

**UTAH JUDICIAL COUNCIL
POLICY, PLANNING, & TECHNOLOGY COMMITTEE
MEETING AGENDA**

July 10, 2026– 12:00 p.m. to 2:00 p.m.

Webex

12:00	Welcome and approval of minutes	Action	Tab 1	Judge Gardner
	<u>Rules back from public comment:</u> • CJA 3-306.04. Interpreter appointment, payment, and fees • CJA 3-409. Court facilities planning <u>Rules approved as final May 18, 2026 and back from public comment:</u> • CJA 4-202.12. Request by victim to use initials rather than name • CJA 3-110. Judicial officer financial disclosures • CJA 4-202.02. Records classification • CJA 3-412. Procurement of goods and services • CJA 4-102. Case, calendar, and panel assignments • CJA 1-205. Standing and Ad Hoc Committees	Action	Tab 2	Keisa Williams
	CJA 4-405. Juror and Witness Fees and Expenses	Action	Tab 3	Loni Page
	CJA 1-205. Standing and Ad Hoc Committees	Action	Tab 4	Lauren Anderson
	CJA 1-302. Board of Judges Membership – Officers - Secretariat CJA 9-101. Board of Justice Court Judges CJA 9-110. Implementation of Internal Control for Self-Assessment (ICSA) Recommendations [for Justice Courts]	Action	Tab 5	Jim Peters
	CJA 3-407. Accounting	Action	Tab 6	Karl Sweeney Sheri Knighton
	CJA 4-601. Failure to appear – Notice to surety (NEW)	Action	Tab 7	Keri Sargent
	Request for Guidance: My Case Notifications Project (Phase 2) Policy Considerations	Action	Tab 8	Janine Liebert
	CJA 4-202.02. Records classification	Action	Tab 9	Stacy Haacke
	CJA 1-101. General definitions – Rules of construction	Action	Tab 10	Keisa Williams
1:50	Technology report/proposals	Discussion		Brody Arishita
1:55	Old Business/New Business	Discussion		Judge Gardner
2:00	Adjourn			

2026 Meetings:

August 7, 2026	November 6, 2026
September 4, 2026	December 4, 2026
October 2, 2026	

TAB 1

Minutes

June 5, 2026

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

DRAFT

Webex video conferencing
June 5, 2026 – 12 p.m.

MEMBERS:

PRESENT

EXCUSED

Judge James Gardner, <i>Chair</i>	✓	
Judge Jon Carpenter	✓	
Judge Angela Fonnesbeck	✓	
Judge Christine Johnson	✓	

GUESTS:

Keri Sargent
Shane Bahr
Jon Puente
Jessica Vázquez-Leavitt
Ramon Rudecindo
Jace Willard
Samantha Starks
Shane Bahr

STAFF:

Brody Arishita
Keisa Williams
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 May 1, 2026 meeting. With no changes, Judge Johnson moved to approve the minutes as presented. Judge Gardner seconded the motion. The motion passed unanimously.

(2) CJA 4-206. Exhibits:

The Utah Rules of Evidence Committee (URE Committee) presented new proposed URE 107, Illustrative Aids (modeled after FRE 107), to the Supreme Court. The Court asked the URE Committee to coordinate with other relevant rules committees to make related changes. Jace Willard presented proposed amendments to rule 4-206 to address the treatment of illustrative aids.

The committee discussed the "if requested" language in URE 107 derived from the federal rule, noting that it seemed vague for an administrative rule and did not specify if the request must come from a party. Mr. Willard explained that the Evidence Committee's intent was to grant the court maximum discretion rather than making the marking of illustrative aids mandatory in all instances. The committee noted that the word "require" in 4-206 sounded too forceful and suggested using "the court may permit," recognizing from practical trial experience that a judge may hesitate to "order" an aid into the record for fear it could be construed by the jury as an endorsement of fact, making "may permit" or "may order" more accurate to actual judicial actions.

Additionally, Keri Sargent advised changing the phrase "or included in the court record" to "and included in the court record," clarifying from a clerical perspective that if an item is marked on the exhibit list, it inherently becomes part of the record.

After further discussion, Judge Gardner moved to contingently approve sending rule 4-206 to the Judicial Council upon finalization of URE 107 with a recommendation that it be posted for a 45-day public comment period. Judge Fannesbeck seconded the motion. The motion passed unanimously.

(3) CJA 3-421. Working Interdisciplinary Network of Guardianship Stakeholders (WINGS):

Keri Sargent presented amendments designed to provide greater flexibility for community stakeholders serving on the WINGS committee. The changes exempt these specific representatives from standard term limits, allowing experienced community members to remain on the committee or easily cycle in replacements as needed. Following discussion, the committee changed "Coordinator" to lowercase on line 47. "Court Visitor Program Coordinator" was updated to "Court Visitor Program specialist" on line 47 to reflect the new title designated by the HR department.

With no further discussion, Judge Fannesbeck moved to send rule 3-421 to the Judicial Council with a recommendation that it be posted for a 45-day public comment period. Judge Johnson seconded the motion. The motion passed unanimously.

(4) H.B. 372. Child welfare changes (GAL Oversight):

- CJA 4-906. Guardian ad litem Office, Oversight Committee, and Director
- CJA 4-906.01. GALs, staff, and volunteers
- CJA 4-906.02. Private GALs
- CJA 4-906.03. Complaints

Among other things, H.B. 372 made significant modifications to the Guardian ad Litem Oversight Committee (*lines 263-346*) and the responsibilities of the Director of the Office of Guardian ad Litem (*lines 449-455 and 462-468*). In May, the Council directed PP&T to prepare amendments to rule 4-903 creating a 3-member panel of the GAL Oversight Committee to review appeals related to GAL complaints, including a requirement that the meetings be closed and a provision regarding confidentiality similar to language found in 4-906.

The committee discussed recommending that the newly formed Oversight Committee draft its own procedural policies, subject to final approval by the Judicial Council. The committee debated the scope of "GAL records" subject to audit. Concerns were raised regarding the protection of highly sensitive information, with committee members noting that GAL files frequently contain private medical records that never enter the official court docket. The committee emphasized existing language requiring that the review process maintain confidentiality and avoid interfering with a fair trial or pending matter by adding "maintain confidentiality and will" to rule 4-906 on line 36. Following discussion on rule 4-906.03, paragraph (2)(B)(iv) was amended to: "Panel meetings will be closed." The remainder of that paragraph was removed.

Following further discussion, Judge Johnson moved to recommend to the Judicial Council that amendments to rule 4-906, and new rules 4-906.01, 4-906.02, and, 4-906.03 be approved on an expedited basis with a June 22, 2026 effective date, followed by a 45-day public comment period. Judge Fannesbeck seconded the motion. The motion passed unanimously.

**(5) *State of Utah v. Mitton*, 2026 UT 11
State of Utah v. Mitton, 2024 UT App 44**

The Court of Appeals attempted to clarify the procedures for trial judges handling disqualification motions during a criminal jury trial. However, the Supreme Court declared the Court of Appeal's guidance as non-binding, reaffirming that procedural rules must be codified through the rulemaking process rather than embedded in caselaw, and subsequently referred the matter to its advisory committees and the Judicial Council. The committee reviewed the opinions and agreed that establishing procedures for mistrials and double jeopardy exceptions is a matter for the Rules of Criminal Procedure Committee.

Following discussion, the committee determined that no action should be taken.

Technology report/proposals:

Mr. Arishita reported that the Tech Advisory Subcommittee (TAC) will meet on June 29 to review draft language for implementing a statewide system for submitting digital exhibits. Also, TAC is conducting its annual review of the emergency response plan. Pre-approved communication templates are being developed to streamline the issuance of statewide notifications during an emergency, removing the need to draft messaging in real-time.

Old Business/New Business:

None.

Adjourn: With no further items, the meeting adjourned at 12:47 p.m. The next meeting will be held on July 10, 2026, at 12:00 p.m. via Webex video conferencing.

TAB 2

Back from Public Comment:

CJA 3-306.04. Interpreter appointment, payment, and fees

CJA 3-409. Court facilities planning

Rules approved as final (eff. May 18, 2026) and back from Public Comment:

CJA 4.202.12. Request by victim to use initials rather than name

CJA 3-110. Judicial officer financial disclosures

CJA 4-202.02. Records classification

CJA 3-412. Procurement of goods and services

CJA 4-102. Case, calendar, and panel assignments

CJA 1-205. Standing and Ad Hoc Committees

Notes: No public comments were received on any rule. Unless substantive amendments are made, no action is required on rules 4-202.12, 3-110, 4-202.02, 3-412, 4-102. Rules 3-306.04 and 3-409 are ready to go to the Council for final approval with a November 1, 2026 effective date. Rules 1-205 and 4-202.02 are on the agenda with requests for new amendments.

Brief summary of amendments:

Rule 3-306.04. The proposed amendments require that all interpreter appointments be made using an interpreter scheduling process approved by the Council.

Rule 3-409. The proposed amendments (1) remove references to the now disbanded Court Facility Planning Committee, (2) update the responsibilities and reporting duties of the Court Facilities Director and court executives, and (3) make non-substantive formatting changes.

CJA 4.202.12. Under [House Bill 102](#), for offenses occurring on or after July 1, 2026, a crime victim can choose to use their initials rather than their names in charging documents and other public-facing filings and documents. The amendments: 1) establish a process for victims to make a request; 2) require prosecutors to file a corrected charging document if a request is made after the charging document was filed; and 3) classify charging documents listing the victim's name as "private" records pending the receipt of an amended charging document.

CJA 3-110. New rule requiring all judicial officers to submit annual financial disclosures on a form approved by the Council.

CJA 4-202.02. The amendments: 1) classify court records identifying a victim by name rather than initials as “private,” if a valid and timely request is made under CJA rule 4-202.12, and 2) classify unredacted judicial officer financial disclosure forms as “protected records.”

CJA 3-412. The amendments bring the rule in line with the Utah Procurement Code.

CJA 4-102. In response to [Senate Bill 257](#), the amendments direct district courts to assign any case or proceeding involving the same child or family to a single judge, to the extent possible.

CJA 1-205. The amendments: 1) dissolve the Court Facilities Planning Committee, 2) amend the membership of the Uniform Fine Committee and the Committee on Children and Family Law, and 3) amend the membership of and certain provisions regarding the Guardian ad Litem Oversight Committee to coincide with amendments in [House Bill 372](#).

Rule 3-306.04. Interpreter appointment, payment, and fees.**Intent:**

To state the policy of the Utah courts to secure the rights of people under Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. in legal proceedings who are unable to understand or communicate adequately in the English language.

To outline the procedures for appointment and payment of contract interpreters for legal proceedings.

Applicability:

This rule applies to legal proceedings in courts of record and not of record.

This rule applies to interpretation for individuals with ~~—a primary language other than English and~~ limited English proficiency (LEP). This rule does not apply to interpretation for individuals with a hearing impairment, which is governed by Utah and federal statutes.

Statement of the Rule:**(1) Appointment.**

(1)(A) Except as provided in paragraphs (1)(B) and (1)(C), if the appointing authority determines that a party, witness, victim, or person who will be bound by the legal proceeding has LEP ~~has a primary language other than English and LEP~~, the appointing authority will appoint a certified or approved interpreter in all legal proceedings. A person requesting an interpreter is presumed to be a person ~~with~~ LEP. All appointments will be made using the interpreter scheduling process approved by the Council.

(1)(B) A registered interpreter may be appointed if no certified or approved interpreter is reasonably available.

(1)(C) A conditionally-approved interpreter may be appointed if the appointing authority, after evaluating the totality of the circumstances, finds that:

(1)(C)(i) the prospective interpreter has language skills, knowledge of interpreting techniques, and familiarity with interpreting sufficient to interpret the legal proceeding;

(1)(C)(ii) appointment of the prospective interpreter does not present a real or perceived conflict of interest or appearance of bias; and

(1)(C)(iii) a certified, approved, or registered interpreter is not reasonably available or the gravity of the legal proceeding and the potential consequence to the person are so minor that delays in obtaining a certified or approved interpreter are not justified.

(1)(D) **Out of state credentials.** The appointing authority may appoint an interpreter with certified or approved or equivalent credentials from another state if the appointing authority finds that the approved, registered, or conditionally approved interpreters who are reasonably available do not have the language skills, knowledge of interpreting techniques, or familiarity with interpreting sufficient to interpret the legal proceeding. The appointing authority may consider the totality of the circumstances, including the

complexity or gravity of the legal proceeding, the potential consequences to the person with^{ef} LEP, and any other relevant factor.

(1)(E) **Direct verbal exchange.** No interpreter is needed for a direct verbal exchange between the person and court staff if the court staff can fluently speak the language understood by the person and the state court employee is acting within guidelines established in the Human Resources Policies and Procedures. An approved, registered, or conditionally approved interpreter may be appointed if court staff does not speak the language understood by the person.

(1)(F) **Number of interpreters.** The appointing authority will appoint one interpreter for all participants with LEP, unless the judge determines that the participants have adverse interests, or that due process, confidentiality, the length of the legal proceeding, or other circumstances require that there be additional interpreters.

(2) **Review of denial of request for interpreter.** A person whose request for an interpreter has been denied may apply for review of the denial. The application will be decided by the presiding judge. If there is no presiding judge or if the presiding judge is unavailable, the court clerk will refer the application to any judge of a court of equal jurisdiction. The application must be filed within 20 days after the denial.

(3) **Waiver.** A person may waive an interpreter if the appointing authority approves the waiver after determining that the waiver has been made knowingly and voluntarily. A person may retract a waiver and request an interpreter at any time. An interpreter is for the benefit of the court as well as for the person with ~~a primary language other than English and~~ LEP, so the appointing authority may reject a waiver.

(4) **Translation of court forms.** Forms must be translated by a team of at least two people who are interpreters certified or approved under this rule or translators accredited by the American Translators Association.

(5) **Recorded Evidence.**

(5)(A) **Sight translations.** Parties may not ask interpreters to produce on-the-spot sight translations of written documents. The court may explain to the parties why this task is inappropriate.

(5)(B) **Recorded evidence in languages other than English.** When offering a recording of a spoken language other than English, a party must offer a written transcript of the recording to aid the jury or the court in understanding the recording. Admissibility of the recording and transcript is governed by the Utah Rules of Evidence.

(5)(C) **Recorded evidence in English.** Audio and video files recorded in English that will be played in open court should be reviewed by the interpreter(s) who will be providing language services for that hearing prior to the proceeding.

(5)(D) **Emergency circumstances.** If the situation involves an emergency circumstance, the court may require a party with LEP to testify as to what is being said on the recording and have that testimony interpreted by the court interpreter for the record. If the recorded evidence is brief or not complex, the court may permit on-the-spot interpretation with the consent of the court interpreter.

(5)(E) **Duty to inform.** Court interpreters assigned to a given proceeding must inform the judge if they are unable to provide on-the-spot interpretation of audio or video recordings, or sight translations of written documents in English.

(6) **Payment.**

(6)(A) **Courts of record.** The fees and expenses for language access in courts of record will be paid by the Administrative Office. Payment of fees and expenses will be made in accordance with the Accounting Manual.

(6)(B) **Courts not of record.** The local government that funds a court not of record will set and pay the fees and expenses for interpreters in that court.

(6)(C) **Parties.** The court may assess the fees and expenses as costs to a party as otherwise provided by law (e.g., Utah Constitution, Article I, Section 12, Utah Code Sections 77-1-6, 77-18-116, 77-32b-104, 78B-1-146, Rule 54 of the Utah Rules of Civil Procedure, and Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., including regulations and guidance adopted under that title).

(6)(D) **Review.** A person who has been ordered to pay fees and expenses for language access may apply to the presiding judge to review the order. If there is no presiding judge, the person may apply to any judge of a court of equal jurisdiction. The application must be filed within 20 days after the date the order was issued.

Effective: ~~5/1/2025~~ November 1, 2026

Rule 3-409. Court facilities planning.**Intent:**

~~To provide for the responsibilities of the Court Facility Planning Committee.~~

To provide for the effective planning of court capital facilities.

