

FORM NUMBER: ARCiv-93

LAST REVISION DATE: 9/18

TITLE OF THIS FORM: Cover Sheet Circuit Court – Civil Cases (Not for Domestic Relations Cases)

USERS OF THIS FORM: Plaintiff/Plaintiff’s Attorney /Clerk

PURPOSE OF THIS FORM: This form is to be filed with the complaint in a civil action or with the notice of appeal in an appeal of a civil case from district to circuit court to supply general information to the court regarding the nature of the suit and allows the court follow, for organizational purposes, the disposition or status of the case.

APPLICABILITY: Circuit and District Courts

AUTHORITY: Rule 3(b), Alabama Rules of Civil Procedure (ARCP), provides as follows:

“ Except in domestic relations cases, each original complaint at the time it is filed with the circuit court shall be accompanied by an informational ‘cover sheet.’ ... The plaintiff, or if the plaintiff is represented by counsel, then the plaintiff’s attorney, shall complete and sign the ‘ general information’ portion of the cover sheet before it is filed with the court. If the complaint is tendered to the clerk of the circuit court without a properly completed cover sheet, the clerk shall accept the complaint and inform the person filing it of the requirements of this rule, and the plaintiff, or, if the plaintiff is represented by counsel, then the plaintiff’s attorney, shall promptly file a properly completed cover sheet.”

For a party’s failure to comply with the requirements of Rule 3, ARCP, a court may stay the proceedings until the cover sheet is filed or make such other orders as are just, such as contempt of court, or, after proper notice, an order dismissing the action. Additionally, in cases appealed from the district court to the circuit court, the cover sheet shall accompany the notice of appeal.

