Acquitted].....	8.72
08-50	Petition for Post-Conviction Relief under Rule 37.....	8.73

PART B: FEDERAL FORMS

08-51	Motion for Determination of Mental Competency	8.77
08-52	Defendant's Rule 16 Discovery Request	8.78
08-53	Defendant's Motion for Disclosure of Exculpatory Evidence	8.80
08-54	Motion for Disclosure of Any Offer Of Leniency or Plea Bargain	8.82
08-55	Defendant's Motion for Disclosure of Rule 404(b) Evidence	8.83
08-56	Defendant's Motion to Preserve Field Notes of Any Interview	8.85
08-57	Defendant's Motion for Early Disclosure Of Jencks Material	8.86
08-58	Motion for Disclosure and Production Of Government Informants	8.88
08-59	Defendant's Motion for Disclosure Of Grand Jury Testimony [Conspiracy Case]	8.89
08-60	Motion for Disclosure of Electronic Surveillance of Defendant.....	8.91
08-61	Defendant's Motion for Bill of Particulars	8.92
08-62	Motion for Extension of Time to File Pre-trial Motions	8.94
08-63	Defendant's Motion to Suppress Evidence (Search and Seizure).....	8.95
08-64	Defendant's Motion for Severance	8.96
08-65	Defendant's Invocation of Right To Silence and Counsel	8.97
08-66	Unopposed Motion for Continuance (Sample I)	8.97
08-67	Unopposed Motion for Continuance (Sample II)	8.98
08-68	Defendant's Motion to Suppress Identification Testimony	8.99
08-69	Motion to Suppress Statements	8.100
08-70	Defendant's Motion to Set Place of Trial	8.100
08-71	Motion to Transfer from the District For Trial	8.101
08-72	Defendant's Motion in Limine	8.102
08-73	Defendant's Motion for Production of Alleged Co-conspirator Statements	8.103
08-74	Motion to Dismiss for Speedy Trial Violation.....	8.104
08-75	Defendant's Ex Parte Motion for Subpoenas.....	8.105
08-76	Ex Parte Order	8.105
08-77	Ex Parte Subpoena	8.106
08-78	Notice of Appeal	8.108
08-79	Notice of Appeal and Request for Certificate of Appealability	8.110
08-80	Plea Checklist	8.110

08-81	Defendant's Objections to Pre-sentence Report (Sample I)	8.113
08-82	Defendant's Objections to Pre-sentence Report(sample II)	8.115
08-83	Motion for Modification of Sentence	8.116
08-84	Motion to Withdraw as Counsel (Sample I).....	8.118
08-85	Motion to Withdraw as Counsel (Sample II)	8.118

**CHAPTER 9
DECEDENTS ESTATES**

09-01.	Petition for Probate of Will and Appointment of Personal Representative	9.4
09-02.	Petition for Appointment of Administrator	9.5
09-03.	Notice of Hearing (re: Appointment of Personal Representative)	9.7
09-04.	Proof of Service (re: Notice of hearing)	9.7
09-05.	Waiver of Notice and Entry of Appearance	9.8
09-06.	Proof of Will (After Death)	9.9
09-07.	Order Probating Will and Appointing Personal Representative	9.9
09-08.	Order Appointing Administrator	9.10
09-09.	Certificate of Probate	9.11
09-10.	Order Appointing Special Administrator	9.12
09-11.	Bond of Personal Representative	9.13
09-12.	Qualifying Affidavit of Personal Sureties	9.14
09-13.	Order Approving Bond of Personal Representative	9.15
09-14.	Acceptance of Appointment as Personal Representative	9.15
09-15.	Designation of Process Agent	9.16
09-16.	Letters Testamentary	9.16
09-17.	Letters of Administration	9.17
09-18.	Notice of Probate of Will and Filing of Claims	9.17
09-19.	Notice of Appointment of Administrator and Filing of Claims	9.18
09-20.	Notice of Probate (No Personal Representative Appointed)	9.19
09-21.	Notice to Surviving Spouse	9.20
09-22.	Election of Surviving Spouse	9.21
09-23.	Petition for Award of Statutory Allowances	9.21
09-24.	Order Awarding Statutory Allowances	9.22
09-25.	Petition for Authority to Make Advancement to Minor Distributee	9.23
09-26.	Order Directing Advancement to Minor Distributee	9.24
09-27.	Inventory of Estate of Decedent	9.25
09-28.	Affidavit to Claim Against Estate	9.26
09-29.	Endorsement of Claim by Personal Representative	9.27
09-30.	Petition for Allowance of Claim	9.27
09-31.	Order Allowing and Authorizing Payment of Claim	9.28
09-32.	Petition for Payment of Expenses of	

