

Bilingual Notice to Responding Party for In-State Summons for Abuse, Neglect, and/or Dependency Petition (for compliance with URJP 18)

A hearing has been scheduled about the children listed in the Verified Petition. The court will make a decision about your custody rights. You must attend the hearing. The date, time, and location of the hearing are on the summons. The hearing may be held in person or remotely. Read the Summons carefully.

**Read the Verified Petition**

The Verified Petition has been filed with the juvenile court. It explains what the government or other party is claiming and asking the Court to order. Read the Verified Petition carefully.

**How do I tell the court my side of the story?**

- Attend the hearing. Tell the court if you agree or disagree with the Verified Petition, OR
- Attend the hearing and file a written answer before the hearing.

If you do not attend the hearing:

1. The court could make temporary orders regarding custody without you having the chance to tell your side of the story.
2. You must file a written answer within 10 days after the hearing or 25 days after you were served the Verified Petition. Use whichever deadline comes first.

**What happens if I ignore these papers?**

Another party can ask for a default judgment if you do not attend the hearing or file an answer. This means the Court will decide the things in the Verified Petition are true. You will not get the chance to tell your side of the story. The Court might

(Spanish translation will go on this side)

Bilingual Notice to Responding Party for In-State Summons for Abuse, Neglect, and/or Dependency Petition (for compliance with URJP 18)

make orders that affect your custody and visitation rights.

**You can have a lawyer represent you**

You can have a lawyer at this hearing and all other hearings in this case. If you cannot afford a lawyer, you can ask for one. The Court will ask you to fill out paperwork with details about your income. If you qualify, the Court will order a lawyer to represent you for free.

**Learn more**

Watch this video for more information: [QR CODE AND SHORT URL]

[https://youtu.be/7qKrU7Aw0\\_4](https://youtu.be/7qKrU7Aw0_4)

For

Spanish: <https://www.youtube.com/watch?v=LGVZhoqspQ4>



قم بالمسح الضوئي  
للرمز لزيارة الصفحة

An Arabic version of this document is available on the court's website:

توجد نسخة عربية من هذه الوثيقة على موقع المحكمة على الإنترنت

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viếng thăm trang

**Commented [JPW1]:** We plan to have these translated in these languages like the other notices, right? QR codes will need to be created as well.

Bilingual Notice to Responding Party for In-State Summons for Abuse, Neglect, and/or  
Dependency Petition (for compliance with URJP 18)

utcourts.gov/viet

Bilingual Notice to Responding Party for Out-of-State Summons for Abuse, Neglect, and/or Dependency Petition (for compliance with URJP 18)

A hearing has been scheduled about the children listed in the Verified Petition. The court will make a decision about your custody rights. You must attend the hearing. The date, time, and location of the hearing are on the summons. The hearing may be held in person or remotely. Read the Summons carefully.

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If you do not attend the hearing:

1. The court could make temporary orders regarding custody without you having the chance to tell your side of the story.
2. You must file a written answer within 30 days after you were served the Verified Petition.

**What happens if I ignore these papers?**

Another party can ask for a default judgment if you do not attend the hearing or file an answer. This means the Court will decide the things in the Verified Petition are true. You will not get the chance to tell your side of the story. The Court might make orders that affect your custody and visitation rights.

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Bilingual Notice to Responding Party for Out-of-State Summons for Abuse, Neglect, and/or Dependency Petition (for compliance with URJP 18)

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Bilingual Notice to Responding Party for In-State Summons for Petition for Termination of Parental Rights (for compliance with URJP 18)

A hearing has been scheduled about the children listed in the Verified Petition. The court will make a decision about your parental rights. You must attend the hearing. The date, time, and location of the hearing are on the summons. The hearing may be held in person or remotely. Read the Summons carefully.

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2. You must file a written answer within 10 days after the hearing or 25 days after you were served the Verified Petition. Use whichever deadline comes first.

**What happens if I ignore these papers?**

The Court will schedule a trial if you do not attend the hearing or file an answer. At the trial, the Court could decide the things in the Verified Petition are true. You will not get the chance to tell your side of the story. The Court might make orders that permanently terminate your parental rights.

(Spanish translation will go on this side)

Bilingual Notice to Responding Party for In-State Summons for Petition for Termination of Parental Rights (for compliance with URJP 18)

**You can have a lawyer represent you**

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utcourts.gov/viet

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Bilingual Notice to Responding Party for Out-of-State Summons for Petition for  
Termination of Parental Rights (for compliance with URJP 18)

## Relative or Friend Statement of Interest in Custody of a Child

(Utah Code 80-3-302(1)(a))

\_\_\_\_\_  
My Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

1. I am interested in becoming a placement for children who are involved in a child welfare case. If the court places the children with me, it means I would have temporary custody and responsibility for the children until the court makes a different decision.

2. I would like to be considered as a placement for the following children:

First name	Last name	Date of birth	Case number
First name	Last name	Date of birth	Case number
First name	Last name	Date of birth	Case number

(Please use an additional sheet of paper if more space is needed for children's names.)

3. My relationship to the children is: \_\_\_\_\_.

4. I also want the court to know that:

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

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	_____

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the Juvenile Court of Utah

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

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

State of Utah, in the interest of

**Declaration of Financial Status**  
(Utah Code 78B-22-202 and 78B-22-203)

\_\_\_\_\_  
Last name, first name

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

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Judge

1. I am (Choose one.):

- ☐ The parent or legal guardian of a minor in juvenile court, and  
    ☐ I am requesting a court-appointed attorney for myself in a child welfare case  
    or a case where my parental rights could be terminated.  
    ☐ I am providing a declaration of financial status as requested by the court.  
☐ An adult being charged with a criminal offense in the juvenile court.

I understand the court may require me to reimburse fees for a court-appointed attorney.

2. I say the following (Choose all that apply.):

- ☐ I can't afford an attorney.  
☐ An attorney has been appointed for my child and I am required to fill this out by court order

3. The following people depend on me for support.

Number of adults (including yourself) \_\_\_\_\_

Number of children under 18 \_\_\_\_\_

4. ☐ I am employed full-time.    ☐ I am employed part-time.    ☐ I am unemployed.

## 5. Monthly Income

Source of income	Monthly amount	Source of income	Monthly amount
Work	\$	Public / government assistance	\$
Other (Describe)	\$	Other (Describe)	\$
<b>Total monthly income</b>			<b>\$</b>

## 6. Monthly Expenses

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

Monthly expense	Current Amount	Monthly expense	Current Amount
Rent or mortgage	\$	Child support and alimony	\$
Education (children or self)	\$	Child care	\$
Transportation (car payments, fuel, insurance, public transit, parking)	\$	Food, clothing and household supplies	\$
Credit card, loan, garnishments, and other debt payments	\$	Health care insurance and expenses	\$
Phone, internet and paid television (cable, satellite, streaming)	\$	Utilities (electricity, gas, water, sewer, garbage)	\$
Other (describe)	\$	Other (describe)	\$
<b>Total monthly expenses</b>			<b>\$</b>

## 7. Financial Assets (Add additional sheets if needed.)

Asset	Value	Balance Owing
Home	\$	\$
Land	\$	\$
Cars	\$	\$
Other vehicles (OHV, boat, motorcycle, snowmobile, RV)	\$	\$
Bank accounts	\$	\$
Personal property	\$	\$
Other (describe)	\$	\$



**8. Other**

☐ I would like the judge to consider these other circumstances regarding my finances:

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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

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am ☐ Plaintiff/Petitioner  
☐ Plaintiff/Petitioner's Attorney

In the Juvenile Court of Utah

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

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

State of Utah, in the interest of

\_\_\_\_\_  
Last name, first name

\_\_\_\_\_  
Date of birth

A person under 21 years of age, and  
☐ represented ☐ not represented.

