

Agenda Committee on Court Forms

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

July 8, 2019 / 12:00 to 2:00 p.m.
Judicial Council Room

1. Welcome and approval of June meeting minutes	Judge Taylor
2. Additional OCAP documents <ul style="list-style-type: none">• Certification of readiness for trial (domestic and general civil cases)• Proposed settlement – domestic cases• Proposed settlement – other civil cases• Motion for leave to amend• Declaration of jurisdiction and grounds for divorce• Income verification and statement of compliance with child support guidelines	Kim Allard
3. Motion for orders regarding relocation (revision to already-approved form)	Nathanael Player
4. Default judgment <ul style="list-style-type: none">• Motion for default certificate• Default certificate• Military service declaration• Military service order• Motion for default judgment	Nathanael Player
5. Request to register foreign child custody, parent-time, support or income withholding order	Nathanael Player
6. Adjourn	Judge Taylor

2019 Meeting schedule

August 12
September 9
October 7

November 4
December 9

MINUTES
Utah Judicial Council
Committee on Court Forms
 Administrative Office of the Courts
 450 South State Street
 Salt Lake City, UT 84111
 June 10, 2019
 12 - 2 pm
 Judicial Council Room

MEMBERS: IN ATTENDANCE: EXCUSED:

Randy Dryer, <i>Chair</i>	•	
Kim Allard	•	
Cyndie Bayles		•
Judge Randy Birch	•	
Chris Cope		•
Guy Galli	•	
Judge Elizabeth Lindsley	•	
Kara Mann	•	
Comm. Russell Minas	•	
Nathanael Player	•	
Stewart Ralphs	•	
Judge James Taylor		•
Jessica Van Buren	•	
Mary Westby	•	

Guests:

Judge Barry Lawrence

Waine Riches

Annie Kaufman – Law Library
Intern

Staff:

Brent Johnson - excused

Minhvan Brimhall – recording
secretary

I. WELCOME AND APPROVAL OF MINUTES:

Randy Dryer welcomed the committee members to the meeting. The Committee discussed the minutes from the May 13 meeting. No revision was made to the minutes. Judge Lindsley moved to approve the full minutes. Stewart Ralph seconded the motion. The motion unanimously passed.

II. DECLARATION SUPPORTING DEFAULT JUDGMENT FOR USE IN ALL DEBT COLLECTION CASES PROPOSAL:

Judge Barry Lawrence is the liaison between the Third District Court judges and the Debt Collection Bar. Judge Lawrence identified an issue in Third District Court where judges were not receiving enough information from practitioners to support debt collection claims when a third party collector is involved. Judge Lawrence has asked to see the contractual breakdown between the debtor and collector, as well as between collector and third party agent to show basis for claims being filed. Some attorneys have not been receptive to the request. In an attempt to create a uniformed, usable form, Judge Lawrence created an omnibus affidavit to be submitted in court that would list all claims and the amount being sought. The Debt Collection Bar did not like the form and felt it was offensive to attorneys, citing Utah Rule of Civil Procedure 11. Judge Lawrence will work on revising the form in an effort to come up with a version satisfactory to the collection bar. Once the form is ready for review, Judge Lawrence will bring it back to this committee for discussion. Judge Lawrence would recommend inviting a member of the Debt Collection Bar to be present at that meeting as well.

Mr. Dryer recommends that Judge Lawrence meet with the Board of District Court Judges for their input on any proposed changes made by the Debt Collection Bar. This committee will review the form once a consensus is reached by the Board and Debt Collection Bar.

Due to his work on debt collection cases, Judge Birch would like to be on the review committee and discussion group in working with the Debt Collection Bar. Judge Lawrence will include Judge Birch in the next group meeting.

III. WARNING LANGUAGE IN CAPTION:

Judge Lawrence presented his idea to have the warning language for dispositive motions to be highlighted in caption. If a debt collection attorney files a motion, self-represented litigants may not know that a response needs to be filed within days, or a judgment will be entered against them. The block notice on the front of the form would provide litigants in debt collection cases the warning needed to avoid a judgment made against them.

The committee discussed that the warning is already provided in the form in both English and Spanish. Judge Lawrence is concerned that the warning on the second or last page would not be seen by the litigant who may not be paying full attention to the form. Judge Lawrence noted making his proposal mandatory will require a rule change.

The committee discussed that a rule change may be needed to require the proposed notice in the caption of the form. The committee discussed the option of created non-generic forms that would better suit the substantive context of the form. The committee determined that the Debt Collection Subcommittee will need to review and weigh in on any proposed changes to the form.

Mr. Dryer recommends Judge Lawrence's proposal be referred to the Debt Collection Subcommittee with a charge to review the form to determine if additional notice is needed in the caption, or if it could be included in the body of the form. Judge Lindsley further proposes that this committee communicate with Judge Lawrence the steps that will be taken by the subcommittee in reviewing his proposal and asks that if he is planning to present his proposal to the rules committee. This committee will share any recommendations made by the subcommittee with the rules committee. With no further discussion, Nathanael Player seconded Judge Lindsley's motion. The committee unanimously voted to approve.