	Administration	9.29
09-33.	Order Allowing Payment of Expenses of Administration	9.29
09-34.	Order Setting Claim for Hearing	9.30
09-35.	Notice of Hearing on Claim	9.31
09-36.	Petition for Authority to Sell Real Estate	9.31
09-37.	Order for Hearing on Petition to Sell Real Estate	9.33
09-38.	Notice of Hearing on Petition to Sell (Lease, Mortgage or Exchange) Real Estate	9.33
09-39.	Appraisement	9.34
09-40.	Order Authorizing Sale of Real Estate	9.34
09-41.	Order Authorizing Sale (Lease, Mortgage or Exchange) of Real Estate--Lease Provision	9.36
09-42.	Order Authorizing Sale (Lease, Mortgage or Exchange) of Real Estate--Mortgage Provision	9.37
09-43.	Order Authorizing Sale (Lease, Mortgage or Exchange) of Real Estate--Public Sale and Credit Provision	9.37
09-44.	Notice of Sale of Real Estate at Public Auction	9.38
09-45.	Report of Sale	9.39
09-46.	Consent to Immediate Confirmation of Sale	9.40
09-47.	Order Confirming Sale of Real Estate	9.40
09-48.	Petition for Authority to Sell Personal Property	9.42
09-49.	Order Setting Hearing on Petition for Authority to Sell Personal Property	9.42
09-50.	Notice of Hearing on Petition to Sell (Mortgage, Lease or Exchange) Personal Property	9.43
09-51.	Order Authorizing Sale of Personal Property	9.43
09-52.	Report of Sale of Perishable Property	9.44
09-53.	Order Approving Sale of Perishable Property	9.45
09-54.	Affidavit for Discovery of Assets Belonging to the Decedent	9.45
09-55.	Order Directing Appearance for Examination for Discovery	9.46
09-56.	Petition to Determine Heirship	9.47
09-57.	Order Determining Heirship	9.48
09-58.	Accounting by Personal Representative	9.48
09-59.	Legal Notice on Accounts Filed	9.50
09-60.	Order Settling and Approving Account of Personal Representative	9.51
09-61.	Petition for Allowance and Payment of Fees to the Personal Representative and Attorney for Estate	9.52
09-62.	Order Allowing and Authorizing Fees to the Personal Representative and Attorney for the Estate	9.53
09-63.	Petition for Authority to Make Partial Distribution	9.54
09-64.	Order for Hearing on Petition for Partial Distribution	9.55
09-65.	Notice of Hearing on Petition for Partial Distribution	9.56
09-66.	Order Authorizing Partial Distribution	9.56
09-67.	Petition for Approval of Final Accounting, Final Distribution, and for Discharge of Personal Representative	9.57
09-68.	Order of Hearing on Final Account, Approval of Final Accounting, and Petition for Final	

	Distribution and Discharge	9.58
09-69.	Notice of Hearing on Final Distribution and Discharge	9.59
09-70.	Order Approving Final Account, Final Distribution, and Discharging Personal Representative	9.60
09-71.	Report of Final Distribution	9.61
09-72.	Order Approving Report of Final Distribution	9.62
09-73.	Demand for Notice of Proceedings for Probate of Will or Appointment of Personal Representative	9.63
09-74.	Request for Special Notice of Hearings	9.63
09-75.	Motion for Production of Will	9.64
09-76.	Citation to Produce Will	9.65
09-77.	Contest of Will (Statement of Grounds of Objection to Admitting Will to Probate)	9.65
09-78.	Notice of Contest of Will (Before Probate)	9.67
09-79.	Notice of Contest (After Probate)	9.68
09-80.	Petition to Probate Will of Non-Resident and Application for Ancillary Letters	9.68
09-81.	Order to Probate Will of Non-Resident and Granting Issuance of Ancillary Letters	9.70
09-82.	Petition for Removal of Personal Representative and to Revoke Letters (Testamentary or of Administration)	9.71
09-83.	Order Removing Personal Representative and Revoking Letters	9.72
09-84.	Petition for Order for Disposition of Property of Decedent Not Paid For	9.73
09-85.	Order Directing Disposition of Property Not Paid For	9.74
09-86.	Petition for Disposition of Mortgaged Property of the Estate	9.75
09-87.	Order Authorizing Disposition of Mortgaged Property	9.76
09-88.	Petition to Abandon Property	9.77
09-89.	Order Authorizing Abandonment of Property	9.78
09-90.	Petition for Authority to File Suit on Behalf of Estate	9.79
09-91.	Order Authorizing Personal Representative to File Suit on Behalf of Estate	9.79
09-92.	Petition to Continue Business of Decedent	9.80
09-93.	Order Authorizing Continuation of Business	9.82
09-94.	Petition by Personal Representative to Borrow Money on Behalf of Estate	9.82
09-95.	Order Authorizing Personal Representative to Borrow Money on Behalf of Estate	9.84
09-96.	Petition to Perform Decedent's Contract of Sale	9.84
09-97.	Order Authorizing Personal Representative to Perform Decedent's Contract of Sale	9.86
09-98.	Petition by Interested Party for Sale, Mortgage, Lease or Exchange of Property	9.87
09-99.	Order for Sale, Mortgage, Lease or Exchange	9.87
09-100.	Bond for Sale, Mortgage, Lease or Exchange	9.88
09-101.	Bond to Prevent the Sale, Mortgage or Lease of Real or Personal Property for Payment of Obligations	9.89

