

Agenda

Committee on Court Forms

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

December 11, 2017
12:00 to 2:00 p.m.
Conference Room B & C

1. Welcome and approval of minutes	Randy Dryer
2. Consent to email service	Kim Allard
3. Motion for alternative service	Jessica Van Buren
4. Summons and 10-day summons	Kara Mann and Nathanael Player
5. Generic motions	Jessica Van Buren
6. Motion to Renew Judgment	Jessica Van Buren
7. Abstract of Judgment and Judgment Information Statement	Jessica Van Buren
8. Other business	Randy Dryer
9. Adjourn	Randy Dryer

2018 Meeting schedule (12:00 - 2:00 p.m.)

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

November 13, 2017
12:00 – 2:00 p.m.

ATTENDEES

Randy Dryer, Chair
Brent Johnson
Judge James Taylor
Judge Gregory Bown
Commissioner T. Patrick Casey
Stewart Ralphs
Nathanael Player
Mary Westby
Kim Allard
Cyndie Bayles
Guy Galli
Jessica Van Buren
Kara Mann

EXCUSED

Christina Cope

STAFF

Carol Sheets, Recording Secretary

I. WELCOME AND APPROVAL OF MINUTES

Randy Dryer welcomed the Committee members to the meeting.

The Committee discussed the October 17, 2017 minutes. There being no changes, Stewart Ralphs moved to approve the minutes. Cyndie Bayles seconded the motion and it passed unanimously.

II. DISCUSSION ABOUT THE NEED FOR ADDITIONAL SUBCOMMITTEES

Randy Dryer asked if any of the Committee members would be willing to serve on other subcommittees to help with the family law forms since such a large number of forms will be generated. Judge Taylor suggested trying to group the forms and having subcommittees review certain groups. This may streamline the effort, so Mr. Dryer asked the Family Law Subcommittee members to see if they can identify 2 – 3 sets of sensibly grouped forms and email the Committee members their ideas.

Rule 101 will be revised and it will generate additional forms.

Mr. Dryer asked for a brief status report from each of the forms subcommittees:

Style Subcommittee - Jessica Van Buren said the Committee meets every two weeks on average and more forms still need to be reviewed at the next meeting before they are ready to be brought to the Forms Committee.

Debt Collection Subcommittee – They have four up-to-date packets queued up to be reviewed by the Stylistics Committee, but nothing else needs to be done at time.

Landlord / Tenant Subcommittee – Waiting for feedback from the Judicial Council after the December meeting as to whether the forms are acceptable.

Family Law Subcommittee– Cyndie Bayles said the Committee met last week. Keisa Williams sent Jessica Van Buren some new forms that are currently being reviewed. The Committee will review the OCAP wording. Kim Allard will be in charge of this.

III. DECLARATION OF INMATE FILING

Mr. Dryer said that substantively, the forms look very good. He asked the Committee if they thought it would be possible to hyperlink relevant information in the forms to make the information more easily accessible to inmates, but Jessica Van Buren stated it may not be possible since these forms will most likely not be accessed by inmates digitally.

It was suggested that the language, “I’m an inmate at this [insert correctional facility] and identify the accompanying document” be added to the form and that space be added in the footing in order for the inmate to provide additional details about the accompanying documents.

Mary Westby moved to approve the Declaration of Inmate Filing forms with the above revisions. Cyndie Bayles seconded the motion and it passed unanimously.

III. GENERAL FORMS

Fee Waiver Forms - Mr. Dryer asked the Committee if the fee waiver forms could be hyperlinked to the fee schedule. Jessica Van Buren said that it would likely disrupt the formatting of the forms, so it wouldn't be recommended to do so. As an alternative, it was suggested that a link to the fee schedule be added to the form, which could be done more easily.

The Committee discussed the type of fees that can be waived by litigants. Courts have the authority to waive certain fees, such as Utah process service fees, but they are unable to waive out-of-state service fees. Judge Taylor recommended that the maximum fees for each category be put on the form. This would be useful to judges as well as litigants. A line could be added to the form stating, "I cannot pay court fees in this case."

Kara Mann joined the meeting at 12:50 p.m.

Since judges need to know what the pro se litigant's fees are, it was suggested the cover sheet be scanned in as part of the initial filing. Mr. Dryer feels that a cover sheet could be an integral part of the form packet and may very well help. Guy Galli suggested adding a line to the form that says "Fill in with the assistance of court staff." This way, court staff can let the litigant know which fees can be waived and help them correctly fill out the form. Commissioner Casey feels this may be the best version of the form the Committee has come up with so far.

Nathanael Player said he can check with other states to see how their fee waiver forms are drafted. He will get back to the Committee about his findings.

Many of the Committee members felt comfortable with this version of the fee waiver form, so a motion was made by Judge Taylor to approve the form as it is. Commissioner Casey seconded the motion. Four of the Committee members opposed the motion, but seven members were in favor so the motion passed.

Judge Taylor made a second motion to revote and reconsider the motion to approve the fee waiver form. Commissioner Casey seconded the motion. Eight members were in favor of approving this version of the form, and three were not in favor. The motion passed.

Affidavit - Randy Dryer asked if the affidavit could be hyperlinked to the code section. Jessica Van Buren stated that since the legislature makes constant changes to codes, it would be

very difficult to keep it up-to-date. Litigants can call or come to the library to obtain the codes if they need assistance.

