

## Agenda Committee on Court Forms

Administrative Office of the Courts  
Scott M. Matheson Courthouse  
450 South State Street

November 13, 2017  
12:00 to 2:00 p.m.  
Conference Room B & C

1. Welcome and approval of minutes	Randy Dryer
2. Discussion about need for additional subcommittees	Brent Johnson
3. Declaration of inmate filing	Nathanael Player
4. General forms <ul style="list-style-type: none"> <li>• Fee waiver</li> <li>• Service</li> <li>• Motion for alternative service</li> <li>• Summons (Kara and Nathanael)</li> <li>• 10-day summons</li> <li>• Generic motions</li> </ul>	Jessica Van Buren
5. Other business	Randy Dryer
Adjourn	

Meeting schedule  
(12:00 - 2:00 p.m.)

**2017**  
December 11

**2018**  
January 8  
February 12  
March 12  
April 9

May 14  
June 11  
July 9  
August 13  
September 10

October 9  
November 13  
December 10

MINUTES  
Utah Judicial Council's Committee  
on Court Forms

Administrative Office of the Courts  
450 South State Street  
Salt Lake City, UT 84111

October 17, 2017  
12:00 - 2:00 p.m.

ATTENDEES

Randy Dryer, Chair  
Judge James Taylor  
Commissioner T. Patrick Casey  
Stewart Ralphs  
Nathanael Player  
Mary Westby  
Kim Allard  
Cyndie Bayles  
Christina Cope  
Guy Galli  
Jessica Van Buren

EXCUSED

Kara Mann  
Judge Gregory Bown  
Brent Johnson

STAFF

Carol Sheets, Recording Secretary

**I. WELCOME AND APPROVAL OF MINUTES**

Randy Dryer welcomed the Committee members to the meeting.

The Committee discussed the September 19, 2017 minutes. There being no changes to the minutes, Stewart Ralphs moved to approve the minutes. Cyndie Bayles seconded the motion and it passed unanimously.

**II. FINAL REVIEW OF PETITION FOR ESSENTIAL TREATMENT**

Petition for Essential Treatment Form - Several changes were made to the Petition for Essential Treatment form. A line will be added in paragraph four of the petition to list the legal guardian's name along with any associated case number and date of appointment of legal

guardian. Judge Taylor requested that some space be allotted in paragraph five to reference the completed, competent evaluation of the respondent. He suggested that language be added that states, "include any professional evaluation or diagnosis information you have" or "describe any previous evaluation or treatment the respondent has had." The Committee agreed that this language should be added to the form.

Mary Westby noted that in paragraph three, an option should be added for "grandchild" since many grandparents are now raising their grandchildren. If this category is added, the language in the final order may need to be adjusted to reflect this.

Request for Examination Form – This form is used when the court needs to order that the respondent undergo an examination. The respondent has the right to request a preliminary hearing before submitting to an order for examination. Judge Taylor asked that the phrase "and now being fully informed" be removed from the sentence after paragraph four as he is aware that judges may never be informed of the full details of their cases.

Order on Petition for Essential Treatment and Intervention Form – This is the final order after the evaluation is complete and the hearing has been held. The Committee discussed paragraph eight which states, "Petitioner shall be respondent's personal representative for purposes of respondent's essential treatment." Another family member may come in later during the proceedings and be found to be a better person to be the respondent's personal representative.

Judge Taylor asked if the form should have a place to reference the fact that the judge has found that the respondent suffers from a substance abuse disorder. Randy Dryer said that there should be a finding that the respondent is suffering from a substance abuse disorder and that it should be added to the form.

A motion was made by Stewart Ralphs to approve the four Essential Treatment forms as revised and submit them to the Judicial Council. Commissioner T. Patrick Casey seconded the motion and it passed unanimously.

Since Brent Johnson was unable to attend the meeting today, Jessica Van Buren was asked to have Mr. Johnson review the forms to see if he has any objections to them before they are approved to go to the Judicial Council.

### **III. FAMILY LAW FORMS**

Motion for Temporary Orders (With Children) – Jessica Van Buren said that the Attorney General's Office and the Office of Recovery Services have both reviewed and approve of the proposed language regarding child support.

Revisions were made to paragraphs 6(a) and 6(b) regarding whether the petitioner and respondent's income should be imputed based on minimum wage or historical earnings. A line was also added that asks if the petitioner or respondent is currently on public assistance or has received public assistance in the past. The Committee expressed some concern that the word "impute" may not be plain language. Mr. Dryer suggested that the word "impute" still be used in the form, but have a parenthetical explanation alongside it such as, "is able to earn." Jessica Van Buren will check with Brent Johnson to see if there is a more appropriate word that can be substituted and Nathanael Player will ask the Style Committee if they have any other suggestions. Paragraph 6(c) will be revised to add language regarding the Uniform Child Support Guidelines and whether the petitioner or respondent feel that the guidelines are unjust, inappropriate or not in the best interest of the child(ren).

The subject of attorneys fees was discussed and the question was asked if pro se litigants could also ask for paralegal fees. Randy Dryer is unsure, but will communicate with the LPP Committee to find out what their view is on this.

The Committee noted that the form is lengthy due to the child custody arrangement examples displayed in the document. Once this goes into OCAP, the examples will no longer need to be on the form and the document can be reduced in size.

The Committee decided that "alimony" should be replaced by "temporary alimony" in all instances of the forms, and the Order on Motion for Temporary Order form will be changed to say "must be ordered" rather than "shall be ordered."

A motion was made by Stewart Ralphs to approve these documents as revised subject to review of the Attorney General's Office. Commissioner Casey seconded the motion and it passed unanimously.

#### **IV. GENERAL FORMS**

Standard Answer Form - A seventh heading, "Request", will be added to the form and allow the petitioner or respondent to explain what they would like the court to do based on their defenses. Paragraph ten that states "I also ask for such other relief as the court finds equitable and just" will be removed.

Counterclaim Form - The first sentence of the counterclaim form, "I say the following", will be removed and replaced with a new heading, "Claims - I believe the plaintiff / petitioner has harmed me in these ways." The Committee agreed that a few changes need to be made to the form in order for the defendant / respondent to be able to explain any claims against the plaintiff / petitioner.

A motion was made by Nathanael Player for the Committee to approve the general forms as revised and submit them to the Judicial Council for review. Cyndie Bayles seconded the motion and it passed unanimously.

These forms will be sent to the Judicial Council for their review.

Fee Waiver Forms – The Committee reviewed the forms and decided to review the Affidavit Supporting the Motion to Waive Fees until the next meeting.

A motion was made by Commissioner T. Patrick Casey to approve the Fee Waiver form as revised and submit it to the Judicial Council for review. Nathanael Player seconded the motion and it passed unanimously.

