

MINUTES
**Utah Judicial Council's
Committee on Court Forms**
Administrative Office of the Courts
450 South State Street
Salt Lake City, UT 84111
September 10, 2018
12:00 – 2:00 p.m.
Council Room

Attendees

Kim Allard
Cyndi Bayles
Randy Dryer – Chair
Guy Galli
Brent Johnson
Judge Elizabeth Lindsley
Kara Mann
Nathanael Player
Stewart Ralphs
Judge James Taylor
Jessica Van Buren
Mary Westby

Excused

Judge Greg Bown
Cathy Dupont

Staff

Minhvan Brimhall, Recording Secretary

I. WELCOME AND APPROVAL OF MINUTES

Randy Dryer welcomed the Committee members to the meeting. The Committee discussed the August 13, 2018 minutes. No revision was made to the minutes. Cyndi Bayles moved to approve the full minutes. Stewart Ralphs seconded the motion and it passed unanimously.

II. OCAP/Standing Committee on Forms plain language project (Kim Allard)

The committee continued discussion from last month's meeting and reviewed the remaining Online Court Assistance Program (OCAP) forms. The committee made several minor language changes, as a means to maintain consistency throughout the forms. These changes also provide a means for clarity and understanding of the forms

In section 11, the committee discussed potential changes in federal and state laws regarding tax deductions. The committee discussed minor language changes to provide for clarity and distinguish the difference between the terms “Tax Deduction” to “Tax Exemption”.

Mr. Ralphs motioned to change the word deduction to exemption and tax benefit to tax exempt. Mr. Player seconded the motion. The motion was approved.

Ms. Kim Allard made a motion to leave the tax section as it is currently written, with the incorporation of the changes as previously approved by the committee, and remove the section on buyout on pages 35-41. Mr. Player seconded the motion. The motion was unanimously approved.

Judge Taylor made a motion to request that the OCAP Committee include cautionary language in the instructions to the forms that include tax benefits not addressed in the court. Kara Mann seconded Judge Taylor’s motion. The motion was unanimously approved.

The remaining OCAP forms on child support, custody and retirement will be addressed at future meetings. The OCAP Committee will identify forms that need to be reviewed and completed before the end of the calendar year and will provide an update at the next meeting as to whether that timetable is feasible.

III. ADJOURN

With no further items for discussion the meeting adjourned at 1:45 pm. The next committee meeting is Tuesday, October 9 at 12 PM in the Executive Dining Room.