Judge Taylor feels these forms may be getting too complicated, and asked if the form could be shortened. Mr. Dryer asked Jessica Van Buren if she would try to simplify or consolidate the form and eliminate any non-essential questions.

Mr. Dryer suggested this packet needs further revisions and it was determined to reconsider the forms in December.

Acceptance of Service Form – A few minor changes were discussed and made to the acceptance of service forms and they appear to be complete at this time.

A motion was made by Commissioner Casey to approve the acceptance of service forms. Mary Westby seconded the motion and it passed unanimously.

Proof of Service Forms – Mr. Dryer recommended a change be made to the form with Rule 4, and that it should say “the following documents were served”, rather than “these documents were served.” Judge Taylor would like to add to the form, “Proof of completed service.”

A motion was made by Commissioner Casey to approve the proof of service form with the suggested revisions. The motion was seconded by Stewart Ralphs and it passed unanimously.

Motion for Alternative Service Form - This relates to rule 5, and the options for delivery. A few minor changes were made to the document and a motion was made by Judge Taylor to approve the form as revised. Commissioner Casey seconded the motion and it passed unanimously.

Summons – Jessica Van Buren stated there still needs to be more discussion about the summons and that they may have a different approach to options in the form. This will be set aside until Jessica has had a chance to discuss it further with Kara Mann and Nathanael Player.

Alternative Service and Summons. – The members were asked to be ready to discuss at the next meeting.

There will be one more Court Forms Committee meeting on December 11th before Mr. Dryer goes to the Judicial Council meeting on December 18th.

IV. OTHER BUSINESS

No other business to discuss.

V. ADJOURN

There being no further issues, the meeting adjourned at 2:05 p.m. The next meeting will be held on Monday, December 11 , 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 _____

Ten Day Summons

(Utah Rule of Civil Procedure 3 and 4)

Plaintiff/Petitioner

v.

Defendant/Respondent

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/.

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/) 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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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

(in as many of the languages as we provide)

_____	Signature ►	_____
Date	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 _____

	Summons (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:

www.utcourts.gov/howto/answer/.

You must file the Answer with the court 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.

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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.

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Reclamos menores

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www.utcourts.gov

(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

In the [] District [] Justice Court of Utah

_____ Judicial District _____ County

Court Address _____

<p>_____</p> <p>Plaintiff/Petitioner</p> <p>v.</p> <p>_____</p> <p>Defendant/Respondent</p>	<p>Abstract of Judgment (Utah Rule of Civil Procedure 58A; Utah Code 78B-5-201 and 202)</p> <p>_____</p> <p>Case Number</p> <p>_____</p> <p>Judge</p> <p>_____</p> <p>Commissioner (domestic cases)</p>
---	--

1. On _____ (date) a judgment was entered by the above court in favor of _____ (name) and against _____ (name) in the amount of:

\$	Principal
\$	Accrued interest to date of judgment
\$	Accrued costs to date of judgment
\$	Attorney fees
\$	Total Judgment

with interest on the total judgment at _____ % per year as provided by law from the date of the judgment until paid, plus costs to collect judgment.

2. The judgment was recorded in the registry of judgments on _____ (date).
3. The time for appeal has passed and no appeal has been filed.
4. The judgment:
[] has not been stayed.

[] has been stayed until _____ (date).

5. A copy of the judgment is attached.

This is a correct abstract of the judgment rendered in this court, and is issued under the seal of this court.

_____	Clerk's Signature ►	_____
Date	Clerk's Printed Name	_____

Certificate of Service

I certify that I filed with the court and served a copy of this Abstract of Judgment 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

Judgment Information Statement

(Utah Code 78B-5-201.) (This document is not filed with the court. It is filed with the county recorder.)

My name is _____ and I am
the judgment creditor in the following court case:

Case name (Example: Party v. Party)	
Case number	
Court name and county (Example: Third District Court, Tooele County)	

I provide the following information in compliance with Utah Code Section 78B-5-201.

1. The correct name of the judgment debtor is
_____.
2. The correct last known address of the judgment debtor is:
_____.
3. The address at which the judgment debtor received service of process is:
_____.
4. The judgment debtor is (choose one):
[] a natural person, and (if known)

Last four digits of Social Security Number	
Date of birth	
Driver license number	

[] is not a natural person (For example, a business.).

5. The name of the judgment creditor is: _____.
6. The amount of the judgment is: \$ _____.

7. The judgment was entered on: _____ (date).
8. The judgment (Choose one.):
[] has been stayed and the stay expires on _____ (date).
[] has not been stayed.
9. The judgment creditor has reviewed their records, the records of their attorney (if there is one), and the records of the court in which the judgment was entered. Any information required by law but not provided by this statement is unknown and unavailable. (Utah Code 78B-5-201.)

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

Date

Signature ► _____
Printed Name _____

Utah State Court Forms Committee Report to Utah Judicial Council

December 18, 2017

1. Background

In early 2017, the Utah Judicial Council created the Utah State Court Forms Committee (hereinafter "the Committee") and charged it with reviewing and approving all official court forms filed in Utah Courts. The Utah Supreme Court played a major role in the creation of the Committee and cited two primary reasons for its creation.

The first reason arises from the Court's newly approved Licensed Paralegal Practitioner (LPP) program. Under proposed rules of the program, licensed paralegals will be able to assist clients in completing and filing court forms. However, LPP's will only be able to assist with and file forms approved by the Judicial Council. Thus, a new process was needed to establish Judicial Council involvement in the forms review process.