## **V. DEBT COLLECTION FORMS**

Debt Collection Answer Form - The first line of the document, "I say the following:", will be removed and changes were made to the layout of the "Affirmative defenses" and "Request" sections of the form. A sentence from paragraph ten, "I also ask for such other relief as the court finds equitable and just" will be removed. The bankruptcy affirmative defense section should require the pro se litigant to include the bankruptcy case number and filing date. Paragraph nine will be changed to "Claims not allowed" rather than "Claims barred."

A motion was made by Commissioner T. Patrick Casey to approve the forms as revised and submit them to the Judicial Council for review. Stewart Ralphs seconded the motion and it passed unanimously.

## **VI. CORIS CODE LIST**

Jessica Van Buren provided the Committee with a list of the CORIS Codes. Randy Dryer asked if the codes are statutory in nature and if they could be changed to be more easily identifiable. Since the coding is part of the CORIS program, the Committee is unable to change any of the codes on the forms.

## **VII. FINAL APPROVAL OF FORMS COMMITTEE PROCEDURES**

The final approval of the Forms Committee Procedures was discussed and no changes are necessary. The Committee recognizes that it can make changes to the procedures as necessary.

A motion was made by Commissioner T. Patrick Casey to approve the Forms Committee Procedures. Stewart Ralphs seconded the motion and it passed unanimously.

#### **VIII. OTHER BUSINESS**

The Committee revisited the 2018 meeting dates to ensure that the Committee members don't have any significant scheduling conflicts with the dates that have been scheduled. None of the members have any concerns, so the meetings will stay as scheduled.

#### **IX. ADJOURN**

There being no further issues, the meeting adjourned at 2:00 p.m. The next meeting will be held on Monday, November 13, 2017.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petition Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the District Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Ten Day Summons**

(Utah Rule of Civil Procedure 3 and 4)

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

The State of Utah to

\_\_\_\_\_ (party's name):

A lawsuit **may be** started against you.  
You must respond in writing for the court  
to consider your side.

**Check with the court to see if a  
complaint has been filed**

The plaintiff must file the complaint with

En la mayor parte de las demandas civiles,  
la persona tiene 21 días para responder a la  
demanda o petición.

**Si a la persona**

En la mayor parte de las demandas civiles,  
la persona tiene 21 días para responder a la

the court within 10 business days after service of this summons on you. If the complaint is not filed with the court within that time, the case is considered to be dismissed and you do not need to file an answer.

Call the court at \_\_\_\_\_

\_\_\_\_\_ (phone number)

at least 14 days after service of this summons to ask if the complaint has been filed. This is an action to:

\_\_\_\_\_  
(describe nature of action).

### Deadline!

Your response must be filed with the court and served on the other party within 21 days of the date you were served with this Summons.

### Read the complaint/petition

The Complaint explains what the other party is asking for in their lawsuit. Read it carefully.

### Answer the complaint/petition

Fill out a **Answer – Debt Collection Case form**. You can find the form on the court's website:

**[www.utcourts.gov/howto/answer/](http://www.utcourts.gov/howto/answer/)**.

You must file the Answer with the court

demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder.

Call the court at \_\_\_\_\_  
(phone number) at least 14 days after service of this summons to ask if the complaint has been filed. This is an action to:

\_\_\_\_\_  
(describe nature of action).

### Heading!

En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición.

### Si a la persona

En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder.

### Casos de Desalojo

En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. El periodo de



within 21 days of the date you were served with this Summons.

**Serve the Answer on the other party**

You must mail or hand deliver a copy of your Answer to the other party (or their attorney, if they have one) at the address shown at the top left corner of the first page of this Summons.

If you do not file and serve an Answer by the deadline, the other party can ask the court for a default judgment. A default judgment means the other party wins, and you do not get the chance to tell your side of the story.

**Keep records**

Keep a copy of this Summons, a record of your efforts to contact the court and of your Answer.

**Finding help**

The court's Finding Legal Help web page ([www.utcourts.gov/howto/legalassist/](http://www.utcourts.gov/howto/legalassist/)) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

tiempo de 21/30 días no es aplicable para todos los casos. Casos de Desalojo y reclamos menores, por ejemplo, tienen período de tiempo distinto.

**El periodo de tiempo**

En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. El periodo de tiempo de 21/30 días no es aplicable para todos los casos. Casos de Desalojo y reclamos menores, por ejemplo, tienen período de tiempo distinto.

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**El periodo de tiempo**

En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder.

**Reclamos menores**

En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. El periodo de tiempo de 21/30 días no es aplicable para todos los casos. Casos de Desalojo y reclamos menores, por ejemplo, tienen período de tiempo distinto.

A <language> version of this document is available on the court's website:  
[www.utcourts.gov](http://www.utcourts.gov)

(in as many of the languages as we provide)

_____	Signature ►	_____
Date	Printed Name	_____

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

I am ☐ Appellant/Petitioner

☐ Appellee/Respondent

In the ☐ Utah Supreme Court ☐ Utah Court of Appeals  
450 South State Street, Salt Lake City, UT 84111

\_\_\_\_\_  
Appellant/Petitioner

v.

\_\_\_\_\_  
Appellee/Respondent

**Declaration of Inmate Filing**

\_\_\_\_\_  
Case Number

1. I am an inmate at \_\_\_\_\_ (name of institution) (Utah Rule of Appellate Procedure 21).
2. On \_\_\_\_\_ (date), I am putting \_\_\_\_\_ (document name) and this Declaration of Inmate Filing in the institution's internal mail system.
3. First class postage has been paid, or I have complied with any requirements for legal mail set by the institution.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date

Signature ►

Printed Name

### Certificate of Service

I certify that I filed with the court and mailed a copy of this Declaration of Inmate Filing on the following people.

Person's Name	Mailed to this Address	Mailed on this Date

\_\_\_\_\_  
Date

Signature ►

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #:\_\_\_\_\_)   
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #:\_\_\_\_\_)

In the District Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

	<b>Summons</b> (To be served in Utah)
_____ Plaintiff/Petitioner	_____ Case Number
v.	_____ Judge
_____ Defendant/Respondent	_____ Commissioner (domestic cases)

The State of Utah to

\_\_\_\_\_ (party's name):

A lawsuit has been started against you.  
You must respond in writing for the court  
to consider your side.

**Deadline!**

Your response must be filed with the

En la mayor parte de las demandas civiles,  
la persona tiene 21 días para responder a la  
demanda o petición.

**Heading!**

En la mayor parte de las demandas civiles,

court and served on the other party within 21 days of the date you were served with this Summons.

**Read the complaint/petition**

The Complaint or Petition explains what the other party is asking for in their lawsuit. Read it carefully.

**Answer the complaint/petition**

Fill out an Answer form. You can find the form on the court's website:

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If you do not file and serve an Answer by the deadline, the other party can ask the court for a default judgment. A default judgment means the other party wins, and you do not get the chance to tell your side of the story.

la persona tiene 21 días para responder a la demanda o petición. En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición.

