

# Agenda

## Committee on Resources for Self-represented Parties

November 30, 2012  
12:00 to 2:00 p.m.

Administrative Office of the Courts  
Scott M. Matheson Courthouse  
450 South State Street  
Education Room, Suite N31

Welcome and approval of minutes	Tab 1	Judge John Baxter
Remembering Pat Bartholomew		Judge John Baxter
Self-Help Center	Tab 2	Mary Jane Ciccarello Jessica Van Buren
Resolution Day		Virginia Sudbury
OCAP Report		Russ Minas Stewart Ralphs
Volunteers Filling in Forms		Mary Jane Ciccarello Jessica Van Buren
Forms	Tab 3	Tim Shea
2013 Meeting Schedule		Tim Shea

**Committee Web Page:** <http://www.utcourts.gov/committees/ProSe/>

**Meeting Schedule:** Matheson Courthouse, Judicial Council Room, 12:00 to 1:30 unless otherwise stated.

February 8, 2013  
April 12, 2013  
June 14, 2013  
August 9, 2013  
October 11, 2013  
December 13, 2013

# Tab 1

Minutes	Committee on Resources for Self Represented Parties				
Meeting Date	February 10, 2012			Meeting Room	Executive Dining Room
Committee Member	Present	Excused	Committee Member	Present	Excused
Fred Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Judge Scott Johansen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pat Bartholomew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jose Lazaro	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Judge John Baxter, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Russ Minas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emily Chiang	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shauna O'Neil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mary Jane Ciccarello	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barbara Procarione	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
David Dominguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stewart Ralphs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Judge Michael DiReda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Virginia Sudbury	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carol Frank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Judge Douglas Thomas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Robert Jeffs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jessica Van Buren	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff	Tim Shea				
Guests	Olivia Shaughnessy (Hinckley Intern)				

Topic	Approve minutes of August 12, 2011	By	Judge Baxter
Motion: Approve as prepared.		By	Virginia Sudbury
Vote:	Yes   All   No   Abstain	Pass <input checked="" type="checkbox"/>	No Pass <input type="checkbox"/>

Discussion: Judge Baxter welcomed Ms. Chiang and Mr. Dominguez to the committee. The committee members introduced themselves to each other.

Topic	OCAP Report	By	Russ Minas Stewart Ralphs
Discussion: Mr. Minas reported that at the last OCAP Board meeting it was reported that the order to show cause component of OCAP was back online. Ms. Van Buren said that when she last checked it was not. Mr. Minas said that he would inquire further. He reported that OCAP is moving to a HotDocs application, but that he did not have an anticipated completion date.			

Topic	Resolution day proposal	By	Virginia Sudbury
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Discussion: Ms. Sudbury outlined her proposal for hearings reserved for self presented parties with motions for orders to show cause or motions for temporary orders. She hoped that clerks would be able to notify self presented parties of lawyers who would represent them for the one hearing for a modest fixed fee. The process would include an opportunity for negotiation and settlement and the opportunity to proffer testimony on issues not resolved.

Judge Baxter asked about limiting the program to only cases in which both parties were self-represented. Ms. Sudbury said she was having second thoughts about that limitation. Judge Baxter asked about the potential for conflicts of interests. Ms. Sudbury said that each party would have the opportunity to hire a limited legal help lawyer. One lawyer would not represent both parties.

Mr. Shea said that clerks may not be able to notify parties of the availability of the lawyers because they are prohibited from doing so by the court's code of conduct. Ms. Chiang said that the SJ Quinney law school also is developing a low bono program.

Judge Thomas asked whether such a program could be integrated with the commissioners' regular law and motion calendars. Ms. Sudbury said she thought batching these types of cases would allow the commissioner to explain the purpose of the hearing only once to the whole group. Judge Thomas suggested that the program would work more efficiently if parties had the opportunity to negotiate before the hearing, rather than as part of the hearing.

Judge Baxter asked for volunteers for a subcommittee to work with Ms. Sudbury to develop the idea. Mr. Anderson, Ms. Ciccarello, Ms. Frank and Judge Thomas volunteered.