**Petition for Special Findings for  
At-Risk Noncitizen Child**  
(Utah Code 80-3-505)

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

\_\_\_\_\_  
Judge

1. My name is: \_\_\_\_\_.
2. My address is: \_\_\_\_\_.
3. I am under 21 years old. My date of birth is: \_\_\_\_\_.
4. I am (choose one):  
☐ married.  
☐ unmarried.

5. My health, safety, and welfare are, or have been, at risk (in jeopardy) because (explain):

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6. I will be harmed (adversely affected) if I am returned to my parent's country of origin or country of last habitual residence because (explain):

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7. Here is information about my parents.

a. My parent's name is: \_\_\_\_\_.

My parent's mailing address:

---

My parent's email address and phone number is:

---

b. My other parent's name is: \_\_\_\_\_.

My other parent's mailing address:

---

My other parent's email address and phone number is:

---

8. Here is information about my Guardian (choose one):

☐ I do not have a guardian

☐ I have a guardian.

My guardian's name is: \_\_\_\_\_.

My guardian's mailing address is:

\_\_\_\_\_.

My guardian's email and phone number is:

\_\_\_\_\_.

9. ☐ I have an open case with juvenile court. My case number is:

\_\_\_\_\_.

10. ☐ I am in state custody. The state agency with custody is:

\_\_\_\_\_.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the Juvenile Court of Utah

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

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

State of Utah, in the interest of

\_\_\_\_\_  
Last name, first name

\_\_\_\_\_  
Date of birth

A minor

☐ under ☐ over 18 years of age, and  
☐ represented ☐ not represented.

**Petition to Expunge Juvenile  
Records of Arrest, Investigation,  
Detention, or Delinquency**  
(Utah Code 80-6-1004.3)

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

\_\_\_\_\_  
Judge

1. I ask the court to expunge my juvenile record.
2. My juvenile record has only records of arrest, investigation, detention, or petitions that did not result in adjudication.
3. I have not been adjudicated for an offense in juvenile court.
4. There are no delinquency or criminal proceedings pending against me.
5. I am  
  
☐ 18 years old or older. I have attached a criminal history report from the Bureau of Criminal Identification.

[ ] Under 18 years old. I ask that the judge waive the age requirement because:

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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	_____

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the Juvenile Court of Utah

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

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

State of Utah, in the interest of

\_\_\_\_\_  
Last name, first name

\_\_\_\_\_  
Date of birth

A minor

☐ under ☐ over 18 years of age, and

☐ represented ☐ not represented.

**Petition to Expunge Charges That  
Were Not True**

(Utah Code 80-6-1004.4)

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

\_\_\_\_\_  
Judge

1. I ask the court to expunge my juvenile record related to these charges:

Charge	Date filed with the court

2. These charges were presented to the juvenile court for adjudication based on an admission, plea, or trial.

**Commented [JPW1]:** Is this necessary or can we delete it?

3. The juvenile court did not find beyond a reasonable doubt that the charges against me were true.
4. At least 30 days have passed since the day the juvenile court did not find the charges to be true.
5. No one has filed an appeal in this case.
6. I am  
☐ 18 years old or older. I have attached a criminal history report from the Bureau of Criminal Identification.  
☐ Under 18 years old.

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	_____



\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the Juvenile Court of Utah

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

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

State of Utah, in the interest of

\_\_\_\_\_  
Last name, first name

\_\_\_\_\_  
Date of birth

A minor

☐ under ☐ over 18 years of age, and  
☐ represented ☐ not represented.

**Petition to Expunge Juvenile Court  
Records**

(Utah Code 80-6-1004.1)

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

\_\_\_\_\_  
Judge

1. I ask the court to expunge my juvenile record.

2. I am

☐ 18 years old or older. I have attached a criminal history report from the  
Bureau of Criminal Identification.

☐ Under 18 years old. I ask that the judge waive the age requirement  
because:

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

3. ☐ It has been at least one year since either the Juvenile Court terminated its jurisdiction or the Division of Juvenile Justice Services (formerly Division of Youth Corrections) unconditionally released me from custody.

☐ I ask that the judge waive the one-year requirement because:

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4. My record shows that:

- In the five years before filing this petition, I have
  - ☐ not been convicted of a violent felony (as described in Utah Code 76-3-203.5)
  - ☐ been convicted of a violent felony (as described in Utah Code 76-3-203.5)
- There are
  - ☐ no pending delinquency or criminal proceedings against me anywhere
  - ☐ pending delinquency or criminal proceedings against me
- If there was a requirement that I pay restitution entered by the juvenile court or as part of a nonjudicial adjustment,
  - ☐ I have satisfied it
  - ☐ I have not satisfied it
- I have
  - ☐ not been adjudicated for murder or aggravated murder
  - ☐ been adjudicated for murder or aggravated murder

5. I ask the court to expunge my record because:

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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

---

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the Juvenile Court of Utah

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

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

State of Utah, in the interest of

\_\_\_\_\_  
Last name, first name

\_\_\_\_\_  
Date of birth

A minor

☐ under ☐ over 18 years of age, and  
☐ represented ☐ not represented.

**Petition to Expunge Juvenile Court  
Records (Nonjudicial Adjustments)**  
(Utah Code 80-6-1004.2)

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

\_\_\_\_\_  
Judge

1. I ask the court to expunge my juvenile record.
2. My juvenile record only has nonjudicial adjustments.
3. I am  
☐ 18 years old or older.  
☐ Under 18 years old. I ask that the judge waive the age requirement  
because:

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

4. My record is not eligible for automatic expungement because it has a record of a violation for: (choose all that apply)
- ☐ driving under the influence under Utah Code 41-6a-502
  - ☐ reckless endangerment creating a substantial risk of death or serious bodily injury under Utah Code 76-5-112
  - ☐ negligent homicide under Utah Code 76-5-206
  - ☐ sexual battery under Utah Code 76-9-702.1
  - ☐ possession of a dangerous weapon by a minor under Utah Code 76-10-509
  - ☐ another matter involving a nonjudicial adjustment where I did not successfully complete the adjustment
  - ☐ another matter involving a nonjudicial adjustment that was completed before October 1, 2023
5. There are:
- ☐ no delinquency or criminal proceedings pending against me anywhere.
  - ☐ delinquency or criminal proceedings pending against me.
6. If there was any restitution that I had to pay under the terms of my nonjudicial adjustment, I have paid it.

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	

**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 ☐ Plaintiff/Petitioner's Attorney (Utah Bar #: \_\_\_\_\_)

In the ☐ District ☐ Justice Court of Utah

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

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

In Re:

\_\_\_\_\_  
Petitioner

**Petition to Expunge Records  
(Traffic Charge)**

Utah Code 77-40a-305(3)

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

\_\_\_\_\_  
Judge

1. **Certificate of eligibility is not required**  
All charges in this case are for traffic offenses as defined in Utah Code 77-40a-101(15).
2. **Enough time has passed**  
Enough time has passed to expunge this case:
  - for a class C misdemeanor or infraction, at least 3 years have passed after the date of conviction;
  - for a class B misdemeanor, at least 4 years have passed after the date of conviction.
3. **No other traffic cases**
  - I have no pending traffic cases;

- I have no cases where I have a pending plea in abeyance for a traffic offense; or
- I am not currently on probation for a traffic offense case.

