

BENTON COUNTY, ARKANSAS
PUBLIC DEFENDER OFFICE
19TH JUDICIAL DISTRICT WEST

NOTICE

CLIENT-FILE RETENTION and DESTRUCTION

Pursuant to Arkansas Rules of Professional Conduct, Rule 1.19, the Benton County Public Defender Office will retain your client file for five (5) years after the Judgment and Commitment is filed. Thereafter, the file will be destroyed. You may obtain a copy of your client file upon your written request, submitted to this office, prior to the 5-year destruction date. The cost of copying the file, after the Judgment and Commitment is filed, shall be the responsibility of the Client.

Signature

DATE: _____

Print Name: _____