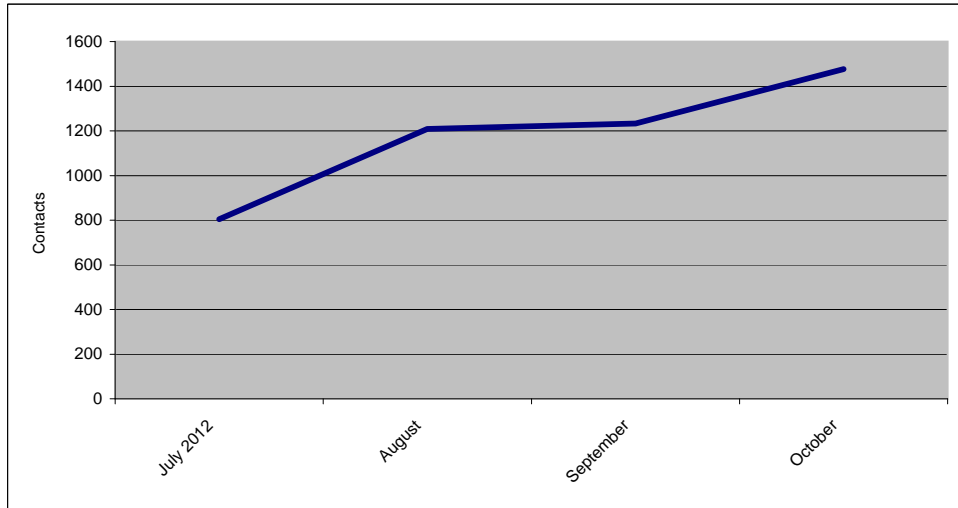
Topic	Self-help Center	By	Mary Jane Ciccarello Jessica Van Buren
Discussion: Judge Baxter reported that SB 100 was being sponsored by Sen. Urquhart. If enacted, the legislation would establish and fund the self-help center as a statewide program. Ms. Ciccarello reported on the new forms available on the courts website. She said that the vacancy of one part-time attorney had been filled.			

Topic	Domestic violence webinar	By	Judge John Baxter
Discussion: Judge Baxter reported on the creation of a webinar on domestic violence that is now available through the court's website. The live session was conducted and recorded at the Matheson Courthouse. Three more webinars are planned. Judge Baxter invited any who are interested to attend.			

Topic	Expanded limited legal help categories	By	Tim Shea
Discussion: Mr. Shea reported that the Bar, as part of its directory, is developing a limited legal help option in each of the practice areas. Mr. Anderson objected because listing in the practice areas is limited to lawyers with malpractice insurance. Mr. Mead at the Bar thought the new directory might be available in the Spring.			

# Tab 2

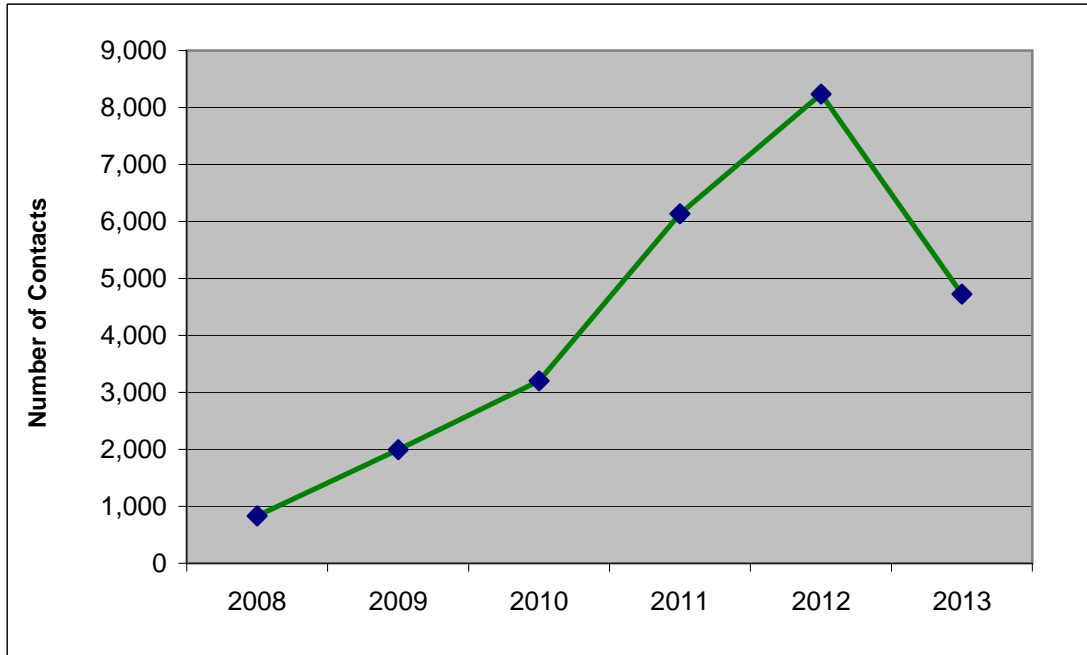
**Self-Help Center Contacts by Month  
FY 2013**