**Si a la persona**

En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder.

**Casos de Desalojo**

En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. El periodo de tiempo de 21/30 días no es aplicable para todos los casos. Casos de Desalojo y reclamos menores, por ejemplo, tienen período de tiempo distinto.

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**Reclamos menores**

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(in as many of the languages as we provide)

Halkan hoose waxaa laguugu soo bandhigay qoraalo ku caawinaya (foomamka maxkamaddaha, warbixin daabacan, Bogag xambaarsan xog la soo koobay, iwm) kuna af Soomaali.

Giấy Nhận Tội Đại Hình Chiếu Theo Quy Định

Ходатайство о подаче заявления о признании себя виновным в деле о правонарушении или правонарушении с отягчающими обстоятельствами в

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #:\_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #:\_\_\_\_\_)

In the ☐ District ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

	<b>Motion to Waive Fees</b>
_____ Plaintiff/Petitioner	_____ Case Number
v.	_____ Judge
_____ Defendant/Respondent	_____ Commissioner (domestic cases)

1. I cannot pay these court fees. I believe I qualify for a waiver.
2. I ask the following fee(s) be waived: (Choose all that apply.)

<input type="checkbox"/> Filing fee (including Office of Vital Records fees, if applicable)	<input type="checkbox"/> Divorce orientation class fee
<input type="checkbox"/> OCAP fee	<input type="checkbox"/> Service fee
<input type="checkbox"/> Divorce education class fee	<input type="checkbox"/> Other _____
3. I have attached an Affidavit Supporting Motion to Waive Fees showing my financial situation.



I declare under criminal penalty of the State of Utah that everything stated in this document is true.

_____	Signature ►	_____
Date	Printed Name	_____

**This is a private record.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the ☐ District ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Affidavit Supporting Motion to Waive Fees</b> (Utah Code 78A-2-302)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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I swear that the following information is true. I have not left out any important information about my finances.

**1. Employment**

☐ I am employed:

Name of Employer(s)	Hours per week?	Hourly Pay	Monthly Pay
		\$	\$

Name of Employer(s)	Hours per week?	Hourly Pay	Monthly Pay
		\$	\$

[ ] I am unemployed because: \_\_\_\_\_

[ ] I have income from other sources.

(Include self employment wages, commissions, bonuses, rentals, businesses, retirement, SSDI, SSI, unemployment, alimony, child support, public assistance and support from others.)

**2. Dependents** (Count spouse, children or other dependents in your household. If none, write 0.)

The following people depend on me for support.

Number of adults	
Number of children under 18	

**3. Gross Monthly Income** (Income before tax deductions)

[ ] I have the following monthly income:

(Print your pre-tax income in the boxes below. For income that changes from month to month, calculate the annual total and divide by 12 months to list a monthly average.)

Source of income	Monthly amount
Work (Including self employment, wages, salaries, commissions, bonuses, tips and overtime)	\$
Rental income	\$
Business income	\$
Interest and dividends	\$
Retirement income (Including pensions, 401(k), IRA, etc.)	\$
Worker's compensation	\$
Private disability insurance	\$
Social Security Disability Income (SSDI)	\$
Supplemental Security Income (SSI)	\$
Social Security (Other than SSDI or SSI)	\$
Unemployment benefits	\$
Education benefits	\$
Veteran's benefits	\$

Source of income	Monthly amount
Alimony	\$
Child support	\$
Payments from civil litigation	\$
Victim restitution	\$
Public assistance (Including AFDC, welfare, etc.)	\$
Support from household members	\$
Support from non-household members	\$
Trust income	\$
Annuity income	\$
Other (Describe)	\$
Other (Describe)	\$
Total Monthly Gross Income	\$

☐ I have no income because:

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#### 4. After Tax Income

☐ My monthly income is:

\$ _____	Gross Monthly Income from paragraph 3
- \$ _____	Minus Monthly Tax Deductions
= \$ _____	Equals After-Tax Monthly Income

☐ I have no income.

#### 5. Monthly Expenses

(Include amounts you pay for yourself and any spouse, children or other dependents in your household.)

☐ I am personally paying the following monthly expenses:

Monthly expense	Amount
Rent or mortgage	\$
Food and household supplies	\$

Monthly expense	Amount
Clothing	\$
Transportation (such as public transportation, automobile payments, insurance, gas, maintenance)	\$
Utilities (Such as electricity, gas, water, sewer, garbage)	\$
Telephone	\$
Credit card payments	\$
Loans and other debt payments	\$
Alimony	\$
Child support	\$
Child care	\$
Education	\$
Health care insurance	\$
Health care expenses (Excluding insurance listed above)	\$
Business expenses	\$
Real estate taxes	\$
Real estate insurance	\$
Real estate maintenance	\$
Other insurance (describe)	\$
Entertainment	\$
Laundry and dry cleaning	\$
Donations	\$
Gifts	\$
Health insurance premiums	\$
Life insurance premiums	\$
Union and other dues	\$
Garnishment or income withholding order	\$
Retirement deposits (Including pensions, 401(k), IRA, etc.)	\$
Other (describe)	\$
<b>Total Monthly Expenses</b>	<b>\$</b>

## 6. Financial Assets You Own

Asset	Holder (Name & address)	Co-owner (Name & address)	Current value
Bank or credit union account			\$
Bank or credit union account			\$
Stocks, bonds, securities, money market account			\$
Stocks, bonds, securities, money market account			\$
Money owed to you			\$
Cash			\$
Other (describe)			\$

## 7. Real Estate You Own

<hr/> Address			
<hr/> Date acquired	<hr/> In whose name?	<hr/> \$ Original cost	<hr/> \$ Current value
<hr/> First mortgage or lien holder (name & address)		<hr/> \$ Amount owed	<hr/> \$ Monthly payments
<hr/> Second mortgage or lien holder (name & address)		<hr/> \$ Amount owed	<hr/> \$ Monthly payments

**8. Personal Property You Own**

(Such as vehicles, boats, trailers, major equipment, etc.)

Property	Lien holder (Name & address)	In whose name?	Current value	Amount owed	Monthly payments
Vehicle (Year, make, model)			\$	\$	\$
Vehicle (Year, make, model)			\$	\$	\$
Other (describe)			\$	\$	\$
Other (describe)			\$	\$	\$

**9. Credit Available**

Credit card	Bank or credit union	Credit limit	Credit available
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**10. Debts You Owe**

(Do not include amounts you owe on property reported in paragraphs 8 and 9.)

Debt owed to (Name & address of creditor)	Purpose of debt (such as credit card, cash loan, installment payment, etc.)	In whose name?	Amount owed	Monthly payments
			\$	\$

Debt owed to (Name & address of creditor)	Purpose of debt (such as credit card, cash loan, installment payment, etc.)	In whose name?	Amount owed	Monthly payments
			\$	\$
			\$	\$
			\$	\$

### 11. Other

☐ The following facts also show why I cannot pay these court fees.