09-102.	Application for Substitution of Foreign Personal Representative for Local Representative	9.89
09-103.	Order of Substitution	9.91
09-104.	Affidavit for Collection of Small Estate by Distributee[s]	9.92
09-105.	Petition for Probate of Will Without Administration	9.94
09-106.	Order Admitting Will to Probate Without Administration	9.95
09-107.	Disclaimer	9.96

**CHAPTER 10
DOMESTIC RELATIONS**

ANTENUPTIAL

10-01	Antenuptial Agreement	10.3
-------	-----------------------	------

ANNULMENT

10-02	Joint Verified Petition for Annulment of Divorce	10.7
10-03	Annulment Interview Sheet	10.8
10-04	Petition for Annulment	10.9
10-05	Decree of Annulment	10.10

DIVORCE

10-06	Case Style	10.11
10-07	Complaint for Divorce	10.11
10-08	Complaint for Divorce from Bed and Board	10.13
10-09	Complaint for Separate Maintenance	10.14
10-10	Temporary Order	10.15
10-11	Restraining Order	10.16
10-12	Affidavit of Non-Residency	10.16
10-13	Affidavit for Warning Order	10.17
10-14	Warning Order	10.18
10-15	Order Appointing Attorney Ad Litem	10.18
10-16	Acceptance of Appointment of Attorney Ad Litem	10.18
10-17	Report of Attorney Ad Litem	10.19
10-18	Answer to Complaint for Divorce	10.19
10-19	Answer and Waiver of Summons and Entry of Appearance	10.20
10-20	Waiver of Service and Entry of Appearance	10.21
10-21	Waiver of Corroborator of Grounds	10.21
10-22	Entry of Appearance; Waiver of Service and Waiver of Rights Under Servicemembers' Civil Relief Act	10.21
10-23	Counterclaim	10.22
10-24	Reply to Counterclaim	10.24
10-25	Affidavit of Financial Means (Rev. 02-02)	10.24
10-26	Affidavit of Current Family Status	10.31
10-27	UCCJEA Affidavit	10.33
10-28	Interrogatories and Requests for Production	10.34
10-29	Notice of Hearing	10.38
10-30	SaSCRA Motion for Stay	10.38

10-31	Order for Mediation of Parenting, Custody and Visitation Issues.....	10.39
10-32	Decree of Absolute Divorce.....	10.39
10-33	Decree of Separate Maintenance.....	10.42
10-34	Property Settlement Agreement	10.43
10-35	Suggested Visitation Schedule.....	10.47
10-36	Support Clauses.....	10.49
10-37	Higher Education Expenses of Children.....	10.52
10-38	Order / Notice to Withhold Income for Child Support.....	10.53
10-39	Notice to Obligor Parent.....	10.56
10-40	Supplemental Order Regarding Payment of Spousal/Child Support by Income Withholding.....	10.57
10-41	Qualified Domestic Relations Order.....	10.58
10-42	Qualified Medical Child Support Order.....	10.59
10-43	Petition upon Failure to Pay Child Support.....	10.61
10-44	Order to Show Cause.....	10.62
10-45	General Order and Citation for Contempt.....	10.63
10-46	Order of Contempt.....	10.63
10-47	Body Attachment for Contempt of Court.....	10.64
10-48	Bail Bond.....	10.65
10-49	Bond for Support Payments.....	10.66
10-50	Petition for Order Authorizing Relocation with Minor Child[ren].....	10.68
10-51	Order Permitting Relocation with Minor Child[ren].....	10.68
10-52	Order Granting Parental Authority to Obtain a United States Passport Without the Consent of the Second Parent	10.70
10-53	Motion for Change of Child Custody.....	10.70
10-54	Motion to Modify Child Support.....	10.71
10-55	Order.....	10.72
10-56	Motion for Wage Assignment.....	10.74
10-57	Office of Child Support Enforcement Forms.....	10.75
 ADOPTION		
10-58	Adoption Interview Sheet.....	10.75
10-59	Petition for Adoption.....	10.77
10-60	Petition for Adoption (steparent / grandparent adoption).....	10.79
10-61	Notice of Filing of Petition for Adoption and Notice of Adoption Hearing.....	10.80
10-62	Relinquishment and Termination with Power to Consent to Adoption.....	10.80
10-63	Consent to Adoption.....	10.83
10-64	Decree of Adoption.....	10.84
10-65	Decree of Adoption (steparent / grandparent adoption).....	10.86
10-66	Report of Adoption.....	10.87
 PATERNITY		
10-67	Combined UIFSA - UCCJEA Complaint.....	10.89
10-68	Mother's Paternity Complaint.....	10.90
10-69	Father's Paternity Complaint.....	10.91
10-70	Order for DNA Testing.....	10.92

