

**MINUTES**  
**Utah Judicial Council’s**  
**Committee on Court Forms**  
 Administrative Office of the Courts  
 450 South State Street  
 Salt Lake City, UT 84111  
 March 11, 2019  
 12 - 2 pm  
 Judicial Council Room

Members	In attendance	Excused	Guest
Randy Dryer, Chair	•		
Kim Allard		•	
Cyndi Bayles	•		
Judge Randy Birch	•		
Christina Cope	•		
Cathy Dupont		X	
Guy Galli	•		
Judge Elizabeth Lindsley	•		
Kara Mann	•		
Commissioner Russell Minas	•		
Nathanael Player	•		
Stewart Ralphs	•		
Judge James Taylor	•		
Jessica Van Buren	•		
Mary Westby	•		
Staff	In attendance	Excused	
Brent Johnson	•		
Minhvan Brimhall – recording secretary	•		

**I. Welcome and approval of February meeting minutes:**

Randy Dryer welcomed the Committee members to the meeting. The Committee discussed the minutes from the February 11 meeting. No revisions were made to the minutes. Stewart Ralphs moved to approve the full minutes. Cyndie Bayles seconded the motion. The motion unanimously passed.

**II. Report on meeting with LPP education and testing subcommittee:**

Mr. Dryer, Jessica Van Buren, and Nathanael Player met with staff at the State Bar to discuss the curriculum and testing of the LPP licensing program. The State Bar will be accepting applications beginning April 2019. The group was impressed with how many forms this committee has completed and expressed appreciation for the work done in expediting the process. The State Bar is looking forward to implementing the program and getting LPPs licensed to begin practicing in the state.

**III. Domestic relations injunction:**

URCP 109 was approved with an effective date of May 1, 2019. The rule has since been revised to accommodate programming changes necessary to effectuate the rule's purposes. The new effective date will be November 1, 2019.

The committee reviewed the form. Judge Taylor recommended inserting "domestic relations" in front of each appearance of the word "injunction" word to differentiate between a TRO in other cases and this type of injunction. Mr. Ralphs asked that the subsections be lettered rather than bulleted. Mr. Stewart thanked the Stylistics Committee for their efforts in incorporating language from the rule to the form.

The committee considered both Judge Taylor's and Mr. Ralphs' proposed changes. With no further discussion, Mr. Ralphs moved to adopt the form as modified and discussed by the committee. Mary Westby seconded the motion.

**IV. Application for temporary restraining order:**

- Application for temporary restraining order  
The committee considered revisions made to the Application for Temporary Restraining Order form by the Stylistics Committee. The committee made minor language changes to the form.

Following further discussion, Mr. Ralphs moved to approve the form with the changes as discussed by the committee. Mr. Player seconded the motion. The motion was approved unanimously.

- Order on application for temporary restraining order  
The committee considered revisions made to the Order on Application for Temporary Restraining Order form. The committee made minor language changes to the form. After no further discussions, Mr. Ralphs motioned to approve the form. Mr. Player seconded the motion. The motion was unanimously approved.
- Writ of assistance  
The committee considered the Writ of Assistance form. No changes or revision were made to this form. Mr. Ralphs moved to approve the form as it is created. Mr. Player seconded the motion. The motion was unanimously approved.
- Motion to release money or security bond and order  
The committee reviewed the Motion to Release Money or Security Bond form. The committee discussed that the form may be used in both juvenile and civil cases. Judge Taylor recommended either creating two different forms, one for juvenile court cases and one for district and justice court cases, or create one form to be used in all of those courts. The committee also discussed

including a line that would allow clerks to electronically sign the form. The committee made recommendations for minor language changes to the form.

With no further discussion, Judge Taylor moved the form to go back to the Stylistics Committee for revision and creation of the form to include content that could be used in juvenile, district, and justice court cases. Mr. Player seconded the motion. The motion was unanimously approved.

The form will be reviewed by the Stylistics Committee and will be reviewed by this committee at a future meeting.

**V. Changes to caption and certificate of service templates:**

Effective May 1, 2019, the Utah Rules of Civil Procedure will no longer require a person to agree to accept service via email if they have provided an email address. The court has amended URCP 5 to allow for service via “(b)(3)(B)(i) the most recent email address provided by the person to the court under Rule 10(a)(3) or Rule 76, or . . .” The committee discussed placing a notice in the caption of each form next to the space where they would provide an email address that reads: “**Check your email.** You will receive information and documents at this email address.”

The committee also discussed changes to the certificate of service because of the rule change, along with other minor changes:

- "I certify that I filed with the court and served a copy..." was changed to "I certify that I filed with the court and am serving a copy..."
- "Method of Service was changed to "Service Method"
- "Served at this Address" was changed to "Service Address"
- "Served on this Date" was changed to "Service Date"
- "[ ] Email (Person agreed to service by email)" was changed to "[ ] Email"

With no further discussion, Mr. Ralph moved to adopt the changes to the caption and certificate of service as discussed by the committee. Mr. Player seconded the motion. The motion was unanimously approved. This form will move to the Judicial Council for final approval.

**VI. Adjourn**

With no further discussion, the meeting was adjourned without a motion. The meeting adjourned at 2 pm. The next meeting will be on April 8, 2019 from noon to 2 pm in the Executive Dining Room, W18.