4. **Only charges for traffic offenses**  
All charges in this case are for traffic offenses.

5 **Public interest**

Expunging the crimes will not harm the public's interests because:

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5. **Request**

I ask the court to order expungement of the record identified above, and order state, county and local government agencies to expunge related records in their possession or control.

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 \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

In the [ ] District [ ] Justice Court of Utah

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

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

In Re:

\_\_\_\_\_  
Petitioner

**Order on Petition to Expunge  
Records (Traffic Charge)**

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

\_\_\_\_\_  
Judge

The matter before the court is a Petition to Expunge Records (Traffic Charge). This matter is being resolved by:

[ ] The pleadings and other papers of the parties, or

[ ] A hearing held on \_\_\_\_\_ (date), notice of which was served on all parties and at which the court considered the pleadings and evidence presented by the parties.

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

**The Court Finds by Clear and Convincing Evidence that:**

1. The petition is sufficient.
2. The statutory requirements have been met.

3. Expunging the petitioner's records will not harm the interests of the public.

**The Court Concludes:**

4. Case number: \_\_\_\_\_ should be expunged.

**The Court Orders:**

5. Case number: \_\_\_\_\_ will be expunged.

- Petitioner may deliver a copy of this order to any government agency or official that may have such records.
- The Bureau of Criminal Identification must notify all criminal justice agencies affected by this order.
- The clerk of the court must expunge all related court records as provided by Rule 4-205.
- Any other government agency or official receiving this order must expunge related records as provided by Utah Code, Title 77, Chapter 40a, Part 4.
- Any government agency or official receiving this order may not divulge information identifying the petitioner.
- Any government agency or official receiving this order must respond to any inquiry as though the arrest or conviction did not occur.

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

\_\_\_\_\_  
Date

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



\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

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 \_\_\_\_\_

In the Matter of (select one)

- ☐ the Marriage of (for a divorce with or without children, annulment, separate maintenance, or temporary separation case)  
☐ the Children of (to establish custody, parent-time or child support)  
☐ the Parentage of the Children of (for a paternity case)

\_\_\_\_\_  
(name of Petitioner)

and

\_\_\_\_\_  
(name of Respondent)

\_\_\_\_\_  
Other parties (if any)

**Proof of Completed Service**

(Utah Rule of Civil Procedure 4)

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

\_\_\_\_\_  
Judge

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

1. The following documents were served by the method described below (Choose all that apply.):

☐ Summons (File or attach copy.)

☐ Petition

- ☐ Amended Petition
- ☐ Notice of Divorce Education Requirements
- ☐ Notice of Disclosure Requirements in Domestic Relations Cases
- ☐ Domestic Relations Injunction
- ☐ Parenting Plan
- ☐ Other: \_\_\_\_\_ (describe)

Complete either paragraph 2, or paragraphs 3 to 5.

### Service by Mail

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

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

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

\_\_\_\_\_  
Address

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

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

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

### Service by Third Person

3. ☐ I am over the age of 18, and
- I am not a party or an attorney for a party to this action.
  - I have not been convicted of a felony violation of a sex offense (Listed in Utah Code 77-41-102(16)).
  - I am not a respondent in a protective order proceeding (Utah Code 78B-7-101 et seq.).

4. ☐ My contact information is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

5. ☐ On \_\_\_\_\_ (date), I went to \_\_\_\_\_

\_\_\_\_\_ (address),

and I delivered the documents listed in paragraph 1 to

\_\_\_\_\_ (name),

who is (Check one.):

☐ the named respondent.

☐ the named petitioner.

☐ a person of suitable age and discretion residing at that address, which is the named party's residence. (Describe why the person lives at the named party's residence and why they are of suitable age and discretion.)

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

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

If serving the state

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

If serving a department or agency of the state

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

If the document was served in some other way

☐ Other (Describe how the document was served.)

\_\_\_\_\_

## Person Completing Service

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	_____

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_____	Signature ►	_____
Date	Printed Name	_____

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Proof of Completed Service 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

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

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

**Proof of Completed Service**  
(Utah Rule of Civil Procedure 4)

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

\_\_\_\_\_  
Judge

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

1. The following documents were served by the method described below (Choose all that apply.):

☐ Summons (File or attach copy.)

☐ Complaint or Petition

☐ Amended Complaint or Petition

☐ Notice to Defendant of Disclosure Requirements in Unlawful Detainer

Actions

☐ Small Claims Affidavit and Summons

☐ Other: \_\_\_\_\_ (describe)

Complete either paragraph 2, or paragraphs 3 to 5.

### Service by Mail

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

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

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

\_\_\_\_\_  
Address

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

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

☐ the addressee personally.

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

### Service by Third Person

3. ☐ I am over the age of 18, and

- I am not a party or an attorney for a party to this action.
- I have not been convicted of a felony violation of a sex offense (Listed in Utah Code 77-41-102(16)).
- I am not a respondent in a protective order proceeding (Utah Code 78B-7-101 et seq.).

4. ☐ My contact information is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

5. ☐ On \_\_\_\_\_ (date), I went to \_\_\_\_\_  
\_\_\_\_\_  
(address),  
and I delivered the documents listed in paragraph 1 to

\_\_\_\_\_ (name),

who is (Check one.):

- ☐ the named defendant/respondent.
- ☐ the named plaintiff/petitioner.
- ☐ a person of suitable age and discretion residing at that address, which is the named party's residence. (Describe why the person lives at the named party's residence and why they are of suitable age and discretion.)

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

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

If serving a corporation, partnership, or an unincorporated association

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

OR

- ☐ an agent authorized by appointment or by law to receive service of process and by also mailing a copy of the complaint and summons to the named party, if the agent is one authorized by statute to receive process and the statute so requires.

If serving a city or town

- ☐ the city/town recorder.

If serving a county

- ☐ the county clerk.

If serving the state

- ☐ the attorney general, and to

\_\_\_\_\_ (name  
of any other person or agency required by statute to be served) at

\_\_\_\_\_ (address).

If serving a department or agency of the state

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

If the document was served in some other way

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



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

**Person Completing Service**

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 \_\_\_\_\_

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

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

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Proof of Completed Service 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.)		
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	<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

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

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

In the Matter of (select one)

- ☐ the Marriage of (for a divorce with or without children, annulment, separate maintenance, or temporary separation case)
- ☐ the Children of (to establish custody, parent-time or child support)
- ☐ the Parentage of the Children of (for a paternity case)

\_\_\_\_\_  
(name of Petitioner)

and

\_\_\_\_\_  
(name of Respondent)

\_\_\_\_\_  
Other parties (if any)

**Stipulated Order Regarding Parent-Time**

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

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner

Mediation regarding parent-time was held on \_\_\_\_\_ (date).

The parties reached an agreement regarding parent-time.

**The parties agree and the court orders that:**

1.

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

2.

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

3.

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4.

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

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

I agree to the terms of this agreement and understand that they will become an order of the court once signed by the judge or commissioner.