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\_\_\_\_\_  
Date  
Signature ► \_\_\_\_\_  
Typed or Printed Name \_\_\_\_\_

On this date, I certify that \_\_\_\_\_ (name)  
who is known to me or who presented satisfactory identification, in the form of  
\_\_\_\_\_ (form of identification), has, while in my  
presence and while under oath or affirmation, voluntarily signed this document and declared that it is true.

\_\_\_\_\_  
Date  
Signature ► \_\_\_\_\_  
Printed name (Court Clerk or Notary Public) \_\_\_\_\_  
Notary Seal



In the [ ] District [ ] Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Certificate Regarding Inmate Account</b> (Inmates Only)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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I certify that:

1. [ ] The inmate does not have a trust account, or  
[ ] the inmate has a trust account; and
2. [ ] The inmate's account balance is \$\_\_\_\_\_; and
3. [ ] The inmate's six-month aggregate disposable income is \$\_\_\_\_\_;  
and
4. [ ] The records about the inmate's accounts during the past six months or  
since the time of incarceration (whichever is shorter) are attached.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed name of trust account administrator \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

In the [ ] District [ ] Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

	<b>Order on Motion to Waive Fees</b>
Plaintiff/Petitioner	Case Number
v.	Judge
Defendant/Respondent	Commissioner (domestic cases)

The matter before the court is a Motion to Waive Fees. Having reviewed the Motion and Affidavit to Waive Fees and supporting financial evidence, and having made an independent determination,

**The court orders that:**

1. [ ] **The motion is denied.** The information shows that the party is reasonably able to pay the fees.
2. [ ] **The motion is denied.** The party failed to provide the required information. The party may re-file the motion with the required information within 14 days.
3. [ ] **The motion is granted.** The following fees are waived. If the fee is waived in part, it is because the party is reasonably able to pay the balance.

Fee	Waived in Full	Waived in Part – Amount to be Paid
Filing fee (including Office of Vital Records fees, if applicable)	[ ]	
OCAP fee	[ ]	
Divorce education class fee	[ ]	
Divorce orientation class fee	[ ]	
Service fee	[ ]	
Other (Describe.)	[ ]	

4. If the court decides the party is able to pay some or all of the court fees associated with this case, the party must pay within 30 days or the case may be dismissed.
5. This order is subject to review and amendment as long as the court has jurisdiction of the case.

Judge's signature may instead appear at the top of the first page of this document.

	Signature ►	
Date	Judge	

### Notice to the Moving Party

If the fee waiver was denied because the judge found **you are reasonably able to pay** (paragraph 1 is marked), and you:

- have lost your source of income;
- have unaccounted expenses limiting your ability to pay;
- will suffer immediate irreparable harm if the action is delayed; or
- would lose the opportunity to file the case because of the delay,

you may file a Memorandum Demonstrating Inability to Pay Fees within 10 days of the date of this order.

If the fee waiver was denied **because you failed to provide the required information** (paragraph 2 is marked), and you want your request to be reconsidered, you must file a corrected motion with the required information within 14 days of the date of this order.

### Clerk's Certificate of Service

I certify that on \_\_\_\_\_ (date) a copy of this order was served on the moving party by the method indicated below:

Mailed	Emailed	Party Name	Mail or Email Address
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
			_____

_____	Signature ►	_____
Date	Printed name of court clerk	_____

In the [ ] District [ ] Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

**Order on Motion to Waive Fees**  
(Inmates)

\_\_\_\_\_  
Plaintiff/Petitioner

\_\_\_\_\_  
Case Number

v.

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Defendant/Respondent

\_\_\_\_\_  
Commissioner (domestic cases)

The matter before the court is a Motion to Waive Fees. Having reviewed the Motion and Affidavit to Waive Fees and supporting financial evidence, and having made an independent determination,

**The court orders that:**

1. [ ] **The motion is denied.** The information shows that the party is reasonably able to pay the fees.
2. [ ] **The motion is denied.** The party failed to provide the required information. The party may re-file the motion with the required information within 14 days.
3. [ ] **The motion is granted.** The following fees are waived. If the fee is waived in part, it is because the party is reasonably able to pay the balance.

Fee	Waived in Full	Waived in Part – Amount to be Paid
Filing fee (including Office of Vital Records fees, if applicable)	[ ]	
OCAP fee	[ ]	
Divorce education class fee	[ ]	
Divorce orientation class fee	[ ]	
Service fee	[ ]	
Other (Describe.)	[ ]	

4.     [ ]   The party must pay the fees as ordered. Since the party is unable to pay the full amount of those fees at this time:

The party must pay an initial fee of \$\_\_\_\_\_, which is 50% of the party's current trust account balance or 10% of the party's six-month aggregate disposable income (whichever is greater).

Each month until the fees are paid in full, the agency having custody of the party shall garnish 20% of the party's aggregate disposable income for the preceding month and, when the amount collected exceeds \$10, pay the amount to the clerk of the court.

5.     This order is subject to review and amendment as long as the court has jurisdiction of the case.

Judge's signature may instead appear at the top of the first page of this document.

	Signature ►	
Date	Judge	

### Notice to the Moving Party

If the fee waiver was denied because the judge found **you are reasonably able to pay** (paragraph 1 is marked), and you:

- have lost your source of income;
- have unaccounted expenses limiting your ability to pay;
- will suffer immediate irreparable harm if the action is delayed; or
- would lose the opportunity to file the case because of the delay,

you may file a Memorandum Demonstrating Inability to Pay Fees within 10 days of the date of this order.

If the fee waiver was denied **because you failed to provide the required information** (paragraph 2 is marked), and you want your request to be reconsidered, you must file a corrected motion with the required information within 14 days of the date of this order.

**Clerk's Certificate of Mailing**

I certify that on \_\_\_\_\_ (date) a copy of this order was mailed to the moving party at this address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Signature ► \_\_\_\_\_  
Printed name of court clerk \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #:\_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #:\_\_\_\_\_)

In the ☐ District ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Memorandum Demonstrating  
Inability to Pay Fees**

(Utah Code 78A-2-307)

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

1. I say the following (Choose all that apply.):
  - ☐ I have lost my source of income.
  - ☐ I have unaccounted expenses limiting my ability to pay.
  - ☐ I will suffer immediate irreparable harm if the action is delayed.
  - ☐ I would lose the opportunity to file the case because of the delay
2. I have filed this document within 10 days after receiving the Order on Motion to Waive Fees.