IV. SIGNATURE BLOCK:

Kim Allard proposes a new signature block for LPP forms in which the party needs to attest to the truth of the statement, and the attorney or LPP would also sign the document. The signature block would be used as a style guide on appropriate LPP forms. The signature block would allow for LPP's and attorneys to sign the document as the preparer of record. Self-representing litigants would still sign the form on their own behalf.

The committee discussed and made recommended language changes to the document. With no further discussion or additional changed, Mr. Ralphs moved to approve with the recommended changes. Judge Randy Birch seconded the motion. The motion was unanimously approved.

V. SETTLEMENT AGREEMENT FORMS:

- **Settlement Agreement - Debt Collection cases:**

- Mr. Player reviewed the settlement agreement for debt collection cases. The LPP Committee asked this committee to prepare separate settlement forms for debt collection cases and eviction cases that LPPs could use in settlement cases.

With no further discussion, Mary Westby moved to defer the form to the Stylistics Committee for further review as it applies to use by LPP's. Stewart Ralphs seconded the motion. The motion was unanimously approved.

- **Settlement Agreement – Eviction cases:**

- No action was taken at this time as the form has been referred to the Stylistic Committee for further review.

VI. MOTION TO SET ASIDE DEFAULT OR JUDGMENT , ORDER ON MOTION TO SET ASIDE DEFAULT OR JUDGMENT:

- **Motion:**

- This is an updated version of an existing form. LPPs specifically requested this form. The committee discussed minor language changes and formatting of the form.

With no further discussion, Mr. Ralphs moved to approve the form as drafted by the committee. Commissioner Minas seconded the motion. The motion was unanimously approved.

- **Order:**

- The committee discussed the order. With no concerns or recommendations for changes, Mr. Ralphs moved to approve the form. Commissioner Minas seconded the motion. The motion was unanimously approved.

VII. MOTION TO DELAY ENFORCEMENT OF JUDGMENT, ORDER ON MOTION TO DELAY ENFORCEMENT OF JUDGMENT:

○ **Motion:**

- The committee discussed and made recommended changes to this form. The committee discussed removing the word “expedited” in the text body of the form as it would not be applicable in this motion.

With no further discussion, Mr. Ralphs moved to approve the form as drafted by the committee and the removal of the word “expedited”. Ms. Westby seconded the motion. The motion was unanimously approved.

● **Order:**

- The committee discussed the order. With no concerns or recommendations for changes, Stewart Ralphs moved to approve the form. Guy Galli seconded the motion. The motion was unanimously approved.

VIII. ADDITIONAL OCAP DOCUMENTS:

These are the last set of OCAP divorce forms that have not been reviewed. This committee will review the certification of readiness for trial, proposed settlement, and motion for leave to amend as the first items at the next meeting.

Items for discussion only: Ms. Allard asks for this committee to decide if the documents should be kept or removed from the series.

- Affidavit of jurisdiction and grounds for divorce – The committee discussed whether the affidavit is required by statute and could be included as part of the divorce petition. Ms. Westby moved to refer to the Stylistics Committee for review of statutory requirements. This committee will review the document at another time. Judge Birch seconded the motion. The motion was unanimously approved.
- Income verification and compliance with child support guidelines – The document is meant to be used a proof of income in child support cases. The documents have been included in the stack of forms that are being submitted but may not be properly filed. No concerns were raised by the committee and no recommendation for changes was proffered. With no further discussion, Mr. Ralphs move to refer the document to the stylistic committee for review. Mr. Galli seconded the motion. The motion was unanimously approved.
- Motion to make military retirement order a private record – The federal government no longer requires social security document to be listed on private documents. By removing the social security number in its entirety, the document can be classified as a public document. The committee recommended including at least the last four digits of the security number on the document as a means to remain in compliance with rule 4-202 identification purposes, and no action is needed to move on motion to make document classified. Mr. Player moved to remove this document from the list of required OCAP documents. Mr. Ralphs seconded the motion. The committee unanimously approved the motion.

IX. OCAP POLICY BOARD SUBCOMMITTEE REQUEST:

Due to time constraint, this item will be reviewed at the next meeting.

X. ADJOURN:

With no further discussion, the meeting was adjourned without a motion. The meeting adjourned at 2:11 pm. The next meeting will be on July 8, 2019, from noon to 2 pm in the Judicial Council Room.