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

**This is a tier 2 case.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

I am the     ☐ Petitioner  
                 ☐ Attorney for the Petitioner and my Utah Bar number is \_\_\_\_\_

**If you do not respond to this document within applicable time limits, judgment could be entered against you as requested.**

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

In the District Court of Utah

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

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

In the Matter of the Adoption of

\_\_\_\_\_  
(adoptee's name)

**Petition to Adopt a Minor Stepchild**

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

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner

**Instructions:**

- You must complete this form before you file it. Court staff cannot complete this form for you.
- Keep a copy of all documents for your records.
- Attend all court hearings.
- Attach the following:
  - Additional pages as needed to complete paragraphs that don't have enough space. Write the paragraph number on the additional page.
  - Consent to Adoption and Waiver of Rights signed by any people who have the right to consent to the adoption
  - Waiver of Rights signed by any people who have the right to notice of the proceedings but not the right to consent
  - Death certificate or other evidence of death of any deceased person whose consent to the adoption is required
  - Report of Adoption for the Office of Vital Records and Statistics
  - Criminal History Report from the Bureau of Criminal Identification
  - Child Abuse History Report from the Division of Child and Family Services

- (1) The co-petitioners want \_\_\_\_\_ (name of adopting parent) to adopt \_\_\_\_\_ (adoptee's current name).
- (2) Utah has jurisdiction under Utah Code Section 78B-6-105.
- (3) The case is properly filed in this county because (Choose one.)  
☐ we reside in this county.  
☐ we are not residents of this state, and (Choose all that apply.)  
☐ the proposed adoptee was born in this county.  
☐ the proposed adoptee resides in this county on the day on which this petition is filed.  
☐ a parent of the proposed adoptee resides in this county on the day on which this petition is filed.
- (4) Adoption serves the adoptee's health, safety, welfare and moral climate and will promote the adoptee's best interests because  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (5) The adopting parent is the adoptee's stepparent.
- (6) The adopting parent is married to the adoptee's custodial parent in a marriage that is legally valid and binding.
- (7) (Choose one or both.):  
☐ The adopting parent is at least 10 years older than the adoptee.  
☐ The adopting parent's spouse is at least 10 years older than the adoptee.
- (8) The adoptee was born: (Choose one.)  
☐ in Utah.  
☐ in a state other than Utah and the requirements of Title 62A, Chapter 4a, Part 7, Interstate Compact on Placement of Children, have been complied with.
- (9) The adoptee has lived in the adopting parent's home for: (Choose one.)  
☐ one year

☐ less than one year, but we request that the court waive the one-year requirement because

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(10) The adoptee is not an Indian child as defined in 25 U.S. Code Section 1903.

(11) The adoptee is: (Choose one.)

☐ 16 years of age or older.

☐ under 16 and is considered a citizen or national of the United States by the United States Citizenship and Immigration Services.

☐ under 16 years of age and is not considered a citizen or national of the United States by the United States Citizenship and Immigration Services. (Attach written evidence from the United States Citizenship and Immigration Services showing that the adoptee was admitted into the United States for permanent residence, was admitted into the United States temporarily in one of the lawful nonimmigrant categories, or was legally paroled into the United States.)

(12) The pre-placement and post-placement adoptive evaluations are not required because the adopting parent is the adoptee's stepparent and the adopting parent's spouse is the adoptee's custodial parent.

(13) The Federal Bureau of Investigation has conducted a criminal history investigation, based on fingerprint identification, about the adopting parent. (Attach the Bureau's report.)

(14) The adopting parent has not been convicted of, pleaded guilty to, or pleaded no contest to a disqualifying offense under Utah Code 78B-6-117(5).

(15) The Division of Child and Family Services has investigated all reports and investigations of child abuse, neglect, and dependency about the adopting parent. (Attach the Division's report.)

#### WAIVER OF RIGHTS; CONSENT REQUIRED

(16) The adoptee: (Choose one.)

☐ has consented to this adoption and waives their rights. (Attach the consent.)

☐ cannot consent because the adoptee is less than 12 years old.

☐ cannot consent because the adoptee lacks the mental capacity to consent.

(17) The adoptee's mother: (Choose one.)

☐ is a co-petitioner.

☐ has died. (Attach photocopy of the death certificate or other evidence of death.)

☐ has consented to this adoption and waives her rights. (Attach the consent.)

☐ has not consented to this adoption and will be served with Notice of Petition to Adopt and Notice of Rights.

☐ is not entitled to consent because her parental rights have been terminated. (Attach the order terminating parental rights.)

(18) The adoptee's father: (Choose one.)

☐ is a co-petitioner

☐ has died. (Attach photocopy of the death certificate or other evidence of death.)

☐ has consented to this adoption and waives his rights. (Attach the consent.)

☐ has not consented to this adoption and will be served with Notice of Petition to Adopt and Notice of Rights.

☐ is not entitled to consent because his parental rights have been terminated. (Attach the order terminating parental rights.)

☐ is not entitled to consent because the child was conceived as a result of conduct by the father which would constitute a sexual offense described in Title 76, Chapter 5, Part 4.

☐ is not entitled to consent because: (All must apply.)

☐ he has not fully and strictly complied with the requirements of Utah Code Sections 78B-6-121 and 78B-6-122; and

☐ he has not been adjudicated to be the adoptee's biological father before the mother consented to the adoption or relinquished the adoptee for adoption; and

☐ he has not signed and filed a voluntary declaration of paternity with the state registrar of vital statistics before the mother consented to the adoption or relinquished the adoptee for adoption.

#### ADOPTEE'S GUARDIAN

(19) ☐ The adoptee does not have a guardian.

OR

☐ The adoptee's guardian: (Choose one.)

☐ has authority to consent, has consented to this adoption, and waives their rights. (Attach the consent.)



☐ has authority to consent, has not consented to this adoption, and will be served with Notice of Petition to Adopt and Notice of Rights.

☐ does not have authority to consent, but has waived their right to notice and to intervene. (Attach the waiver.)

☐ does not have authority to consent, has not waived their rights to notice and to intervene, and will be served with Notice of Petition to Adopt and Notice of Rights.

#### WAIVER OF RIGHTS; CONSENT NOT REQUIRED

(20) The adoptee's custodian: (Choose one.)

☐ has waived their rights. (Attach the waiver.)

☐ has not waived their rights and will be served with Notice of Petition to Adopt and Notice of Rights.

☐ The adoptee does not have a custodian.

(21) The adoptee's spouse: (Choose one.)

☐ has waived their rights. (Attach the waiver.)

☐ has not waived their rights and will be served with Notice of Petition to Adopt and Notice of Rights.

☐ The adoptee does not have a spouse.

#### REQUEST

(22) We request that an Adoption Agreement be executed before this court and that the court issue an Adoption Decree declaring that:

☐ the adoptee is adopted by \_\_\_\_\_ (name of adopting parent) and is that person's child;

☐ the adoptee and \_\_\_\_\_ (name of adopting parent) have all the rights and duties of the relationship of child and parent;

☐ all rights, duties and responsibilities, including residual parental rights, of any person who

- consented to this adoption,
- relinquished the adoptee for adoption,
- was served with notice of this adoption, or
- was not entitled to consent to or notice of this adoption

are terminated, and such person has no further rights with regard to the adoptee;

[ ] the adoptee be named \_\_\_\_\_  
(adoptee's proposed first, middle, and last name).

We 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 Adopting Parent  
(or attorney) \_\_\_\_\_

Signed at \_\_\_\_\_ (city, and state or country).

\_\_\_\_\_  
Date  
Signature ► \_\_\_\_\_  
Printed Name Adopting Parent's Spouse  
(or attorney) \_\_\_\_\_

### **Spousal consent to adoption**

I am the adopting stepparent's spouse and the adoptee's custodial parent, and I have the mental capacity to give consent.

I understand that if my child is adopted, my child's non-custodial parent will no longer have any parental rights or responsibilities for my child, but that I will continue to have full parental rights and responsibilities. I further understand that if my child is adopted by my spouse, my spouse will be known as my child's parent and my child will be known also as my spouse's child.