10-71	Judgment of Paternity.....	10.93
-------	----------------------------	-------

MISCELLANEOUS

10-72	Writ of Habeas Corpus.....	10.95
-------	----------------------------	-------

**CHAPTER 11
GUARDIANSHIPS**

11-01.	Caption for Use with Forms for Guardianship	11.1
11-02.	Petition for Appointment of Guardian of the Person and Estate	11.2
11-03.	Notice of Hearing for Appointment	11.4
11-04.	Application for Written Notice	11.5
11-05.	Guardian's Bond	11.6
11-06.	Qualifying Affidavit of Personal Sureties	11.7
11-07.	Acceptance of Appointment as Guardian	11.7
11-08.	Letters of Guardianship of the Person and Estate	11.7
11-09.	Designation of Process Agent	[See Form 09-15]
11-10.	Inventory of Estate	[See Form 09-27]
11-11.	Accounting by Personal Representative or Guardian	[See Form 09-58]
11-12.	Citation for Failure to Present Account	11.9
11-13.	Appraisement	[See Form 09-39]
11-14.	Annual Report of Guardian	11.10
11-15.	Agreement of Depository	11.11
11-16.	Report of Lease (or Sale, Assignment, Conveyance, Contract) of Land	11.11
11-17.	Petition by Foreign Guardian	11.13
11-18.	Affidavit for Hearing on Determination of Incapacity	11.14

**CHAPTER 12
LEASES**

12-01.	Equipment Lease.....	12.1
12-02.	Residential Lease Agreement.....	12.7
12-03.	General Sublease and Consent.....	12.12

COMMERCIAL LEASE FORMS:

12-04A.	General Commercial Lease.....	12.13
12-04B.	Business Lease.....	12.19
12-04C.	Shopping Center Lease.....	12.25
12-04D.	Assignment of Leases and Rents (Collateral Assignment of Lessor's Interest)	12.34

AGRICULTURAL LEASE FORMS:

12-05A.	General Lease-Rural Or Farm Property.....	12.41
12-05B.	Material Participation Farm Lease.....	12.44
12-05C.	Cash Farm Lease (with flexible provisions).....	12.48
12-05D.	Crop-Share or Crop-Share-Case Farm Lease.....	12.57
12-05E.	Pasture Lease.....	12.64

12-05F.	Irrigation Crop-Share/Crop-Share-Cash Farm Lease..	12.69
12-05G.	Livestock Share Farm Lease.....	12.76
12-05H.	Other Possible Farm Lease Provisions.....	12.87

OIL AND GAS LEASE FORMS:

12-06A.	Company Oil and Gas Lease (Paid Up).....	12.89
12-06B.	Landowner's Oil & Gas Lease.....	12.94
12-06C.	Assignment of Oil & Gas Leases [With Reservation of Overriding Royalty Interest].....	12.110
12-06D.	Ratification.....	12.112

**CHAPTER 13
LIENS**

13-01.	10-Day Notice of Intent to File Lien.....	13.1
13-02.	Notice to Owner.....	13.2
13-03.	75-Day Notice Pursuant to Ark. Code Ann. § 18-44-115.....	13.3
13-04.	Materialman's Lien.....	13.4
13-05.	Affidavit Against Liens.....	13.5
13-06.	Release of Lien.....	13.5
13-07.	Account and Affidavit of Account - Materialman's or Laborer's	13.6
13-08.	Complaint on Materialmen's Lien (Direct Sale to Owner).....	13.7
13-09.	Notice of Lis Pendens.....[See Form 07-19]	
13-10.	Complaint on Laborer's Lien.....	13.8
13-11.	Writ of Attachment on Laborer's Lien.....	13.9
13-12.	Vendor's Lien (Deed Provision).....	13.10
13-13.	Assignment of Vendor's Lien.....	13.10
13-14.	Notice of Sale.....	13.11
13-15.	Medical, Nursing, Hospital and Ambulance Service Lien.....	13.12