The second reason for creating the Forms Committee was to establish a centralized body responsible for all court forms filed in state courts. Over the years many entities, both governmental and private, have generated court forms that are filed in Court. These include the Supreme Court's rules advisory committees, the Board of District Court Judges, the governing Board of the Online Court Assistance Program, Utah Legal Services, Salt Lake Legal Aid Society and various providers of paralegal education programs, among others.

Over time these multiple entities produced thousands of forms that are either found on the Utah State Court website or are otherwise being filed in state courts. Although this process was effective, various interested individuals and entities did not have direct participation in the process. Moreover, the process produced forms that were not uniform in style, format or even content. Sometimes the forms were inconsistent, and/or outdated, resulting in confusion among litigants, court staff and judges. A centralized review body would provide opportunities for greater participation of

interested parties and help insure greater uniformity and consistency among official court forms.

2. Forms Committee Membership

The members of the Committee are:

Randy Dryer (Chair) - Presidential Honors Professor in the Honors College at the University of Utah and a Professor of Law (Lecturer) at the S.J. Quinney College of Law
Brent Johnson - General Counsel, Administrative Office of the Courts
Kim Allard - Director of Court Services, Administrative Office of the Courts
Cyndie Bayles - UPA President, Dental Select
Judge Gregory Bown - Riverton City Justice Court
Commissioner T. Patrick Casey - Third District Court
Christina Cope - Utah State Bar, Office of Professional Conduct
Guy Galli - Judicial Team Manager, Third District Court
Judge Elizabeth Lindsley - Third District Juvenile Court
Kara Mann - Interpreter Coordinator, Administrative Office of the Courts
Nathanael Player - Director, Self-Help Center
Stewart Ralphs - Executive Director, Legal Aid Society of Salt Lake
Judge James Taylor - Fourth District Court
Jessica Van Buren - Director, State Law Library
Mary Westby - Central Staff Attorney, Utah Court of Appeals

3. Forms Committee Operation and Procedures

The Committee held its first meeting on April 7, 2017 and has met monthly since that date. Because the LPP program will begin in 2018, the Committee recognized that its initial focus should be on forms that will be used by licensed paralegal practitioners. The Committee therefore created subcommittees in the three areas in which licensed paralegals will be able to practice: family law, debt collection, and landlord/tenant. Subcommittee chairs were selected and committee members were each assigned to one or more of the subcommittees. The subcommittee chairs were asked to solicit assistance from others not on the Committee who could facilitate the subcommittees' work, which they did. The Administrative Office of the Court's Legal Department assigned a staff attorney to each of the subcommittees. The subcommittees were charged with the task

of not only reviewing and updating existing court forms, but also determining what additional forms may need to be created in light of the LPP program.

In conducting its business, the Committee has reviewed what other states have done in this area, and has collaborated with and received input from the leadership of the Supreme Court's LPP Steering Committee, the existing Online Court Assistance Program and the Court's Self Help Center. All have been cooperative and helpful to the Committee. As but one example, an issue arose regarding whether the nature of a paralegal practitioner's representation or assistance should be noted on a form filed with the court. The specific questions involved (1) whether an LPP is required to sign a form to which they have provided assistance to a client in completing and (2) whether an LPP could sign on behalf of a party litigant and be identified as the representative of the party for the purposes of notice and service when the paralegal has been retained to "advise and represent" an otherwise pro se litigant. These questions were answered by the LPP Committee and the Forms Committee implemented the recommendation of the LPP Committee.

The Committee adopted an internal operating document to guide the processes of the Committee and its subcommittees. The approved document is attached to this report as Exhibit A. The Committee established two important processes to help refine forms before they are presented to the Committee for final review and action. The Committee created a style guide to make certain that all forms are uniform. Among other things, the Guide establishes a master numbering and cataloging system that will be applied to all current and future forms. The style guide is attached as Exhibit B. The Committee also created a Form and Format Subcommittee to review the work of the other subcommittees. The Form and Form Subcommittee meets every other week and reviews forms for format, content, and plain language before they are submitted to the Committee for final action. The Subcommittee also sets the agenda for the Committee in consultation with the Committee Chair.

The Committee has conducted its activities in an open and transparent manner. Notices of meetings, agendas, agenda materials and minutes of meetings are posted on the Committee's webpage at <https://www.utcourts.gov/utc/court-forms/>

4. Forms Submitted for Council Review and Approval

Accompanying this report as Exhibit C are those forms submitted for review and approval by the Judicial Council. There are forms in each of the three LPP practice areas. The large number of forms raises several issues of how best the Council should review these and future forms. Should the forms go from the Forms Committee to a standing committee of the Council – such as the Management Committee – before going to the Council? Should the forms go from the Forms Committee to a consent calendar of the Judicial Council? Or should the forms go from the Forms Committee to a scheduled discussion by the Judicial Council? An overarching question is whether the forms should become effective immediately upon Council approval or after a public comment period. These issues were not resolved when the Council created the Forms Committee. The Committee makes no recommendation on these issues.

5. Committee Approved Forms That Do Not Require Council Approval

The Forms Committee has approved many forms in areas not covered by the LPP program and thus do not require Council approval. For example, the Committee revised, updated and replaced various probate forms that had been routinely used since the 1970s and were out of date. The Committee also approved new forms to implement recently enacted legislation on seeking essential treatment for opioid users. These forms are now posted on the judiciary's website.