Understanding all of this, I voluntarily agree that adoption by my spouse promotes my child's best interest, and I voluntarily consent that my child be adopted by my spouse.

\_\_\_\_\_  
Date  
Sign here ► \_\_\_\_\_  
Name of the adopting parent's spouse \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

In the District Court of Utah

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

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

In the Matter of the Adoption of

\_\_\_\_\_  
(adoptive's name)

**Findings of Fact and Conclusions of Law**

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

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner

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

**The Court Finds:**

- (1) The co-petitioners want \_\_\_\_\_ (name of adopting parent) to adopt \_\_\_\_\_ (adoptive's current name).
- (2) Utah has jurisdiction under Utah Code Section 78B-6-105.
- (3) The case is properly filed in this county because (Choose one.)  
☐ Petitioners reside in this county.  
☐ Petitioners are not residents of this state, and (Choose all that apply.)  
☐ the proposed adoptive was born in this county.

☐ the proposed adoptee resides in this county on the day on which this petition is filed.

☐ a parent of the proposed adoptee resides in this county on the day on which this petition is filed.

- (4) Adoption serves the adoptee's health, safety, welfare and moral climate and will promote the adoptee's best interests.
- (5) The adopting parent is the adoptee's stepparent.
- (6) The adopting parent is married to the adoptee's custodial parent in a marriage that is legally valid and binding.
- (7) (Choose one or both.):
  - ☐ The adopting parent is at least 10 years older than the adoptee.
  - ☐ The adopting parent's spouse is at least 10 years older than the adoptee.
- (8) The adoptee was born: (Choose one.)
  - ☐ in Utah.
  - ☐ in a state other than Utah and the requirements of Title 62A, Chapter 4a, Part 7, Interstate Compact on Placement of Children, have been complied with.
- (9) The adoptee has lived in the adopting parent's home for: (Choose one.)
  - ☐ one year
  - ☐ less than one year, but there is good cause to waive the one-year requirement.
- (10) The adoptee is not an Indian child as defined in 25 U.S. Code Section 1903.
- (11) The adoptee is: (Choose one.)
  - ☐ 16 years of age or older.
  - ☐ under 16 and is considered a citizen or national of the United States by the United States Citizenship and Immigration Services.
  - ☐ under 16 years of age and is not considered a citizen or national of the United States by the United States Citizenship and Immigration Services.
- (12) The pre-placement and post-placement adoptive evaluations are not required because the adopting parent is the adoptee's stepparent and the adopting parent's spouse is the adoptee's custodial parent.

- (13) The **Federal Bureau of Investigation** has conducted a criminal history investigation, based on fingerprint identification, about the adopting parent, which is on file with this court.
- (14) The adopting parent has not been convicted of, pleaded guilty to, or pleaded no contest to a disqualifying offense under Utah Code 78B-6-117(5).
- (15) The Division of Child and Family Services has investigated all reports and investigations of child abuse, neglect, and dependency about the adopting parent, which is on file with this court.

#### WAIVER OF RIGHTS; CONSENT REQUIRED

- (16) The adoptee: (Choose one.)
- ☐ has consented to this adoption and waives their rights.
  - ☐ cannot consent because the adoptee is less than 12 years old.
  - ☐ cannot consent because the adoptee lacks the mental capacity to consent.
- (17) The adoptee's mother: (Choose one.)
- ☐ is a co-petitioner.
  - ☐ has died.
  - ☐ has consented to this adoption and waives her rights.
  - ☐ has not consented to this adoption, was served with Notice of Petition to Adopt and Notice of Rights, and did not timely file a Motion to Intervene.
  - ☐ is not entitled to consent because her parental rights have been terminated.
- (18) The adoptee's father: (Choose one.)
- ☐ is a co-petitioner
  - ☐ has died.
  - ☐ has consented to this adoption and waives his rights.
  - ☐ has not consented to this adoption, was served with Notice of Petition to Adopt and Notice of Rights, and did not timely file a Motion to Intervene.
  - ☐ is not entitled to consent because his parental rights have been terminated.
  - ☐ is not entitled to consent because the child was conceived as a result of conduct by the father which would constitute a sexual offense described in Title 76, Chapter 5, Part 4.
  - ☐ is not entitled to consent because: (All must apply.)

- he has not fully and strictly complied with the requirements of Utah Code Sections 78B-6-121 and 78B-6-122; and
- he has not been adjudicated to be the adoptee's biological father before the mother consented to the adoption or relinquished the adoptee for adoption; and
- he has not signed and filed a voluntary declaration of paternity with the state registrar of vital statistics before the mother consented to the adoption or relinquished the adoptee for adoption.

#### ADOPTEE'S GUARDIAN

(19) ☐ The adoptee does not have a guardian.

OR

☐ The adoptee's guardian: (Choose one.)

☐ has authority to consent, has consented to this adoption, and waives their rights.

☐ has authority to consent, has not consented to this adoption, was served with Notice of Petition to Adopt and Notice of Rights, and did not timely file a Motion to Intervene.

☐ does not have authority to consent, but has waived their right to notice and to intervene.

☐ does not have authority to consent, has not waived their rights to notice and to intervene, was served with Notice of Petition to Adopt and Notice of Rights, and did not timely file a Motion to Intervene.

#### WAIVER OF RIGHTS; CONSENT NOT REQUIRED

(20) The adoptee's custodian: (Choose one.)

☐ has waived their rights.

☐ has not waived their rights, was served with Notice of Petition to Adopt and Notice of Rights, and did not timely file a Motion to Intervene.

☐ The adoptee does not have a custodian.

(21) The adoptee's spouse: (Choose one.)

☐ has waived their rights.

☐ has not waived their rights, was served with Notice of Petition to Adopt and Notice of Rights, and did not timely file a Motion to Intervene.

☐ The adoptee does not have a spouse.

**The Court Concludes:**

- (22) The requirements of the Title 78B, Chapter 6, Part 1, Utah Adoption Act, have been met.

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

\_\_\_\_\_  
Date

Signature ►

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

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

In the District Court of Utah

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

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

In the Matter of (select one)

- ☐ the Marriage of (for a divorce with or without children, annulment, separate maintenance, or temporary separation case)  
☐ the Children of (to establish custody, parent-time or child support)  
☐ the Parentage of the Children of (for a paternity case)

\_\_\_\_\_  
(name of Petitioner)

and

\_\_\_\_\_  
(name of Respondent)

\_\_\_\_\_  
Other parties (if any)

**Child Support Worksheet – Joint Physical Custody**

(Utah Code 78B-12-301 or 303)

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

\_\_\_\_\_  
Judge

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

(If you need help filling out this form, look at the **Instructions for Child Support Worksheet – Joint Physical Custody**, available at [www.utcourts.gov/support](http://www.utcourts.gov/support).)