**CHAPTER 14
MORTGAGES, DEEDS OF TRUST,
FORECLOSURES AND LOANS**

14-01	Mortgage.....[See Form 07-13]	
-------	-------------------------------	--

VARIABLE MORTGAGE PROVISIONS:

14-02A.	Maintenance, Repair and Restoration of Improvements and Payment of Prior Liens.....	14.3
14-02B.	Payment of Taxes.....	14.3
14-02C.	Escrow For Taxes.....	14.3
14-02D.	Insurance.....	14.4
14-02E.	Adjustments of Losses With Insurer and Application of Proceeds of Insurance.....	14.5
14-02F.	Effect of Extensions of Time.....	14.6
14-02G.	Effect of Changes In Laws Regarding Taxation.....	14.6
14-02H.	Mortgagee's Performance of Defaulted Acts.....	14.7

14-02I.	Mortgagee's Reliance on Tax Bills.....	14.7
14-02J.	Acceleration of Indebtedness In Event of Default.....	14.7
14-02K.	Foreclosure Expense.....	14.8
14-02L.	Applications of Proceeds of Foreclosure Sale.....	14.9
14-02M.	Appointment of Receiver.....	14.9
14-02N.	Assignment of Rents.....	14.10
14-02O.	Mortgagee's Right of Possession In Event of Default.....	14.11
14-02P.	Application of Income Received by Mortgagee.....	14.12
14-02Q.	Mortgagee's Right of Inspection.....	14.13
14-02R.	Condemnation.....	14.13
14-02S.	Release Upon Payment and Discharge of Mortgagor's Obligations.....	14.14
14-02T.	Notice.....	14.14
14-02U.	Waiver of Defenses.....	14.14
14-02V.	Waiver of Statutory Rights.....	14.14
14-02W.	Maintenance of Mortgagor's Corporate Existence....	14.14
14-02X.	Successive Effect of the Obligations of This Mortgage.....	14.15
14-02Y.	Construction Money Mortgage Clauses.....	14.15
14-03.	Mortgage on Commercial Property.....	14.15
14-04.	Assignment of Mortgage.....	14.20
14-05.	Deed of Trust (General Form).....	14.20
14-06.	Deed of Trust (Crop Loans).....	14.26
14-07.	Deed of Trust (With Nonjudicial Sale Provisions)..	14.32
14-08.	Note Secured by Mortgage.....	14.38
14-09.	Deed of Trust Note.....	14.39
SECOND MORTGAGE REQUIREMENTS:		
14-10A.	Notice of Second Mortgage (Prior to Second Mortgage).....	14.42
14-10B.	Actual Notice of Second Mortgage (Subsequent to Second Mortgage).....	14.43
14-10C.	Agreement of Prior Lienholder.....	14.43
14-10D.	Request of Notice of Default.....	14.45
JUDICIAL FORECLOSURE:		
14-11A.	Notice of Lis Pendens.....	[See Form 07-19]
14-11B.	Complaint in Equity.....	[See Form 07-18]
14-11C.	Affidavit for Warning Order.....	14.46
14-11D.	Warning Order.....	14.47
14-11E.	Affidavit of Service (by Mail).....	14.47
14-11F.	Affidavit of Service (by Warning Order).....	14.48
14-11G.	Decree of Foreclosure.....	[See Form 07-21]
14-11H.	Affidavit in Support of Decree of Foreclosure....	14.48
14-11I.	Notice of Commissioner's Sale.....	[See Form 07-22]
14-11J.	Commissioner's Report of Sale.....	[See Form 07-23]
14-11K.	Order of Confirmation.....	[See Form 07-25]
14-11L.	Commissioner's Deed.....	[See Form 15-44]
14-11M.	Order Approving Commissioner's Deed....	[See Form 07-25]
14-11N.	Application for Writ of Assistance.....	14.50
14-11O.	Writ of Assistance.....	14.50

NONJUDICIAL/STATUTORY FORECLOSURE (ACT 53 OF 1987):

14-12A.	Substitution of Trustee.....	14.51
14-12B.	Trustee's Notice of Default and Intention to Sell.....	14.52
14-12C.	Affidavit of Mailing and Publication.....	14.53
14-12D.	Affidavit of Compliance with Act 53.....	14.54
14-12E.	Notice of Cancellation of Trustee's Sale.....	14.54
14-12F.	Soldiers and Sailors Relief Act Affidavit.....	14.55
14-12G.	Trustee's Deed (By Substitute Trustee).....	14.56
14-12H.	Complaint in Unlawful Detainer.....	14.57
14-12I.	Affidavit in Support of Complaint in Unlawful Detainer.....	14.59
14-12J.	Order (For Delivery).....	14.60
14-12K.	Writ of Possession - Real Property.....	14.61
14-12L.	Special Warranty Deed - Post Foreclosure.....	14.62

