

Checklist for Petition for Writ of Certiorari Utah Rules of Appellate Procedure 45 - 51

Filing Deadlines

Petition	30 days after entry of decision of Court of Appeals, or decision on Petition for Rehearing
Cross-petition	30 days after service of Petition
Respondent's Response to Petition	30 days after service of Petition

Service of Petition and Response

- If the party is not represented by an attorney, they must be served on the self-represented party.
- An original signature is required on the proof of service.

Number of Copies (Utah Rule of Appellate Procedure 48(f))
One with original signature.

Length of Petition

Petition	20 pages
Response to Petition	20 pages
Amicus	20 pages
Reply to Response to Petition (rarely filed)	5 pages

Size and Binding (if hard copies submitted)

- Paper size: 8 ½ " x 11".
- Binding: Compact or Vello binding required; coiled plastic or spiral binding is not acceptable.

Printing Requirements

- Margins must be at least one inch on top, bottom and sides of each page.

- Proportionally spaced typeface must be 13-point or larger for both text and footnotes. A monospaced typeface may not contain more than ten characters per inch for both text and footnotes.
- Print on both sides of the page.
- Double spaced; 1½ line spacing is not acceptable.

Cover Requirements

- **Cover color** (if hard copies submitted)

Petitioner	White
Cross-Petitioner	White
Respondent	Orange
Response to Cross-Petition	Orange
Reply to Response to Petition (rarely filed)	Yellow

- **Case caption**
- **Name of the appellate court**
In the Utah Supreme Court
- **Appellate court docket number**
- **Title of the document**
For example,
 - Petition for Writ of Certiorari to the Utah Court of Appeals
 - Response to Petition for Writ of Certiorari to the Utah Court of Appeals
 - Opposition to Petition for Writ of Certiorari to the Utah Court of Appeals
 - Reply to Response in Opposition to Petition for Writ of Certiorari
- **Name and Address of Attorneys or Self-Represented Parties**
The name and address of the person filing the brief (attorney or self-represented party) should be on the lower right of the brief.
The name and address of the opposing attorney or self-represented party should be on the lower left.

See last page of this checklist for an example of a brief cover.

Content Requirements

In this order:

- List of all parties, unless the caption on the cover shows all parties.
- Table of contents with page references.
- Table of authorities with page references:
 - cases listed alphabetically with parallel citations
 - rules
 - statutes
 - other authorities
- Questions presented for review (Petitioner only).
- Citation to opinion of the Court of Appeals (Petitioner only).
- Statement of jurisdiction (Petitioner only).
- Constitutional provisions, statutes, ordinances, and rules (Petitioner only).
- Statement of the case (Petitioner only).
- Argument.
- Appendix: Court of Appeals and trial court decisions.
- Original signature of counsel of record or pro- party appearing without counsel on one copy of brief; reproduced signature on other copies.
- Proof of service.

Sample Petition for Writ of Certiorari cover format

IN THE UTAH SUPREME COURT

State of Utah,
Plaintiff / Appellee

vs.

Albert James Jones,
Defendant / Appellant

Supreme Court No. 20200712-SC

Court of Appeals No. 20190301-CA

Petition for Writ of Certiorari
to the Utah Court of Appeals

Utah Attorney General's Office
Appeals Division
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Petitioner