3. I have attached documents to support my claims.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

_____	Signature ►	_____
Date	Printed Name	_____

☐ This is a private record

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #:\_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #:\_\_\_\_\_)

In the ☐ District ☐ Juvenile ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Motion to**

\_\_\_\_\_  
(name of motion)

☐ **Hearing Requested**

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

1. I ask the court to enter an order as follows:  
(Write **what** you want the court to order.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I ask for this order because:  
(Explain **why** you want the court order. Attach additional sheets if needed.)

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3. ☐ The motion is supported by the law because:  
(List any statutes, ordinances, rules or appellate opinions that support/oppose the motion. For example, Utah Code 15-1-201, or Utah Rules of Civil Procedure 67. Explain why they support the motion.)

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4. ☐ I request a hearing.  
☐ I do not request a hearing.

5. ☐ I have attached the following documents in support of this motion:

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6. ☐ The other party agrees with this motion, and I have attached the stipulation.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

**Notice to responding party**

You have a limited amount of time to respond to this motion. You must file a

**Casos de Desalojo**

En la mayor parte de las demandas civiles, la persona tiene 21 días para

written response with the court and provide a copy to the other party:

- within 14 days of this motion being filed, if the motion is considered by a judge, or
- at least 14 days before the hearing, if the motion is considered by a commissioner.

If you do not respond to this motion or attend the hearing, the person who filed the motion may get what they requested. See the court's Motions page for more information about the motions process, deadlines and forms:

[www.utcourts.gov/howto/filing/motions/index.html](http://www.utcourts.gov/howto/filing/motions/index.html)

### **Finding help**

The court's Finding Legal Help web page ([www.utcourts.gov/howto/legalassist/](http://www.utcourts.gov/howto/legalassist/)) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. El periodo de tiempo de 21/30 días no es aplicable para todos los casos. Casos de Desalojo y reclamos menores, por ejemplo, tienen período de tiempo distinto. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. El periodo de tiempo de 21/30 días no es aplicable para todos los casos. Casos de Desalojo y reclamos menores, por ejemplo, tienen período de tiempo distinto.

Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. El periodo de tiempo de 21/30 días no es aplicable para todos los casos. Casos de Desalojo y reclamos menores, por ejemplo, tienen período de tiempo distinto.

### **Reclamos menores**

En la mayor parte de las demandas civiles, la persona tiene 21 días para responder a la demanda o petición. Si a la persona se le hace la entrega formal fuera de Utah, tendrá 30 días para responder. El periodo de tiempo de 21/30 días no es aplicable para todos los casos. Casos de Desalojo y reclamos menores, por ejemplo, tienen período de tiempo distinto.

### Certificate of Service

I certify that I filed with the court and served a copy of this Motion on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Signature ►

Date

Printed Name

☐ This is a private record

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the ☐ District ☐ Juvenile ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Stipulated Motion to**

\_\_\_\_\_  
(name of motion)

☐ **Hearing Requested**

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

Petitioner/Plaintiff and Respondent/Defendant make this Stipulated Motion to

\_\_\_\_\_ (name of motion).

1. We request that the court enter an order as follows:  
(Write **what** you want the court to order.)

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2. We ask for this order because:  
(Explain **why** you want the court order.)

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3. ☐ The motion is supported by the law because:  
(List any statutes, ordinances, rules or appellate opinions that support/oppose the motion. For example, Utah Code 15-1-201, or Utah Rules of Civil Procedure 67. Explain why they support the motion.)

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4. ☐ We request a hearing.  
☐ We do not request a hearing.

- (5) ☐ We have attached the following documents in support of this motion:

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We declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date  
Signature ► \_\_\_\_\_  
Plaintiff/Petitioner, Attorney or Licensed  
Paralegal Practitioner

\_\_\_\_\_  
Date  
Signature ► \_\_\_\_\_  
Defendant/Respondent, Attorney or Licensed  
Paralegal Practitioner  
\_\_\_\_\_



### Certificate of Service

I certify that I filed with the court and served a copy of this Stipulated Motion on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Signature ►

Date

Printed Name

☐ This is a private record

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #:\_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #:\_\_\_\_\_)

In the ☐ District ☐ Juvenile ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Counter Motion to**

\_\_\_\_\_  
(name of motion)

☐ **Hearing Requested**

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

1. I ask the court to enter an order as follows:  
(Write **what** you want the court to order)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I ask for this order because:  
(Explain **why** you want the court order.)

3. ☐ The motion is supported by the law because:  
(List any statutes, ordinances, rules or appellate opinions that support/oppose the motion. For example, Utah Code 15-1-201, or Utah Rules of Civil Procedure 67. Explain why they support the motion.)

4. ☐ I request a hearing.  
☐ I do not request a hearing.

5. ☐ I have attached the following documents in support of this motion:

6. ☐ The other party agrees with this motion, and I have attached the stipulation.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Counter Motion on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Signature ►

Date

Printed Name

☐ This is a private record

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #:\_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #:\_\_\_\_\_)

In the ☐ District ☐ Juvenile ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Memorandum Opposing Motion to**

\_\_\_\_\_  
(name of motion)

☐ **Hearing Requested**

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

1. I disagree with the opposing party's Motion to

\_\_\_\_\_ (name of motion) because:

(Explain how you would like the court to rule on the opposing party's motion and why. For example, "I want the court to deny the motion because...")

\_\_\_\_\_  
\_\_\_\_\_

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2. The opposing party's motion is not supported by

☐ the relevant facts of this case

☐ the law

because:

(Explain why you disagree with the facts, or the law, or both presented by the opposing party's motion. List any statutes, ordinances, rules or appellate opinions that support your position and/or oppose the opposing party's motion.)

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3. ☐ I request a hearing.

☐ I do not request a hearing.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

_____	Signature ►	_____
Date	Printed Name	_____

### Certificate of Service

I certify that I filed with the court and served a copy of this Memorandum Opposing Motion on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

☐ This is a private record

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the ☐ District ☐ Juvenile ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Stipulation to the Motion to**

\_\_\_\_\_  
(name of motion)

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

1. I have received and read the Motion to \_\_\_\_\_  
(name of motion) and its supporting documents. I fully understand the claims and the requested order.
2. I understand that I have the right to challenge the claims and to have a judge decide the issues.
3. I voluntarily stipulate (agree) that the court may grant the order requested in the motion at any time and without further notice.



I declare under criminal penalty of the State of Utah that everything stated in this document is true.

_____	Signature ►	_____
Date	Printed Name	_____

### Certificate of Service

I certify that I filed with the court and served a copy of this Stipulation to the Motion on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

☐ This is a private record

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the ☐ District ☐ Juvenile ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Reply to Memorandum Opposing  
Motion to**

\_\_\_\_\_  
(name of motion)

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

1. I disagree with the following new issue raised in the opposing party's Memorandum Opposing Motion to \_\_\_\_\_ (name of motion).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I disagree for the following reason(s). (Write the relevant facts newly claimed by the opposing party and any laws cited in the Memorandum Opposing the Motion.)

