

**UTAH JUDICIAL COUNCIL
POLICY, PLANNING and TECHNOLOGY COMMITTEE
MEETING MINUTES**

Webex video conferencing
October 3, 2025 – 12 p.m.

MEMBERS:

PRESENT

EXCUSED

Judge James Gardner, <i>Chair</i>	✓	
Justice Paige Petersen	✓	
Judge Angela Fonnesbeck	✓	
Judge Jon Carpenter	✓	

GUESTS:

Keri Sargent
Michael Samantha Sparks
Todd Eaton

STAFF:

Keisa Williams
Brody Arishita
Cindy Schut

(1) Welcome and approval of minutes:

Judge Gardner welcomed the committee members to the Policy, Planning, and Technology Committee (PP&T) meeting. PP&T considered the minutes from the September 5, 2025 meeting. With no changes, Judge Fonnesbeck moved to approve the minutes as presented. Judge Carpenter seconded the motion. The motion passed unanimously.

(2) Rule back from public comment:

- **CJA 3-407. Accounting**

The proposed amendments to rule 3-407 are back from a 45-day public comment period. No public comments were received.

Following discussion, Judge Gardner moved to recommend to the Judicial Council that rule 3-407 be approved as final with a November 1, 2025 effective date. Judge Carpenter seconded the motion. The motion passed unanimously.

(3) CJA 4-102. Case and calendar assignments (NEW)

CJA 3-104. Presiding Judges:

At the last committee meeting, the committee asked Judge Gardner and Ms. Williams to create or amend a CJA rule establishing a process for case and calendar assignments when judges retire, resign, or recuse. Ms. Williams presented proposed amendments to rule 3-104 and a new rule, 4-102, which gives districts the ability to establish their own case reassignment processes by local supplemental rule.

Currently, most case assignment methods rely on informal local policies or standing orders. The purpose of the new rule is to be more transparent about how those processes work. The committee noted that

each district may have its own unique challenges, and CARE does not have an automated initial case assignment process. Juvenile court assignments and reassignment are very different from other trial courts, primarily because juvenile courts adhere to the one judge, one family principle.

Following discussion, the committee made the following amendments to rule 4-102:

- removed “case” from the heading in paragraph (1) for consistency;
- split paragraph (1) into two subsections to clearly delineate between district and juvenile courts;
- included business and chancery courts in paragraph (1);
- removed “and to the extent possible, involve a randomized process” (lines 22) with respect to reassignment methods in (3);
- modified paragraph (3) (lines 23-25) to read, “Each district must establish a reassignment procedure that is fair and impartial. Procedures must be in a local supplemental rule approved by the Council. Reassignments must be made in accordance with that procedure.”;
- removed paragraphs (2)(A) – (2)(D); and
- removed “the Utah Code” from paragraph (5) (line 26).

Following discussion, the committee made the following amendments to rule 3-104:

- Kept the language “to provide for an equitable distribution of the workload and the prompt disposition of cases” in (3)(F)(ii) (lines 105-106); and
- Added “Business and Chancery court” under Applicability (line 7).

Following further discussion, the committee decided to send rule 4-102 to the District, Juvenile, and Justice Court Boards for review and table amendments to rule 3-104 until after rule 4-102 has been circulated.

Technology report/proposals:

Mr. Arishita reported that the Generative AI rules, guiding principles, and training information are being taken to the next Judicial Council meeting. Mr. Arishita also confirmed that the AI staff group approved all recommendations made by PP&T and noted that they are working on altering the rules to pull the “allowed purposes” list off the main rule sheet. This change would list those purposes on the website, similar to approved tools, allowing for updates without requiring repeated approvals through the committee and Council.

Old Business/New Business: The committee discussed the annual chair election. Judge Gardner has been the chair since October 2024.

Judge Carpenter moved to elect Judge Gardner as Chair for another year and to hold a new election in October 2026. Judge Fannesbeck seconded the motion. The motion passed unanimously.

Adjourn: With no further items for discussion, the meeting adjourned at 12:48 p.m. The next meeting will be held on November 3, 2025, at noon via Webex video conferencing.