Scan QR code  
to visit page



Write the names of the parents:	(name: PARENT 1)	(name: PARENT 2)	COMBINED
1. Enter the # of natural and adopted children of these parents for whom support is to be awarded.			
2a. Enter the parents' gross monthly income. Refer to Instructions for Child Support Worksheet – Joint Physical Custody for definition of income.	\$	\$	
2b. Enter previously ordered alimony that is actually paid. (Do not enter alimony ordered for this case.)	-	-	
2c. Enter previously ordered child support. (Do not enter obligations ordered for the children in Line 1.)	-	-	
2d. OPTIONAL: Enter the amount from Line 7 of the Other Children Present in the Parent's Home Worksheet for either parent.	-	-	
3. Subtract Lines 2b, 2c, and 2d from 2a for each parent. This is the Adjusted Gross Income for child support purposes. Add the parents' adjusted gross incomes to get the COMBINED amount and enter it in the third column.	\$	\$	\$
4. Take the COMBINED figure in Line 3 and the total number of children in Line 1 to the Support Table. Use the table in Utah Code 78B-12-301 if you are modifying a final child support order entered for the first time prior to January 1, 2023. Otherwise, use the table in Utah Code 78B-12-303. Find the Base Combined Support Obligation and enter it here. If there is no number, enter \$0 here. NOTE the Low Income Table does not apply to Joint Physical Custody worksheets.			\$
5. Divide each parent's adjusted monthly gross in Line 3 by the COMBINED adjusted monthly gross in Line 3.	%	%	
6. Multiply Line 4 by Line 5 for each parent to obtain each parent's share of the Base Combined Support Obligation.	\$	\$	
7a. Enter the number of overnights the children will spend with each parent. (They must total 365). Each parent must have at least 111 overnights to qualify for Joint Physical Custody. Utah Code 78B-12-208			365
7b. Identify the parent who has the child the lesser number of overnights, and continue the rest of the calculation for them. You will be making adjustments to the net amount owed by this parent.	(Name of parent with lesser number of overnights)		
8a. For the parent who has the child the lesser number of overnights multiply the number of overnights that are greater than 110 but less than 131 by .0027 to obtain a			

resulting figure and enter in the space to the right.	
8b. Multiply the result on Line 8a by the Base Combined Support Obligation on Line 4 for the parent named in line 7b and enter the number in the space to the right.	\$
8c. Subtract the respective dollar amount on Line 8b from the parent named in Line 7b's share of the Base Combined Support Obligation found in the column for this parent on Line 6 to determine the amount as indicated by Utah Code 78B-12-208(3)(a) and enter the amount in the space to the right.	\$
9a. Additional calculation necessary if both parents have the child for 131 overnights or more (Otherwise go to Line 10): For the parent who has the child the lesser number of overnights multiply the number of overnights that exceed 130 (131 overnights or more) by .0084 to obtain a resulting figure and enter it in the space to the right.	
9b. Multiply the result on Line 9a by the Base Combined Support Obligation on Line 4 for the parent named in Line 7b and enter each in the space to the right.	\$
9c. Subtract this parent's dollar amount on Line 9b from their respective amount as identified on Line 8c to determine the amount as indicated by Utah Code 78B-12-208(3)(b) and enter the amount in the space to the right. Go to Line 10.	\$
10. BASE CHILD SUPPORT AWARD: If the result in Line 9c is greater than \$0, then the parent named in Line 7b is the one who must pay child support (and the other parent is entitled to receive child support). Enter the amount in Line 9c here. This is the amount owed by the parent named in Line 7b to the receiving parent all 12 months of the year.  If the result in Line 9c is less than \$0, then the parent named in Line 7b is entitled to receive support (and the other parent is the one who must pay support). Enter the absolute value (remove the negative sign and list the positive value) of the result in Line 9c here. This is the amount owed to the parent named in Line 7b by the paying parent all 12 months of the year.	\$

11. Who must pay child support?

☐ Parent 1

☐ Parent 2

☐ Neither because the amount in Line 10 is \$0.

12. Is the support award the same as the guideline amount in Line 10?

☐ Yes   ☐ No

If YES, you are done with this section. Complete the Certificate of Service.

If NO, enter the amount ordered and answer the next question.

☐ Parent 1 \$ \_\_\_\_\_

☐ Parent 2 \$ \_\_\_\_\_

13. What were the reasons stated by the court for the deviation?

☐ property settlement

☐ excessive debts of the marriage

☐ absence of need of the parent to receive child support

☐ other: \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Child Support Worksheet 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

**Instructions for Child Support  
Worksheet – Joint Physical  
Custody**

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

Are you modifying a final order that was entered for the first time prior to January 1, 2023?

• Yes

You may use this worksheet and instructions to **MANUALLY CALCULATE** the child support obligation using the table found in [Utah Code 78B-12-301](#).

• No

You may use the **ONLINE CALCULATOR** found at <https://orsutah.gov/> to estimate the child support obligation using the table found in Utah Code 78B-12-303; or

You may use this worksheet and instructions to **MANUALLY CALCULATE** the child support obligation using the table found in [Utah Code 78B-12-303](#).

Write the names of the parents in the spaces above Line 1 of the worksheet.

Line 1. Enter the number of natural and adopted children of the parents for whom support is to be determined. Do not include any children of either parent by another partner on this line. If a child for whom support is to be determined is an unemancipated minor who does not live with his parents, use the total number of children, including the unemancipated minor, by that set of parents for Line 1.

Line 2a. Enter each parent's gross monthly income. Utah Code 78B-12-203(1) states: "As used in the guidelines, 'gross income' includes prospective income from any source, including earned and nonearned income sources which may include salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, workers' compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from 'nonmeans-tested' government programs."

Utah Code 78B-12-203(2) states: "Income from earned income sources is limited to the equivalent of one full-time 40-hour job." Refer to Utah Code 78B-12-203 for additional information about determining gross income.

Utah Code 78B-12-203(3) says: “. . . specifically excluded from gross income are:

- (a) cash assistance provided under Title 35A, Chapter 3, Part 3, Family Employment Program;
- (b) benefits received under a housing subsidy program, the Job Training Partnership Act, Supplemental Security Income, Social Security Disability Insurance, Medicaid, SNAP benefits, or General Assistance; and
- (c) other similar means-tested welfare benefits received by a parent.”

All income must be verified. Verification includes: year to date pay stubs; employer statements or records; the last year's tax return; and documentation of non-earned income appropriate to the source.

Line 2b. Enter the amount of alimony either parent is court ordered to pay and actually pays to a former spouse. Utah Code 78B-12-204(1). Do not include alimony payments for this case. Alimony payments must be verified. Cancelled checks or a statement from the recipient of the alimony may be accepted as verification.

Line 2c. Enter the amount of any child support orders either parent is ordered to pay for children by another partner. (Utah Code 78B-12-204(1).

A copy of the order is required for verification.

Line 2d. OPTIONAL

Utah Code 78B-12-210(6) says: “(a) Natural or adoptive children of either parent who live in the home of that parent and are not children in common to both parties may at the option of either party be taken into account under the guidelines in setting a child support award, as provided in Subsection (7). (b) Additional worksheets shall be prepared that compute the base child support award of the respective parents for the additional children. The base child support award shall then be subtracted from the appropriate parent's income before determining the award in the instant case.”

Utah Code 78B-12-210(7) says: “In a proceeding to adjust or modify an existing award, consideration of natural or adoptive children born after entry of the order and who are not in common to both parties may be applied to mitigate an increase in the award but may not be applied: (a) for the benefit of the obligee [the parent who receives child support] if the credit would increase the support obligation of the obligor [the parent who must pay child support] from the most recent order; or (b) for the benefit of the obligor [parent who must pay child support] if the amount of support received by the obligee [the parent who receives child support] would be decreased from the most recent order.”

If these provisions apply, use the Other Children Present in the Parent's Home Worksheet. Enter the number from Line 7 of that worksheet on Line 2d of this worksheet.

Line 3. Complete the calculation as directed.