To promote the efficient use of new and existing courthouses through application of co-location and multi-use court facility concepts.

To establish a framework for the conceptual, planning, developmental, and implementation phases of court capital facilities.

To provide for Council review and approval of all proposed court capital facilities.

To ensure adherence to the design and space guidelines and other requirements of the Utah Judicial System Capital Facilities Masterplan (“Masterplan”).

Applicability:

This rule ~~shall apply~~ applies to all court construction projects for courts of record regardless of funding source.

Statement of the Rule:

(1) **Definitions.** As used in this rule:

~~(A) “committee” means the Court Facility Planning Committee established by Rule 1-205;~~

~~(1)(AB)~~ (1)(B) **“Construction”** means capital development, alterations, renovations, and improvements;

~~(1)(BC)~~ (1)(C) **“DFCM”** means the Division of Facilities Construction and Management;

~~(1)(CD) “facility coordinator”~~ (1)(D) “Facilities Director” means the person designated by the state court administrator to manage the court facility department ~~to serve as staff to the committee; and~~

~~(E) “masterplan” means the Utah Judicial System Capital Facilities Masterplan.~~

(2) ~~C~~ J **Judicial council responsibilities.** Only the ~~Judicial~~ Council may approve or amend the ~~M~~ masterplan. Only the ~~Judicial~~ Council may approve a construction project. The Administrative Office ~~shall~~ will seek funding consistent with Council priorities.

(3) ~~Committee~~ Facilities Director **responsibilities.** The ~~committee~~ Facilities Director ~~shall~~ will:

(3)(A) review trends and projections in population, caseload, and other growth indicators to anticipate courthouse construction needs;

(3)(B) review the evaluations of courthouses required by this rule and recommend the prioritized placement of courthouse construction projects within the ~~M~~ masterplan;

~~(C) review recommendations from the facility coordinator on construction projects and the masterplan;~~

(3)(~~C~~~~D~~) make recommendations to the Council regarding the reordering of ~~M~~masterplan priorities and amendments to design and space guidelines;

(3)(~~D~~~~E~~) compare construction requests with the design and space guidelines of the ~~M~~masterplan to ensure the current and anticipated needs of the court are met; and

~~(F) develop a timetable for construction requests so that the committee presents its recommendations to the Council in advance of the Annual Planning Workshop;~~

(3)(~~F~~~~G~~) make recommendations to the Council for the approval, modification, or disapproval of construction requests ; and

~~(H) develop procedures for the delegation of committee responsibilities to the facility coordinator.~~

(4) Masterplan.

(4)(A) There ~~shall~~ will be a facilities ~~M~~masterplan which ~~shall~~ will include design and space guidelines, workload forecasts, and a capital facility priority list. This Code and the ~~M~~masterplan will control all capital facility projects, including those implemented on behalf of the judiciary by DFCM and local governments. Exceptions to court design and space guidelines require approval of the ~~committee and notice to the~~ Council, ~~which may overrule the committee.~~

(4)(B) The ~~facility coordinator~~ Facilities Director ~~shall~~ will prepare a periodic report evaluating courthouse compliance with the ~~M~~masterplan. To prepare the report, the ~~facility coordinator~~ Facilities Director may use contract services. The report should assess each courthouse at least once every five years. The report should include an assessment of compliance with design and space guidelines and placement of the courthouse within the ~~M~~masterplan. ~~Committee recommendations~~ Recommendations concerning any amendment of the ~~M~~masterplan ~~shall~~ will be made to the ~~Judicial~~ Council at ~~the an a~~ Annual Planning Workshop Facilities p Planning u Update before publishing any changes. ~~The Judicial Council shall republish the masterplan annually after the workshop.~~

(5) **Construction requests.** The ~~C~~ourt ~~E~~xecutive ~~shall~~ will submit construction project requests to the ~~facility coordinator~~ Facilities Director as part of the annual budget process. The ~~facility coordinator~~ Facilities Director ~~shall~~ will prepare analyses and recommendations ~~to the committee~~ regarding:

(5)(A) comparison of the request with the ~~M~~masterplan, including compliance with design and space guidelines and priority within the ~~M~~masterplan;

(5)(B) the cost of the programming, design, and construction phases of the project; and

(5)(C) the fiscal years during which those costs will be expended ; and

~~(D) recommendations of the committee to the Judicial Council in advance of the Annual Planning Workshop. A copy of the committee recommendations shall be provided to the affected Boards of Judges.~~

(6) **Construction projects.** Construction projects approved by the Council and the ~~L~~egislature ~~will~~ shall be directed by a project design team chaired by the ~~facility coordinator~~ Facilities Director. The team ~~shall~~ will include the Court Executive, appropriate court staff ~~from the Administrative Office, the Court Security Director,~~ and a judge from the district, who is

79 appointed by the presiding judge. The project design team will continue to function through
80 completion of the project. The team ~~shall~~will develop a general design programming guide and
81 review and approve the following project documents and phases:

82 (6)(A) pre-design and site selection;

83 (6)(B) schematics design; and

84 (6)(C) design/development;

85 ~~(D) working drawings; and~~

86 ~~(E) construction documents.~~

87 (7) DCFM approval. The ~~Administrative Office~~Facilities Director ~~shall~~will obtain approval from
88 DFCM on all documents and phases for state funded capital development and improvement
89 projects previously approved by the judiciary and the legislature pursuant to this rule.

90 ~~(8) The state court administrator shall will provide for the appointment and supervision of a~~
91 ~~facility coordinator to serve as staff to the committee and to perform duties as delegated by the~~
92 ~~committee.~~

93 *Effective: ~~11/1/1996~~ May 1, 2026*

Rule 4-202.12. Request by victim to use initials rather than name.

Intent:

To establish the process for using a victim's initials rather than the victim's name in publicly accessible court filings or documents ("Court Records").

Applicability:

This rule applies to courts of record and not of record.

Statement of the rule:

(1) Form and filing of request. A request to use a victim's initials on public Court Records under Utah Code section 77-38-6 must be in writing and submitted to the court. The request may be submitted by:

(1)(A) the victim, provided the request includes:

(1)(A)(i) a signed declaration affirming that the requester is the victim, and that the statement is true and correct and made under criminal penalty under Utah law; or

(1)(A)(ii) other documentation sufficient to verify the victim's identity; or

(1)(B) the prosecutor, upon notice that the victim has requested to be identified by initials.

(2) Request prior to final disposition, judgment, or sentencing. For an offense occurring on or after July 1, 2026, if a valid request is made after a charging document or other Court Record associated with a criminal or juvenile delinquency case has been filed, but before the entry of a final disposition, judgment, or sentence:

(2)(A) the previously filed Court Record that identifies the victim by name rather than initials must be promptly reclassified as a private record;

(2)(B) if the filing is a charging document, the prosecutor must, within 15 days of receiving notice of the request, file a substitute charging document using the victim's initials in place of the victim's name, as the public version of the charging document; and

(2)(C) if the filing is another public Court Record, the filer must, within 15 days of receiving notice of the request, file a substitute document using the victim's initials in place of the victim's name, as the public version of the document.

(3) Exceptions. This rule does not apply to Court Records:

(3)(A) required for the issuance or enforcement of a criminal protective order or a criminal stalking injunction; or

(3)(B) created by the Motor Vehicle Enforcement Division.

49 (4) **Post disposition.** If a victim makes a request under Utah Code section 77-38-6 after the
50 entry of final disposition, judgment, or sentencing, the request may be presented by motion or
51 petition under Rule 4-202.04.

52
53 *Effective: May 18, 2026*

1 **Rule 3-110. Judicial officer financial disclosures**

2 **Intent**

3 To establish financial disclosure requirements for judicial officers.

4 **Applicability**

5 This rule applies to court commissioners and all judges and justices in courts of record and not
6 of record ("judicial officers").

7 **Statement of the Rule**

8 (1) **Financial disclosures.** Judicial officers must complete an annual financial disclosure form
9 approved by the Council.

10 **(2) Reporting and publication.**

11 (2)(A) **Reporting term.** For purposes of this rule, the reporting term begins on August 1st
12 and ends on July 31st. Except as set forth in paragraph (2)(C), financial disclosure forms
13 must be submitted between August 1st and August 15th each year, in accordance with
14 policies established by the Council.

15 (2)(B) **Publication.** Except as set forth in paragraph (2)(C), the Council will publish all
16 financial disclosure forms on the court website by October 1st each year.

17 (2)(C) **Exception.** For calendar year 2026, financial disclosure forms will be completed
18 and posted on the court website as soon as practicable, on a date to be determined by
19 the Council.

20 (3) **Redactions.** Judicial officers are at-risk government employees and public figures. The
21 Administrative Office will automatically redact judicial officers' personal and protected
22 information from financial disclosure forms prior to publication. A judicial officer may request that
23 additional information be redacted from the form prior to posting.

24 (4) **Public records.** Financial disclosure forms redacted in accordance with paragraph (3) are
25 public records.

26 *Effective May 18, 2026*

Rule 3-412. Procurement of goods and services.**Intent:**

To ~~identify the respective responsibilities of~~ establish policies and procedures for ~~the judiciary and the Department of Administrative Services in~~ the procurement of goods and services in the judicial branch.

Applicability:

This rule ~~shall apply~~ applies to the judiciary's expenditure of funds appropriated by the legislature.

Statement of the Rule:

(1) **Definitions.** ~~Except as provided in Subsection (2), a~~ All terms are defined as provided in ~~by~~ the Utah Procurement Code, ~~as amended, the Regulations of the Utah State Procurement Policy Board, as amended and the Division of Purchasing's Policies and Procedures. Any discrepancy between the statutory definition and the definition contained in the regulations shall be controlled by the statutory definition.~~

(2) **Chief procurement officer.** ~~As used in this rule, The state court administrator is the~~ "chief procurement officer" ~~means the State Court Administrator~~ for the judicial branch.

(3) **Procurement officers.** The ~~s~~State ~~c~~Court ~~a~~Administrator may designate others to serve as procurement officers for various parts of the judiciary. ~~For example, court executives are the procurement officers for their courts. The State Court Administrator or designee or a procurement officer may enter into contracts or make written determinations with respect thereto as provided in this rule. Court Purchasing will advise procurement officers on purchases to ensure compliance with rules, policies, and statutes.~~

(4) Compliance with the law - Conflicts. The judiciary must comply with the Utah Procurement Code. The state court administrator, a designee, or a procurement officer may enter into a contract or make a written determination as provided in this Code and the Accounting Manual. Any conflicts between the Accounting Manual and this rule will be resolved in favor of this rule.

~~(4) Contracts to conform to statute and regulations.~~

~~(4)(A) All contracts for the procurement of supplies, services, or construction entered into, by or on behalf of the judiciary, shall conform to the Utah Procurement Code, as amended, the Regulations of the Utah State Procurement Policy Board, as amended and the Division of Purchasing's Policies and Procedures. Any discrepancy between the procedures provided for by statute and the procedures provided for by regulation shall be controlled by the statutory procedures.~~

~~(4)(B) Subject to the availability of funds, the State Court Administrator may establish within the administrative office a procurement section that shall have the responsibility and authority as provided by the Utah Procurement Code and the Regulations of the Utah State Procurement Policy Board. Unless a procurement section is established, the~~

Commented [KW1]: Placeholder until the Accounting Manual is amended.

judiciary shall work with and through the Department of Administrative Services, Division of Purchasing in the procurement of supplies, services, or construction.

(5) Authority to contract.

(5)(A) Contracts for the procurement of supplies, services, or construction for an amount greater than \$5000 per individual item or \$10,000 per overall purchase shall be approved by the state court administrator or a designated procurement officer. General Counsel shall approve such contracts as to form and legal sufficiency, and the manager of finance shall approve such contracts as to availability of funds. Other provisions for contract management contained in this Code shall be followed if they apply to the particular contract.

(5)(B) Requests to enter into contracts greater than \$5000 per individual item or \$10,000 per overall purchase shall be directed to the Chief Procurement Officer or designee. The Chief Procurement Officer or designee shall coordinate all procedures required by the Utah Procurement Code, as amended, the Regulations of the Utah State Procurement Policy Board, as amended and the Division of Purchasing's Policies and Procedures. Before final award of the contract, the contract shall be approved pursuant to paragraph (5)(A).

(5)(C) Court executives are authorized to approve and enter into contracts for the procurement of supplies, services, or construction on behalf of their courts when they are under the small purchase rule thresholds of up to \$5,000 for individual items and up to \$10,000 total per purchase. Court executives may enter into such contracts subject to the availability of funds and in accordance with paragraph (4) of this rule.

(5) Procurement limits and procedures.

(5)(A) Small purchase limit. Subject to the availability of funds, the deputy state court administrator, court level administrators, trial court executives, and directors in the Administrative Office are authorized to approve and enter into contracts for the procurement of supplies, services, or construction on behalf of their department or courts when the contract is under the small purchase thresholds of up to \$5,000 per individual item or \$10,000 per overall purchase. Court Purchasing will advise individuals granted purchasing authority under this paragraph to ensure compliance with this Code, court policies, the Accounting Manual, and the Utah Procurement Code.

(5)(B) Professional services and outside counsel. The small purchase limit for professional services and consultants is a maximum of \$100,000 per project. The purchaser must review the qualifications of a minimum of three providers, rank them, and begin direct fee negotiations with the highest-ranked provider. The procurement of outside legal counsel, litigation-related consultants, expert witnesses, and litigation support services must be approved by the Council. The procurement of such services may be processed as a small purchase up to a maximum of \$250,000 per contract. Fees must be reasonable and within industry standards.

Commented [KW2]: 63G-6a-506(2), 63G-6a-106(1), (5), R105-1.

(5)(C) **Court purchasing.** Requests to enter into contracts greater than \$5,000 per individual item or \$10,000 per overall purchase must be directed to Court Purchasing. Court Purchasing will coordinate all procedures for such purchases as required by this Code, court policies, the Accounting Manual, and the Utah Procurement Code.

(5)(D) **Approval.** Purchases under paragraphs (5)(B) and (5)(C) must be approved by the state court administrator or a designee. General Counsel must approve such contracts as to form and legal sufficiency. The Finance Director must approve such contracts as to the availability of funds. Other provisions for contract management in this Code must be followed if applicable to a particular contract.

(5)(E) **Threshold exceptions.** The professional service threshold and thresholds in paragraphs (5)(A) and (5)(C) may be exceeded if the state court administrator gives written authorization. A threshold for outside counsel or litigation-related services may be exceeded with written authorization from the Council. All written authorizations must include the reasons for exceeding the threshold.

Commented [KW3]: 63G-6a-506(3)

(6) Exceptions to standard procurement processes.

(6)(A) **Written determination.** The chief procurement officer or a designee may award a contract without engaging in a standard procurement process if the chief procurement officer or designee determines in writing that a statutory exception or paragraph (6)(B) applies.

Commented [KW4]: 63G-6a-802(1)

(6)(B) **Impracticality.** Circumstances that make a standard procurement process impractical and not in the best interest of the judiciary include:

Commented [KW5]: 63G-6a-802(1)(c)

(6)(B)(i) retaining outside legal counsel or litigation support services;

(6)(B)(ii) securing conference and convention facilities with unique or specialized amenities, abilities, location, or services; or

(6)(B)(iii) other circumstances where strict compliance would compromise court security, legal strategy, or confidentiality.

(6)(C) **Public notice.** With written authorization from the state court administrator, public notice of the intent to award a contract without engaging in a standard procurement process for purchases exceeding \$50,000 may be waived for the following procurements:

Commented [KW6]: 63G-6a-802(3)(b)(ii); R33-108-101e.(2)(a)(xi)

(6)(C)(i) speakers or trainers with unique or proprietary presentations or training materials;

(6)(C)(iv) circumstances set forth in paragraph (6)(B); or

(6)(C)(v) other circumstances as determined in writing by the state court administrator or Council.

~~(7)(D)~~ **Artificial divisions.** Procurement requirements ~~shall~~ must not be artificially divided so as to avoid the provisions of this rule.