Forms Status Summary

Approved forms

Form Name	Approved Date	Approved By
Abstract of judgment	May 21, 2018	Judicial Council
Acceptance of service	January 22, 2018	Judicial Council
Adult adoption	September 19, 2017	Forms Committee
Affidavit with exhibit(s)	May 21, 2018	Judicial Council
Answer	December 18, 2017	Judicial Council
Application for temporary restraining order and Order on application for temporary restraining order	April 22, 2019	Judicial Council
Certificate of service	January 22, 2018	Judicial Council
Conditionally approved interpreter appointment order	June 19, 2018	Forms Committee
Consent to email service	January 22, 2018	Judicial Council
Counter motion	May 21, 2018	Judicial Council
Counterclaim	December 18, 2017	Judicial Council
Debt collection answer	December 18, 2017	Judicial Council
Declaration of inmate filing	November 13, 2017	Forms Committee
Domestic relations injunction	April 22, 2019	Judicial Council
Eviction forms used in OCAP <ul style="list-style-type: none"> • Three day notice to pay or to vacate • Three day notice to comply with lease or vacate • Three day notice to vacate for criminal nuisance • Three day notice to vacate for nuisance • Three day notice to vacate for assigning or subletting contrary to rental contract • Three day notice to vacate for committing waste on premises • Three day notice to vacate for engaging in unlawful business on or in the premises • Three day notice to vacate for lease violation which cannot be brought into compliance • Three day notice to vacate for committing criminal act on the premises • Fifteen day notice to vacate • Five day notice to a tenant at will • Complaint 	December 18, 2017	Judicial Council

<ul style="list-style-type: none"> • Order of Restitution • Affidavit of Damages • Judgment for Plaintiff for Unlawful Detainer • Judgment for Defendant for Unlawful Detainer • Request for Hearing on Enforcement of Order of Restitution • Tenant Answer and Counterclaim • Motion to Set Amount of Counter Bond • Notice of Possession Bond • Order setting amount of possession bond • Request for Possession Bond hearing • Tenant Counter Bond Property • Order Setting Amount of Counterbond • Motion to Release Possession Bond • Order to Release Possession Bond 		
Eviction forms used in OCAP (additional) <ul style="list-style-type: none"> • Request for occupancy hearing • Notice of occupancy hearing • Ex parte motion for order of restitution 	January 28, 2019	Judicial Council
Exhibit summary	May 21, 2018	Judicial Council
Fee waiver – district and justice court <ul style="list-style-type: none"> • Motion to waive fees and statement supporting motion • Order on motion to waive fees • Order on motion to waive fees (inmates) • Memorandum 	June 24, 2019	Judicial Council
Financial declaration Certificate of service of financial declaration	February 25, 2019	Judicial Council
Informal probate	July 17, 2017	Forms Committee
Initial disclosures	May 21, 2018	Judicial Council
Judgment information statement	May 21, 2018	Judicial Council
Military parenting plan	January 28, 2019	Judicial Council
Memorandum opposing motion	April 16, 2018	Judicial Council
Motion for alternative service	February 26, 2018	Judicial Council
Motion for genetic testing	December 17, 2018	Judicial Council
Motion for summary judgment to declare non-parentage after genetic testing Order granting motion for summary judgment on non-parentage	January 28, 2019	Judicial Council
Motion for temporary orders (domestic)	December 18, 2017	Judicial Council
Motion for temporary orders due to deployment (domestic)	January 28, 2019	Judicial Council

Motion forms	April 16, 2018	Judicial Council
Motion – juvenile court	August 13, 2018	Forms Committee
Motion to appear remotely	June 11, 2018	Judicial Council
Motion to appoint parent coordinator	August 17, 2018	Judicial Council
Motion to change venue	June 11, 2018	Judicial Council
Motion to continue	June 11, 2018	Judicial Council
Motion to correct clerical mistake	December 18, 2017	Judicial Council
Motion to decide divorce and reserve other issues (bifurcate divorce)	February 25, 2019	Judicial Council
Motion to declare judgment satisfied	May 21, 2018	Judicial Council
Motion to delay enforcement of judgment and order on motion	June 24, 2019	Judicial Council
Motion to excuse mediation	April 16, 2018	Judicial Council
Motion to remove link between personal identifying information and dismissed criminal case	June 11, 2018	Forms Committee
Motion to renew judgment	May 21, 2018	Judicial Council
Motion to set aside default or judgment	June 24, 2019	Judicial Council
Motion to vacate dismissal and reinstate case	June 11, 2018	Judicial Council
Motion to waive divorce education requirement	April 16, 2018	Judicial Council
Motion to waive divorce waiting period	August 17, 2018	Judicial Council
Nonpublic information: parent, minor and safeguarded address	April 16, 2018	Judicial Council
Notice of appearance or appointment of counsel	May 21, 2018	Judicial Council
Notice of disclosure requirements in domestic cases	February 25, 2019	Judicial Council
Notice of dismissal / Motion to voluntarily dismiss case	August 17, 2018	Judicial Council
Notice of divorce education requirement	April 16, 2018	Judicial Council
Notice of hearing (motion)	April 16, 2018	Judicial Council
Notice of relocation and Motion for orders regarding relocation	June 11, 2018	Judicial Council
Notice of withdrawal of counsel	May 21, 2018	Judicial Council
Notice to appear personally or to appoint counsel	May 21, 2018	Judicial Council
Notice to defendant of disclosure in unlawful detainer actions	February 25, 2019	Judicial Council
Objection to commissioner's recommendation	December 18, 2017	Judicial Council