Month	Number of Contacts	Number of Calls	Number of Emails	Number of Texts	Number of Chats	Number of Service Days	Calls / Day	Contacts / Day
July 2012	805	726	55	23	1	16	45.38	50.31
August	1209	1049	109	41	10	18	58.28	67.17
September	1233	958	141	94	40	15	63.87	82.20
October	1476	1092	231	99	54	18	60.67	82.00

<b>Total Contacts</b>	<b>5365</b>	
<b>Total Calls</b>	4308	80.30%
<b>Total Emails</b>	626	11.67%
<b>Total Texts</b>	293	5.46%
<b>Total Chats</b>	138	3.20%
<b>Total Service Days</b>	82	
<b>Average Contacts Per Day</b>	65.43	

### Self-Help Center Calls and Contacts by Fiscal Year



Fiscal Year	Number of Contacts	Contacts / Day
2008	830	8.47
2009	1,992	12.22
2010	3,205	16.11
2011	6,135	30.52
2012	8,236	41.81
2013	4,723	70.49

<b>Total Contacts</b>	25,121
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# Tab 3



## Webpages and Forms

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### (1) Progress since last meeting

- [Divorce and related webpages](#)
- [Guardianship for an Adult](#)
- [Self Help Center](#)
- [Volunteer Court Visitor](#)

### (2) Planned

#### (a) Priority

- Conservatorship (Presented to the Board of District Court Judge December 14)
- Get rid of "Court Forms and Instructions" page
- Petition to Modify Divorce Decree (Generic)
- Landlord/Tenant
- Registering a foreign judgment

#### (b) Petition Topics

- Petition to Unseal Adoption File
- Petition to Annul Marriage
- Petition for Temporary Separation
- Petition for Judicial Review of Final Agency Action (informal adjudicative proceedings)
- Petition for adjudication of priority to the funds from trustee's sale
- Recording a judgment with the county recorder
- Foreign probate

#### (c) Motion Topics

- Motion to Forfeit Bail to Judgment Creditor  
([http://www.utcourts.gov/courts/dist/distsites/3rd/docs/3rd\\_Defendants\\_Motion\\_to\\_Release\\_Bail.pdf](http://www.utcourts.gov/courts/dist/distsites/3rd/docs/3rd_Defendants_Motion_to_Release_Bail.pdf))
- Motion to Appoint Child-Custody Evaluator
- Motion to Set Aside Default Judgment
- Motion to Vacate Dismissal and Reinstate Petition
- Motion to Reschedule Hearing
- Motion to Appear by Telephone

- Motion to Appoint a Guardian ad Litem
- Motion to Change Venue
- Motion for Order Nunc Pro Tunc

**(d) Juvenile Court Topics**

- Petition to Modify Custody
- Petition to Terminate Parental Rights (private petition)

**(e) Probate Topics**

- Informal probate (with will)
- Informal probate (without will)
- Name change page and forms

**(f) Miscellaneous**

- Notice of Limited Appearance (URCP 75).
- Debt collection cases
- Abstract of judgment

**(3) Done**

- [Custody Evaluation](#)
- [Financial Declarations](#)
- [Motion to Enforce a Domestic Order](#)
- [Motions](#)
- [Modifying Child Custody](#)
- [Motion for Alternative Service](#)
- [Adopting a Minor Step-child](#)
- [Recognition of a Relationship as a Marriage](#)
- [Satisfaction of Judgment](#)
- [Notice of Hearing Template \(English & Spanish\)](#)
- [Motion to Renew Judgment](#)
- [Motion to Shorten Driver's License Suspension](#)
- [Self-Help Front Page](#)
- [Answer](#)
- [Default Judgment](#)

- [Fees and Fee Waiver](#)
- [Going to Court](#)
- [How to Collect a Judgment](#)
- [Lawsuits Involving Military Service Members](#)
- [Modifying a Parent-time](#)
- [Modifying Child Support](#)
- [Motion to Appoint Parent Coordinator](#)
- [Motion to Waive 90-day Waiting Period](#)
- [Motion to Waive Divorce Education](#)
- [Non-public Records](#)
- [Parenting Plans](#)
- [Petition to Expunge Records](#)
- [Petition to Register a Foreign Custody or Support Order](#)
- [Service Member Attorney Volunteers](#)
- [Small Claims](#)
- [Summons](#)
- [Writ of Execution](#)
- [Writ of Garnishment](#)
- [Petition to Expunge Records](#)
- [Modifying a Parent-time Order](#)
- [Motion to Appoint Parent Coordinator](#)
- [Default Judgment](#)
- [Lawsuits Involving Military Service Members](#)
- [Service Member Attorney Volunteers](#)