DEED-IN-LIEU OF FORECLOSURE DOCUMENTS:

14-13A.	Warranty Deed.....	[See Form 15-01]
14-13B.	Satisfaction of Mortgage/Deed of Trust.....	14.63
14-13C.	Mechanics and Title Affidavit.....	14.63
14-13D.	Agreement for Deed and Estoppel and Solvency.....	14.64

MISCELLANEOUS:

14-14A.	Modification Agreement.....	14.66
14-14B.	Extension Agreement.....	14.67
14-14C.	Guaranty.....	14.68
14-14D.	Participation Agreement.....	14.69
14-14E.	Acknowledgment and Agreement to Mediate or Arbitrate.....	14.72

**CHAPTER 15
REAL PROPERTY**

15-01.	Warranty Deed (General).....	15.2
15-02.	Warranty Deed (Release of Dower or Curtesy -- With Lien).....	15.3
15-03.	Warranty Deed (Unmarried Persons).....	15.4
15-04.	Warranty Deed (Unmarried Person--With Lien).....	15.4
15-05.	Warranty Deed (Corporation).....	15.5
15-06.	Warranty Deed (Corporation--With Lien).....	15.6
15-07.	Warranty Deed (With Vendor's Lien Retained).....	15.7
15-08.	Warranty Deed (With Assumption of Debt).....	15.9
15-09.	Warranty Deed (With Possibility of Reverter and Mineral Reservation).....	15.10
15-10.	Administrator's or Executor's Deed.....	15.12
15-11.	Special Warranty Deed (Corporation).....	15.13
15-12.	Quitclaim Deed (With Relinquishment of Dower or Curtesy).....	15.14
15-13.	Quitclaim Deed (Corporation).....	15.14
15-14.	Quitclaim Deed (Unmarried Person).....	15.15
15-15.	Release Deed (Corporation).....	15.16
15-16.	Release Deed (Individual).....	15.17
15-17.	Partial Release Deed.....	15.17

15-18.	Correction Deed (With Warranty).....	15.18
15-19.	Master Deed--Condominium.....	15.19
15-20.	Condominium By-Laws.....	15.21
15-21.	Contract for Sale of Condominium.....	15.42
15-22.	Option to Purchase.....	15.44
15-23.	Contract for the Sale of Real Property.....	15.46
15-24.	Assumption of Contract for Purchase of Real Property.....	15.49
15-25.	Recordation of Plat and Dedication of Streets and Easements.....	15.50
15-26.	Restrictive Covenants.....	15.50
15-27.	Notice of Unlawful Detainer.....	15.58
15-28.	Complaint in Unlawful Detainer.....	15.58
15-29.	Affidavit in Unlawful Detainer Action.....	15.59
15-30.	Notice of an Unlawful Detainer Complaint.....	15.60
15-31.	Notice of Intention to Issue Writ of Possession...	15.60
15-32.	Order for Immediate Possession.....	15.61
15-33.	Writ of Possession.....	15.61
15-34.	Bond in Unlawful Detainer.....	15.62
15-35.	Petition to Quiet Title.....	15.63
15-36.	Notice of Quiet Title Action.....	15.63
15-37.	Decree Quieting Title.....	15.64
15-38.	Petition for Partition.....	15.65
15-39.	Partition Decree.....	15.66
15-40.	Report of Commissioners (Partition).....	15.67
15-41.	Decree Confirming Report and Vesting Title.....	15.68
15-42.	Order for Partition Sale.....	15.69
15-43.	Decree Confirming Partition Sale.....	15.70
15-44.	Commissioner's Deed.....	15.71
15-45.	Airspace Leases or Conveyances.....	15.72
15-46.	Special Warranty Deed- Post Foreclosure.....	[See Form 14-12L]
15-47.	Satisfaction of Mortgage/ Deed of Trust.....	[See Form 14-13B]

CHAPTER 16
RELEASES

16-01.	General Release of All Claims (Form 1).....	16.2
16-02.	General Release of All Claims (Form 2).....	16.3
16-03.	Proof of Loss, Certificate of Satisfaction, and Subrogation Agreement.....	16.4
16-04.	Joint Tortfeasor Release Provision.....	16.6
16-05.	Joint Tortfeasor Pro-Rata Release.....	16.6
16-06.	Estate Release of All Claims (Wrongful Death).....	16.8
16-07.	Insured's Release of Insurer Under Policy.....	16.10
16-08.	Release of Personal Injury Claim Involving Workers' Compensation Subrogation Lien.....	16.11
16-09.	Uninsured Motorist Release and Assignment of Judgment.....	16.13
16-10.	Uninsured Motorist Indemnifying Release.....	16.14
16-11.	Parents' Release and Indemnity Agreement.....	16.15