- 
- 
- 
- 

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Date \_\_\_\_\_ Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Reply to Memorandum Opposing Motion on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Signature ►

Date

Printed Name

☐ This is a private record

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the ☐ District ☐ Juvenile ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Statement Supporting Motion to**

\_\_\_\_\_  
(name of motion)

☐ **Hearing Requested**

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

I am the \_\_\_\_\_ (describe connection to the moving party) of the ☐ plaintiff/petitioner ☐ defendant/respondent.

1. I say the following:  
(Write in clear, simple sentences. You must have personal knowledge of the facts stated.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

2. List any documents you have attached that support your statements.

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I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_ Signature ► \_\_\_\_\_  
Date \_\_\_\_\_  
Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Statement Supporting Motion on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_



**This is a private record**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Petitioner ☐ Respondent  
☐ Petitioner's Attorney ☐ Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Petitioner's Licensed Paralegal Practitioner  
☐ Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the District Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Petitioner</p> <p>v.</p> <p>_____ Respondent</p>	<p><b>Affidavit in Support of Exhibit</b> (Commissioner cases only; Utah Rule of Civil Procedure 101)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner</p>
---	---

\_\_\_\_\_ (name), under oath, says:

1. I am the ☐ petitioner ☐ respondent ☐ other \_\_\_\_\_  
(Describe.)
2. I am submitting the following exhibit in support of my  
☐ Motion to \_\_\_\_\_ (name of motion)  
☐ Memorandum Opposing Motion to \_\_\_\_\_  
(name of motion)

[ ] Reply to Memorandum Opposing Motion to \_\_\_\_\_ (name of motion)

[ ] Other \_\_\_\_\_

(Describe item submitted and what it proves. For example, 2016 federal tax return; August 2017 bank statement.):

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3. This exhibit is authentic because (Describe how you came to have this item, or what you know about this item that proves it is authentic.):

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\_\_\_\_\_  
Signature ►

Date Printed Name \_\_\_\_\_

On this date, I certify that \_\_\_\_\_ (name)  
who is known to me or who presented satisfactory identification, in the form of \_\_\_\_\_ (form of identification), has, while in my  
presence and while under oath or affirmation, voluntarily signed this document and declared that it is true.

\_\_\_\_\_  
Signature ►

Date Printed name (Court Clerk or Notary Public) \_\_\_\_\_

Notary Seal

### Certificate of Service

I certify that I filed with the court and served a copy of this Affidavit in Support of Exhibit on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

**This is a private record.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Petitioner ☐ Respondent  
☐ Petitioner's Attorney ☐ Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Petitioner's Licensed Paralegal Practitioner  
☐ Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the District Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____</p> <p>Petitioner</p> <p>v.</p> <p>_____</p> <p>Respondent</p>	<p><b>Exhibit Summary</b> (For voluminous exhibits in Commissioner proceedings; Utah Rule of Civil Procedure 101)</p> <p>_____</p> <p>Case Number</p> <p>_____</p> <p>Judge</p> <p>_____</p> <p>Commissioner</p>
---	--

1. I am the ☐ petitioner ☐ respondent.
2. I am submitting this Exhibit Summary with the court instead of filing the voluminous exhibit (more than 10 pages) that supports my:
  - ☐ Motion to \_\_\_\_\_ (name of motion)
  - ☐ Memorandum Opposing Motion to \_\_\_\_\_  
(name of motion)
  - ☐ Reply to Memorandum Opposing Motion to \_\_\_\_\_  
(name of motion)

[ ] Other \_\_\_\_\_

(Utah Rule of Civil Procedure 101(h)(3).)

3. The exhibit is (Describe the exhibit. For example, "The exhibit is a copy of all bank statements for petitioner for 2016."):

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4. I have provided the other party with a complete copy of the exhibit.
5. I know that I must bring the original or copy of the complete exhibit to the hearing.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

_____	Signature ►	_____
Date	Printed Name	_____

### Certificate of Service

I certify that I filed with the court and served a copy of this Exhibit Summary on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_

Date

Signature ►

Printed Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the ☐ District ☐ Juvenile ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Request to Submit for Decision**  
(Utah Rule of Civil Procedure 7)

**☐ Hearing Requested**

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

1. The Motion to \_\_\_\_\_ (name of motion) was filed on \_\_\_\_\_ (date).
2. A memorandum opposing the motion  
☐ was not filed ☐ was filed on \_\_\_\_\_ (date).
3. A reply to the memorandum opposing the motion  
☐ was not filed ☐ was filed on \_\_\_\_\_ (date).

4. A stipulation  
[ ] was not filed [ ] was filed on \_\_\_\_\_ (date).
5. I [ ] do request a hearing [ ] do not request a hearing.
6. I request that the motion be submitted for decision because it is now ready for the court to review and issue a decision.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

_____	Signature ►	_____
Date	Printed Name	_____



### Certificate of Service

I certify that I filed with the court and served a copy of this Request to Submit for Decision on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_  
Printed Name \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the [ ] District [ ] Juvenile [ ] Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

**Notice of Hearing**

*Aviso de Audiencia*

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

To:

\_\_\_\_\_  
Petitioner Name

\_\_\_\_\_  
Respondent Name

The court has scheduled a hearing on \_\_\_\_\_ (title of motion or subject of hearing) at the following date and time.

*El tribunal ha programado una audiencia sobre \_\_\_\_\_ (titulo de moción o tema de la audiencia) en la fecha y hora que sigue.*

Date (Fecha) \_\_\_\_\_ Time (Hora) \_\_\_\_\_ : \_\_\_\_\_ [ ] a.m. [ ] p.m.

Judge (Juez)

Room (Sala) \_\_\_\_\_ Commissioner (Comisionado) \_\_\_\_\_

<b>Attendance</b> You must attend. If you do not attend, you might be held in contempt of court and the relief requested might be granted. You have the right to be represented by a lawyer.	<b>Asistencia</b> Presentarse es obligatorio. Si usted no llegara a presentarse, se lo podría encontrar en desacato de las órdenes del juez y la reparación solicitada podría ser otorgada. Usted tiene el derecho de que lo represente un abogado.
<b>Evidence</b> Bring with you any evidence that you want the court to consider.	<b>Pruebas</b> Traiga con usted cualquier prueba que quiera que el tribunal tome en cuenta.
<b>Interpretation</b> If you do not speak or understand English, contact court staff at least 3 days before the hearing, and an interpreter will be provided.	<b>Interpretación</b> Si usted no habla ni entiende el Inglés contacte al Representante de Servicios Judiciales por lo menos 3 días antes de la audiencia y le proveerán un intérprete.
<b>ADA Accommodation</b> If you need an accommodation, including an ASL interpreter, contact court staff at least 3 days before the hearing.	<b>Atención en caso de incapacidades</b> Si usted tiene una incapacidad por la cual requiere atención especial, favor de contactar al Representante de los Servicios Judiciales por lo menos 3 días antes de la audiencia.
<b>Finding help</b> The court's Finding Legal Help web page ( <a href="http://www.utcourts.gov/howto/legalassist/">www.utcourts.gov/howto/legalassist/</a> ) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.	<b>Finding help</b> Si usted tiene una incapacidad por la cual requiere atención especial, favor de contactar al Representante de los Servicios Judiciales por lo menos 3 días antes de la audiencia.