Line 4. Enter the amount from the Base Combined Child Support Obligation Table. Use the table in [Utah Code 78B-12-301](#) if you are modifying a final child support order entered for the first time prior to January 1, 2023. Otherwise, use the table in [Utah Code 78B-12-303](#). The amount on the Base Combined Child Support Obligation Table shows the amount BOTH parents combined should contribute for the support of their children.

If the combined number in Line 3 and the number of children in Line 1 do not correspond to a number on the Base Combined Child Support Obligation Table, enter \$0. NOTE the Low Income Table does not apply to Joint Physical Custody worksheets.

Line 5. Calculate each parent's share of the amount in Line 4 as a percentage figure. Round to a whole percentage number so there are no decimal points. If Line 4 is \$0, the numbers here will be \$0.

Line 6. Calculate each parent's share of the amount in Line 4 as a dollar amount. If Line 4 is \$0, the numbers here will be \$0.

Line 7a. This is the total number of overnights the children will have with each parent. Each parent must have at least 111 overnights to qualify for Joint Physical Custody. Utah Code 78B-12-208.

Line 7b. The rest of the calculation will be made for the parent who has the children the lesser number of overnights. Identify the parent with the lesser number of overnights here and continue the calculation for only this parent.

Line 8a. Complete the calculation as directed. This is the mathematical figure that will be used to reduce the base support obligation for overnights totaling between 110 and 131. Utah Code 78B-12-208(3)(a).

Line 8b. Complete the calculation as directed.

Line 8c. Complete the calculation as directed.

Line 9a. If both parents have the child for 131 overnights or more, then continue the calculation as directed. This is the mathematical figure that will be used to reduce the base support obligation for any overnights greater than 130 that the children have with the parent who has the children the lesser number of overnights. Utah Code 78B-12-208(3)(b). Otherwise go to Line 10.

Line 9b. Complete the calculation as directed.

Line 9c. Complete the calculation as directed.

Line 10. Complete the calculation as directed. The Base Child Support Award is the amount the paying parent pays to the receiving parent all 12 months of the year. The amount entered should be rounded to nearest dollar.

Line 11. Designate which parent must pay support. Or check "Neither" if the number in Line 10 is \$0.

Line 12. Complete Line 12 to indicate if the amount ordered deviates from the guideline amount in Line 10. If the ordered amount deviates from the guideline amount, insert the amount the paying parent is ordered to pay.

Line 13. Complete Line 13 if the paying parent will not be ordered to pay the guideline amount from the "Base Combined Child Support Obligation Table".



\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

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

In the District Court of Utah

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

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

In the Matter of (select one)

- ☐ the Marriage of (for a divorce with or without children, annulment, separate maintenance, or temporary separation case)  
☐ the Children of (to establish custody, parent-time or child support)  
☐ the Parentage of the Children of (for a paternity case)

\_\_\_\_\_  
(name of Petitioner)

and

\_\_\_\_\_  
(name of Respondent)

\_\_\_\_\_  
Other parties (if any)

**Child Support Worksheet – Sole Physical Custody**

(Utah Code 78B-12-301 to 304)

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

\_\_\_\_\_  
Judge

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

(If you need help filling out this form, look at the Instructions for Child Support Worksheet – Sole Physical Custody, available at [www.utcourts.gov/support](http://www.utcourts.gov/support).)



Scan QR code  
to visit page

Write the names of the parents:	(name: PARENT 1)	(name: PARENT 2)	COMBINED
1. Enter the # of natural and adopted children of these parents for whom support is to be awarded.			
2a. Enter the parents' gross monthly income. Refer to Instructions for Child Support Worksheet – Sole Physical Custody for definition of income.	\$	\$	
2b. Enter previously ordered alimony that is actually paid. (Do not enter alimony ordered for this case.)	-	-	
2c. Enter previously ordered child support. (Do not enter obligations ordered for the children in Line 1.)	-	-	
2d. OPTIONAL: Enter the amount from Line 7 of the Other Children Present in the Parent's Home Worksheet for either parent.	-	-	
3. Subtract Lines 2b, 2c, and 2d from 2a for each parent. This is the Adjusted Gross Income for child support purposes. Add the parents' adjusted gross incomes to get the COMBINED amount and enter it in the third column.	\$	\$	\$
4. Take the COMBINED figure in Line 3 and the number of children in Line 1 to the Support Table. Use the table in Utah Code 78B-12-301 if you are modifying a final child support order entered for the first time prior to January 1, 2023. Otherwise, use the table in Utah Code 78B-12-303. Find the Base Combined Support Obligation and enter it here. If there is no number enter \$0 here and refer to the Instructions for Child Support Worksheet – Sole Physical Custody for application of the Low Income Table.			\$
5. Divide each parent's adjusted monthly gross in Line 3 by the COMBINED adjusted monthly gross in Line 3.		%	%
6. Multiply Line 4 by Line 5 for each parent to obtain each parent's share of the Base Combined Support Obligation.	\$	\$	
7. BASE CHILD SUPPORT AWARD: Bring down the amount(s) from Line 6 or enter the amount(s) from the Low Income Table per Utah Code 78B-12-205. Refer to Instructions for when to use the Low Income Table. The parent(s) without physical custody of the children pay(s) the amount(s) all 12 months of the year.	\$	\$	

8. Who must pay child support?

- ☐ Parent 1  
☐ Parent 2  
☐ Both

9. Is the support award the same as the guideline amount in Line 7?

☐ Yes   ☐ No

If YES, you are done with this section. Complete the Certificate of Service.

If NO, enter the amount ordered and answer the next question.

☐ Parent 1 \$ \_\_\_\_\_

☐ Parent 2 \$ \_\_\_\_\_

10. What were the reasons stated by the court for the deviation?

☐ property settlement

☐ excessive debts of the marriage

☐ absence of need of the parent to receive child support

☐ other: \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Child Support Worksheet 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 \_\_\_\_\_



**Instructions for Child Support  
Worksheet – Sole Physical  
Custody**

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

Are you modifying a final order that was entered for the first time prior to January 1, 2023?

• Yes

You may use this worksheet and instructions to **MANUALLY CALCULATE** the child support obligation using the tables found in [Utah Code 78B-12-301](#) and [302](#).

• No

You may use the **ONLINE CALCULATOR** found at <https://orsutah.gov/> to estimate the child support obligation using the tables found in Utah Code 78B-12-303 and 304; or

You may use this worksheet and instructions to **MANUALLY CALCULATE** the child support obligation using the tables found in [Utah Code 78B-12-303](#) and [304](#).

Write the names of the parents in the spaces above Line 1 of the worksheet.

Line 1. Enter the number of natural and adopted children of the parents for whom support is to be determined. Do not include any children of either parent by another partner on this line. If a child for whom support is to be determined is an unemancipated minor who does not live with his parents, use the total number of children, including the unemancipated minor, by that set of parents for Line 1.

Line 2a. Enter each parent's gross monthly income. Utah Code 78B-12-203(1) states: "As used in the guidelines, 'gross income' includes prospective income from any source, including earned and nonearned income sources which may include salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, workers' compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from 'nonmeans-tested' government programs."

Utah Code 78B-12-203(2) states: "Income from earned income sources is limited to the equivalent of one full-time 40-hour job." Refer to Utah Code 78B-12-203 for additional information about determining gross income.

Utah Code 78B-12-203(3) says: “. . . specifically excluded from gross income are:

- (a) cash assistance provided under Title 35A, Chapter 3, Part 3, Family Employment Program;
- (b) benefits received under a housing subsidy program, the Job Training Partnership Act, Supplemental Security Income, Social Security Disability Insurance, Medicaid, SNAP benefits, or General Assistance; and
- (c) other similar means-tested welfare benefits received by a parent.”