115 ~~(§5)(E)~~ State contracts. Court employees should check to see if items are available on state
116 contract before making a purchase ~~by using the State Purchasing website contract search page~~
117 ~~or contacting Court Purchasing. Contract Search Page~~
118 ~~link: <https://statecontracts.utah.gov/Home/Search>.~~
119 Effective: ~~September 13, 2022~~ May 18, 2026

Rule 4-102. Case, calendar, and panel assignments**Intent:**

The intent of this rule is to establish uniform administrative procedures for the assignment and reassignment of judges and cases in a manner that ensures a fair, impartial, and equitable distribution of judicial workloads and the efficient administration of justice.

Applicability:

This rule applies to district, juvenile, and business and chancery courts.

Statement of the Rule:**(1) Initial assignments.**

(1)(A) **District – Business and Chancery courts.** All newly filed cases in district courts and the business and chancery court will be assigned to judges on a random basis using an automated case assignment process approved by the Council, unless ~~a case type~~[an](#) exemption is granted. The Council may not approve ~~a case type~~[an](#) exemption for three-judge panels. The automated process should, to the greatest extent possible, ensure that case assignments cannot be predicted by court staff or judges.

(1)(B) **Juvenile courts.** All newly filed cases in juvenile courts will be assigned using a fair and impartial process approved by the Council.

(1)(C) **Three-judge panels.** District court judges will be assigned to newly created three-judge panels convened in accordance with Utah Code section 78A-5-102.7 and the Utah Rules of Civil Procedure on a random basis using an automated case assignment process approved by the Council. The automated case assignment process must pull judges from a list of qualified district court judges approved by the Council and ensure judges assigned to each panel are from different judicial districts. The list of qualified district court judges must include at least 50% of the district court judges from each district.

(2) Reassignments.

(2)(A) **District, Juvenile, and Business and Chancery courts.** All district courts, juvenile courts, and the business and chancery court must establish a fair and impartial reassignment process approved by the Council. To the extent possible, district courts should assign any civil case or proceeding involving the same child or family to a single judge.

(2)(B) **Three-judge panels.** If a judge on a three-judge panel must be reassigned due to disqualification, recusal, or a change of judge as a matter of right, a new district court judge from a different judicial district than the other judges on the panel will be assigned to the panel on a random basis using the automated case assignment process established in paragraph (1)(C).

37 (3) **Water and tax cases.** Except for panel assignments and reassignments in paragraphs
38 (1)(C) and (2)(B), assignments and reassignments for district court water cases and district
39 court tax cases are governed by Rules 6-103 and 6-104.

40 (4) **Compliance.** All case assignments and reassignments must comply with this Code, ~~the~~
41 ~~Utah Code,~~ Utah Rules of Procedure, and the Utah Code of Judicial Conduct.

42 *Effective: ~~February 24~~ May 18, 2026*

TAB 3

CJA 4-405. Juror and Witness Fees and Expenses

Notes: See attached rule amendment request form.

Thanks for filling out this form: [Policy and Planning - Rule Amendment Request Form](#)

Here's what was received.

Policy and Planning - Rule Amendment Request Form

Your email (lonip@utcourts.gov) was recorded when you submitted this form.

Instructions

Unless the proposal is coming directly from the Utah Supreme Court, Judicial Council, or Management Committee, this Request Form must be submitted along with a draft of the proposed rule amendment before it will be considered by the Policy and Planning Committee.

To be considered, you must e-mail your proposed rule draft to Keisa Williams at keisaw@utcourts.gov.

Date of Request *

MM DD YYYY

06 / 12 / 2026

Name of Requester *

Clerks of Court Group - Submitted by Loni Page

Requester Phone Number *

435-259-1355

Name of Requester's Supervisor *

Travis Erickson

Location of the Rule *

Code of Judicial Administration ▼

CJA Rule Number or HR/Accounting Section Name *

CJA 4-405 Juror and witness fees and expenses

Brief Description of Rule Proposal *

The current rule requires a court order for juror refreshments. The Clerks of Court propose that a court order no longer be required.

Reason Amendment is Needed *

Procuring a court order that allows for juror refreshments for each trial seems cumbersome. We contemplated drafting standing orders for each district but given that we all agree, we felt a rule change may be more effective.

Is the proposed amendment urgent? *

☐ Yes☒ No

If urgent, please provide an estimated deadline date and explain why it is urgent.

Select each entity that has approved this proposal. *

- ☐ Accounting Manual Committee
- ☐ ADR Committee
- ☐ Board of Appellate Court Judges
- ☐ Board of District Court Judges
- ☐ Board of Justice Court Judges
- ☐ Board of Juvenile Court Judges

- ☐ Board of Senior Judges
- ☐ Budget and Fiscal Management Committee
- ☐ Children and Family Law Committee
- ☒ Clerks of Court
- ☐ Court Commissioner Conduct Committee
- ☐ Court Facility Planning Committee
- ☐ Court Forms Committee
- ☐ Ethics Advisory Committee
- ☐ Ethics and Discipline Committee of the Utah Supreme Court
- ☐ General Counsel
- ☐ Guardian Ad Litem Oversight Committee
- ☐ HR Policy and Planning Committee
- ☐ Judicial Branch Education Committee
- ☐ Judicial Outreach Committee
- ☐ Language Access Committee
- ☐ Law Library Oversight Committee
- ☐ Legislative Liaison Committee
- ☐ Licensed Paralegal Practitioner Committee
- ☐ Model Utah Civil Jury Instructions Committee
- ☐ Model Utah Criminal Jury Instructions Committee
- ☐ Policy and Planning member
- ☐ Pretrial Release and Supervision Committee
- ☐ Resources for Self-Represented Parties Committee
- ☐ Rules of Appellate Procedure Advisory Committee
- ☐ Rules of Civil Procedure Advisory Committee
- ☐ Rules of Criminal Procedure Advisory Committee
- ☐ Rules of Evidence Advisory Committee
- ☐ Rules of Juvenile Procedure Advisory Committee

- ☐ Rules of Professional Conduct Advisory Committee
- ☐ State Court Administrator
- ☐ TCE's
- ☐ Technology Committee
- ☐ Uniform Fine Committee
- ☐ WINGS Committee
- ☐ None of the Above

If the approving entity (or individual) is not listed above, please list it (them) here.

List all stakeholders who would be affected by this proposed amendment. *

Accounting Manual Committee (made us aware of the rule but doesn't seem to be regularly enforced or complied with); TCEs (we don't believe any districts will increase juror refreshment expenditures because none of the current CoCs were aware of the requirement of a court order but this group may want to weigh in); Possibly Board of District Court Judges

[Create your own Google Form](#)

Does this form look suspicious? [Report](#)

Rule 4-405. Juror and ~~w~~Witness ~~f~~Fees and ~~e~~Expenses.**Intent:**

To develop ~~a~~-uniform proceduress for payment of juror and witness expenses.

Applicability:

This rule ~~shall apply~~applies to juvenile and district courts. ~~all trial courts of record~~.

Statement of the Rule:**(1) Fees.**

(1)(A) The ~~C~~ecourts ~~shall~~will pay the fee established by statute for all jurors, ~~of the courts of record. The courts shall~~will pay the fee established by statute for witnesses subpoenaed by the prosecutor or by an indigent defendant in criminal cases, ~~in the courts of record and in~~ actions in ~~the~~ juvenile court. The ~~C~~ecourts ~~shall~~will not pay ~~no~~ a fee to a witness appearing for a hearing that was canceled or postponed with at least 24 hours' notice to the parties, excluding Saturdays, Sundays, and holidays. The parties ~~shall~~will notify witnesses when a hearing is canceled or postponed. Upon request, a civil witness's necessary and reasonable parking expenses ~~shall~~will be reimbursed by the attorney who issued the subpoena.

(1)(B) ~~A~~-"Subsequent day of attendance" in Utah Code section 78B-1-119 means ~~shall be:~~

(1)(B)(i) for a witness, attendance on a subsequent day of the hearing regardless of whether the hearing is continued to a contiguous business day, but only if the hearing was actually called on the first day; and

(1)(B)(ii) for a juror, attendance on a subsequent day during the juror's term of availability, as defined in Rule 4-404~~(2)(B)~~, regardless of whether attendance is for the same trial.

(1)(C) A witness requesting payment ~~shall~~must present a subpoena ~~on which appears~~bearing the certification of the attorney general, county attorney, district attorney or legal defender of the number of days the witness attended court, ~~as defined in subsection (1)(B).~~

(2) **Mileage.** The ~~C~~ecourts ~~shall~~will reimburse the cost of travel at the rate established by statute for those jurors and witnesses to whom the ~~C~~ecourt pays a fee. A witness in a criminal case or juvenile court case traveling from out of state to whom the ~~C~~ecourt pays a witness fee ~~shall~~will be reimbursed the cost of round-trip airfare or round-trip travel at \$.20 per mile, as determined by the ~~C~~ecourt.

(3) **Meals and refreshments.**

(3)(A) Meals for jurors ~~shall~~will be provided if the case has been submitted to the jury and the jury is in the process of deliberating the verdict or if the jury is sequestered. A lunch meal may be provided to jurors impaneled to try a case if it is anticipated that the matter will not be concluded by 2:00 p.m. on the final day of trial and the trial judge finds that provision of a lunch meal will assist in expediting the conclusion of the trial.

(3)(B) A witness in a criminal case or a juvenile court case traveling from outside the county to whom the Court pays a witness fee may be reimbursed for meals.

(3)(C) Payment for meals for jurors and eligible in-state witnesses ~~shall~~must not exceed the rates ~~adopted by the Department of Administrative Services~~found on the U.S. General Services Administration website for the city in which the meal was provided.

(3)(D) Refreshments may be provided to a jury during the course of trial, ~~upon order of the judge.~~ Payment for refreshments ~~shall~~must not exceed the per diem per day break rates found in Section 07-03.00 of the Accounting Manual~~State Department of Finance per diem rate per person per day.~~

(4) **Lodging.** Lodging for jurors ~~shall~~will be paid if the judge orders the jury sequestered, if the juror must travel more than 100 miles one-way from the juror's residence to the courthouse and the judge orders that lodging be paid, or if the judge orders that lodging be paid due to inclement weather. A witness in a criminal case or juvenile court case to whom the court pays a witness fee traveling from outside the county ~~shall~~will be provided lodging only upon a determination by the Trial Court Executive that returning to the point of origin on the date in question places a hardship upon the witness or that the reimbursement for travel for repeat appearances is greater than the cost of lodging. Unless unavailable, lodging costs ~~shall~~must not exceed the rates found on the U.S. General Services Administration website for the city in which the lodging was provided~~adopted by the Department of Administrative Services.~~

(5) **Method and record of payment.**

(5)(A) The payment of juror and witness fees and mileage ~~shall~~will be by check made payable to the individual, or the Court may reimburse the county or municipal government for the payment of the fee or mileage allowance.

(5)(B) The Court ~~shall~~will pay eligible juror expenses~~of jurors~~ directly to the vendor. Jurors ~~shall~~will not be required to incur the expense and seek reimbursement. The Court may pay ~~the~~ eligible witness expenses~~of witnesses~~ directly to the vendor or may reimburse the witness or the county or municipal government for the expense.

(5)(C) **Jurors.** Jurors must present a summons for payment for the first day of service. If a juror does not present a summons, the ~~clerk-Court~~ may certify that the juror was summoned. The ~~Court clerk shall~~must file the summons and ~~shall~~ record the attendance of jurors for payment, including subsequent days of service.

(5)(D) **Witnesses in criminal cases and juvenile court cases.** Witnesses in criminal cases and juvenile court cases must present a subpoena for payment. If the subpoena is issued on behalf of an indigent defendant, it ~~shall~~must bear the certificate of defense counsel that the witness has appeared on behalf of the defendant at state expense, regardless of the number of days for which the witness is eligible for payment. If the subpoena is issued on behalf of the prosecution, the prosecutor ~~shall~~must certify the number of days and the number of miles for which the witness is eligible for payment. The ~~clerk-Court shall~~must file the subpoena and record of attendance. If a witness does not present a subpoena, the ~~clerk-Court~~ may record the witness' attendance and mailing address that is certified by the prosecutor or defense counsel.

(5)(E) The ~~Court Clerk-of-the-court~~, or designee, ~~shall~~must enter the payment due the witness in the ~~sState aAccounting sSystem (FINET)~~ within 10 business days after receipt of certification.

(5)(F) The ~~Court Clerk-of-the-court~~, or designee, ~~shall~~must enter the payment due the juror into the ~~jJury mManagement sSystem~~ within 10 business days from the last court date served.

(5)(G) The ~~Court Clerk of-court shall~~must maintain both a list of undeliverable juror and witness checks and the checks. State Finance reports all stale dated checks to the Unclaimed Property Division and the ~~Ce~~ourt destroys the checks.

(6) **Audit of records.** The Administrative Office ~~of the Courts~~ audit program ~~shall~~must include an audit of juror and witness payments within the scope of their regularly scheduled audits.

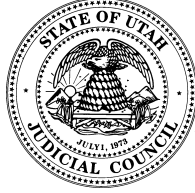
Effective: ~~May 1, 2019~~November 1, 2026

TAB 4

CJA 1-205. Standing and ad hoc committees

Notes: Previous amendments to rule 1-205 were effective on May 18, 2026. The previous amendments 1) dissolved the Court Facilities Planning Committee, 2) amended the membership of the Uniform Fine Committee and the Committee on Children and Family Law, and 3) amended the membership of and certain provisions regarding the Guardian ad Litem Oversight Committee to coincide with amendments in [House Bill 372](#).

The new proposed amendments are highlighted in yellow. See the attached memo for details.



Administrative Office of the Courts

Chief Justice Matthew B. Durrant
Utah Supreme Court
Chair, Utah Judicial Council

June 17, 2026

Ronald B. Gordon, Jr.
State Court Administrator
Neira Siaperas
Deputy Court Administrator

MEMORANDUM

TO: Policy, Planning & Technology Committee
FROM: Judicial Institute
RE: Proposed Change to UCJA 1-205

The Standing Education Committee (Committee) would like to change its composition. It has reviewed its composition as outlined in UCJA 1-205. UCJA 1-205(1)(B)(iii) says that the Committee “will consist of:”

- (1)(B)(iii)(a) one judge from an appellate court;
 - (1)(B)(iii)(b) one district court judge from Judicial Districts 2, 3, or 4;
 - (1)(B)(iii)(c) one district court judge from Judicial Districts 1, 5, 6, 7, or 8;
 - (1)(B)(iii)(d) one juvenile court judge;
 - (1)(B)(iii)(e) the education liaison of the Board of Justice Court Judges;
 - (1)(B)(iii)(f) one court level administrator;
 - (1)(B)(iii)(g) the Human Resources Director;
 - (1)(B)(iii)(h) one court executive;
 - (1)(B)(iii)(i) one juvenile court probation representative;
 - (1)(B)(iii)(j) two court clerks from different levels of court and different judicial districts;
 - (1)(B)(iii)(k) one data processing manager; and
 - ~~(1)(B)(iii)(l) one adult educator from higher education.~~
- (1)(B)(iii)(~~ml~~) The Human Resources Director ~~and the adult educator~~ will serve as a non-voting members. The court level administrator and the Human Resources Director will serve as permanent Committee member~~s~~.

The Committee would like to remove (1)(B)(iii)(I) from its composition.

Historically, (1)(B)(iii)(I) has been filled by a Dean of Continuing Education from a local university. Most recently, the position was filled by the Dean of Continuing Education from Weber State University, who served two terms until he completed his service in 2026. As he departed, he shared that because the work of the Standing Education Committee was so internal, it was difficult to determine how his expertise could assist the judiciary.

The work of the Standing Education Committee is outlined in Rule 3-403(1)(B). 3-403(1)(B) states “[c]ommittee members will propose policies and procedures for developing, implementing, and evaluating orientation, continuing skill development, and career enhancement education opportunities for all judicial branch employees; formulate an annual education plan and calendar consistent with the judicial branch education budget; and serve as advocates for judicial branch education, including educating the judiciary about the purpose and functions of the Committee.”