A <language> version of this document is available on the court's website:  
[www.utcourts.gov](http://www.utcourts.gov)

(in as many of the languages as we provide)

	Signature ►	
Date	Printed Name	

### Certificate of Service

I certify that I filed with the court and served a copy of this Notice of Hearing on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Signature ►

Date

Printed Name

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone  
\_\_\_\_\_  
Email

In the ☐ District ☐ Juvenile ☐ Justice Court of Utah  
\_\_\_\_\_ Judicial District \_\_\_\_\_ County  
Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>V.</p> <p>_____ Defendant/Respondent</p>	<p><b>Findings of Fact, Conclusions of Law and Order on Motion to</b></p> <p>_____ (name of motion)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner</p>
---	---

The matter before the court is ☐ plaintiff/petitioner's ☐ defendant/respondent's Motion to \_\_\_\_\_ (name of motion).

This matter is being resolved by (Choose all that apply.):

- ☐ The default of ☐ plaintiff/petitioner ☐ defendant/respondent.
- ☐ The stipulation of the parties.
- ☐ The pleadings and other papers of the parties.
- ☐ A hearing held on \_\_\_\_\_ (date).

Plaintiff/Petitioner

☐ was ☐ was not present.

[ ] was represented by \_\_\_\_\_.

[ ] was not represented.

Defendant/Respondent

[ ] was [ ] was not present.

[ ] was represented by \_\_\_\_\_.

[ ] was not represented.

Having considered the documents filed with the court, the evidence and the arguments,  
and now being fully informed,

**The court finds:**

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**The court concludes:**

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**The court orders:**

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\_\_\_\_\_  
Date  
Signature ► \_\_\_\_\_  
Commissioner \_\_\_\_\_

\_\_\_\_\_  
Date  
Signature ► \_\_\_\_\_  
Judge \_\_\_\_\_

Approved as to form.

\_\_\_\_\_  
Date  
Signature ► \_\_\_\_\_  
Plaintiff/Petitioner, Attorney or Licensed  
Paralegal Practitioner \_\_\_\_\_

\_\_\_\_\_  
Date  
Signature ► \_\_\_\_\_  
Defendant/Respondent, Attorney or Licensed  
Paralegal Practitioner \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Findings of Fact, Conclusions of Law and order on Motion on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_



\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the ☐ District ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Certificate of Service**

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

I certify that I filed with the court and served a copy of \_\_\_\_\_ (document name) as indicated below.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

\_\_\_\_\_ Signature ► \_\_\_\_\_  
 Date \_\_\_\_\_ Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Certificate of Service on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_

Date

Signature ►

Printed Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the ☐ District ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>V.</p> <p>_____ Defendant/Respondent</p>	<p><b>Proof of Service</b> (Utah Rule of Civil Procedure 4)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
---	--

1. These documents were served by the method described below (Choose all that apply.):
- ☐ Summons
  - ☐ Complaint or Petition
  - ☐ Amended Complaint or Petition
  - ☐ Notice of Divorce Education Requirements
  - ☐ Notice of URCP 26.1 Disclosure and Discovery Requirements in Domestic Relations Actions
  - ☐ Notice of URCP 26.3 Disclosure Requirements in Unlawful Detainer Actions
  - ☐ Parenting Plan
  - ☐ Order to Show Cause
  - ☐ Other: \_\_\_\_\_ (describe)
  - ☐ Other: \_\_\_\_\_ (describe)

Complete paragraph 2, or paragraphs 3 and 4.

**Service by Mail**

(Service by mail requires a signed receipt. Attach the receipt.)

2. ☐ I served the following person by sending a copy of the documents listed in Paragraph (1) by mail or commercial courier service to:

\_\_\_\_\_  
Name of Addressee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

I have attached a signed receipt proving delivery. It was signed by:

- ☐ the addressee personally.  
☐ someone authorized by appointment or by law to receive service of process on behalf of the addressee.

**Service by Third Person**

3. ☐ I am over the age of 18, and
- I am not a party or an attorney for a party to this action.
  - I have not been convicted of a felony violation of a sex offense (Listed in Utah Code 77-41-102(16)).
  - I am not a respondent in a protective order proceeding (Utah Code 78B-7-101 et seq.).
4. ☐ On \_\_\_\_\_ (date), I went to \_\_\_\_\_ (address), and I delivered the documents listed in paragraph 1 to \_\_\_\_\_ (name), who is (Check one.):
- ☐ the named defendant/respondent.  
☐ the named plaintiff/petitioner.  
☐ a person of suitable age and discretion residing at that address, which is the named party's residence. (Describe why the person lives at the named party's residence and why they are of suitable age and discretion.)

- 
- 
- ☐ an agent authorized by appointment or by law to receive service of process on behalf of the named party.

If serving a corporation, partnership, or an unincorporated association

- ☐ an officer, a managing agent, general agent.

OR

- ☐ an agent authorized by appointment or by law to receive service of process and by also mailing a copy of the complaint and summons to the named party.

If serving a city or town

- ☐ the city/town recorder.

If serving a county

- ☐ the county clerk.

If serving the state

- ☐ the attorney general, and to \_\_\_\_\_ (name  
of any other person or agency required by statute to be served) at  
\_\_\_\_\_ (address).

If serving a department or agency of the state

- ☐ a member of named party's governing board, executive employee or secretary.

If the document was served in some other way

- ☐ Other (Describe how the document was served.)  
\_\_\_\_\_  
\_\_\_\_\_

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_  
Printed Name \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and served a copy of this Proof of Service on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date

Signature ►

Printed Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the District Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Acceptance of Service</b> (Utah Rule of Civil Procedure 4(d)(3))</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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1. I have received the summons and complaint or petition in this case.
2. I understand that service is effective on the date I sign this document.
3. I know I can still object to the complaint or petition in this case.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_



### Certificate of Service

I certify that I filed with the court and served a copy of this Acceptance of Service on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date \_\_\_\_\_

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the District Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Consent to Email Service and Notification</b> (Utah Rule of Civil Procedure 5)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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1. I understand all documents in this case must be served on me either by mail, hand delivery, or electronic means. (Utah Rule of Civil Procedure 5). I agree to have all documents served on me by email at \_\_\_\_\_ (email address).
2. I understand I must check this email address every day while the case is pending with the court. I understand that if I do not respond in time to documents emailed to me or if I fail to attend a scheduled hearing, the court may enter a default judgment against me and may rule in favor of another party.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_

Date

Signature ►

\_\_\_\_\_

Printed Name

### Certificate of Service

I certify that I filed with the court and served a copy of this Consent to Email Service and Notification on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date \_\_\_\_\_ Signature ► \_\_\_\_\_  
 Printed Name \_\_\_\_\_

☐ This is a private record.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the ☐ District ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

**Ex Parte Motion for Alternative  
Service**

(Utah Rule of Civil Procedure 4(d))

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

1. I ask the court for an order that alternative service of \_\_\_\_\_ (title of document) be made upon \_\_\_\_\_ (name of person to be served).
2. My last contact with \_\_\_\_\_ (name of person to be served) was on \_\_\_\_\_ (date) under the following circumstances:)

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3. I have done the following to locate and personally serve the above-named person (Describe all the things you have done to try to find the person.):

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4. My attempts to serve the above-named person have failed because:

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5. ☐ I believe that the above-named person is avoiding service because:

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6. I ask for an order allowing me to have the above-named document served by the following means: (Choose all that apply.)