6. Unresolved, But Pending Issues

During the course of the Committee's business, several legal and/or policy issues and questions have arisen that require further direction from the Judicial Council or other appropriate body. These include the following:

1. Whether a pro se litigant may recover fees paid to a licensed paralegal practitioner under circumstances where a fee award would be otherwise allowable if the fees were incurred by a licensed attorney providing the same services. A preliminary opinion from the Legal Department in the Administrative Office of the Courts found no

clear precedent resolving the issue one way or another and the LPP Steering Committee declined to provide any guidance. The Committee sees no principled reason why paralegal fees should not be recoverable on the same basis as attorney's fees where the LPP is essentially providing "attorney-like" services pursuant to the LPP program, but recognizes the Committee has no authority to resolve this issue. This needs to be resolved by the appropriate mechanism, be it through Court rule, the legislature or case law, since it would involve the generation of forms if recovery of LPP fees is allowable.

2. What is the role of the Committee as future legal and policy issues are identified? Should the Committee bring these to the Council for a discussion on how to proceed? Does the Council wish a Committee recommendation on how to address the issue or should the Committee simply bring the issue to the attention of the Council?

3. The Committee has begun the process of identifying those court forms it would recommend being translated into other languages, but is unclear about the interplay/impact of current Utah law requiring court filings to be made in English.

7. Conclusion

After an initial period of grappling with the enormous size of the task, the Committee has settled into a process that is functioning well. The Committee recognizes that this will be an on-going and multi-year undertaking and hopes the Council understands this, as well. The updating of forms to reflect legislative changes alone is not an insignificant task. As the LPP program gets underway and as members of the Bar and the paralegal community learn of the existence and role of the Committee, it is expected that requests for approval of newly created forms will increase. The work of the Committee has necessarily involved significant time commitments from existing judicial branch staff. The Committee is assessing its current and expected future work load in light of existing technological and staff support and may have a recommendation in this area in the future.

Exhibit A

Forms Committee Procedures

Section 1. Subcommittees

Subcommittees

- The Forms Committee will create and dissolve ad hoc subcommittees as appropriate.
- The chair of the Forms Committee, in consultation with General Counsel, shall appoint all subcommittee members. Once a subcommittee is formed, the chair of a subcommittee may recommend individuals for membership.
- The form and format/general forms subcommittee is the only standing subcommittee.
- The subcommittees shall meet on a regular basis to review existing forms and propose new forms. The subcommittees shall propose edits and submit proposed forms, in compliance with the style guide, to the form and format/general forms subcommittee.
- The subcommittees shall be responsible for distributing the proposed forms to outside sources, if any, for input and feedback prior to submission of the forms to the form and format/general forms subcommittee. The subcommittees shall report to the Forms Committee any outside sources whose input was sought.

Form and Format/General Forms Subcommittee

The form and format/general forms subcommittee shall perform the following duties:

- Identify forms currently on the court's website and assign them to subcommittees and submit them to the Forms Committee as appropriate.
- Create a style guide, including a master numbering system and plain language instructions, that will apply to all forms. The guide will be distributed to the subcommittees and the subcommittees shall submit all proposed forms in the format required by the guide.
- Receive requests from third parties to create a form or to review and approve a proposed form. The subcommittee shall review the request, refer the request to an existing subcommittee, or recommend to the Forms Committee the creation of a new subcommittee to review the request. The Forms Committee will have final approval authority on all forms submitted by third-parties.
- Accept and review forms submitted by the subcommittees.
- Once the form and format/general forms subcommittee finalizes a form, the subcommittee will place the form in one of two form queues for review by the Forms Committee. One queue will consist of forms for the LPP program and the other queue will consist of all other forms.

Section 2. Form Review Process

Style Guide

Each subcommittee shall use and follow the style guide. All forms sent to the form and format/general forms subcommittee must be in the approved format.

Review of Forms

- After the form and format/general forms subcommittee has completed its review of a form, the form will be submitted to the Forms Committee for final review and approval.
- The Forms Committee shall decide on a form-by-form basis whether any other groups should have input on the forms prior to final approval.

Final Approval of Forms

- The Forms Committee shall determine which forms must or should go to the Judicial Council for approval. For those forms submitted to the Council for approval, the Forms Committee shall also include a recommendation to the Council on whether the forms should be approved effective immediately upon Council action or approved provisionally pending public notice. The approved form will include the approval date.
- Forms that do not require Judicial Council approval will show the committee's approval date. Once approved, the form and format/general forms subcommittee will edit the form to add the approval date. The form will be then posted on the courts' website and incorporated into OCAP, as appropriate.

Form Queue

There will be two form queues. The form queues will be maintained by the form and format/general forms subcommittee.

- LPP Program Queue: This queue will contain the forms created by the various subcommittees for the LPP program. These forms will have been completed by the subcommittees and passed the review of the form and format/general forms subcommittee prior to being put in this queue. The forms in this queue will take priority over the forms in the other queue.
- Other Forms Queue: This queue will be general forms and other forms that are ready for full committee approval. These forms will have been completed by the subcommittees and passed the review of the form and format/general forms subcommittee prior to being put in this queue.

Forms Translation

- The subcommittees shall make recommendations to the Forms Committee on which forms should be translated and the languages into which they should be translated.
- The Forms Committee shall make the final decision on which forms should be translated.
- The Forms Committee shall send the approved forms to the Court Interpreter Program Coordinator to be translated. Once translated the forms will be distributed as appropriate.

