

## Checklist for Motion to Change Venue

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- You must complete a form before you file it. These instructions will help you complete the forms.
- If you still have difficulty after reading these instructions, contact the Self Help Center. See <http://www.utcourts.gov/selfhelp/contact/>.
- The judicial services representative cannot complete a form for you.
- Attach a copy of any document referred to in the form.
- Keep a copy of all documents for your records.
- Attend all court hearings.
- Some forms may not apply in your case.
- Check with your court about local requirements.

### (1) Motion to Change Venue

- Print your name and contact information at the top of the first page. Check whether you are the guardian and/or conservator or the attorney for the guardian or conservator.
- Print the county name and the court address in the blank lines. Complete the heading exactly as it appears in the petition.
- Paragraph (1): Print the name of county and address of the new court. Find the court address on the court's website at: [www.utcourts.gov](http://www.utcourts.gov).
- Paragraph (2): Print the protected person's new address.
- Paragraph (3): Make sure that Paragraph (3) is true before filing the motion.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form and any attachments on the interested persons by one of the methods described in the certificate of service. [URCP 5](#) governs service.
- File the original form and certificate of service with the judicial services representative.
- If a party objects to the motion after receiving it and notice of right to object, then the court will schedule a hearing and send out notice of hearing to the parties. Prepare the order as directed by the court at the hearing.

**(2) Notice of Right to Object**

- You must serve the Notice of the Right to Object with the Motion to Change Venue. [CJA 6-501](#).
- Print the county name and the court address in the blank lines.
- Complete the heading exactly as it appears in the petition.
- Print the name and address of the person to whom the notice is being given.
- Date and sign the form.
- Attach the form to the Motion to Change Venue.
- Serve the form and any attachments on the interested persons by one of the methods described in the certificate of service. [URCP 5](#) governs service.
- File the original form and certificate of service with the judicial services representative.

**(3) Order on Motion to Change Venue**

- Print your name and contact information at the top of the first page. Check whether you are the guardian or conservator or the attorney for the guardian or conservator.
- Print the county name and the court address in the blank lines. Complete the heading exactly as it appears in the petition.
- If the parties stipulate to the motion or default on the motion, complete the rest of the Order so that it agrees with the motion.
- Date and sign the Order under the phrase: "approved as to form."
- After preparing the documents, serve them on the interested persons by one of the methods described in the certificate of service. [URCP 5](#) governs service.
- The interested persons have 7 days in which to object as to form of the proposed order.
- If the parties stipulate to the motion or default on the motion, file the original Order and the Certificate of Service with the judicial services representative as soon as they are prepared. Otherwise, file the original Order and the Certificate of Service with the judicial services representative after the time to object has ended.
- If a party objects to the motion after receiving it and notice of right to object, then the court will schedule a hearing and send out notice of hearing to the parties. Prepare the order as directed by the court at the hearing.

**(4) Notice of Order**

- Prepare this form after the judge has signed the order.
- Print your name and contact information at the top of the first page. Check whether you are the guardian or conservator or the attorney for the guardian or conservator.
- Print the county name and the court address on the blank lines. Complete the heading exactly as it appears in the petition.
- Attach the order being delivered.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form and the order on the interested persons by one of the methods described in the certificate of service. [URCP 5](#) governs service.
- File the original form and attachments with the judicial services representative.