Objection to form of order	December 18, 2017	Judicial Council
OCAP clauses – divorce and custody cases	May 20, 2019	Judicial Council
Order on request to excuse respondent from hearing (guardianship)	December 10, 2018	Forms Committee
Parenting plan	May 21, 2018	Judicial Council
Petition for essential treatment	October 17, 2017	Forms Committee
Proof of service	February 26, 2018	Judicial Council
Reply memorandum supporting motion	April 16, 2018	Judicial Council
Request to submit (motion)	April 16, 2018	Judicial Council
Request to submit (motion) – juvenile court	August 13, 2018	Forms Committee
Sexual violence protective order <ul style="list-style-type: none"> • Request • Temporary order • Order 	May 13, 2019	Forms Committee
Statement supporting motion	April 16, 2018	Judicial Council
Stipulated motion	April 16, 2018	Judicial Council
Stipulation of voluntary dismissal	December 17, 2018	Judicial Council
Stipulation to enter order (motion)	April 16, 2018	Judicial Council
Substitution of counsel	May 21, 2018	Judicial Council
Summons	January 22, 2018	Judicial Council
Supplemental proceedings	April 16, 2018	Judicial Council
Writ of assistance to remove children	April 22, 2019	Judicial Council
Writ of execution packet	May 21, 2018	Judicial Council
Writ of garnishment packet	May 21, 2018	Judicial Council

Pending Judicial Council Consideration

Pending Forms Committee Consideration

- Certification of readiness for trial
- Proposed settlement – domestic cases
- Proposed settlement – other civil cases
- Motion for leave to amend
- Declaration of jurisdiction and grounds for divorce
- Income verification and statement of compliance with child support guidelines
- Motion for default judgment
- Request to register foreign child custody, parent-time, support or income withholding order

Pending Stylistics Subcommittee Consideration

- Settlement agreement – debt collection and eviction
- Petition to modify child support, child custody, and parent-time
- Petition to register administrative support order
- Fee waiver – appellate
- Fee waiver – juvenile
- Petition for order of adjudication of paternity (not custody or support)
- Adult name change
- Voluntary relinquishment of parental rights
- Annulment

Pending Family Law Subcommittee Consideration

- Adult protective orders
- Child protective orders
- Temporary delegation of parental authority
- Judicial recognition of relationship as marriage packet
- Petition for order establishing fact of birth
- Motion for order to show cause – domestic cases (proposed rule change in the works, so this is on hold)

Queue

- Name change - minors
- Small claims packet
- Step-parent adoption packet
- Open adoption record
- Emancipation of a minor
- Guardianship of a minor
- Guardianship of an adult
- Conservatorship of a minor
- Conservatorship of an adult
- Petition for registration of adoption order from foreign country
- Motion to intervene in an adoption case
- Order assigning court visitor to report on the guardian's and protected person's whereabouts
- Order assigning court visitor to report on an audit of court records
- Motion to intervene in adoption case
- Statement of defendant in support of guilty plea (English and Spanish)
- Defendant's motion to release bail
- Motion to classify record and names as private (eviction)

Other

- Declaration supporting default judgment for use in all debt collection cases – Judge Lawrence to continue working with debt collection bar.

☐ **This is a private record.**

Name

Address

City, State, Zip

Phone

Check your email. You will receive information and documents at this email address.

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 _____

Plaintiff/Petitioner

v.

Defendant/Respondent

Certification of Readiness for Trial
(Utah Rule of Civil Procedure 16)

☐ **Request for Pretrial Conference**

Case Number

Judge

Commissioner (domestic cases)

I certify the following:

1. This case is ready for trial.
2. **Pretrial conference.** (Required in districts 1-4; optional in districts 5-8.)
☐ I request a pretrial conference.
☐ I do not request a pretrial conference.
3. **Pleadings.** All required pleadings have been filed.

4. **Discovery.** All required discovery has been completed. (Utah Rule of Civil Procedure 26, 26.1, 26.2 and 26.3, as applicable.)
5. **Mediation.**
- ☐ All required mediation has been completed, or
- ☐ mediation has been excused, or
- ☐ mediation is not required in this case.
6. **Pending motions.** There are no pending motions.
7. **Proposed settlement.** I am serving a copy of a completed
- ☐ Proposed Settlement – Domestic Cases
- ☐ Proposed Settlement
- along with this document on the other party.

Complete 8 & 9 only if this is a domestic case.

8. **Divorce education requirement.**
- ☐ I have attended the required divorce education classes, or
- ☐ there are no children of this marriage, or
- ☐ this is not a divorce case.
9. **Notice to Office of Recovery Services** (Utah Code 78B-12-113)
(Applicable in domestic cases in which a party received public assistance.)
- ☐ I have notified the Office of Recovery Services about this case, or
- ☐ notice to the Office of Recovery Services is not required.