Exhibit B

Forms Style Guide

Margins.....	2
Spacing	2
Caption Elements.....	2
Paragraph Numbering.....	6
Paragraph Text.....	7
Tables	7
Voice.....	7
Capitalization.....	8
Citing Rules and Code	8
Citing Web Pages	9
Plain Language	9
Headings	9
Signature and Notary Blocks	10
Referring to Other Resources	12
Certificate of Service	12
Form title	13
Form numbering.....	13
Footer	14
Provenance / History.....	14

The goal of this style guide is to ensure that court forms have a uniform look and feel and adhere to a common standard.

An underlying goal is to strive for fewer pages whenever possible.

Font

Forms must use Arial and must not be smaller than 12 point font. (Utah Rule of Civil Procedure 10(d)). Explanatory and/or parenthetical text should be 10 point font. For example:

I ask the court to order that my legal name be (proposed new name):

If something must be emphasized use bold rather than italics or underline. Emphasis should be used sparingly.

A title of a non-captioned document (such as an eviction notice) must be bolded. It is acceptable to use a font size larger than 12 point (such as 14 point). It is also acceptable to use all caps in this situation. For example:

THREE DAY NOTICE TO PAY OR QUIT

Margins

The top margin of any form filed with the court must be 1.5 inches. The left, right and bottom margins must be 1 inch. (Utah Rule of Civil Procedure 10(d)).

Spacing

Text should be double spaced except when it is customary to single space. For example, lists can be single spaced.

Caption Elements

Electronic forms should substantially comply with this format, but there are some variations because fill-in-the-blank forms and electronically-produced forms use different methods to collect information.

- Lines prompting for text are not needed in electronic forms. For example:

Print form

I want to change my name because:

I am starting a new chapter in my life and want to have a clean slate. I am
tired of the baggage associated with my old name.

Electronic form

I want to change my name because I am starting a new chapter in my life and want to have a clean slate. I am tired of the baggage associated with my old name.

- A list of options to choose from is not needed in an electronic form. For example:

Print form

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

Electronic form

I ask the court to order a person over age 18 who is not a party in the case nor an attorney to a party in the case to effect service.

- Prompts for information such as "name," "address" aren't needed in an electronic form.

Address Block

Private record – delete if it's clear this wouldn't be a private record, include if it's clear it is a private record, use brackets if it may or may not be a private record.

This is a private record.

Name

Address

City, State, Zip

Phone

Email

Party Designation Block

Edit the text as appropriate, but the block should be in this substantial format. 8 point font.

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 #: _____)

I am ☐ Plaintiff ☐ Defendant
☐ Plaintiff's Attorney ☐ Defendant's Attorney (Utah Bar #: _____)
☐ Plaintiff's Licensed Paralegal Practitioner
☐ Defendant's Licensed Paralegal Practitioner (Utah Bar #: _____)

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

I am ☐ Applicant
☐ Applicant's Attorney (Utah Bar #: _____)
☐ Applicant's Licensed Paralegal Practitioner (Utah Bar #: _____)

Case Information Block

If the form can be used in more than one court level, use brackets to indicate choice. If the form can only be used in one level of court, list only that level.

Each word in the title of the form must be capitalized.

a. Standard block

In the <input type="checkbox"/> District <input type="checkbox"/> Juvenile <input type="checkbox"/> Justice Court of Utah	
_____ Judicial District _____ County	
Court Address _____	
Plaintiff/Petitioner v. Defendant/Respondent	[Form Name] (If this particular document is based on a specific code or rule, cite it here following rule for citing rules below, in 10 pt font, not bolded, on a separate line after the title) Case Number Judge Commissioner (domestic cases)

b. Alternate district court formats

In the District Court of Utah	
_____ Judicial District _____ County	
Court Address _____	
In the matter of the adoption of _____ Or In the matter of the estate of	[Form Name] (If this particular document is based on a specific code or rule, cite it here following rule for citing rules below, in 10 pt font, not bolded, on a separate line after the title) Case Number

<hr/> Or In re: <hr/>	Judge
-----------------------------	-------

c. Juvenile court block

In the Juvenile Court of Utah ____ Judicial District _____ County	
In the interest of: _____ (Minor's Name) _____ (Minor's Date of Birth)	Petition to be Removed from the Custody of the Division of Child and Family Services (Utah Code 78A-6-117(2)(c)(iv)) _____ Case Number _____ Judge

Paragraph Numbering

1. rather than (1)

Subsequent paragraphs are numbered as follows

a.

i.

A.

I.

Paragraph numbering in a document should be continuous to the end, and should not start over.

Paragraph Text

Paragraph number and options should be left justified, with text indented and hanging to align with the next tab. For example:

1. Asdflas asdfikla ca afgil assero cq4904 eagd90j erouc wer cal4 coaurdc qe.
Erou Asdflas asdfikla ca afgil assero cq4904 eagd90j erouc wer cal4 coaurdc qe. Erou

and

- [] Option
 - [] Sub-option 1. Asdflas asdfikla ca afgil assero cq4904 eagd90j erouc wer cal4 coaurdc qe. Erou
 - [] Sub-option 2. Asdflas asdfikla ca afgil assero cq4904 eagd90j erouc wer cal4 coaurdc qe. Erou
 - [] Sub-option 3. Asdflas asdfikla ca afgil assero cq4904 eagd90j erouc wer cal4 coaurdc qe. Erou

Embedded instructions, prompting text and explanatory text must be in 10 point font, using sentence case and in parenthesis. If the text isn't a sentence, the text does not have to have an initial capital.