After reflecting on the Dean’s comment, and 3-403(1)(B), the Standing Education Committee believes it makes sense to remove UCJA 1-205(1)(B)(iii)(I). If necessary, the Committee will invite an adult educator from higher education to share his or her expertise on evaluation methods or career enhancement opportunities.

Rule 1-205. Standing and Ad Hoc Committees.**Intent:**

To establish standing and ad hoc committees to assist the Council and provide recommendations on topical issues.

To establish uniform terms and a uniform method for appointing committee members.

To provide for a periodic review of existing committees to assure that their activities are appropriately related to the administration of the judiciary.

Applicability:

This rule applies to the internal operation of the Council.

Statement of the Rule:**(1) Standing Committees.**

(1)(A) **Establishment.** The following standing committees of the Council are hereby established:

(1)(A)(i) Uniform Fine Committee;

(1)(A)(ii) Ethics Advisory Committee;

(1)(A)(iii) Judicial Branch Education Committee;

~~(1)(A)(iv) Court Facility Planning Committee;~~

(1)(A)(iv) Committee on Children and Family Law;

(1)(A)(v) Committee on Resources for Self-represented Parties;

(1)(A)(vi) Language Access Committee;

(1)(A)(vii) Guardian ad Litem Oversight Committee;

(1)(A)(viii) Committee on Model Utah Civil Jury Instructions;

(1)(A)(ix) Committee on Model Utah Criminal Jury Instructions;

(1)(A)(x) Committee on Court Forms;

(1)(A)(xii) Committee on Fairness and Accountability;

(1)(A)(xiii) Working Interdisciplinary Network of Guardianship Stakeholders (WINGS); and

(1)(A)(xiv) Tribal Liaison Committee.

(1)(B) **Composition.**

(1)(B)(i) The **Uniform Fine Committee** performs the duties described in Rule 4-302 and will consist of:

~~(1)(B)(i)(a) one district court judge who has experience with a criminal docket;~~

(1)(B)(i)(ab) one three district court judges ~~who have~~ who has experience with a ~~misdemeanor~~ criminal docket; and

(1)(B)(i)(bc) two~~four~~ justice court judges.

(1)(B)(ii) The **Ethics Advisory Committee** performs the duties described in Rule 3-109 and will consist of:

(1)(B)(ii)(a) one judge from the Court of Appeals;

(1)(B)(ii)(b) one district court judge from Judicial Districts 2, 3, or 4;

(1)(B)(ii)(c) one district court judge from Judicial Districts 1, 5, 6, 7, or 8;

(1)(B)(ii)(d) one juvenile court judge;

(1)(B)(ii)(e) one justice court judge; and

(1)(B)(ii)(f) an attorney from either the Bar or a college of law.

(1)(B)(iii) The **Judicial Branch Education Committee** performs the duties described in Rule 3-403 and will consist of:

(1)(B)(iii)(a) one judge from an appellate court;

(1)(B)(iii)(b) one district court judge from Judicial Districts 2, 3, or 4;

(1)(B)(iii)(c) one district court judge from Judicial Districts 1, 5, 6, 7, or 8;

(1)(B)(iii)(d) one juvenile court judge;

(1)(B)(iii)(e) the education liaison of the Board of Justice Court Judges;

(1)(B)(iii)(f) one court level administrator;

(1)(B)(iii)(g) the Human Resources Director;

(1)(B)(iii)(h) one court executive;

(1)(B)(iii)(i) one juvenile court probation representative;

(1)(B)(iii)(j) two court clerks from different levels of court and different judicial districts;

(1)(B)(iii)(k) one data processing manager; and

(1)(B)(iii)(l) one adult educator from higher education.

(1)(B)(iii)(m) The Human Resources Director and the adult educator will serve as a non-voting members. The court level administrator and the Human Resources Director will serve as permanent Committee members.

~~(1)(B)(iv) The Court Facility Planning Committee performs the duties described in Rule 3-409 and will consist of:~~

~~(1)(B)(iv)(a) one judge from each level of trial court;~~

~~(1)(B)(iv)(b) one appellate court judge;~~

~~(1)(B)(iv)(c) the state court administrator;~~

~~(1)(B)(iv)(d) a trial court executive;~~

~~(1)(B)(iv)(e) two business people with experience in the construction or financing of facilities;~~

~~(1)(B)(iv)(f) the court security director; and~~

~~(1)(B)(iv)(g) two community representatives who are knowledgeable about the needs of self-represented litigants.~~

(1)(B)(iv) The **Committee on Children and Family Law** performs the duties described in Rule 4-908 and will consist of:

(1)(B)(iv)(a) one Senator appointed by the President of the Senate;

(1)(B)(iv)(b) the Director of the Department of Health and Human Services or designee;

(1)(B)(iv)(c) one attorney of the Executive Committee of the Family Law Section of the Utah State Bar;

(1)(B)(iv)(d) one attorney with experience in abuse, neglect and dependency cases;

(1)(B)(iv)(e) one attorney with experience representing parents in abuse, neglect and dependency cases;

(1)(B)(iv)(f) one representative of a child advocacy organization;

(1)(B)(iv)(g) the ADR Program Director or designee;

(1)(B)(iv)(h) one professional in the area of child development;

(1)(B)(iv)(i) one mental health professional;

(1)(B)(iv)(j) two community representatives who are knowledgeable about the needs of self-represented litigants;

(1)(B)(iv)(k) the Director of the Office of Guardian ad Litem or designee;

(1)(B)(iv)(l) the Director of the Self-Help Center and Law Library or designee:

(1)(B)(iv)(~~l~~m) one court commissioner;

(1)(B)(iv)(~~m~~n) two district court judges; and

(1)(B)(iv)(~~n~~o) two juvenile court judges.

(1)(B)(iv)(~~o~~p) One of the district court judges and one of the juvenile court judges will serve as co-chairs to the committee. In its discretion, the committee may appoint non-members to serve on its subcommittees.

(1)(B)(v~~i~~) The **Committee on Resources for Self-represented Parties** performs the duties described in Rule 3-115 and will consist of:

(1)(B)(v~~i~~)(a) two district court judges;

(1)(B)(v~~i~~)(b) one juvenile court judge;

(1)(B)(v~~i~~)(c) two justice court judges;

(1)(B)(v~~i~~)(d) three clerks of court – one from an appellate court, one from an urban district and one from a rural district;

(1)(B)(v~~i~~)(e) one representative from a social services organization providing direct services to underserved communities;

(1)(B)(v~~i~~)(f) one representative from the Utah State Bar;

(1)(B)(v~~i~~)(g) two representatives from legal service organizations that serve low-income clients;

(1)(B)(v~~i~~)(h) one private attorney experienced in providing services to self-represented parties;

(1)(B)(v~~i~~)(i) two law school representatives;

(1)(B)(v~~i~~)(j) the state law librarian; and

(1)(B)(v~~i~~)(k) two community representatives who are knowledgeable about the needs of self-represented litigants.

(1)(B)(v~~ii~~) The **Language Access Committee** performs the duties described in Rule 3-306.02 and will consist of:

(1)(B)(v~~ii~~)(a) one district court judge;

(1)(B)(v~~ii~~)(b) one juvenile court judge;

(1)(B)(v~~ii~~)(c) one justice court judge;

(1)(B)(v~~ii~~)(d) one trial court executive;

(1)(B)(v~~ii~~)(e) one court clerk;

(1)(B)(v~~ii~~)(f) one interpreter coordinator;

(1)(B)(vii)(g) one probation officer;

(1)(B)(vii)(h) one prosecuting attorney;

(1)(B)(vii)(i) one defense attorney;

(1)(B)(vii)(j) two certified interpreters;

(1)(B)(vii)(k) one approved interpreter;

(1)(B)(vii)(l) one expert in the field of linguistics;

(1)(B)(vii)(m) one American Sign Language representative; and

(1)(B)(vii)(n) two community representatives who are knowledgeable about the needs of self-represented litigants.

(1)(B)(viii) The **Guardian ad Litem Oversight Committee** performs the duties described in Rule 4-906 and will consist of:

(1)(B)(viii)(a) seven members appointed by the Judicial Council, including:
~~with experience in the administration of law and public services selected from public, private and non-profit organizations.~~

(1)(B)(vii)(a)(i) a current or former juvenile court judge;

(1)(B)(vii)(a)(ii) an attorney with experience representing parents in child welfare cases;

(1)(B)(vii)(a)(iii) an attorney with experience representing the Division of Child and Family Services in child welfare cases;

(1)(B)(vii)(a)(iv) a behavioral or mental health clinical provider with experience working with families involved in child welfare cases;

(1)(B)(vii)(a)(v) an individual with experience working with or advocating for youth in foster care;

(1)(B)(vii)(a)(vi) an individual with lived experience as a parent involved with the child welfare system; and

(1)(B)(vii)(a)(vii) an individual with lived experience as a child or youth involved with the child welfare system;

(1)(B)(vii)(b) two members appointed by the Administrative Office,
including:

(1)(B)(vii)(b)(i) a current or former court administrator; and

(1)(B)(vii)(b)(ii) a current internal court auditor;

(1)(B)(vii)(c) a member of the Senate, whom the president of the Senate
appoints;

(1)(B)(vii)(d) a member of the House of Representatives, whom the
speaker of the House of Representatives appoints; and

(1)(B)(vii)(e) the guardian ad litem director or the director's designee.

(1)(B)(~~ix~~viii) The **Committee on Model Utah Civil Jury Instructions** performs
the duties described in Rule 3-418 and will consist of:

(1)(B)(~~ix~~viii)(a) two district court judges;

(1)(B)(~~ix~~viii)(b) four lawyers who primarily represent plaintiffs;

(1)(B)(~~ix~~viii)(c) four lawyers who primarily represent defendants; and

(1)(B)(~~ix~~viii)(d) one person skilled in linguistics or communication.

(1)(B)(ix) The **Committee on Model Utah Criminal Jury Instructions** performs
the duties described in Rule 3-418 and will consist of:

(1)(B)(ix)(a) two district court judges;

(1)(B)(ix)(b) one justice court judge;

(1)(B)(ix)(c) four prosecutors;

(1)(B)(ix)(d) four defense counsel; and

(1)(B)(ix)(e) one person skilled in linguistics or communication.

(1)(B)(~~ix~~i) The **Committee on Court Forms** performs the duties described in
Rule 3-117 and will consist of:

(1)(B)(~~ix~~i)(a) two district court judges;

(1)(B)(xi)(b) one court commissioner;

(1)(B)(xi)(c) one juvenile court judge;

(1)(B)(xi)(d) one justice court judge;

(1)(B)(xi)(e) one court clerk;

(1)(B)(xi)(f) one appellate court staff attorney;

(1)(B)(xi)(g) one representative from the Self-Help Center;

(1)(B)(xi)(h) the State Law Librarian;

(1)(B)(xi)(i) the district court administrator or designee;

(1)(B)(xi)(j) one representative from a legal service organization that serves low-income clients;

(1)(B)(xi)(k) one paralegal;

(1)(B)(xi)(l) one educator from a paralegal program or law school;

(1)(B)(xi)(m) one person skilled in linguistics or communication;

(1)(B)(xi)(n) one representative from the Utah State Bar;

(1)(B)(xi)(o) the Licensed Paralegal Practitioner (LPP) administrator; and

(1)(B)(xi)(p) two community representatives who are knowledgeable about the needs of the self-represented litigants.

(1)(B)(xii) The **Committee on Fairness and Accountability** performs the duties described in Rule 3-420. The committee will include members who demonstrate an interest in or who have experience with issues of diversity, equity, and inclusion and will consist of:

(1)(B)(xii)(a) one district court judge;

(1)(B)(xii)(b) one juvenile court judge;

(1)(B)(xii)(c) one justice court judge;

(1)(B)(xii)(d) one appellate court judge;

(1)(B)(xii)(e) two former judges from any court level;

(1)(B)(xii)(f) the General Counsel or designee;

(1)(B)(xii)(g) two community representatives who are knowledgeable about the needs of self-represented litigants;

(1)(B)(xii)(h) the Director of the Office of Fairness and Accountability;

(1)(B)(xii)(i) the Director of Data and Research or designee; and

(1)(B)(xii)(j) up to two additional qualified individuals.

(1)(B)(xiii) The **Working Interdisciplinary Network of Guardianship Stakeholders (WINGS)** performs the duties described in Rule 3-421, and will consist of:

(1)(B)(xiii)(a) **Judiciary** representatives:

(1)(B)(xiii)(a)(i) two or more district court judges;

(1)(B)(xiii)(a)(ii) two or more district court judicial support staff with experience in guardianship matters;

(1)(B)(xiii)(a)(iii) one representative from the Guardianship Reporting and Monitoring Program (GRAMP); and

(1)(B)(xiii)(a)(iv) one representative from the Court Visitor Program.

(1)(B)(xiii)(b) **Community stakeholder** representatives:

(1)(B)(xiii)(b)(i) one representative from Adult Protective Services;

(1)(B)(xiii)(b)(ii) one representative from Disability Law Center;

(1)(B)(xiii)(b)(iii) one representative from Adult and Aging Services;

(1)(B)(xiii)(b)(iv) one representative from Office of Public Guardian;

(1)(B)(xiii)(b)(v) one representative from the Utah State Bar;

(1)(B)(xiii)(b)(vi) one representative from Office of the Attorney General;

(1)(B)(xiii)(b)(vii) one representative from the Utah legislature;

(1)(B)(xiii)(b)(viii) one representative from the Utah Commission on Aging;

(1)(B)(xiii)(b)(ix) one representative from Utah Legal Services; and

(1)(B)(xiii)(b)(x) the Long-Term Care Ombudsman or designee.

(1)(B)(xiii)(c) **Individual community** representatives. Three or more community stakeholders representing:

(1)(B)(xiii)(c)(i) mental health community;

(1)(B)(xiii)(c)(ii) medical community;

(1)(B)(xiii)(c)(iii) private legal community that specializes in guardianship matters;

(1)(B)(xiii)(c)(iv) aging-adult services community;

(1)(B)(xiii)(c)(v) educator from a legal program or law school;

(1)(B)(xiii)(c)(vi) organization serving low-income, minorities, or marginalized communities;

(1)(B)(xiii)(c)(vii) citizens under or involved in guardianship; and

(1)(B)(xiii)(c)(viii) other organizations with a focus including, but not limited to guardianship, aging, legal services, or disability.

(1)(B)(xiii)(c) **The Tribal Liaison Committee** performs the duties described in Rule 3-422 and will consist of:

(1)(B)(xiii)(c)(a) one district court judge;

(1)(B)(xiii)(c)(b) one juvenile court judge;

(1)(B)(xiii)(c)(c) one justice court judge;

(1)(B)(xiii)(d) one appellate court judge;

(1)(B)(xiii)(e) one federal district court judge or magistrate;

(1)(B)(xiii)(f) one tribal court judge;

(1)(B)(xiii)(g) two representatives of Utah's Indian Tribes or affiliated community groups;

(1)(B)(xiii)(h) the Tribal Liaison;

(1)(B)(xiii)(i) one trial court executive;

(1)(B)(xiii)(j) one clerk of court or designee;

(1)(B)(xiii)(k) one representative from the Utah State Bar Indian Law Section;

(1)(B)(xiii)(l) one representative from the United States Attorney's Office;

(1)(B)(xiii)(m) one representative from the Indigent Defense Commission; and

(1)(B)(xiii)(n) one representative from the Guardian ad Litem's Office.

(1)(C) **Standing committee meetings and chairs.** The Council will designate the chair of each standing committee. Standing committees will meet as necessary to accomplish their work. Except for the Committee on Fairness and Accountability, Council members may not serve, participate or vote on standing committees. Standing committees may invite participation by others as they deem advisable, but only members designated by this rule may make motions and vote. All members designated by this rule may make motions and vote unless otherwise specified. Standing committees may form subcommittees as they deem advisable.

(1)(D) **Committee performance review.** This subsection (1)(D) does not apply to the Guardian ad Litem Oversight Committee.

(1)(D)(i) **Council.** Standing committees will report to the Council as necessary, but at least annually.