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

Signed at _____ (city, and state or country).

Date

Signature ► _____

Printed Name _____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Certification of Readiness for Trial on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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 _____

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

<hr/> Plaintiff/Petitioner v. <hr/> Defendant/Respondent	Proposed Settlement <hr/> Case Number <hr/> Judge
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I am the [] plaintiff/petitioner [] defendant/respondent.

My proposed settlement for the unresolved issues is stated below.

Issue	My Position

(no certificate of service, since this isn't filed with the court?)

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

Signed at _____ (city, and state or country).

Date

Signature ► _____
Printed Name _____

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

<div>Petitioner</div> <div>v.</div> <div>Respondent</div>	<div>Proposed Settlement – Domestic Cases</div> <div>Case Number</div> <div>Judge</div> <div>Commissioner (domestic cases)</div>
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I am the [] plaintiff/petitioner [] defendant/respondent.

My proposed settlement for the unresolved issues is stated below.

Divorce Issues Only

Issue	My Position	
Children	Child's full name	Birthdate
Child Custody	Legal custody:	

	Physical custody:
Child Support	<p>Child support amount \$_____ (attach child support worksheet)</p> <p>Petitioner's gross monthly income \$_____</p> <p>Sources:</p> <p>Respondent's gross monthly income \$_____</p> <p>Sources:</p>
Parent-time	<p>Parenting plan? (Required if requesting joint legal or joint physical custody)</p> <p><input type="checkbox"/> Yes (already filed, or attached)</p> <p><input type="checkbox"/> No</p>
Child Care	
Health Insurance	
Life Insurance	
Taxes	
Restraining Orders	
Attorney / Paralegal Fees	

Divorce Issues Only

Marriage	Date of marriage: Date of separation:
Divorce Classes why is this needed?	Petitioner _____ (completion date) Respondent _____ (completion date)
Real Property	
Vehicles	
Personal Property	
Financial Accounts	
Debts	
Retirement Money	
Alimony	
Name Change	
Other	
Other	

Other	

(no certificate of service, since this isn't filed with the court?)

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

Signed at _____ (city, and state or country).

Date

Signature ► _____

Printed Name _____

☐ This is a private record

Name

Address

City, State, Zip

Phone

Check your email. You will receive information and documents at this email address.

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 _____

Motion for Leave to Amend
(Utah Rule of Civil Procedure 15)

Plaintiff/Petitioner

v.

Defendant/Respondent

Case Number

Judge

Commissioner (domestic cases)

1. I ask the court for permission to amend my
_____ (name of document).
2. I make this request because more than 21 days have passed since I was served with the other party's answer, counterclaim, or motion to dismiss the document named in paragraph 1.
3. ☐ The other party agrees with this motion and a stipulation is being filed.

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

Signed at _____ (city, and state or country).

_____	Signature ►	_____
Date	Printed Name	_____

Notice to responding party

You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:

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

In some situations a statute or court order may specify a different deadline.

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

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.

Aviso para el demandado (o acusado)

Su tiempo para responder a esta moción es limitado. En la mayoría de casos deberá presentar una respuesta escrita con el tribunal y darle una copia de la misma a la otra parte:

- dentro de 14 días del día que se presenta la moción, si la misma será resuelta por un juez, o
- por lo menos 14 días antes de la audiencia, si la misma será resuelta por un comisionado.

En algunos casos debido a un estatuto o a una orden de un juez la fecha límite podrá ser distinta.

Si usted no responde a esta moción ni se presenta a la audiencia, la persona que presentó la moción podría recibir lo que pidió.

Vea la página del tribunal sobre Mociones para encontrar más información sobre el proceso de las mociones, las fechas límites y los formularios:

www.utcourts.gov/howto/filing/motions

Cómo encontrar ayuda legal

La página de la internet del tribunal Cómo encontrar ayuda legal

(www.utcourts.gov/howto/legalassist/) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.

Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion for Leave to Amend on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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

Check your email. You will receive information and documents at this email address.

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 _____

Plaintiff/Petitioner

v.

Defendant/Respondent

**Declaration of Jurisdiction and
Grounds for Divorce**

(Utah Code 30-3-4 and Utah Rule of Civil
Procedure 104)

Case Number

Judge

Commissioner (domestic cases)

1. My name is: _____.
2. ☐ Petitioner ☐ Respondent was a resident of
_____ county, Utah for at least
three months immediately before the Petition for Divorce was filed on
_____ (date).
3. ☐ Petitioner ☐ Respondent and I were married on

_____ (date), in
_____ (county and state).

4. We separated on _____ (date).
5. We have irreconcilable differences.

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

Signed at _____ (city, and state or country).