For example:

- [] lived in _____ (county and state), but owned property in this county at the time of death.

and

- [] I am an heir (Someone with the right to inherit property from the decedent if there is no will).

Whether the instructional text appears before or after the blank will depend on context.

Tables

Lines in a table should be 35% darkness. Prompting text in tables should be 10 point font.

Voice

Use active voice rather than passive voice.

Whenever possible, use a person's name in the document rather than their party designation. This is especially encouraged in an electronic form. When it is not possible to use a person's name, instead use first person voice. There will be times when you need to use party designation, but do so sparingly.

Use gender neutral language. If you must use a pronoun, use "they" rather than "he," "she," "s/he" or other variants.

Capitalization

Only proper nouns and form titles may be capitalized. Do not capitalize words such as "judge," "court," "plaintiff," "defendant."

Citing Rules and Code

Rule and Code cites should be in 10 point font.

When citing to a court rule or code section, spell out rather than abbreviate the source.

Utah Rule of Civil Procedure 7

not

URCP 7

Utah Code 78B-12-212

not

UCA 78B-12-212

UCA §78B-12-212

When citing a larger portion of the code, do not use et seq. Instead, use name of code section / title of act:

Utah Uniform Child Custody Jurisdiction and Enforcement Act (Utah Code Title 78B, Chapter 13).

not

Utah Code 78B-13-101 et seq.

When citing or referencing a rule or code section, cite it after the sentence, in parentheses, and 10 point font.

It is against the law for a landlord to evict a tenant without a court order. (Utah Code 78B-6-814).

Where appropriate, if it's truly based on the code/rule
Subheadings could also have reference to code/rule

Citing Web Pages

If citing to a web page, include the characters of the URL only, and not the http://. Do not underline text. For example

www.utcourts.gov

not

https://www.utcourts.gov

https://www.utcourts.gov

Plain Language

From <http://www.transcend.net/>:

In the legal field, plain language can be the first step to access to justice. From effectively filling out legal forms to helping pro per clients do their best, plain language forms and pamphlets allow people access to the information they need in a way they can understand and use.

Your goal should always be to make the language in our forms as simple as possible. Strive to simplify statutory language, and avoid Latin words and legalese. These words and phrases should not appear in our forms:

Therefore	Pursuant	Mitigate (use "limit")
Whereas	In this case	On the grounds that (use "because")
Hereinafter	In accordance	

An extensive list of simple words and phrases is available on the plainlanguage.gov website: <http://www.plainlanguage.gov/howto/wordsuggestions/simplewords.cfm>

If it is necessary to use a term of art, be sure to include a plain language explanation of that term early on to define/explain it.

Headings

Use headings to separate provisions in pleadings. Headings must be the same font size as the text, but bolded. Headings must be left justified, and capitalization should be sentence case – only the first letter is capitalized.

Child custody

not

Child Custody
CHILD CUSTODY

This applies to parts of the order as well

Findings

Conclusions

Order

Signature and Notary Blocks

a. Simple signature block

Date

Signature ► _____
Printed Name _____

b. Declaration signature block

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

Date

Signature ► _____
Printed Name _____

c. Notary signature block

Date

Signature ► _____
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 of Court Clerk or Notary Public

Notary Seal

d. Commissioner and Judge Signature Block

_____	Signature ►	_____
Date	Commissioner	_____
_____	Signature ►	_____
Date	Judge	_____

e. Judge Signature Block

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

_____	Signature ►	_____
Date	Judge	_____

f. Approved as to form signature block

This block should appear below judge's or commissioner/judge signature block.

Approved as to form.

_____	Signature ►	_____
Date	Plaintiff/Petitioner, Attorney, or Licensed Paralegal Practitioner	_____
_____	Signature ►	_____
Date	Defendant/Respondent, Attorney, or Licensed Paralegal Practitioner	_____

Referring to Other Resources

In the limited circumstances where it is appropriate to refer someone to agencies for legal help, or to information on a specific topic, direct the user to the court's website both because it's a neutral source of information and because it will be regularly updated. For example:

The court's Finding Legal Help web page (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.

and

See the court's Eviction web page (www.utcourts.gov/howto/landlord/eviction.html) for more information.

Do not list contact information for specific agencies.

Certificate of Service

Tailor the certificate of service as needed. Can add or delete boxes as appropriate. Be sure to insert the title of the document.

Certificate of Service

I certify that I filed with the court and served a copy of this [DOCUMENT TITLE] 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

Form title

Form titles should be as specific as possible / needed. Some people get to forms by Googling. The more specifically a form is named, the less chance there is of a person mis-using a form.

Motion to Dismiss Small Claims Case

Rather than

Motion to Dismiss

Form numbering

The form number should appear in the footer of each page of a court-approved form.

Form number elements

1001ESJ Revised July 1, 2017

- Four digit form number
- Two-letter CORIS case type code. If there is no specific case type, use GE for “general.” (see <https://www.utcourts.gov/xchange/codes.asp?type=case>). Or, use case category, such as CR for criminal, CV for civil, PR for probate, DR for domestic.
- Approving body – Judicial Council or Forms Committee
- Revised month, day and four-digit year

Footer

Each form must include a footer in 8 point font with a horizontal line (top border) above the text. The footer must include the following information:

- Form number and Revision date (day, month, year) – left aligned
- Title of form in bold. The title of the form should be identical to the title in the caption – centered
- Page number as Page x of x – right aligned

Example:

1001EVJ Revised June 21, 2017

Eviction Complaint

Page 1 of 5

Provenance / History

Forms presented to the Forms Committee for approval should have an explanation of provenance – why they were created, who created them, who reviewed them, what they are based on, and any other relevant information.