(1)(D)(ii) **Committee assessment.** At least once every three years, the chair of each standing committee will conduct a performance assessment. Chairs should, at a minimum, consider:

(1)(D)(iii)(a) whether there is a more efficient way to accomplish the committee's work;

(1)(D)(iii)(b) whether there are any redundancies that would allow for consolidation with other committees or working groups; and

(1)(D)(iii)(c) whether the committee continues to serve its purpose or could be dissolved.

(1)(D)(iii) **Management Committee.** Committee chairs will report the results of the performance assessment in paragraph (1)(D)(ii) to the Management Committee. If the Management Committee determines that the committee continues to serve its purpose, the Management Committee will recommend to the Council that the committee continue. If the Management Committee determines that modification of a committee is warranted, it may so recommend to the Council.

(1)(~~ED~~)(iv) **Guardian ad Litem Oversight Committee.** The Guardian ad Litem Oversight Committee ~~recognized by Utah Code section 78A-2-104,~~ will meet at least quarterly and will not ~~terminate~~ be dissolved. Meetings will be conducted in accordance with Utah Code section 78A-2-104.5(6). On or before November 1st of each year, the committee will provide an annual report to the Council regarding the committee's activities, findings, and recommendations.

(2) **Ad hoc committees.** The Council may form ad hoc committees or task forces to consider topical issues outside the scope of the standing committees and to recommend rules or resolutions concerning such issues. The Council may set and extend a date for the termination of any ad hoc committee. The Council may invite non-Council members to participate and vote on ad hoc committees. Ad hoc committees will keep the Council informed of their activities. Ad hoc committees may form sub-committees as they deem advisable. Ad hoc committees will disband upon issuing a final report or recommendation(s) to the Council, upon expiration of the time set for termination, or upon the order of the Council.

(3) **General provisions.**

(3)(A) **Appointment process.**

(3)(A)(i) **Administrator's responsibilities.** The state court administrator will select a member of the administrative staff to serve as the administrator for

committee appointments. Except as otherwise provided in this rule, the administrator will:

(3)(A)(i)(a) announce expected vacancies on standing committees two months in advance and announce vacancies on ad hoc committees in a timely manner;

(3)(A)(i)(b) for new appointments, obtain an indication of willingness to serve from each prospective appointee and information regarding the prospective appointee's present and past committee service;

(3)(A)(i)(c) for reappointments, obtain an indication of willingness to serve from the prospective reappointee, the length of the prospective reappointee's service on the committee, the attendance record of the prospective reappointee, the prospective reappointee's contributions to the committee, and the prospective reappointee's other present and past committee assignments; and

(3)(A)(i)(d) present a list of prospective appointees and reappointees to the Council and report on recommendations received regarding the appointment of members and chairs.

(3)(A)(ii) **Council's responsibilities.** The Council will appoint the chair of each committee. Whenever practical, appointments will reflect geographical, gender, cultural, and ethnic diversity.

(3)(B) **Terms.** Except as otherwise provided in this rule, standing committee members will serve staggered three-year terms. Standing committee members may not serve more than two consecutive terms on a committee unless the Council determines that exceptional circumstances exist which justify service of more than two consecutive terms.

(3)(C) **Expenses.** Members of standing and ad hoc committees may receive reimbursement for actual and necessary expenses incurred in the execution of their duties as committee members. Members of the Guardian ad Litem Oversight Committee will be compensated in accordance with Utah Code section 78A-2-104.5.

(3)(D) **Secretariat.** The Administrative Office will serve as secretariat to the Council's committees.

Effective: ~~May 18~~November 1, 2026

TAB 5

CJA 1-302. Boards of judges membership, officers, and secretariat

CJA 9-101. Board of Justice Court Judges

CJA 9-110. Implementation of Internal Control for Self-Assessment (ICSA) Recommendations [for Justice Courts]

Notes: See rule amendment request forms for amendments to 9-101 and new Rule 9-110. The proposed amendments to Rule 1-302 move the Board of Justice Court Judges' election cycle to the annual judicial conference to coincide with current practice.

Policy and Planning - Rule Amendment Request Form

The respondent's email (jamesp@utcourts.gov) was recorded on submission of this form.

* Indicates required question

Instructions

Unless the proposal is coming directly from the Utah Supreme Court, Judicial Council, or Management Committee, this Request Form must be submitted along with a draft of the proposed rule amendment before it will be considered by the Policy and Planning Committee.

To be considered, you must e-mail your proposed rule draft to Keisa Williams at keisaw@utcourts.gov.

Date of Request *

MM DD YYYY

/ /

Name of Requester *

Jim Peters

Requester Phone Number *

(801) 578-3824

Name of Requester's Supervisor *

Ron Gordon

Location of the Rule *

CJA Rule Number or HR/Accounting Section Name *

9-101

Brief Description of Rule Proposal *

The proposal adds the Chair of the Justice Court Judges' Education Committee as a non-voting member of the Board and clarifies that the person filling this position and the person sitting on the Judicial Council Education Committee are the same person.

Reason Amendment is Needed *

This revision would clarify the role of the Chair of the Justice Court Judges' Education Committee.

Is the proposed amendment urgent? *

Yes

No

If urgent, please provide an estimated deadline date and explain why it is urgent.

Select each entity that has approved this proposal. *

Accounting Manual Committee

ADR Committee

Board of Appellate Court Judges

Board of District Court Judges

Board of Justice Court Judges

Board of Juvenile Court Judges

Board of Senior Judges

Budget and Fiscal Management Committee

Children and Family Law Committee

Clerks of Court

Court Commissioner Conduct Committee

Court Facility Planning Committee

Court Forms Committee

Ethics Advisory Committee

Ethics and Discipline Committee of the Utah Supreme Court

General Counsel

Guardian Ad Litem Oversight Committee

HR Policy and Planning Committee

Judicial Branch Education Committee

Judicial Outreach Committee

Language Access Committee

Law Library Oversight Committee

Legislative Liaison Committee

Licensed Paralegal Practitioner Committee

Model Utah Civil Jury Instructions Committee

Model Utah Criminal Jury Instructions Committee

Policy and Planning member

Pretrial Release and Supervision Committee

Resources for Self-Represented Parties Committee

Rules of Appellate Procedure Advisory Committee

Rules of Civil Procedure Advisory Committee

Rules of Criminal Procedure Advisory Committee

Rules of Evidence Advisory Committee

Rules of Juvenile Procedure Advisory Committee

Rules of Professional Conduct Advisory Committee

State Court Administrator

TCE's

Technology Committee

Uniform Fine Committee

WINGS Committee

None of the Above

If the approving entity (or individual) is not listed above, please list it (them) here.

n/a

List all stakeholders who would be affected by this proposed amendment. *

Justice Court Judges

Responses cannot be edited

Policy and Planning - Rule Amendment Request Form

The respondent's email (jamesp@utcourts.gov) was recorded on submission of this form.

* Indicates required question

Instructions

Unless the proposal is coming directly from the Utah Supreme Court, Judicial Council, or Management Committee, this Request Form must be submitted along with a draft of the proposed rule amendment before it will be considered by the Policy and Planning Committee.

To be considered, you must e-mail your proposed rule draft to Keisa Williams at keisaw@utcourts.gov.

Date of Request *

MM DD YYYY

/ /

Name of Requester *

Jim Peters

Requester Phone Number *

(801) 578-3824

Name of Requester's Supervisor *

Ron Gordon

Location of the Rule *

CJA Rule Number or HR/Accounting Section Name *

Chapter 9

Brief Description of Rule Proposal *

The Management Committee and the Board of Justice Court Judges are recommending a new rule that outlines a process for implementing the recommendations from an Internal Control Self Assessment conducted by the AOC's Audit Department.

Reason Amendment is Needed *

This Management Committee originally proposed a new certification standard that would require justice courts to implement recommendations from an ICSA, and the Board proposed a rule instead. The Management Committee is supportive of this approach.

Is the proposed amendment urgent? *

Yes

No

If urgent, please provide an estimated deadline date and explain why it is urgent.

Select each entity that has approved this proposal. *

Accounting Manual Committee

ADR Committee

Board of Appellate Court Judges

Board of District Court Judges

Board of Justice Court Judges

Board of Juvenile Court Judges

Board of Senior Judges

Budget and Fiscal Management Committee

Children and Family Law Committee

Clerks of Court

Court Commissioner Conduct Committee

Court Facility Planning Committee

Court Forms Committee

Ethics Advisory Committee

Ethics and Discipline Committee of the Utah Supreme Court

General Counsel

Guardian Ad Litem Oversight Committee

HR Policy and Planning Committee

Judicial Branch Education Committee

Judicial Outreach Committee

Language Access Committee

Law Library Oversight Committee

Legislative Liaison Committee

Licensed Paralegal Practitioner Committee

Model Utah Civil Jury Instructions Committee

Model Utah Criminal Jury Instructions Committee

Policy and Planning member

Pretrial Release and Supervision Committee

Resources for Self-Represented Parties Committee

Rules of Appellate Procedure Advisory Committee

Rules of Civil Procedure Advisory Committee

Rules of Criminal Procedure Advisory Committee

Rules of Evidence Advisory Committee

Rules of Juvenile Procedure Advisory Committee

Rules of Professional Conduct Advisory Committee

State Court Administrator

TCE's

Technology Committee

Uniform Fine Committee

WINGS Committee

None of the Above

If the approving entity (or individual) is not listed above, please list it (them) here.

Management Committee

List all stakeholders who would be affected by this proposed amendment. *

Justice court judges and staff, as well as certain executive branch departments at the city and county level.

Rule 1-302. Boards of Judges Membership, Officers, and Secretariat.

Intent:

To delegate the authority for the election of members and leaders of the various Boards to the Boards themselves or to the judges of the respective courts.

To minimize the costs of organization and administration of the Boards by coordinating the election of members of all Boards.

Applicability:

This rule ~~shall~~ applies to all Boards ~~of Judges~~, except the Board of Senior Judges.

Statement of the Rule:

(1) **Term – Election.** The judges of the respective courts shall determine an appropriate term of office for the members of their Board. Election will ~~to the Board of a court of record shall~~ take place at the annual judicial conference. ~~Election to the Board of Justice Court Judges shall take place at the annual spring training conference.~~ After an election or upon any change in membership, each Board ~~shall~~ must certify to the Council the names of its members.

(2) **Membership.** Judicial Council members may not serve as voting members of a trial court Board ~~of Judges of a trial court~~.

(3) **Chair – Officers.** Each Board ~~must~~ shall ~~establish the position of~~ elect a Board chair ~~of the Board~~ and other positions of leadership as the Board deems appropriate. Each Board ~~shall~~ will establish the term and manner of election to such offices. Each Board ~~shall~~ must certify to the Council the names of the chair and other officers of the Board.

(4) **Secretariat.** The Administrative Office ~~shall~~ will serve as secretariat to the Boards.

(5) **Expenses.** Members of the Boards may receive reimbursement for actual and necessary expenses incurred in the execution of their duties as members.

Effective: ~~May 1, 2023~~ November 1, 2026

Rule 9-101. Board of Justice Court Judges.**Intent:**

To prescribe the membership, method of selection, term of office, and basic procedures of the Board.

Applicability:

This rule ~~shall apply~~ applies to the Board of Justice Court Judges.

Statement of the Rule:

(1) **Establishment – Membership.** The ~~re is hereby established a~~ Board ~~of Justice Court Judges~~ will be comprised of ~~the~~ chair, six at-large members, ~~and the~~ three non-voting Council representatives, and the Chair of the Justice Court Judges' Education Committee (JCEC).

(2) **Election.** Members of the Board ~~shall~~ will be elected by the justice court judges in connection with the justice court ~~business~~ bench meeting at the annual judicial conference. For all elections contemplated by this rule, judges may vote in person or remotely.

(3) **Term.** The chair and the at-large members ~~shall~~ will serve staggered two-year terms. The Council representatives ~~shall~~ will serve during ~~the length of~~ their term ~~on the~~ Council representatives. The term of the JCEC chair will overlap with his or her service on the Judicial Council Education Committee created in Rule 3-403.

(4) **Chair, ~~and Vice~~ cChair, and JCEC chair.**

(4)(A) **Chair.** The chair ~~shall~~ will preside over all meetings of the Board and over the ~~J~~Justice ~~c~~Court judges' training conferences. The chair may not simultaneously serve as a Council representative.

(4)(B) **Vice-chair.** Members of the Board ~~shall~~ will elect a vice-chair ~~and an education liaison~~. The vice-chair ~~shall~~ will serve as chair in the absence of the chair or upon request of the chair. ~~Neither t~~The vice-chair ~~nor the education liaison~~ may not simultaneously serve as a Council representative.

(4)(C) JCEC. Members of the Board will elect a justice court judge to chair the JCEC. The JCEC chair may simultaneously serve as an at-large member of the Board, but may not simultaneously serve as a Council representative. The JCEC chair will serve as the justice court representative on the Judicial Branch Education Committee.

(5) **Executive Committee.** There ~~shall~~ will be an Executive Committee of the Board comprised of the chair, vice-chair, and one of the Council representatives designated by the chair. The Executive Committee may take necessary action on behalf of the Board between Board meetings.

46
47 (6) **Vacancies.** If vacancies occur for any reason ~~on the Board~~ between elections, the Board
48 ~~shall~~will elect a replacement for the unexpired term of the vacancy.

49
50 (6)(A) **Vacancy in the office of chair.** Should the chair resign or leave the Board for any
51 reason, the vice-chair ~~shall~~will become chair for the remainder of the term.

52
53 (6)(B) **Vacancy in the office of vice chair.** Should the vice-chair of the Board resign or
54 leave the Board for any reason, a new vice-chair ~~shall~~will be elected by the Board from
55 among its members to serve the unexpired term of the vice-chair.

56
57 (6)(~~B~~C) **Vacancy – Council representative.** If a vacancy occurs for any reason among
58 the representatives ~~of~~to the Council, the Board ~~shall~~will designate an interim
59 representative to serve until the next annual training conference, at which time a
60 representative ~~shall~~will be elected to fill the unexpired term.

61
62 (6)(D) **Vacancy – Chair of the JCEC.** Should the chair of the JCEC resign or leave the
63 Board for any reason, a new committee chair will be elected by the Board.

64
65 (7) **Meetings of the Board.** The Board ~~shall~~will meet at least quarterly to transact any and all
66 business ~~that is~~ within its jurisdiction. The Board ~~shall~~will rule by majority vote. All members,
67 except the three Council representatives, are voting members. The chair of the JCEC may vote
68 only if he or she is also serving as an at-large member of the Board. Four voting members of the
69 Board constitute a quorum. Board meetings ~~shall~~will be conducted in an orderly and
70 professional manner and in accordance with this Code.

71
72 (8) **Certifications.** The Board ~~shall~~will be responsible for certifying new justice courts and
73 recertifying existing justice courts to the Judicial Council ~~as outlined in~~in accordance with Rule
74 9-108.

75
76 *Effective: ~~May 1, 2022~~November 1, 2026*

Rule 9-110. Implementation of Internal Control Self-Assessment (ICSA) recommendations for justice courts.

Intent:

This rule establishes procedures and timelines for the implementation of recommendations arising from an Internal Control Self-Assessment conducted by the Audit Department (ICSA) in justice courts. The rule is intended to promote timely compliance with applicable laws, policies, and internal control standards, and to strengthen financial and administrative practices in justice courts.

Applicability:

This rule applies to all justice courts that complete an ICSA administered by the Audit Department.

Statement of the Rule:

(1) Definitions.

(1)(A) **“Exit conference”** means the meeting held between the Audit Department and the justice court upon completion of an ICSA to review findings and recommendations.

(1)(B) **“Recommendations”** means actions identified in an ICSA report needed to improve court operations.

(2) Implementation requirement. Justice courts will implement all recommendations identified in its most recent ICSA within one year of the exit conference, unless otherwise approved by the Audit Department or the Management Committee for good cause shown.

(3) Required review process. Following completion of an ICSA, the following review process will apply:

(3)(A) **Exit conference.** Before issuing the final ICSA summary, the judge and court staff will participate in an exit conference with the Audit Department. The purpose of the exit conference is to review findings, clarify recommendations, and ensure understanding of required corrective actions.

