

IN THE UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS

IN THE MATTER OF THE TERMINATION  
OF CRIMINAL APPEALS

GENERAL ORDER NO. 1

When a mandate from the Supreme Court of the United States or the Eighth Circuit Court of Appeals is received in the District Clerk's office indicating the affirmance of all or a portion of a judgment and sentence of conviction, the District Clerk shall comply with the following procedures:

(A) In all cases where the sentence affirmed requires imprisonment of the defendant, the Clerk is authorized and directed to enter an order (pursuant to this General Order ) directing the surrender of the defendant to the United States Marshal. The Clerk is given the authority to order the surrender forthwith or, for good cause, to grant an extension not to exceed fourteen (14) days from the date his office receives the mandate, provided, however, that for mandates received on or after December 1 of a given calendar year and before and including December 24, the Clerk shall order the surrender of the defendant to the United States Marshal on the first business day of the Marshal's office after January 1 of the next calendar year. A form order will suffice, such as the copy attached hereto. A copy of the order shall, immediately after entry thereof, be delivered to the United States Marshal's office.

(B) Where the sentence affirmed requires no imprisonment, but requires a period of probation and/or a fine, the District Clerk will advise the Probation Office of the receipt of the mandate by an appropriate notice, which may be in the form of the notice attached hereto. This notice may be mailed or delivered to the United States Probation Office.

The order or notice required of the Clerk by this General Order shall be entered or given by the Clerk not later than the next working day after the receipt of the mandate. Copies of the order or notice required will also be forwarded forthwith to the United States Attorney's Office, to the defendant's attorney, and to the bondsman for the defendant, if any, by regular mail.

ENTERED this 7th day of December, 1978.

FOR THE COURT:

/s/ Garnett Thomas Eisele  
GARNETT THOMAS EISELE, CHIEF JUDGE  
UNITED STATES DISTRICT COURT

/s/ Oren Harris  
OREN HARRIS  
UNITED STATES DISTRICT JUDGE

Amended November 10, 2009

IN THE UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS

(Style of Criminal Case)

ORDER TO SURRENDER

The judgment and sentence of the Court requiring the imprisonment of the defendant(s) having been affirmed and the mandate of the appellate court having been received in the Clerk's office for the Eastern District of Arkansas,

It is hereby Ordered, pursuant to the General Order of this Court dated the 12th day of June, 1975, that the defendant(s) surrender to the custody of the United States Marshal by presenting himself at the office of the United States Marshal, Room 416, United States Post Office and Court House, Little Rock, Arkansas, between the hours of 9:00 a.m. and 12:00 noon on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Entered this \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

FOR THE COURT

\_\_\_\_\_  
United States District Clerk

(Alternative)

(Style of Criminal Case)

ORDER TO SURRENDER

The judgment and sentence of the Court requiring the imprisonment of the defendant(s) having been affirmed and the mandate of the appellate court having been received in the Clerk's office for the Eastern District of Arkansas,

It is hereby Ordered, pursuant to the General Order of this Court dated the 12th day of June, 1975, that the defendant(s) surrender forthwith to the United States Marshal at Room 416, United States Post Office and Court House, Little Rock, Arkansas.

Entered this \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

FOR THE COURT

\_\_\_\_\_  
United States District Clerk

(To the United States Probation Office)

NOTICE OF RECEIPT OF MANDATE

On the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, the Clerk's office for the Eastern District of Arkansas received the mandate from the appellate court affirming a judgment and sentence of conviction requiring the defendant to serve a period of probation and/or to pay a fine.

You are hereby notified to take jurisdiction of the case for the purpose of carrying out the sentence of the Court.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
United States District Clerk