Instructions / Explanations

Process instructions should be included on the website, not in the form. The form should reference the explanatory web page, if there is one.

Exhibit C

☐ 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:)

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.):

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

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

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:

☐ 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.):

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:

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 _____

Plaintiff/Petitioner

v.

Defendant/Respondent

Findings of Fact, Conclusions of Law, and Order on Motion for Alternative Service

(Utah Rule of Civil Procedure 4(d))

Case Number

Judge

Commissioner (domestic cases)

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	Case Number
v.	Judge
Defendant/Respondent	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/.

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	_____ Case Number
v.	_____ Judge
_____ Defendant/Respondent	_____ 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:

☐ Social Network

(such as Facebook)

at

_____ (name)

☐ Twitter

at

_____ (name)

☐ Text message

at

_____ (number)

☐ 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.

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

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.)

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 _____

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

Finding help

The court's Finding Legal Help web page (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.)

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

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

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.)		
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	<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.)		

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

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...")

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.)

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.)		
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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.)		
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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.)

-
-
-
2. ☐ I disagree with the following new issue raised in the opposing party 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.)

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 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.)		
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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.)

[illegible]

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

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>Affidavit in Support of Exhibit (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.):

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.):

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.)		
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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>Exhibit Summary (For voluminous exhibits in Commissioner proceedings; Utah Rule of Civil Procedure 101)</p> <p>_____ Case Number</p> <p>_____ Judge</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."):

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.)		
	<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.

Date

Signature ► _____
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.)		
	<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 _____

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) _____

Attendance 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.	Asistencia 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.
Evidence Bring with you any evidence that you want the court to consider.	Pruebas Traiga con usted cualquier prueba que quiera que el tribunal tome en cuenta.
Interpretation If you do not speak or understand English, contact court staff at least 3 days before the hearing, and an interpreter will be provided.	Interpretación 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.
ADA Accommodation If you need an accommodation, including an ASL interpreter, contact court staff at least 3 days before the hearing.	Atención en caso de incapacidades 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.
Finding help The court's Finding Legal Help web page (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.	Finding help 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

(in as many of the languages as we provide)

Date

Signature ►

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.)		
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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>Findings of Fact, Conclusions of Law and Order on Motion to</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:

The court concludes:

The court orders:

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.)		
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 Date

 Signature ►

 Printed Name

Name

Address

City, State, Zip

Phone

Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent
☐ Purchaser/Assignee of the Judgment
☐ Plaintiff/Petitioner's ☐ Defendant/Respondent's ☐ Purchaser/Assignee's
Attorney (Utah Bar #: _____)
☐ Plaintiff/Petitioner's ☐ Defendant/Respondent's ☐ Purchaser/Assignee'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>Motion to Renew Judgment and Supporting Affidavit (Utah Code 78B-6-1801 et seq.)</p> <p><input type="checkbox"/> Hearing Requested</p> <p>_____ Case Number</p> <p>_____ Judge</p>
---	---

1. I request the court renew the judgment in this case for the amount due. I ask the renewal be effective on the date the new judgment is signed or the date the original judgment expires, whichever is earlier.
2. On _____ (date) this court entered judgment against
☐ Plaintiff/Petitioner ☐ Defendant/Respondent
in this case. The judgment expires on _____ (date).

3. (Choose one.)
- ☐ I am the original judgment creditor.
- ☐ I currently own the judgment, but I am not the original judgment creditor. I have attached proof that I own the judgment. (Attach proof of ownership, such as an assignment or proof of purchase or affidavit of the original judgment creditor.)

4. The judgment debtor owes:

Amount of judgment (Original or as last renewed by motion, whichever is later.)	\$
Post-judgment interest to the date of this affidavit at _____% per year	\$
Fee to file applications for writs of garnishment or writs of execution (Attach receipts.)	\$
Garnishees' fees (Attach receipts.)	\$
Cost to serve writs (Attach receipts.)	\$
Attorney fees (Attach statute or contract showing right to claim attorney fees.)	\$
Fee to file Motion to Renew Judgment (One-half the fee for a civil claim of the same amount.)	\$
Subtotal	\$
Less payments made	\$
Total amount due	\$

5. The statute of limitations on the judgment has not expired.
6. ☐ The judgment debtor has stipulated to this motion. (Attach stipulation.)
7. ☐ I request a hearing.
- ☐ I do not request a hearing.

Date

Signature ► _____

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

Certificate of Service

I certify that I filed with the court and served a copy of this Motion to Renew Judgment and Supporting Affidavit 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 ☐ Defendant/Respondent's
Attorney (Utah Bar #: _____)
☐ Plaintiff/Petitioner's ☐ 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>Memorandum Opposing Motion to Renew Judgment</p> <p><input type="checkbox"/> Hearing Requested</p> <p>_____ Case Number</p> <p>_____ Judge</p>
---	---

I say the following about the Motion to Renew Judgment and Supporting Affidavit:

1. I ☐ agree ☐ disagree with paragraph 1.
2. I ☐ agree ☐ disagree with paragraph 2.
3. I ☐ agree ☐ disagree with paragraph 3.
4. I ☐ agree with paragraph 4.
☐ disagree with paragraph 4. The amount I owe is:

Amount of judgment (Original or as last renewed by motion, whichever is later.)	\$
Post-judgment interest to the date of this affidavit at _____% per year	\$
Fee to file applications for writs of garnishment or writs of execution. (Attach receipts.)	\$
Garnishees' fees (Attach receipts.)	\$
Cost to serve writs (Attach receipts.)	\$
Attorney fees (Attach statute or contract showing right to claim attorney fees.)	\$
Fee to file Motion to Renew Judgment (One-half the fee for a civil claim of the same amount.)	\$
Subtotal	\$
Less payments made	\$
Total amount due	\$

5. I ☐ agree ☐ disagree with paragraph 5.

6. I ☐ agree ☐ disagree with Paragraph 6.

7. I also say:

8. ☐ 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.