_____	Signature ►	_____
Date	Printed Name	_____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Declaration of Jurisdiction and Grounds for Divorce on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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

Check your email. You will receive information and documents at this email address.

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 _____

Plaintiff/Petitioner

v.

Defendant/Respondent

Income Verification

(Utah Code 78B-12-203(5))

**[] and Statement of Compliance
with Child Support Guidelines**

(Utah Code 78B-12-201 et seq.)

Case Number

Judge

Commissioner

Proof of income

(You are required to provide the court proof of income for both parties.)

1. Year-to-date pay stubs or employer statements for
_____ (name of party):

☐ are attached and the party's social security number has been blacked out.

☐ have already been submitted.

☐ are not attached because:

2. Year-to-date pay stubs or employer statements for

_____ (name of party):

☐ are attached and the party's social security number has been blacked out.

☐ have already been submitted.

☐ are not attached because:

3. The most recent tax returns for

_____ (name of party):

☐ are attached and the party's social security number has been blacked out.

☐ have already been submitted.

☐ are not attached because:

4. Tax returns for _____ (name of party):

☐ are attached and the party's social security number has been blacked out.

☐ have already been submitted.

☐ are not attached because:

Child support worksheets

5. The following worksheet, which is filed or attached, was used to determine the child support amount:

- ☐ sole physical custody worksheet
- ☐ joint physical custody worksheet
- ☐ split custody worksheet

Compliance with child support guidelines (Utah Code 78B-12-202)

6. ☐ The child support amount is based on the Uniform Child Support Guidelines
☐ The child amount is not based on the Uniform Child Support Guidelines.

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

Signed at _____ (city, and state or country).

_____	Signature ►	_____
Date	Printed Name	_____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Income Verification and Statement of Compliance with Child Support Guidelines on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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

Check your email. You will receive information and documents at this email address.

Email

I am ☐ Petitioner

☐ Respondent

☐ Petitioner's Attorney

☐ Respondent's Attorney (Utah Bar #:_____)

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

**Motion for Orders Regarding
Relocation**

(Utah Code 30-3-37)

Hearing Requested

Petitioner

v.

Case Number

Respondent

Judge

Commissioner

1. Notice of Relocation (Choose one.)

☐ I am planning to move I have provided the other party my Notice of Relocation and I request a hearing (attach a copy of the Notice of Relocation).

☐ I have received the ☐ petitioner's ☐ respondent's Notice of Relocation. I request a hearing regarding the move (attach a copy of the Notice of Relocation).

- ☐ I have not received the other parent's Notice of Relocation, but have been told the other parent plans to move more than 150 miles from my residence. I request a hearing regarding the move.

2. **I am not the party relocating and:**
(changing previous 3-6 to a-e under paragraph 2)

- a. ☐ I disagree with the other parent's plans to move with the child(ren), and I want the court to revisit custody because (Attach additional pages if needed.):

I ask the court for the following custody order (Attach additional pages if needed.):

- b. ☐ I disagree with the other parent's proposed parent-time schedule because (Attach additional pages if needed.):

I ask the court for the following parent-time schedule (Attach additional pages if needed.):

- c. ☐ I disagree with the other parent's proposed division of costs for parent-time transportation because (Attach additional pages if needed.):

I ask the court for the following order dividing parent-time transportation costs (Attach additional pages if needed.):

- d. ☐ I disagree with the other parent's proposed reimbursement schedule for transportation costs because (attach additional pages if needed):

I ask the court for the following order on the reimbursement schedule (attach additional pages if needed):

- e. ☐ I ask the court for the following additional orders regarding the move (attach additional pages if needed):

3. ☐ I am the party who is relocating and I ask the court to approve my plan to relocate with the children and make appropriate orders regarding parent-time, transportation costs and reimbursement of transportation costs.

☐ I want an order on these issues:

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

Signed at _____ (city, and state or country).

Date

Signature ► _____

Printed Name _____

Notice to responding party

You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:

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

In some situations a statute or court order may specify a different deadline.

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

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.

Aviso para el demandado (o acusado)

Su tiempo para responder a esta moción es limitado. En la mayoría de casos deberá presentar una respuesta escrita con el tribunal y darle una copia de la misma a la otra parte:

- dentro de 14 días del día que se presenta la moción, si la misma será resuelta por un juez, o
- por lo menos 14 días antes de la audiencia, si la misma será resuelta por un comisionado.

En algunos casos debido a un estatuto o a una orden de un juez la fecha límite podrá ser distinta.

Si usted no responde a esta moción ni se presenta a la audiencia, la persona que presentó la moción podría recibir lo que pidió.