(3)(B) **Six-month follow-up.** Approximately six months after the exit conference, the judge and court staff will meet with the Audit Department to review the status of implementation.

(3)(B)(i) If the Audit Department determines that no further action is required to implement the recommendations, it will issue a letter of compliance.

(3)(B)(ii) If the Audit Department determines that additional action is required to implement the recommendations, the court will develop a written plan, in consultation with the Audit Department, to achieve full implementation within 90 days. The plan will be provided to the Board of Justice Court Judges.

(3)(C) **Nine-month review.** If recommendations have not been fully implemented nine months following the exit conference, the judge and court staff will provide a written report to the Board that details barriers to implementation and proposes appropriate next steps to achieve compliance. The judge may be invited to a Board meeting to discuss the report.

(3)(D) **One-year review.** If recommendations have not been fully implemented within one year after the exit conference, the judge and court staff will meet with the Management Committee, with participation from the Audit Director and the Court Level Administrator.

(3)(D)(i) The Management Committee may review the court's compliance status and implementation efforts.

(3)(D)(ii) The Management Committee may consider appropriate actions, including continued monitoring, additional support measures, or referral for decertification proceedings as provided by applicable rules.

(4) Responsibilities.

(4)(A) **Justice court judge and staff.** The judge and court staff are responsible for timely implementation of all ICSA recommendations and participation in all required meetings under this rule.

(4)(B) **Audit Department.** The Audit Department will conduct ICSAs, facilitate exit conferences, provide guidance on implementation, monitor progress, and issue letters of compliance once all recommendations have been implemented.

(4)(C) **Board of Justice Court Judges.** The Board will provide oversight and support at the nine-month review stage to assist courts in achieving compliance.

(4)(D) **Management Committee.** The Management Committee will review courts that have not achieved compliance within one year and determine appropriate next steps.

(5) Effective date. This rule applies to all ICSAs completed on or after November 1, 2026.

Effective: November 1, 2026

TAB 6

CJA 3-407. Accounting

Notes: The proposed amendments are in response to the following changes:

1. The accounting manual was expanded from courts of record to include justice courts by a vote of the Board of Justice Court Judges.
2. The State of Utah Finance Department has withdrawn their representative on the accounting manual committee, but the committee believes it is important to retain an independent voice. The proposed amendment would give the committee more flexibility in filling that role. The committee has invited the finance director for the Utah Bar to join the committee.

Rule 3-407. Accounting.

Intent:

To establish uniform procedures for the processing, tracking, and reporting of accounts receivable and trust accounts.

Applicability:

This rule applies to the judiciary.

Statement of the Rule:

(1) Manual of procedures.

(1)(A) **Manual of procedures.** The Administrative Office ~~will~~must develop a manual of procedures ~~(Utah Judiciary Accounting Manual) to govern. The manual governing~~ all accounting matters, including accounts receivable, accounts payable, trust accounts, cash receipts, disbursements, separation of duties, and all relevant procedures needed to comply with generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS) ~~(“Accounting Manual”).~~ The ~~Utah Judiciary Accounting Manual will~~ apply~~applies~~ to personnel in ~~c~~Courts of ~~r~~Record and ~~Courts~~ not of ~~r~~Record, ~~and will, at~~ At a minimum, the manual must conform to the requirements of this Code and state law. Unless otherwise directed by the Council, the Budget and Fiscal Management Committee (“BFMC”) must approve the ~~Utah Judiciary Accounting Manual will be approved by a majority vote of the Budget and Fiscal Management Committee.~~

(1)(B) ~~Utah Judiciary Accounting Manual Review Committee.~~judiciary accounting manual review committee. The Utah Judiciary Accounting Manual Review Committee (“Accounting Committee”) ~~responsible for making~~proposes, repeals, and ~~reviewing proposals to promulgate, repeal, and amend~~amends accounting policies and procedures. The Accounting Committee ~~will consist~~consists of the following members:

(1)(B)(i) the Finance Director, who ~~will serve~~serves as chair;

(1)(B)(ii) four support services coordinators;

(1)(B)(iii) two accountants or ~~clerks~~court employees with accounting responsibilities from ~~each of the trial Courts of Record~~a district court, two accountants or court employees with accounting responsibilities from a juvenile court, one accountant from the Business and Chancery Court, and one court employee with accounting responsibilities from an appellate court;

(1)(B)(iv) a Court Executive;

(1)(B)(v) a Court Clerk;

(1)(B)(vi) ~~a clerk with accounting responsibilities from an appellate court;~~

~~(1)(B)(vii)~~ two members of the Justice Court Judges’ Education Committee (“JCEC”);

(1)(B)(~~viii~~vii) the audit director or designee; and

(1)(B)(~~ix~~) ~~the director of the~~viii the Utah Division of Finance Director or ~~designee~~other independent person of equivalent experience.

(1)(C) **Member appointments.** The ~~JCEC members will be appointed by the~~ Board of Justice Court Judges. ~~Unless designated by office, all other members of the Accounting Committee will be appointed by the~~ must appoint the JCEC members. The state court administrator SCA, or designee, will appoint all other Accounting Committee members and ~~T~~the finance department will provide ~~necessary support to the committee.~~

(1)(D) **Terms and voting.** Accounting Committee members not designated by office will serve three-year terms. ~~Additional terms must be approved by the~~ The state court administrator SCA, or designee, must approve additional terms. The ~~F~~finance ~~D~~director ~~will vote~~ votes only ~~in the event of a~~ if there is a tie. The ~~A~~audit ~~D~~director or designee and the ~~director of the~~ Utah Division of Finance Director or other individual filling the independent person position are nonvoting members.

(1)(E) **Trial Court Executives and court Court Clerks.** ~~New Trial Court Executives, Court Clerks of Court of all cCourts of rRecord, and the JCEC, must review and approve~~ new and amended policies and procedures recommended by a majority ~~vote~~ of the Accounting Committee ~~will be reviewed and approved by the Court Executives and court clerks of all Courts of Record and the JCEC.~~ Trialhe Court Executives, ~~court clerks~~ Court Clerks, and the JCEC may endorse or amend the draft policies and procedures or return them to the Accounting Committee for further consideration.

Once approved by the Trial Court Executives, ~~court clerks~~ Court Clerks, and ~~the~~ JCEC, the Finance Director must submit the new and amended policies and procedures ~~will be submitted~~ to the ~~Budget and Fiscal Management Committee~~ BFMC for approval.

(2) Revenue accounts.

(2)(A) **Deposits, transfers, and withdrawals.** ~~All courts~~ Every court will ~~make deposits~~ deposit funds with a depository deemed qualified by the Administrative Office, with the Utah State Treasurer, or with the ~~treasurer of the~~ appropriate local government ~~entity~~ entity's treasurer. The Supreme Court, Court of Appeals, State Law Library, Administrative Office, district court primary locations, and juvenile courts will deposit every business day whenever practicable, but at least once every three business days. The deposit ~~will consist~~ consists of all court collections. District court contract sites and justice courts having funds due to the state or any political subdivision of the state will, on or before the ~~10th~~ tenth day of each month, remit all funds received in the preceding month to the appropriate public treasurer. ~~The courts will make no withdrawals~~ A court may not withdraw funds from a depository ~~accounts~~ account.

(2)(B) **Periodic revenue report.** Under the Trial Court Executive's supervision, the Court Clerk ~~of the Court Executive, the court clerk~~ or designee will prepare and submit a revenue report ~~that~~ The report identifies the amount and source of the funds received during the reporting period and the state or local government entity entitled to the funds.

(2)(B)(i) Juvenile ~~courts~~ and district court primary locations ~~of the district courts~~ will submit the report weekly to the Administrative Office.

(2)(B)(ii) District court contract sites will submit the report at least monthly, together with a check for the state portion of revenue, to the Administrative Office.

(2)(B)(iii) Justice courts will submit the report monthly, together with a check for the state revenue collected, to the Utah State Treasurer.

(2)(C) **Monthly reconciliation of bank statements.** The Administrative Office will reconcile the revenue account upon receipt of the monthly bank statements and weekly revenue reports from the district and juvenile courts. The ~~justice-Court Level~~ Administrator for justice courts, or designee will reconcile the monthly bank statements for justice courts with a revenue bank account. For all other justice courts, the local government ~~will~~ must reconcile the bank statements to the general ledger.

(3) Trust accounts.

(3)(A) **Definition.** ~~A "Trust Account"s are accounts~~ is an account established by ~~the courts~~ a court for the benefit of third parties. Examples of funds ~~which are~~ held in ~~a Trust accounts~~ Account include restitution, attorney fees, and monetary bail amounts.

(3)(B) **Accounts required; duties of a fiduciary.** District ~~and juvenile~~ court primary locations ~~and juvenile courts~~ will maintain a ~~Trust Account~~ Trust Account in which to deposit monies held in trust for the benefit of the trustor or some other beneficiary. Under the ~~Trial Court Executive's~~ supervision, the Court Clerk of the Court Executive, the court clerk will be is the custodian of the account and ~~will have~~ has the duties of a trustee as established by law. ~~All Courts not of Record~~ Justice courts may maintain a ~~Trust Account~~ Account in accordance with ~~this rule, provisions of this rule. Justice courts may deposit~~ which includes depositing monies held in trust funds into a trust bank account maintained by the justice court and the Court Clerk is the custodian of the account. A justice court may also deposit trust funds through the local government into a revenue or trust bank account. ~~Justice courts may also deposit trust funds directly into a trust bank account maintained by the court.~~

(3)(C) **Monthly reconciliation of bank statements.** Each court will reconcile its ledgers upon receipt of the monthly bank statement.

(3)(C)(i) ~~Courts of Record. Courts~~ record. A court of ~~Record~~ record will submit reconciliations to the Administrative Office.

(3)(C)(ii) **Courts not of Record.** ~~Justice courts~~ record. A justice court that ~~deposit~~ deposits trust funds into a court trust bank account will submit ~~reconciliations~~ a reconciliation to a person in the local jurisdiction who is independent of court operations. For ~~a justice courts~~ court depositing trust funds with the local government treasurer, the local government ~~will~~ must reconcile monthly bank statements to the general ledger and CORIS trust account reports.

(3)(D) **Accounting to trustor.** ~~Courts~~ A court will establish a method of accounting that ~~will trace~~ traces the debits and credits attributable to each trustor.

(3)(E) **Monetary bail forfeitures and other withdrawals.** ~~Transfers~~ A transfer from ~~a Trust accounts~~ Account to a revenue account may be made ~~upon an~~ on a court order of ~~forfeiture of~~ monetary bail forfeiture or other ~~court order of the court.~~ Other withdrawals from ~~a Trust accounts~~ Account will be made ~~upon the~~ on a court order ~~of the court~~ after a finding of entitlement.

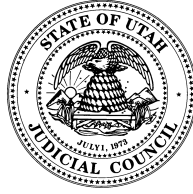
(3)(F) **Interest bearing.** ~~All~~ A Trust accounts Account will ~~be~~ bear interest ~~bearing~~. The disposition of interest is governed by Rule 4-301.

Effective: ~~11/1/2025~~ November 1, 2026

TAB 7

CJA 4-601. Failure to appear – Notice to surety.

Notes: See attached memo.



Administrative Office of the Courts

Chief Justice Matthew B. Durrant
Utah Supreme Court
Chair, Utah Judicial Council

June 18, 2026

Ronald B. Gordon, Jr.
State Court Administrator
Neira Siaperas
Deputy State Court Administrator

MEMORANDUM

TO: Policy, Planning and Technology Committee

FROM: Keri Sargent, Deputy District Court Administrator

RE: Requiring Bail Bond Agencies and Surety Companies to Record Email Addresses

Specific statutory procedures must be followed before forfeiting a cash bond when a defendant fails to appear. While the entirety of [UCA 77-20-5](#) is applicable, UCA 77-20-501 and UCA 77-20-505 are particularly relevant. This proposed rule focuses specifically on clerical responsibilities.

Upon a failure to appear, a bench warrant must be issued within a 28-day window. After the warrant is issued, clerical teams will also create a notice of the defendant's failure to appear and possible forfeiture of the cash bond. This notice includes the prosecutor's contact details, and is automatically generated by CORIS and sent via email to the address provided on the bond. Although statute indicates this should be the surety's address, bail bond agencies often include their own as well. Correct delivery of this notice is critical; failures in this process typically lead to bond exoneration rather than forfeiture.

Current CORIS programming presents several limitations regarding these notices:

- Court site customization screens currently offer only one email field, which may not contain the surety's address.
- The email address cannot be modified to match the bond during the receipting process for a specific case.

To manage these gaps, judicial assistants currently verify and manually email notices to multiple addresses to ensure the surety is reached. Upcoming programming updates will allow for multiple email fields and enable address entry during bond receipting, which will restore automation and reduce manual clerical labor.

The mission of the Utah judiciary is to provide the people an open, fair,
efficient, and independent system for the advancement of justice under the law.

Further complications arise when agencies use inconsistent email addresses for different defendants across the state. [UCA 31A-35-607](#) requires agencies to maintain an efilings address with the Bail Bond Oversight Board, and a formal rule for the Judiciary is needed to ensure sureties record and update their email addresses. Maintaining accurate data will ensure the process remains efficient and automated, even after the technical upgrades are implemented.

The draft rule is attached for your review. I look forward to discussing this further.

Rule 4-601. Failure to appear – Notice to surety.

Intent:

To establish a procedure for providing notice to sureties when a defendant fails to appear.

Applicability:

This rule applies to criminal cases in district and justice courts.

Statement of the Rule:

(1) When a bail bond is issued by a surety or bail bond agency, the bond must include the name, address, business email address, and telephone number ("Contact Information") of the surety or the surety's agent and/or the bail bond agency.

(2) The Contact Information on the bond must be the same as the email address on file with the court.

Effective: November 1, 2026

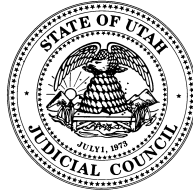
Commented [KW1]: Should this be deleted? Or require both the surety's and the bail bond agency's contact info?

Under [77-20-501\(2\)\(b\)](#), the clerk of court shall"
i)email notice of the FTA "to the surety at the email address provided on the bond;"
ii)notify "the surety as listed on the bail bond;"
iii)"email a copy of the notice sent under [i] to the prosecuting attorney..." and
iv)ensure the name, email address, and phone number "of the surety or the surety's agent as listed on the bail bond" is stated on the bench warrant.

TAB 8

Request for Guidance: MyCase Notifications Project (Phase 2) Policy Considerations

Notes: See attached memo.



Administrative Office of the Courts

Chief Justice Matthew B. Durrant
Utah Supreme Court
Chair, Utah Judicial Council

July 7, 2026

Ronald B. Gordon, Jr.
State Court Administrator
Neira Siaperas
Deputy State Court Administrator

MEMORANDUM

TO: Policy, Planning & Technology Committee

FROM: Janine Liebert on behalf of the MyCase Working Group

RE: Request for Guidance: MyCase Notifications Project (Phase 2) Policy Considerations

The MyCase Working Group seeks policy guidance regarding Phase 2 of the MyCase Notifications Project. Supported by a prior \$205,000 Utah Bar Foundation grant, Phase 1 built the MyCase notification system, allowing MyCase users to receive automated hearing reminders, view messages, and choose whether to get alerts by text or email, while providing court staff with a dashboard to monitor activity.

Phase 2 expands this functionality by sending automated notifications to registered MyCase users when specific documents are filed in their cases. When a new petition, answer, or court order is filed and entered into CORIS, the court platform instantly checks for active, registered MyCase users associated with that case. If a matching account is found, it logs an alert in the user's MyCase account and sends an email or text to the user, prompting them to check their account. These automated messages contain secure links to view the document directly alongside procedural information on general next steps and self-help resources tailored to the specific case type, such as divorce, eviction, or guardianship actions.

While the notification portal itself is complete, a new round of funding is required to program the platform to recognize these CORIS document triggers. The MyCase Working Group members seek guidance on several key policy areas.