Date

Signature ► _____

Printed Name _____

Certificate of Service

I certify that I filed with the court and served a copy of this Memorandum Opposing Motion to Renew Judgment 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
☐ Purchaser/Assignee of the Judgment
☐ Plaintiff/Petitioner's ☐ Defendant/Respondent's ☐ Purchaser/Assignee's
Attorney (Utah Bar #: _____)
☐ Plaintiff/Petitioner's ☐ Defendant/Respondent's ☐ Purchaser/Assignee's
Licensed Paralegal Practitioner (Utah Bar #: _____)

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

Plaintiff/Petitioner

v.

Defendant/Respondent

Notice of Amount Due on Renewed Judgment

Case Number

Judge

1. The Motion to Renew Judgment was filed on _____ (date), and the court has granted that motion.
2. Because transactions occurring since that date and the accumulation of interest since that date, the amount due has changed.
3. The amount now due is:

If the effective date of the Order on Motion
to Renew Judgment is:

The amount due should be:

\$

_____	_____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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

_____	Signature ► _____
Date	
Creditor, Attorney, or Licensed Paralegal Practitioner	_____

_____	Signature ► _____
Date	
Debtor, Attorney, or Licensed Paralegal Practitioner	_____

Certificate of Service

I certify that I filed with the court and served a copy of this Notice of Amount Due on Renewed Judgment 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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Signature ►

Date

Printed Name

Name

Address

City, State, Zip

Phone

Email

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

Plaintiff/Petitioner

v.

Defendant/Respondent

**Findings of Fact and Conclusions of
Law and Order on Motion to Renew
Judgment**

Case Number

Judge

The matter before the court is the judgment creditor's Motion to Renew Judgment. 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), notice of which was served on all parties.

Plaintiff/Petitioner

☐ was present ☐ was not present.

☐ was represented by _____ (name).

☐ was not represented.

Defendant/Respondent

☐ was present ☐ was not present.

☐ was represented by _____ (name).

☐ was not represented.

Other party (Describe) _____

☐ was present ☐ was not present.

☐ was represented by _____ (name).

☐ was not represented.

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

The court finds:

1. This court ☐ did ☐ did not enter a judgment in this case.
2. The Motion to Renew Judgment ☐ was ☐ was not filed before the statute of limitations on the judgment expired.
3. The Motion to Renew Judgment ☐ was ☐ was not properly served.
4. ☐ The judgment in this case has been purchased by or assigned to _____ (name).
5. The amount due on the judgment is \$_____.

The court concludes:

6. The judgment creditor ☐ has ☐ has not satisfied the requirements for renewing a judgment by motion.

The court orders:

7. The Motion to Renew Judgment is ☐ granted ☐ denied.

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

Date

Signature ►

Judge

Approved as to form.

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

_____	Signature ►	_____
Date	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 and Conclusions of Law and Order on Motion to Renew Judgment on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
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Date

Signature ► _____

Printed Name _____

Name

Address

City, State, Zip

Phone

Email

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

Plaintiff/Petitioner

v.

Defendant/Respondent

**Judgment on Motion to Renew
Judgment**

Case Number

Judge

The matter before the court is the judgment creditor's Motion to Renew Judgment.

The court orders:

1. ☐ The clerk of the court shall renew the judgment in this case to show the amount of \$_____ due and effective on:
 ☐ the date of my signature.
 ☐ the date the old judgment expired, which is _____.
2. The judgment shall bear post-judgment interest at:
 ☐ the rate agreed to in the contract, _____ percent.
 ☐ the statutory rate for judgments entered during this year, _____ percent.

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

_____	Signature ►	_____
Date	Judge	_____

Approved as to form.

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

_____	Signature ►	_____
Date	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 and Conclusions of Law **and Order** on Motion to Renew Judgment on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
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 Date

 Signature ►

 Printed Name

Name

Address

City, State, Zip

Phone

Email

I am ☐ Plaintiff/Petitioner ☐ Defendant/Respondent
☐ Purchaser/Assignee of the Judgment
☐ Plaintiff/Petitioner's ☐ Defendant/Respondent's ☐ Purchaser/Assignee's
Attorney (Utah Bar #: _____)
☐ Plaintiff/Petitioner's ☐ Defendant/Respondent's ☐ Purchaser/Assignee'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>Notice of Renewed Judgment</p> <p>_____ Case Number</p> <p>_____ Judge</p>
---	--

Please take notice that the court has entered the attached judgment.

You may appeal this judgment by filing a Notice of Appeal with this court within 30 days after the date the judgment was entered.

Date

Signature ► _____
Printed Name _____

Certificate of Service

I certify that I filed with the court and served a copy of this Notice of Renewed Judgment 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