Vea la página del tribunal sobre Mociones para encontrar más información sobre el proceso de las mociones, las fechas límites y los formularios:

www.utcourts.gov/howto/filing/motions

Cómo encontrar ayuda legal

La página de la internet del tribunal Cómo encontrar ayuda legal (www.utcourts.gov/howto/legalassist/) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u

	ofrecen ayuda legal limitada, y talleres legales gratuitos.
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Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion for Orders Regarding Relocation on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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

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 _____

	Motion for Default Certificate (Utah Rule of Civil Procedure 55)
_____ Plaintiff/Petitioner	_____ Case Number
v.	_____ Judge
_____ Defendant/Respondent	_____ Commissioner (domestic cases)

- The following documents were served:
☐ Summons and Complaint/Petition
☐ Counterclaim
on _____ (date). Proof of service or an acceptance of service has been filed or is attached.
- The time to file an Answer has passed, and the
☐ plaintiff/petitioner

☐ defendant/respondent
has not answered or otherwise appeared.

3. I ask the clerk of court to enter the default of the
☐ plaintiff/petitioner
☐ defendant/respondent
and issue a Default Certificate.

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

Signed at _____ (city, and state or country).

_____	Signature ►	_____
Date	Printed Name	_____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion for Default Certificate on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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 _____

In the [] District [] Justice Court of Utah

_____ Judicial District _____ County

Court Address _____

Default Certificate

(Utah Rule of Civil Procedure 55)

Plaintiff/Petitioner

v.

Defendant/Respondent

Case Number

Judge

Commissioner (domestic cases)

1. The following documents were served:
[] Summons and Complaint/Petition
[] Counterclaim
on _____ (date). Proof of service or an acceptance of service has been filed or is attached.
2. The time to file an Answer has passed, and the
[] plaintiff/petitioner
[] defendant/respondent
has not answered or otherwise appeared.
3. I hereby enter the default of the
[] plaintiff/petitioner
[] defendant/respondent
and issue this Default Certificate.

Date

Signature ► _____

Court Clerk _____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Default Certificate on the following people.

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

Date

Signature ► _____

Printed Name _____

Name

Address

City, State, Zip

Phone

Email

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

In the ☐ District ☐ Justice Court of Utah

_____ Judicial District _____ County

Court Address _____

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p>Military Service Declaration</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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1. I have asked the clerk of court to issue a Default Certificate showing
☐ plaintiff/petitioner
☐ defendant/respondent
is the defaulting party.
2. The military status of the defaulting party is
☐ in military service.
☐ not in military service.
☐ unknown to me.

3. My statement about the defaulting party's military status is based on the following:

(For example: "John Doe is 88 years old which is too old to be in the military. I've lived with him for the past twenty years. I personally know he has not been in the military during those twenty years. He has worked full-time at ACME Cleaning Services as a janitor in Salt Lake City for the past five years.")

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

Signed at _____ (city, and state or country).

Date

Signature ► _____

Printed Name _____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Military Service Declaration on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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 _____

In the ☐ District ☐ Justice Court of Utah

_____ Judicial District _____ County

Court Address _____

	Military Service Order
_____ Plaintiff/Petitioner	_____ Case Number
v.	_____ Judge
_____ Defendant/Respondent	_____ Commissioner (domestic cases)

The court finds

1. The clerk of the court has entered the default of the:
☐ plaintiff/petitioner.
☐ defendant/respondent.
2. Based on the statements made in the Military Service Declaration, the court finds
☐ the defaulting party is not in military service.
☐ the defaulting party is in military service.
☐ the military service status of the defaulting party is unknown.
☐ the Military Service Declaration is insufficient.

The court orders

3. ☐ The case may proceed.
4. ☐ The case may proceed once the ☐ plaintiff/petitioner ☐ defendant/respondent files a bond in the amount of \$_____.
5. ☐ The default certificate is set aside. The court appoints an attorney to represent the non-appearing party. The action is stayed for 120 days from this date.

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

Date

Signature ►

Judge

Certificate of Service

I certify that I filed with the court and am serving a copy of this Military Service Order on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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

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

In the ☐ District ☐ Justice Court of Utah

_____ Judicial District _____ County

Court Address _____

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p>Motion for Default Judgment (Utah Rule of Civil Procedure 55)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
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1. The following documents were served:
☐ Summons and Complaint/Petition
☐ Counterclaim
on _____ (date). Proof of service or an acceptance of service has
been filed or is attached.
2. The time in which to file an Answer has passed, and the
☐ plaintiff/petitioner

☐ defendant/respondent
has not answered or otherwise appeared.

3. I am asking that once the default certificate is filed, the court enter judgment as requested in the Complaint/Petition.

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

Signed at _____ (city, and state or country).

_____	Signature ►	_____
Date	Printed Name	_____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion for Default Judgment on the following people.

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

Date

Signature ► _____

Printed Name _____

Name

Address

City, State, Zip

Phone

Email

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

In the ☐ District ☐ Justice Court of Utah

_____ Judicial District _____ County

Court Address _____

<p>_____ Plaintiff/Petitioner</p> <p>V.</p> <p>_____ Defendant/Respondent</p>	<p>Request to Submit for Decision – Motion for Default Judgment</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
---	---

1. The clerk of court has issued a Default Certificate showing the default of the
☐ plaintiff/petitioner.
☐ defendant/respondent.
2. I request the Motion for Default Judgment be submitted for decision.