The MyCase Working Group evaluated how to keep Phase 2 strictly within the scope of the Online Court Assistance Act (Utah Code § 78A-2-501). To do so, the system limits automated alerts to the specific civil case types designated by the Legislature: uncontested divorces, enforcement of orders in a decree, landlord-tenant actions, and guardianship actions. By providing self-represented parties with tailored and timely document notifications and links to self-help resources, the system supports the statutory purpose of the Online Court Assistance Program (OCAP) to "minimize the costs of civil litigation" and ensure the "informed use of the courts."

**The mission of the Utah judiciary is to provide the people an open, fair,
efficient, and independent system for the advancement of justice under the law.**

The MyCase Working Group evaluated potential notification variations because alerts are restricted to active MyCase accounts. While automated updates are unavailable to non-users, there is no cost to register for MyCase; furthermore, automating these high-volume alerts systematically reduces the routine burden on clerical staff and the Self-Help Center. Ultimately, the system automates routine work and discovery of legal procedure information for individuals with technology access, allowing staff statewide to provide dedicated, one-on-one assistance to individuals facing language barriers, disabilities, or a lack of computer literacy or Internet access.

The MyCase Working Group also evaluated the risk that if the court automates notifications for specific events, users may rely on the system and fail to independently track their own cases or deadlines. Limiting the system strictly to specific document triggers (such as petitions, answers, and orders) within the case types identified in the Online Court Assistance Program (OCAP) statute sets a clear operational boundary, preventing users from relying on the program to track every routine event or deadline.

The MyCase Working Group proposes the following guardrails for consideration:

- All notification messages will be written directly by Self-Help Center attorneys to ensure the language remains completely neutral, accurate, and distinct from legal advice, drawing strictly from information already provided daily via Self-Help email, phone and text chat.
- Notifications will explicitly state: *“This is an automatic message for information only. This is not an official court notice,”* ensuring alerts are not confused with formal legal service or a formal court notice.
- Notifications will not calculate specific deadlines for parties. Messages will only provide general legal timelines or direct users to public self-help webpages to calculate deadlines independently.
- The Self-Help Center is prepared to utilize an internal review process, inviting collaboration with general counsel and clerical staff to audit notification text. Sample notifications are attached to this memorandum for Committee review.

The Working Group believes these proposed operational guardrails address the core administrative considerations associated with automated notifications. We seek guidance on whether these safeguards sufficiently resolve these policy questions, authorizing the Working Group to pursue Phase 2 funding with a clear path to deployment.

Example Notifications

Template

Each notification follows this template:

1. Subject
2. Body
 - a. What happened
 - b. What this means
 - c. What to do next
 - d. Learn more (link to specific Self Help page, if applicable)
 - e. MyPaperwork (login, if applicable)

Example 1: Papers Need to Be Served in Divorce

Recipient: **Petitioner**

Document filed: **Petition (Doc code)**

Case types: **Divorce**

SUBJECT

You must arrange for delivery (service) of your initial documents

BODY

What happened

You filed a Petition in your divorce case case: [case title] [case number]

What this means

This started your divorce case.

What to do next

You must arrange for delivery (formal service) of the following paperwork you filed with the court:

- Summons
- Verified Petition for Divorce
- Doc3
- Doc4
- etc.

You cannot give the paperwork to the defendant yourself.

Learn more

[Learn how to serve papers.](#)

Example 2: Papers Need to Be Served in Parentage cases

Recipient: **Petitioner**

Document filed: Petition

Case types: parentage

SUBJECT

You must arrange for delivery (service) of your initial documents

BODY

What happened

You filed a Petition in your custody (parentage) case case: [case title] [case number]

What this means

This started your custody case.

What to do next

You must arrange for delivery (formal service) of the following paperwork:

- Summons
- Verified Petition for Parentage
- Doc3

- Doc4
- etc.

You cannot give the paperwork to the defendant yourself.

Learn more

[Learn how to serve papers.](#)

Example 3: Papers Need to Be Served in Small claims

Recipient: Petitioner

Document filed: Petition

Case types: Small claims

SUBJECT

You must arrange for delivery (service) of the Affidavit and Summons

BODY

What happened

You filed an Affidavit and Summon in your small claims case: [case title] [case number]

What this means

This started your small claims case.

What to do next

You must arrange for delivery (formal service) within 120 days of the date you filed the **Affidavit and Summons**. You cannot give the **Affidavit and Summons** to the defendant yourself.

Learn more

[Learn how to serve papers.](#)

Example 4: Papers Need to Be Served in an Eviction

Recipient: **Petitioner**

Document filed: Petition (doc code)

Case types: Eviction

SUBJECT

You must arrange for delivery (service) of your initial documents.

BODY

What happened

You filed a Complaint for Unlawful Detainer (Eviction) in your eviction case: [case title]
[case number]

What this means

This started your eviction case.

What to do next

You must arrange for delivery (formal service) of the following paperwork in this order:

- Summons (Eviction Cases)
- Complaint for Unlawful Detainer (eviction)
- Doc3
- Doc4
- etc.

You cannot give the paperwork to the defendant yourself.

Learn more

[Learn how to serve papers.](#)

Example 5: Answer Filed in Divorce

Recipient: **Petitioner**

Document filed: Answer

Case types: Divorce

SUBJECT

An Answer was filed in your divorce case

BODY

What happened

The other party filed an Answer in your divorce: [case title] [case number]

What this means

An Answer tells the court whether the other party agrees or disagrees with parts of the petition.

What to do next

Review the Answer carefully. You do not need to file anything in response to the Answer unless the other party also filed a counterpetition.

Review the divorce roadmap for the next steps in divorce cases.

Learn more

[Divorce roadmap](#)

Example 6: Answer Filed in Custody (parentage)

Recipient: Petitioner

Document filed: Answer

Case types: Parentage

SUBJECT

An answer was filed in your custody case

BODY

What happened

The other party filed an Answer in your custody (parentage) case: [case title] [case number]

What this means

An Answer tells the court whether the other party agrees or disagrees with parts of the petition.

What to do next

Review the Answer carefully. You do not need to file anything in response to the Answer unless the other party also filed a counterpetition.

Review the custody roadmap for the next steps in custody (parentage) cases.

Learn more

[Custody roadmap](#)

Example 7: Counterpetition Filed in a domestic case

Recipient: Non-filing party

Document filed: Counterpetition

Case types: Divorce, Custody

SUBJECT

A Counterpetition was filed in your case

BODY

What happened

The other party filed a Counterpetition in [case title] [case number].

What this means

A counterpetition means the other party is asking the court to make orders in their favor, not just responding to your petition.

What to do next

If you disagree with the counterpetition, you can file an Answer to Counterpetition. Your deadline depends on when you were served.

Learn more

[Calculate your deadline to respond to a Counterpetition](#)

MyPaperwork

You can use MyPaperwork to create an Answer to Counterpetition

[Log in to MyPaperwork](#)

Example 8: Proposed Order (all case types)

Recipient: Non-filing party

Document filed: Proposed order

Case types: all

SUBJECT

A proposed order was filed in your case

BODY

What happened

A proposed order was filed in **[case title]**, **[case number]**.

What this means

The proposed decree contains the terms the parties submitted for the judge's review. Filing the proposed order does not mean the judge has signed it or that the order is final.

What to do next

No action is required unless the court contacts you or asks for more information.

Watch for another notification telling you whether the judge signed the order. The order is not final until the judge signs the order and it is entered by the court.

Example 9: Court Signed an Order (domestic)

Recipient: All parties

Document filed: Order

Case types: Divorce, Parentage

SUBJECT

The court signed an order in your case

BODY

What happened

The judge signed an order in your case: [case title] [case number]

What this means

The order is now an official court order. Everyone named in the order must follow it unless the court changes it.

What to do next

Read the entire order carefully. Check for:

- things you must do or stop doing;
- deadlines or payment requirements;
- scheduled hearings; and
- any other instructions from the court.

Keep a copy of the order for your records.

Example 10: Court Signed an Order

Recipient: All parties

Document filed: Order

Case types: All case types

SUBJECT

The court signed an order

BODY

What happened

The judge signed an order in your case: [case title] [case number]

What this means

A signed order is a court order. You must follow it unless the court changes it.

What to do next

Read the order carefully. Pay attention to any deadlines, hearings, payment requirements, or other instructions.

Example 11: MyPaperwork reminder (Divorce)

Recipient: All parties

Document filed: Petition + 30 days

Case types: Divorce

SUBJECT

Check your next steps in MyPaperwork

BODY

What happened

A Petition for Divorce was filed in your divorce case [case title] [case number]

What this means

There may be additional steps to complete before the court can finalize the divorce. The steps depend on what has happened in the case and whether the parties agree.

What to do next

Return to the MyPaperwork guided interview you used to create your initial documents and answer a few questions about the current status of your case. MyPaperwork can help you identify possible next steps and prepare new documents based on your answers.

You may also need to complete required divorce education classes. Check your class status and review the court's information about divorce requirements.

Learn More

[Learn more about required classes in divorce](#)

MyPaperwork

You can use MyPaperwork to create your final documents

[Log in to MyPaperwork](#)

TAB 9

CJA 4-202.02. Records classification

Notes: Previous amendments to rule 4-202.02 were effective on May 18, 2026. Those amendments: 1) classify court records identifying a victim by name rather than initials as “private,” if a valid and timely request is made under new CJA rule 4-202.12, and 2) classify unredacted judicial officer financial disclosure forms as “protected records.”

The new amendments (highlighted in yellow): 1) classify the names of minors on child protective orders as public (*lines 261 - 262*) in response to [House Bill 540](#) and 2) classify all motions, supporting materials, and records of hearings involving the admissibility of evidence of a victim’s sexual behavior as protected (*lines 397-396*).

Rule 4-202.02. Records Classification.**Intent:**

To classify court records as public or non-public.

Applicability:

This rule applies to the judicial branch.

Statement of the Rule:

(1) Presumption of Public Court Records. Court records are public unless otherwise classified by this rule.

(2) Public Court Records. Public court records include but are not limited to:

(2)(A) abstract of a citation that redacts all non-public information;

(2)(B) aggregate records without non-public information and without personal identifying information;

(2)(C) appellate filings, including briefs;

(2)(D) arrest warrants, but a court may restrict access before service;

(2)(E) audit reports;

(2)(F) case files;

(2)(G) committee reports after release by the Judicial Council or the court that requested the study;

(2)(H) contracts entered into by the judicial branch and records of compliance with the terms of a contract;

(2)(I) drafts that were never finalized but were relied upon in carrying out an action or policy;

(2)(J) exhibits, but the judge may regulate or deny access to ensure the integrity of the exhibit, a fair trial or interests favoring closure;

(2)(K) financial records;

(2)(L) indexes approved by the Management Committee, including the following, in courts other than the juvenile court; an index may contain any other index information:

(2)(L)(i) amount in controversy;

(2)(L)(ii) attorney name;

(2)(L)(iii) licensed paralegal practitioner name;

(2)(L)(iv) case number;

(2)(L)(v) case status;

(2)(L)(vi) civil case type or criminal violation;

(2)(L)(vii) civil judgment or criminal disposition;

(2)(L)(viii) daily calendar;

(2)(L)(ix) file date;

(2)(L)(x) party name;

(2)(M) name, business address, business telephone number, and business email address of an adult person or business entity other than a party or a victim or witness of a crime;

(2)(N) name, address, telephone number, email address, date of birth, and last four digits of the following: driver's license number; social security number; or account number of a party;

(2)(O) name, business address, business telephone number, and business email address of a lawyer or licensed paralegal practitioner appearing in a case;

(2)(P) name, business address, business telephone number, and business email address of court personnel other than judges;

(2)(Q) name, business address, and business telephone number of judges;

(2)(R) name, gender, gross salary and benefits, job title and description, number of hours worked per pay period, dates of employment, and relevant qualifications of a current or former court personnel;

(2)(S) unless classified by the judge as private or safeguarded to protect the personal safety of the juror or the juror's family, the name of a juror empaneled to try a case, but only 10 days after the jury is discharged;

(2)(T) opinions, including concurring and dissenting opinions, and orders entered in open hearings;

(2)(U) order or decision classifying a record as non-public;

(2)(V) private record if the subject of the record has given written permission to make the record public;

(2)(W) publications of the Administrative Office;

(2)(X) record in which the judicial branch determines or states an opinion on the rights of the state, a political subdivision, the public, or a person;

(2)(Y) record of the receipt or expenditure of public funds;

(2)(Z) record, minutes, or transcript of an open meeting;

(2)(AA) official audio record, minutes, or transcript of an open hearing;

(2)(BB) record of formal discipline of current or former court personnel or of a person regulated by the judicial branch if the disciplinary action has been completed, and all time periods for administrative appeal have expired, and the disciplinary action was sustained;

(2)(CC) record of a request for a record;

(2)(DD) reports used by the judiciary if all of the data in the report is public or the Judicial Council designates the report as a public record;

(2)(EE) rules of the Supreme Court and Judicial Council;

(2)(FF) search warrants, the application and all affidavits or other recorded testimony on which a warrant is based are public after they are unsealed under Rule 40 of the Utah Rules of Criminal Procedure;

(2)(GG) statistical data derived from public and non-public records but that disclose only public data; and

(2)(HH) notwithstanding subsections (6) and (7), if a petition, indictment, or information is filed charging a person 14 years of age or older with a felony or an offense that would be a felony if committed by an adult, the petition, indictment or information, the adjudication order, the disposition order, and the delinquency history summary of the person are public records. The delinquency history summary will contain the name of the person, a listing of the offenses for which the person was adjudged to be within the jurisdiction of the juvenile court, and the disposition of the court in each of those offenses. Upon a finding of good cause on the record, the juvenile court may reclassify these records as non-public.

(3) Sealed Court Records. The following court records are sealed:

(3)(A) records in the following actions:

(3)(A)(i) Utah Code, title 81, chapter 13, Adoption, six months after the conclusion of proceedings, which are private until sealed;

(3)(A)(ii) Utah Code, title 81, chapter 5, part 8, Gestational Agreement, six months after the conclusion of proceedings, which are private until sealed;

(3)(A)(iii) Utah Code section 76-7-304.5, Consent required for abortions performed on minors; and

(3)(A)(iv) Utah Code section 78B-8-402, Actions for disease testing;

(3)(B) expunged records;

(3)(C) orders authorizing installation of pen register or trap and trace device under Utah Code section 77-23a-15;

(3)(D) records showing the identity of a confidential informant;

(3)(E) records relating to the possession of a financial institution by the commissioner of financial institutions under Utah Code section 7-2-6;

(3)(F) wills deposited for safe keeping under Utah Code, title 75, chapter 2, part 9, Custody and Deposit of Wills;

(3)(G) records designated as sealed by rule of the Supreme Court;

(3)(H) record of a Children's Justice Center investigative interview after the conclusion of any legal proceedings;

(3)(I) on appeal, any record previously designated as sealed by another court;

(3)(J) video record of a court proceeding, other than security video;

(3)(K) "nonpublic restitution record" as defined in Utah Code section 63M-7-502; and

(3)(L) other records as ordered by the court under Rule 4-202.04.

(4) Private Court Records. The following court records are private:

(4)(A) records in the following actions:

(4)(A)(i) Utah Code section 26B-5-332, Involuntary commitment under court order;

(4)(A)(ii) Utah Code section 76-11-310, Removal from the National Instant Check System database;

(4)(A)(iii) Utah Code, title 81, chapter 13, Adoption, until the records are sealed;

(4)(A)(iv) Utah Code, title 81, chapter 5, part 8, Gestational Agreement, until the records are sealed;

(4)(A)(v) cases initiated in the district court by filing an abstract of a juvenile court restitution judgment; and

(4)(A)(vi) Utah Code section 26B-8-111, Sex designation changes, and name changes combined with sex designation changes for both minors and adults, except that:

(4)(A)(vi)(a) the case history is public for minors; and

(4)(A)(vi)(b) the case history and record of public hearings are public for adults.

