

**Rule 5. Service and filing of pleadings and other documents.**

**(a) When service is required.**

**(1) Documents that must be served.** Unless otherwise permitted by statute, rule, or court order, every document filed with the court after the original complaint must be served by the party filing it on every party to the case. Ex parte motions may be filed without serving if permitted under [Rule 7](#).

**(2) Serving parties in default.** No service is required on a party who is in default except that:

~~(A) If the clerk has entered a default against a party under Rule 55(a), the defaulting party must be served with: a party in default must be served as ordered by the court;~~

~~(i) the proposed default judgment and any documents filed as part of or in support of the proposed default judgment; and~~

~~(B) a party in default for any reason other than for failure to file and serve a responsive pleading or otherwise appear must be served as provided in paragraph (a)(1);~~

~~(C) a party in default for any reason must be served (ii) the notice of any hearing to determine the amount of damages to be entered against the defaulting party;~~

~~(B) If a default judgment has been entered against a party under Rule 55(b), the defaulting party must be served:~~

~~(D) a party in default for any reason must be served (i) with notice of entry of judgment as required by provided in Rule 58A; and~~

~~(E) a party in default for any reason must be served (ii) in the manner as provided in Rule 4 with any pleadings asserting new or additional claims for relief against the party or motions to modify or augment a previously entered default judgment~~

**(3) Service in actions begun by seizing property.** If an action is begun by seizing property and no person is or need be named as defendant, any service required before the filing of an answer, claim, or appearance must be made upon the person who had custody or possession of the property when it was seized.

**(b) How service is made.**

**(1) Whom to serve.** If a party is self-represented, service must be made upon the self-represented party. If a party is represented by an attorney, a document served under this rule must be served upon the attorney unless the court orders service upon the party. Service must be made upon the attorney and the party if:

(A) an attorney has filed a Notice of Limited Appearance as provided in [Rule 75](#) and the documents being served relate to a matter within the scope of the Notice;

~~or~~

(B) [the serving party is seeking default judgment and knows that the non-moving party is represented by an attorney, even if the attorney has not formally appeared in the action; or](#)

[\(C\)](#) a final judgment has been entered in the action and more than 90 days has elapsed from the date a document was last served on the attorney.

**(2) When to serve.** If a hearing is scheduled seven days or less from the date of service, a party must serve a document related to the hearing by the method most likely to be promptly received. Otherwise, a document that is filed with the court must be served before or on the same day that it is filed.

**(3) Methods of service.** A document is served under this rule by:

(A) **Electronic filing.** Except in the juvenile court, a document is served by submitting it for electronic filing, or the court submitting it to the electronic filing service provider, if the person being served has an electronic filing account.<sup>2</sup>

51 (B) **Email.** If the party serving or being served a document does not have an  
52 electronic filing account, emailing it to:

53 (i) the most recent email address the person being served has provided to  
54 the court as provided in [Rule 10](#) or [Rule 76](#); or

55 (ii) if service is to an attorney licensed in Utah, to the email address on the  
56 attorney's most recent filing or on file with the Utah State Bar; or

57 (iii) if service is to an attorney not licensed in Utah, to the email address on  
58 the attorney's most recent filing or on file with the attorney licensing entity  
59 in the state where the attorney is licensed.

60 (C) **Mail and other methods.** If the party serving or being served with a document  
61 does not have an electronic filing account or email, a document may be served  
62 under this paragraph by:

63 (i) mailing it to the most recent address the person being served has provided  
64 to the court as provided in [Rule 10](#) or [Rule 76](#); or, if none, the person's last  
65 known address;

66 (ii) handing it to the person;

67 (iii) leaving it at the person's office with a person in charge or, if no one is in  
68 charge, leaving it in a receptacle intended for receiving deliveries or in a  
69 conspicuous place;

70 (iv) leaving it at the person's dwelling house or usual place of abode with a  
71 person of suitable age and discretion who resides there; or

72 (v) any other method agreed to in writing by the parties.

73 (4) **When service is effective.** Service by mail or electronic means is complete upon  
74 sending.

75 (5) **Who serves.** Unless otherwise directed by the court or these rules:

(A) every document required to be served must be served by the party preparing it, including subsequently signed orders and judgments; and

(B) every document initially prepared by the court must be served by the court;

(C) every document signed by the court that was initially prepared and filed by a party or attorney must be served on the other parties by the party or attorney who prepared it; and

(D) service under this rule does not alter the effectiveness of the document.

**(c) Serving numerous defendants.** If an action involves an unusually large number of defendants, the court, upon motion or its own initiative, may order that:

(1) a defendant's pleadings and replies to those pleadings do not need to be served on the other defendants;

(2) any cross-claim, counterclaim avoidance, or affirmative defense in a defendant's pleadings and replies to them are deemed denied or avoided by all other parties;

(3) filing a defendant's pleadings and serving them on the plaintiff constitutes notice of them to all other parties; and

(4) a copy of the order must be served upon the parties.

**(d) Certificate of service.** No certificate of service is required when a document is served through an electronic filing account under paragraph (b)(3)(A). When a document that is required to be served is served by email, mail, or other methods of service:

(1) if the document is filed with the court, a certificate of service showing the date and method of service, including the email or mailing address used, unless safeguarded, must be filed with it or within a reasonable time after service; and

(2) if the document is not filed with the court, a certificate of service need not be filed unless filing is required by rule or court order.

**(e) Filing.** Except as provided in [Rule 7](#) and [Rule 26](#), all documents after the complaint that are required to be served must be filed with the court. Attorneys with an electronic

filing account must file a document electronically. A self-represented party who is not an attorney may file a document with the court using any of the following methods:

(1) email;

(2) mail;

(3) the court's MyCase interface, where applicable; or

(4) in person.

Filing is complete upon the earliest of acceptance by the electronic filing system or by the court.

**(f) Filing an affidavit or declaration.** If a person files an affidavit or declaration, the filer may:

(1) electronically file the original affidavit with a notary acknowledgment as provided by Utah Code section ~~46-1-16~~ 46-1-16;

(2) electronically file a scanned image of the affidavit or declaration;

(3) electronically file the affidavit or declaration with a conformed signature; or

(4) if the filer does not have an electronic filing account, present the original affidavit or declaration to the court clerk, and the clerk will electronically file a scanned image and return the original to the filer.

The filer must keep an original affidavit or declaration of anyone other than the filer safe and available for inspection upon request until the action is concluded, including any appeal or until the time in which to appeal has expired.

*Effective November 1, 2024*

#### **Advisory Committee Notes**

Under paragraph (b)(3)(A), electronically filing a document has the effect of serving the document on parties who have an e-filing account. (Attorneys representing parties in the district court are required to have an account and electronically file documents. Code of

127 Judicial Administration [Rule 4-503](#).) The 2015 amendment excepts from this provision  
128 documents electronically filed in juvenile court.

129 Although electronic filing in the juvenile court presents to the parties the documents that  
130 have been filed, the juvenile court e-filing application (CARE), unlike that in the district  
131 court, does not deliver an email alerting the party to that fact. The Board of Juvenile Court  
132 Judges and the Advisory Committee on the Rules of Juvenile Procedure believe this  
133 difference renders electronic filing alone insufficient notice of a document having been  
134 filed. So in the juvenile court, a party electronically filing a document must serve that  
135 document by one of the other permitted methods.

136 *Note adopted 2015*