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

Signed at _____ (city, and state or country).

Date

Signature ► _____
Printed Name _____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Request to Submit – Motion for Default Judgment on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 ☐ Custodian
 ☐ Petitioner's Attorney ☐ Respondent's Attorney ☐ Custodian's Attorney
 (Utah Bar #: _____)
 ☐ Petitioner's Licensed Paralegal Practitioner ☐ Respondent's Licensed Paralegal Practitioner
 ☐ Custodian's Licensed Paralegal Practitioner (Utah Bar #: _____)

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

Petitioner

v.

Respondent

Request to Register Foreign

☐ **Child Custody or Parent-Time Order (UCCJEA)**
Utah Code 78B-13-101 et seq.

☐ **Support or Income Withholding Order (UIFSA)**
Utah Code 78B-14-101 et seq.

Case Number

Judge

Commissioner (domestic cases)

1. Request

I want to register the attached orders (Choose all that apply.):

☐ Child custody or parent-time order.

The district court has jurisdiction. (Utah Code 78B-13-305) (UCCJEA)

☐ Support or income withholding order.

The district court has jurisdiction. (Utah Code 78B-14-602) (UIFSA)

☐ Combined child custody or parent-time order and support or income withholding order.

2. **Safeguarded address**

☐ My health, safety, or liberty, or that of my child would be jeopardized by including my residential address. I have provided it in a separate Non-public Information – Safeguarded Address form instead of listing my address in paragraph 3 below. (Utah Code 78B-13-209(5)).

3. **Requesting party**

I am a (Choose one.):

☐ parent of the children listed below.

☐ person who has been acting as a parent to the children listed below.

Name of Minor	Date of Birth	Address (street, city, state, ZIP) (omit if protected)

4. **Order to be registered**

(Choose one.)

- ☐ There is only one order. It has never been modified. The original order described below is attached.
- ☐ The original order has been modified. The most recent modified order is the controlling order. The original order and most recently modified order are described below and attached.
- ☐ There are multiple orders. I want the court to determine which order or orders are controlling. They are attached. (This can only be used if registering a support or income withholding order.)

Original order:

- ☐ I believe this is the controlling order.

Name of order:			
Name of Court:		State	
Address of Clerk of Court:		Phone Number of Clerk of Court:	
Case Number:		Case Name	
Date Signed:		Signed by Judge:	
Payor:	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	Monthly Amount	\$

Most recently modified order:

- ☐ I believe this is the controlling order.

Name of order:			
Name of Court:		State	
Address of Clerk of Court:		Phone Number of Clerk of Court:	
Case Number:		Case Name	

Date Signed:		Signed by Judge:	
Payor:	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	Monthly Amount	\$

Other modified order:

☐ I believe this is the controlling order.

Name of order:			
Name of Court:		State	
Address of Clerk of Court:		Phone Number of Clerk of Court:	
Case Number:		Case Name	
Date Signed:		Signed by Judge:	
Payor:	<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	Monthly Amount	\$

5. Party information

Name	Social Security Number	Address (street, city, state, ZIP) (omit if protected)	Ordered to (choose all that apply)
Parent			<input type="checkbox"/> Have custody <input type="checkbox"/> Have parent-time <input type="checkbox"/> Pay support <input type="checkbox"/> Receive support
Parent			<input type="checkbox"/> Have custody <input type="checkbox"/> Have parent-time <input type="checkbox"/> Pay support <input type="checkbox"/> Receive support
Custodian			<input type="checkbox"/> Have custody <input type="checkbox"/> Have parent-time <input type="checkbox"/> Pay support <input type="checkbox"/> Receive support
Person Receiving Payments			<input type="checkbox"/> Have custody <input type="checkbox"/> Have parent-time <input type="checkbox"/> Pay support <input type="checkbox"/> Receive support

(If you are registering a support or income withholding order, complete paragraphs 6-10.)

Information about the person required to pay (6-8)

6. ☐ **Employer**

Name	Address (street, city, state, ZIP)

7. ☐ **Other sources of income**

Name	Address (street, city, state, ZIP)

8. ☐ **Property**

Non-exempt property in Utah (if known):

Description	Location (Address: street, city, state, ZIP)

9. ☐ **Others affected by this action**

Other people or agencies whose rights may be affected in this action:

Name	Address (street, city, state, ZIP)

10. ☐ **Past-due child support**

The amount of past-due support (arrears) or consolidated arrears under multiple orders) is \$_____. (If none, enter zero.)

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

Signed at _____ (city, and state or country).

_____	Signature ►	_____
Date	Printed Name	_____

Certificate of Service

I certify that I filed with the court and am serving a copy of this Request to Register Foreign Child Custody, or Parent-Time Order, or Support or Income Withholding Order on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> 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 <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 <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 _____