☐ E-mailing the document to \_\_\_\_\_ (e-mail address).

☐ Mailing the document by certified mail with return receipt requested to the above-named person in the care of the following name and address:

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☐ Publishing the document once a week for 4 consecutive weeks in \_\_\_\_\_ (name of newspaper), a newspaper of general circulation in this county.

☐ Other method (Describe.):

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7. I ask the court to order the following person to effect service:

☐ Me

☐ A person over age 18 who is not a party in the case nor an attorney to a party in the case

☐ Sheriff, constable or private investigator

8. ☐ I also ask for an order permitting me to communicate to the person to be served by:

☐ Social Network  
(such as Facebook) at \_\_\_\_\_ (name)

☐ Twitter at \_\_\_\_\_ (name)

☐ Text message at \_\_\_\_\_ (number)

☐ Phone at \_\_\_\_\_ (number)

that service has been made by the means described in paragraph 6.

9. I believe the means of service described above will give actual notice because:

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I declare under criminal penalty of the State of Utah that everything stated in this document is true.

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent  
☐ Plaintiff/Petitioner's Attorney ☐ Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
☐ Plaintiff/Petitioner's Licensed Paralegal Practitioner  
☐ Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the ☐ District ☐ Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Findings of Fact, Conclusions of Law, and Order on Motion for Alternative Service</b> (Utah Rule of Civil Procedure 4(d))</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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The matter before the court is an Ex Parte Motion for Alternative Service of \_\_\_\_\_ (title of document) on \_\_\_\_\_ (name of person to be served).

This matter is being resolved by the pleadings and other papers.

Having considered the documents filed with the court, the evidence and the arguments, and now being fully informed,



**The court finds:**

1. The moving party ☐ has ☐ has not used reasonable diligence to locate and serve the person to be served.
2. There ☐ is ☐ is not good cause to believe that the person to be served is avoiding personal service or that their whereabouts are unknown.

**The court concludes:**

3. Alternative service of the document ☐ would ☐ would not most likely give notice to the person to be served.

**The court orders:**

4. The Motion for Alternative Service is ☐ granted ☐ denied.
5. The moving party shall cause the document to be served on the person to be served by the following means:

☐ E-mailing the document to \_\_\_\_\_ (e-mail address).

☐ Mailing the document by certified mail with return receipt requested to the person to be served in the care of the following name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Publishing the document once a week for 4 consecutive weeks in \_\_\_\_\_ (name of newspaper), a newspaper of general circulation in this county.

☐ Other method (Describe.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The following person shall effect service:
- ☐ The moving party
  - ☐ A person over age 18 who is not a party to the case nor an attorney to a party in the case
  - ☐ Sheriff, constable or private investigator

7. ☐ The moving party shall communicate to the person to be served by:

- ☐ Social Network  
(such as Facebook) at \_\_\_\_\_ (name)
- ☐ Twitter at \_\_\_\_\_ (name)
- ☐ Text message at \_\_\_\_\_ (number)
- ☐ Phone at \_\_\_\_\_ (number)

that service has been made by the means described in paragraph 5.

8. Service is complete upon completion of the steps required for alternative service. The moving party shall file proof of service with this court.
9. Unless service is by publication, a copy of this order must be served with the document named above.

If service is by publication, the document published shall be the attached  
\_\_\_\_\_ (title of document).

\_\_\_\_\_  
Date

Signature ►

\_\_\_\_\_  
Judge

In the [ ] District [ ] Justice Court of Utah

\_\_\_\_\_ Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

**Summons for Publication**

Plaintiff/Petitioner

v.

Defendant/Respondent

Case Number

Judge

Commissioner (domestic cases)

The State of Utah To: \_\_\_\_\_ (name of defendant/respondent):

A lawsuit has been started against you. You must respond in writing for the court to consider your side. You can find an Answer form on the court's website:  
[www.utcourts.gov/howto/answer/](http://www.utcourts.gov/howto/answer/).

You must file your Answer with this court:

\_\_\_\_\_  
(court name and address). You must also mail or hand deliver a copy of your Answer to the other party or their attorney:

\_\_\_\_\_  
(party or attorney name and address).

Your response must be filed with the court and served on the other party within 30 days of the last day of this publication, which is \_\_\_\_\_ (date).

If you do not file and serve an Answer by the deadline, the other party can ask the court for a default judgment. A default judgment means the other party wins, and you do not get the chance to tell your side of the story.

Read the complaint or petition carefully. It explains what the other party is asking for in their lawsuit. You are being sued for (briefly describe the subject matter and the sum of money or other relief demanded):

\_\_\_\_\_  
Date

Signature ►

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone  
\_\_\_\_\_  
Email

In the [ ] District [ ] Justice Court of Utah

\_\_\_\_\_  
Judicial District \_\_\_\_\_ County

Court Address \_\_\_\_\_

**Proof of Alternative Service**

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner (domestic cases)

On \_\_\_\_\_ (date), I served  
\_\_\_\_\_ (name of  
person being served) by delivering a copy of the  
\_\_\_\_\_ (title of  
document) by the following means.

[ ] E-mailing the document to \_\_\_\_\_ (e-mail address).

[ ] Mailing the document by certified mail with return receipt requested to the  
person named above in the care of the following name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Publishing the attached Summons for Publication once a week for 4 consecutive weeks in \_\_\_\_\_. The last date of publication was \_\_\_\_\_ (date).

☐ Other method (describe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Communicating to the person named above by:

<input type="checkbox"/> Social Network (such as Facebook)	at	_____	(name)
<input type="checkbox"/> Twitter	at	_____	(name)
<input type="checkbox"/> Text message	at	_____	(number)
<input type="checkbox"/> Phone	at	_____	(number)

that the document had been served as described above.

I declare under criminal penalty of the State of Utah that everything stated in this document is true.

_____	Signature ►	_____
Date	Printed Name	_____