(4)(B) records in the following actions, except that the case history, judgments, orders, decrees, letters of appointment, and the record of public hearings are public records:

(4)(B)(i) Utah Code, title 81, Utah Domestic Relations Code, including qualified domestic relations orders, except that an action for consortium due to personal injury under Utah Code section 81-3-111 is public;

(4)(B)(ii) Utah Code, title 75, chapter 5, Protection of Persons Under Disability and their Property;

(4)(B)(iii) Utah Code, title 78B, chapter 7, Protective Orders and Stalking Injunctions;

(4)(B)(iv) Utah Code, title 81, chapter 6, Child Support;

(4)(B)(v) Utah Code, title 81, chapter 11, Utah Uniform Child Custody Jurisdiction and Enforcement Act;

(4)(B)(vi) Utah Code, title 81, chapter 8, Uniform Interstate Family Support Act;

(4)(B)(vii) Utah Code, title 81, chapter 5, Utah Uniform Parentage Act; and

(4)(B)(viii) an action to modify or enforce a judgment in any of the actions in this subparagraph (4)(B);

(4)(C) records related to determinations of indigency;

(4)(D) an affidavit supporting a motion to waive fees;

(4)(E) aggregate records other than public aggregate records under paragraph (2);

(4)(F) alternative dispute resolution records;

(4)(G) applications for accommodation under the Americans with Disabilities Act;

(4)(H) jail booking sheets;

(4)(I) citation, but an abstract of a citation that redacts all non-public information is public;

(4)(J) judgment information statement;

(4)(K) judicial review of final agency action under Utah Code section 80-2-707;

(4)(L) the following personal identifying information about a party: driver's license number, social security number, account description and number, password, identification number, maiden name and mother's maiden name, and similar personal identifying information;

(4)(M) the following personal identifying information about a person other than a party or a victim or witness of a crime: residential address, personal email address, personal telephone number; date of birth, driver's license number, social security number, account description and number, password, identification number, maiden name, mother's maiden name, and similar personal identifying information;

(4)(N) medical, psychiatric, or psychological records;

(4)(O) name of a minor, except that the name of a minor party is public in child protective order proceedings in juvenile court and in the following district and justice court proceedings:

(4)(O)(i) name change of a minor, unless the name change is combined with a sex designation change;

(4)(O)(ii) guardianship or conservatorship for a minor;

(4)(O)(iii) felony, misdemeanor, or infraction when the minor is a party;

(4)(O)(iv) protective orders and stalking injunctions; and

(4)(O)(v) custody orders and decrees;

(4)(P) nonresident violator notice of noncompliance;

(4)(Q) personnel file of a current or former court personnel or applicant for employment;

(4)(R) photograph, film, or video of a crime victim;

(4)(S) record of a court hearing closed to the public or of a child's testimony taken under Rule 15.5 of the Utah Rules of Criminal Procedure:

(4)(S)(i) permanently if the hearing is not traditionally open to the public and public access does not play a significant positive role in the process; or

(4)(S)(ii) if the hearing is traditionally open to the public, until the judge determines it is possible to release the record without prejudice to the interests that justified the closure;

(4)(T) record submitted by a senior judge or court commissioner regarding performance evaluation and certification;

(4)(U) record submitted for in camera review until its public availability is determined;

(4)(V) reports of investigations by Child Protective Services;

(4)(W) statement in support of petition to determine competency;

(4)(X) victim impact statements;

(4)(Y) name of a prospective juror summoned to attend court, unless classified by the judge as safeguarded to protect the personal safety of the prospective juror or the prospective juror's family;

(4)(Z) records filed pursuant to Rules 52 - 59 of the Utah Rules of Appellate Procedure, except briefs filed pursuant to court order;

(4)(AA) records in a proceeding under Rule 60 of the Utah Rules of Appellate Procedure;

(4)(BB) records related to Court Commissioner Conduct Committee and Council actions under Rule 3-201.02, other than a public censure by the Council;

(4)(CC) for an offense occurring on or after July 1, 2026, a court record that identifies a victim of a crime by name rather than initials if, prior to the entry of final disposition, judgment, or sentence in the case, a valid request is made under Rule 4-202.12; and

(4)(~~DD~~)(GG) other records as ordered by the court under Rule 4-202.04.

(5) Protected Court Records. The following court records are protected:

(5)(A) attorney's work product, including the mental impressions or legal theories of an attorney or other representative of the courts concerning litigation, privileged communication between the courts and an attorney representing, retained, or employed by the courts, and records prepared solely in anticipation of litigation or a judicial, quasi-judicial, or administrative proceeding;

(5)(B) records that are subject to the attorney client privilege;

(5)(C) bids or proposals until the deadline for submitting them has closed;

(5)(D) budget analyses, revenue estimates, and fiscal notes of proposed legislation before issuance of the final recommendations in these areas;

(5)(E) budget recommendations, legislative proposals, and policy statements, that if disclosed would reveal the court's contemplated policies or contemplated courses of action;

(5)(F) court security plans;

(5)(G) investigation and analysis of loss covered by the risk management fund;

(5)(H) memorandum prepared by staff for a member of any body charged by law with performing a judicial function and used in the decision-making process;

(5)(I) confidential business records under Utah Code section 63G-2-309;

(5)(J) record created or maintained for civil, criminal, or administrative enforcement purposes, audit or discipline purposes, or licensing, certification or registration purposes, if the record reasonably could be expected to:

(5)(J)(i) interfere with an investigation;

(5)(J)(ii) interfere with a fair hearing or trial;

(5)(J)(iii) disclose the identity of a confidential source; or

(5)(J)(iv) concern the security of a court facility;

(5)(K) record identifying property under consideration for sale or acquisition by the court or its appraised or estimated value unless the information has been disclosed to someone not under a duty of confidentiality to the courts;

(5)(L) record that would reveal the contents of settlement negotiations other than the final settlement agreement;

(5)(M) record the disclosure of which would impair governmental procurement or give an unfair advantage to any person;

(5)(N) record the disclosure of which would interfere with supervision of an offender's incarceration, probation, or parole;

(5)(O) record the disclosure of which would jeopardize life, safety, or property;

(5)(P) strategy about collective bargaining or pending litigation;

(5)(Q) test questions and answers;

(5)(R) "trade secrets" as defined in Utah Code section 13-24-2;

(5)(S) record of a Children's Justice Center investigative interview before the conclusion of any legal proceedings;

(5)(T) presentence investigation report;

(5)(U) probation progress/violation reports;

(5)(V) except for those filed with the court, records maintained and prepared by juvenile probation;

(5)(W) unredacted judicial officer financial disclosure forms; and

(5)(X) motions, supporting materials, and records of hearings involving the admissibility of evidence of a victim's sexual behavior or other evidence under Rule 412 of the Utah Rules of Evidence; and

(5)(~~X~~Y) other records as ordered by the court under Rule 4-202.04.

(6) Juvenile Court Social Records. The following are juvenile court social records:

(6)(A) correspondence relating to juvenile social records;

- (6)(B) custody evaluations, parent-time evaluations, parental fitness evaluations, substance abuse evaluations, domestic violence evaluations;
- (6)(C) medical, psychological, psychiatric evaluations;
- (6)(D) pre-disposition, dispositional, and social summary reports;
- (6)(E) probation agency and institutional reports or evaluations;
- (6)(F) referral reports;
- (6)(G) report of preliminary inquiries;
- (6)(H) treatment or service plans;
- (6)(I) nonjudicial adjustment records; and
- (6)(J) documents filed with the court that were received pursuant to the Utah Interstate Compact for Juveniles.

(7) Juvenile Court Legal Records. The following are juvenile court legal records:

- (7)(A) accounting records;
- (7)(B) discovery filed with the court;
- (7)(C) pleadings, summonses, subpoenas, motions, affidavits, calendars, minutes, findings, orders, decrees, probable cause statements;
- (7)(D) name of a party or minor;
- (7)(E) record of a court hearing;
- (7)(F) referral and offense histories; and
- (7)(G) any other juvenile court record regarding a minor that is not designated as a social record.

(8) Safeguarded Court Records. The following court records are safeguarded:

- (8)(A) upon request, location information, contact information, and identity information, other than the name of a petitioner and other persons to be protected, in an action filed under Utah Code, title 78B, chapter 7, Protective Orders and Stalking Injunctions;
- (8)(B) upon request, location information, contact information and identity information, other than the name of a party or the party's child, after showing by affidavit that the health, safety, or liberty of the party or child would be jeopardized by disclosure in a proceeding under Utah Code, title 81, chapter 11, Utah Uniform Child Custody Jurisdiction and Enforcement Act, Utah Code, title 81, chapter 8, Uniform Interstate Family Support Act; or Utah Code, title 81, chapter 5, Utah Uniform Parentage Act;

(8)(C) upon request, if the information has been safeguarded under paragraph (8)(A) or (8)(B), location information, contact information and identity information, other than the name of a party or the party's child, in a proceeding under Utah Code, title 81, Utah Domestic Relations Code;

(8)(D) location information, contact information, and identity information of prospective jurors on the master jury list or the qualified jury list;

(8)(E) location information, contact information, and identity information other than name of a prospective juror summoned to attend court; and

(8)(F) the following information about a victim or witness of a crime, including, upon receipt of notice, a participant in the Safe at Home Program under Utah Code, title 77, chapter 38, part 6, Safe at Home Program:

(8)(F)(i) business and personal address, email address, telephone number, and similar information from which the person can be located or contacted;

(8)(F)(ii) date of birth, driver's license number, social security number, account description and number, password, identification number, maiden name, mother's maiden name, and similar personal identifying information;

(8)(F)(iii) except for a Safe at Home Program participant's assigned address, documents showing a participant's enrollment, including the authorization card, for a program participant under Utah Code, title 77, chapter 38, part 6, Safe at Home Program.

Effective: ~~May 18, 2026~~ November 1, 2026

TAB 10

CJA 1-101. General definitions – Rules of construction

Notes: This is a continuation of our project to create clearly defined terms and consistency throughout the CJA. Some of these amendments were included in an earlier version of the rule. Ron is requesting that we define “employee” or “court employee.” I would like to get the Committee’s thoughts on the proposed amendments before moving forward with the project.

1 **Rule 1-101. General definitions — ~~Rules of construction.~~**

2 **Intent:**

3 To establish clear and uniform definitions of words used in this Code.

4 **Applicability:**

5 These definitions ~~shall~~ apply to all rules ~~adopted by the Judicial Council~~ in this Code.

6 **Statement of the Rule:**

7 (1) Definitions. Unless the context indicates otherwise, as used in this Code:

8 (1)(A) "Accounting Manual" means the manual of procedures established by the
 9 Administrative Office in accordance with Rule 3-407 to govern all accounting matters for
 10 the judiciary.

11 (1)(B) "Administrative Office" means the Administrative Office of the ~~State Courts~~
 12 ~~Administrator.~~

13 ~~(B) "Administrative Staff" means employees of the judiciary who are authorized to~~
 14 ~~perform and responsible for performing administrative functions.~~ (D) "Board" means
 15 one or more of the Boards of Judges established by this Code.

16 ~~(D) "Chair" means the presiding officer of a board of judges.~~

17 (1)(C) "Court Employees" means

18 (1)(D) "Code" means the Code of Judicial Administration, which ~~and~~ may be cited as
 19 CJA.

20 (1)(E) "Council" means the Utah Judicial Council as established by Article VIII, Section
 21 12 of the Utah Constitution.

22 (1)(F) "Court" means an entire jurisdictional system and not any geographic division
 23 thereof.

24 (1)(G) "Court Clerk" means the Clerk of Court appointed in accordance with Rule 3-
 25 302.

26 (1)(H) "Court Commissioners" means domestic relations court commissioners acting
 27 in accordance with Rule 6-401 and court commissioners acting as magistrates in
 28 accordance with Rule 6-301.

29 (1)(I) "Court Employee" means, unless specifically indicated otherwise, state
 30 employees in the Judiciary, as defined in the human resources policies, other than a
 31 justice, judge, or court commissioner.

Commented [KW1]: Rules related to this definition on August agenda. Trying to distinguish between domestic and criminal commissioners and "Division Commissioners."

(1)(J) **"Court Level Administrator"** means state level administrators appointed in accordance with Rule 3-301, including the district, juvenile, appellate, business and chancery, and justice court administrators.

(1)(K) **"Courts of Record"** means the Supreme Court, the Court of Appeals, trial courts of general jurisdiction, including district courts, juvenile courts, the Business and Chancery Court, and other courts established by the legislature in accordance with those courts in which the judges have the qualifications required by Article VIII, Section 17 of the Utah Constitution, and are selected in the manner prescribed by Article VIII, Section 8 of the Utah Constitution, and are retained in the manner prescribed by Article VIII, Section 9 of the Utah Constitution. The following are courts of record: the Supreme Court, the Court of Appeals, the district courts, and the juvenile courts.

(1)(L) **"Courts not of Record"** means those justice courts and other trial courts in which the judges have the qualifications established by the Legislature and are selected in a manner prescribed by the Legislature under the authority of in accordance with Article VIII, Section 14 of the Utah Constitution that are not courts of record. Justice courts are courts not of record.

(1)(M) **"Division Commissioners"** means court commissioners serving in a statewide court division in district court.

(1)(N) **"Final action"** means the vote of the Council adopting, amending, or repealing a rule or resolution.

(1)(O) **"Human Resources Policies"** means the policies adopted by the Council in accordance with Rule 3-402.

(1)(P) **"Judge"** includes justices and judges of Courts of Record and Courts not of Record.

(1)(Q) **"Judicial Officer"** means an officer of the court who is a judge, or justice, or court commissioner in Courts of Record and Courts not of Record and has the authority to decide causes or issues between parties and render decisions in a judicial capacity.

(1)(R) **"Judiciary"** means the entire judicial branch of government in the state of Utah including justices, judges, court commissioners, referees, hearing officers, court reporters, clerical and administrative staff and central, local, and line staff.

(1)(S) **"Local Supplemental Rules"** means those rules in this Code governing the administration of the judiciary which have been adopted by the local courts adopted by the Council in accordance with the provisions of this Code.

(1)(T) **"Policy"** means the standards, guidelines, general principles, and directives issued by the Council for the government administration of the Judiciary.

(1)(U) **"Presiding Officer"** means the chief justice of the Supreme Court as the presiding officer of the Council.

Commented [KW2]: Rules related to this definition on August agenda.

- 69 ~~(1)(TR)~~ **"Quasi-judicial Officer"** means court commissioners and court referees.
- 70 ~~(1)(US)~~ **"Quorum"** means a majority of the members of the ~~Judicial~~-Council, a Board,
- 71 committee, or other body.
- 72 ~~(T)~~ **"Resolution"** means ~~a formal statement of the opinion of the council.~~
- 73 ~~(1)(VU)~~ **"Rule"** means a court rule in this Code adopted by the Council~~standard,~~
- 74 ~~guideline, or directive issued by the council concerning a matter of policy.~~
- 75 ~~(1)(WV)~~ **"Secretariat"** means ~~the clerical and administrative staff~~court employees,
- 76 judicial officers, or other individuals assigned to provide administrative or clerical
- 77 assistance to the Council, the Boards, and the Council's executive, ad hoc, and standing
- 78 committees.
- 79 ~~(1)(X)~~ **"State Court Administrator"** means the chief administrative officer of the Council
- 80 appointed in accordance with Utah Code section 78A-2-105, which may be cited as
- 81 "SCA."
- 82 ~~(1)(YH)~~ **"Trial Court Executives"** means the chief administrative officer of the local
- 83 ~~courts~~courts, which may be cited as TCE~~and the clerks of the appellate courts.~~
- 84 (2) Unless the context indicates otherwise, singular terms in this Code ~~the singular includes~~
- 85 include the plural, and the plural terms include the singular; the masculine includes the feminine,
- 86 and the feminine the masculine.
- 87 ~~(3) Any rule of the council, insofar as the rule is that is identical to an existing policy of the~~
- 88 ~~council, shall be construed as a continuation of such policy and not as a new enactment.~~
- 89 Effective: ~~January 27, 1997~~ November 1, 2026