16-12.	Pro-Rata Release and Indemnity Agreement.....	16.17
16-13.	Release and Assignment.....	16.19
16-14.	Release, Trust Agreement and Indemnifying Agreement.....	16.19
16-15.	Structured Settlement Agreement (To Conform to Rev. Rul. 79-220).....	16.21
16-16.	Structured Settlement Agreement and Release.....	16.27
16-17.	Qualified Assignment and Release.....	16.31
16-18.	Release of All Debt.....	16.34
16-19.	Release of Lien.....	16.34
16-20.	Release of Hospital Lien.....	16.35
16-21.	Release to Enter Premises.....	16.35
16-22.	Mutual Release.....	16.36
16-23.	Release, Indemnity, and Covenant Not to Enforce Judgment [Use of Contaminated Feed].....	16.38
16-24.	Release of Workers' Compensation Lien.....	16.40
16-25.	Release of Work and Employment Information Authorization.....	16.41
16-26.	Authorization to Disclose Health Information (HIPAA Compliant).....	16.42
16-27.	Social Security Administration Consent for Release of Information.....	16.44
16-28.	Pro Rata Release Language; Subrogation and Indemnity Provision; Provision Preserving Rights to Proceed Against Underinsured Motorist Carrier.....	16.45
16-29.	Pro Rata Provision; Defendants Releasing Each Other; General Release Language.....	16.47
16-30.	Employment Law Release.....	16.48

16-31.	Guardian's Release, Pro Rata Discharge, Indemnity and Confidentiality Agreement.....	16.49
--------	---	-------

**CHAPTER 17
WILLS AND TRUSTS**

17-01.	General Will.....	17.1
17-02.	Codicil to Will.....	17.3
17-03.	Common Disaster Clause.....	17.4
17-04.	Adopted Child Clause.....	17.4
17-05.	General Testamentary Trust.....	17.5
17-06.	Invasion of Principal Clause (For Trust).....	17.9
17-07.	Spendthrift Trust Clause.....	17.9
17-08.	Powers of the Trustee.....	17.9
17-09.	Rule Against Perpetuities Clause.....	17.12
17-10.	Special Power of Appointment (in Trust Property)..	17.12
17-11.	Special Power of Appointment in Will.....	17.14
17-12.	Will to Spouse with Trust for Minor Children.....	17.14
17-13.	Will with QTIP Marital Deduction Trust for Spouse.	17.22
17-14.	Will with Two-Trust Marital Deduction Provisions..	17.31
17-15.	Revocable Trust.....	17.44
17-16.	Irrevocable Insurance Trust.....	17.56
17-17.	Annual Gift Trust.....	17.66
17-18.	[First] Amendment to the ____ Revocable Trust.....	17.74

**CHAPTER 18
WORKERS' COMPENSATION**

18-01.	Fee Agreement.....	18.1
18-02.	Third Party Actions-Division of Recovery Agreement.....	18.2
18-03.	Mileage and Medical Form for Claimant's Use.....	18.3
18-04.	Release of Medical Information.....	18.3
18-05.	Employment Records Authorization.....	18.5
18-06.	Authorization for Release of Medical Records.....	18.5
18-07.	Response to Pre-hearing Questionnaire.....	18.6
18-08.	Interrogatories to Claimant.....	18.6
18-09.	Interrogatories to Respondent.....	18.10
18-10.	Request for Admission and Related Interrogatories.	18.14
18-11.	Request for Production of Documents and Related Interrogatories.....	18.14
18-12.	Order to Compel Discovery.....	18.15
18-13.	Workers' Compensation Hearing Outline.....	18.15
18-14.	Notice of Appeal to Full Commission.....	18.18
18-15.	Notice of Appeal to Court of Appeals.....	18.18
18-16.	Order for Vocational Rehabilitation Evaluation....	18.19
18-17.	Agreed Order Regarding Change of Physician.....	18.19
18-18.	Joint Petition Worksheet.....	18.19
18-19.	Joint Petition for Final Settlement.....	18.21
18-20.	Joint Petition with Third Party Settlement.....	18.22
18-21.	Joint Petition Questionnaire.....	18.23
18-22.	Joint Petition by Interrogatories.....	18.26
18-23.	Child Support Affidavit.....	18.30

18-24.	Affidavit of Claimant.....	18.31
18-25.	Acknowledgment.....	18.34
18-26.	Order Approving Joint Petition.....	18.34
18-27.	Order Approving Joint Petition by Interrogatories.....	18.35
18-28.	Order Approving Joint Petition with Third Party Settlement.....	18.35

**CHAPTER 19
ZONING AND LAND USE CONTROLS**

19-01.	Instructions for Making Application for Rezoning.....	19.2
19-02.	Application for Rezoning.....	19.3
19-03.	Notice of Public Hearing Before the _____ Planning Commission of an Application to Rezone Property.....	19.5
19-04.	Street Right-of-Way Agreement.....	19.6
19-05.	Instructions for Making Application for Conditional Use Permit.....	19.6
19-06.	Application for Conditional Use Permit.....	19.7
19-07.	Notice of Public Hearing Before the _____ Planning Commission on Application for a Conditional Use Permit.....	19.9
19-08.	Site Plan Review Criteria; Zoning, Subdivision, Conditional Use Permit, Variance or PUD.....	19.10
19-09.	Application for Special Use Permits.....	19.11
19-10.	Application for Special Use Permit.....	19.11
19-11.	Notice of Public Hearing Before the _____ Planning Commission on Application for Special Use Permit.....	19.12
19-12.	Subdivision Application Process.....	19.14
19-13.	Subdivision Application.....	19.15
19-14.	Instructions for Making Application for Zoning Variance (Single and Two Family Homes).....	19.16
19-15.	Application for Zoning Variance.....	19.18
19-16.	Notice of Public Hearing Before the _____ Board of Adjustment on Application for Zoning Variance.....	19.19
19-17.	Instructions for Filing Short Form - P.U.D.....	19.21
19-18.	Application for Planned Unit Development.....	19.22
19-19.	P.U.D. Application.....	19.23
19-20.	Notice of Public Hearing Before the _____ Planning Commission on Application to Establish a Planned Unit Development.....	19.24
19-21.	Instructions for Filing a Petition for Abandonment of a Public Right-of-Way, Street or Alley.....	19.25
19-22.	Petition for Abandonment of Public Right-of-Way.....	19.27
19-23.	Notice of Public Hearing Before the _____	

	Planning Commission on Petition to Abandon	
	Public Right-of-Way.....	19.28
19-24.	Street Right-of-Way Dedication Agreement.....	19.29
19-25.	Petition for Lot Split.....	19.29

**CHAPTER 20
MISCELLANEOUS**

20-01.	Durable Power of Attorney.....	20.1
20-02.	General Power of Attorney.....	20.2
20-03.	Limited Waiver of Attorney/Client Privilege and Authorization for Communications via Internet E-Mail.....	20.4
20-04.	Living Will Declaration.....	20.5
20-05.	Optional Organ and Tissue Donation.....	20.6
20-06.	Petition for Change of Name.....	20.7
20-07.	Order for Name Change.....	20.8
20-08.	Petition for Removal of Disabilities.....	20.9
20-09.	Order for Removal of Disabilities.....	20.9

ASSIGNMENTS:

20-10.	Assignment on Written Instrument.....	20.10
20-11.	Assignment of Open Account.....	20.10
20-12.	Assignment by Separate Instrument.....	20.11
20-13.	Assignment of Mortgage and Note.....	20.11
20-14.	Assignment of Judgment.....	20.12
20-15.	Assignment of Lease.....	20.13

HIPAA - HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT:

20-16.	Authorization to Release Information.....	20.13
20-17.	Checklist for Valid Authorization.....	20.15
20-18.	Business Associate Agreement.....	20.16
20-19.	Request for Information - Individual.....	20.21
20-20.	Request for Information - Covered Entity.....	20.22
20-21.	Joint Qualified Protective Order.....	20.23
20-22.	Confidentiality Agreement for Subcontractor of Business Associate.....	20.25

ADMINISTRATIVE OFFICE OF THE COURTS FORMS:.....

20-23.	Circuit Court Cover Sheet: Civil.....	20.32
20-24.	Circuit Court Cover Sheet: Domestic Relations....	20.33
20-25.	Circuit Court Cover Sheet: Probate.....	20.34
20-26.	Circuit Court Cover Sheet: Juvenile Division; FINS.....	20.35
20-27.	Circuit Court Cover Sheet: Juvenile Division; EJJ.....	20.37
20-28.	Circuit Court Cover Sheet: Juvenile Division; Delinquency.....	20.41
20-29.	Circuit Court Cover Sheet: Juvenile Division; Dependency - Neglect.....	20.44
20-30.	Criminal Information Cover Sheet.....	20.46
20-31.	Criminal Information.....	20.47

20-32.	Judgment and Commitment Order.....	20.52
20-33.	Judgment and Disposition Order.....	20.55