All income must be verified. Verification includes: year to date pay stubs; employer statements or records; the last year's tax return; and documentation of non-earned income appropriate to the source.

Line 2b. Enter the amount of alimony either parent is court ordered to pay and actually pays to a former spouse [Utah Code 78B-12-204(1)]. Do not include alimony payments for this case. Alimony payments must be verified. Canceled checks or a statement from the recipient of the alimony may be accepted as verification.

Line 2c. Enter the amount of any child support orders either parent is ordered to pay for children by another partner [(Utah Code 78B-12-204(1))].

A copy of the order is required for verification.

Line 2d. OPTIONAL

Utah Code 78B-12-210(6) states: “(a) Natural or adoptive children of either parent who live in the home of that parent and are not children in common to both parties may at the option of either party be taken into account under the guidelines in setting a child support award, as provided in Subsection (7). (b) Additional worksheets shall be prepared that compute the base child support award of the respective parents for the additional children. The base child support award shall then be subtracted from the appropriate parent's income before determining the award in the instant case.”

Utah Code 78B-12-210(7) states: “In a proceeding to adjust or modify an existing award, consideration of natural or adoptive children born after entry of the order and who are not in common to both parties may be applied to mitigate an increase in the award but may not be applied: (a) for the benefit of the obligee [the parent who receives child support] if the credit would increase the support obligation of the obligor [the parent who must pay child support] from the most recent order; or (b) for the benefit of the obligor [parent who must pay child support] if the amount of support received by the obligee [the parent who receives child support] would be decreased from the most recent order.”

If these provisions apply use the Other Children Present in the Parent's Home Worksheet. Enter the number from Line 7 of that worksheet on Line 2d of this worksheet.

Line 3. Complete the calculation as directed.

Line 4. Enter the amount from the Base Combined Child Support Obligation Table. Use the table in [Utah Code 78B-12-301](#) if you are modifying a final child support order entered for the first time prior to January 1, 2023. Otherwise, use the table in [Utah Code 78B-12-303](#). The amount on the Base Combined Child Support Obligation Table shows the amount BOTH parents combined should contribute for the support of their children.

If the combined number in Line 3 and the number of children in Line 1 do not correspond to a number on the Base Combined Child Support Obligation Table, enter \$0 and follow the instructions for the Low Income Table below.

Line 5. Calculate each parent's share of the amount in Line 4 as a percentage figure. Round to a whole percentage number so there are no decimal points. If Line 4 is \$0, the numbers here will be \$0.

Line 6. Calculate each parent's share of the amount in Line 4 as a dollar amount. If Line 4 is \$0, the numbers here will be \$0.

Line 7. The Base Child Support Award is the amount the parent who must pay child support pays to the parent who receives child support. This is the amount the parent(s) without physical custody of the children pay(s) all 12 months of the year. The amount entered should be rounded to nearest dollar and may not be less than \$30.

If both parents' individual adjusted gross incomes listed in Line 3 are **higher** than \$2,450 bring down the number listed in Line 6 for both parents and enter those numbers in Line 7. This is the Base Child Support Award for each parent. You may proceed to the Instruction for Line 8.

If a parent's individual adjusted gross income in Line 3 is less than \$2,451 refer to the Low Income Table Instructions below to determine the Base Child Support Award.

#### **LOW INCOME TABLE INSTRUCTIONS:**

Are you modifying a final order entered that was entered for the first time prior to January 1, 2023?

- Yes



Follow the directions below for application of the Low Income Table in [Utah Code 78B-12-302](#) to determine the Base Child Support Award.

- No

Follow the directions below for application of the Low Income Table in [Utah Code 78B-12-304](#) to determine the Base Child Support Award.

**[Utah Code 78B-12-302](#) (use when modifying a final order entered for the first time prior to January 1, 2023):**

- a) Both parents' individual adjusted gross incomes are higher than \$1,050 – Bring down the number listed in Line 6 for both parents and enter it in Line 7. The amounts listed in Line 7 are the Base Child Support Award for the respective parent. Proceed to the Instructions for Line 8.
- b) A parent's individual adjusted gross monthly income is \$1,050 or less - Refer to the Low Income Table in Utah Code 78B-12-302. For each parent whose adjusted gross monthly income is on the Low Income Table, find the parent's individual adjusted gross monthly income (Line 3) and the number of children (Line 1) on the Low Income Table. If there is no number in the Low Income Table, bring down the number listed in Line 6 for the parent. If an individual child support obligation appears on the Low Income Table, determine whether the amount on the Low Income Table or the amount listed in Line 6 is less. Enter the lesser of the two numbers in Line 7. EXCEPTION – If the number in Line 6 is \$0, you MUST use the child support obligation in the Low Income Table and enter it on Line 7. The amounts listed in Line 7 are the Base Child Support Award for the parent. Proceed to the Instructions for Line 8.

**[Utah Code 78B-12-304](#) (all other cases):**

- a) Both parents' individual adjusted gross incomes are \$2,451 or higher – Bring down the number listed in Line 6 for both parents and enter it in Line 7. The amounts listed in Line 7 are the Base Child Support Award for the respective parent. Proceed to the Instructions for Line 8.
- b) A parent's individual adjusted gross monthly income is less than \$2,451 - Refer to the Low Income Table in Utah Code 78B-12-304. For each parent whose adjusted gross monthly income is on the Low Income Table, find the parent's individual adjusted gross monthly income (Line 3) and the number of children (Line 1) on the Low Income Table. If there is no number in the Low Income Table, bring down the number listed in Line 6 for the parent. If an individual child support obligation appears on the Low Income Table, determine whether the amount on the Low Income Table or the amount listed in Line 6 is less. Enter the lesser of the two numbers in

Line 7. EXCEPTION – If the number in Line 6 is \$0, you MUST use the child support obligation in the Low Income Table and enter it on Line 7. The amounts listed in Line 7 are the Base Child Support Award for the parent. Proceed to the Instructions for Line 8.

Line 8. Designate which parent or parents are to pay child support.

Line 9. Complete Line 9 to indicate if the amount ordered deviates from the guideline amount in Line 7. If the ordered amount deviates from the guideline amount, insert the amount each parent is ordered to pay.

Line 10. Complete Line 10 if the parent who must pay child support will not be ordered to pay the guideline amount from either the "Base Combined Child Support Obligation Table," "Low Income Table" or in accordance with Utah Code 78B-12-205.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

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

In the District Court of Utah

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

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

In the Matter of (select one)

- ☐ the Marriage of (for a divorce with or without children, annulment, separate maintenance, or temporary separation case)  
☐ the Children of (to establish custody, parent-time or child support)  
☐ the Parentage of the Children of (for a paternity case)

\_\_\_\_\_  
(name of Petitioner)

and

\_\_\_\_\_  
(name of Respondent)

\_\_\_\_\_  
Other parties (if any)

**Child Support Worksheet – Split Custody**

(Utah Code 78B-12-301 or 303)

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

\_\_\_\_\_  
Judge

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

(If you need help filling out this form, look at the Instructions for Child Support Worksheet – Split Custody, available at [www.utcourts.gov/support](http://www.utcourts.gov/support).)



Scan QR code  
to visit page

Write the names of the parents:	(name: PARENT 1)	(name: PARENT 2)	COMBINED
1. Enter the # of natural and adopted children of these parents for whom support is to be awarded.			
2. Divide the number of children with each parent by the combined number of children listed in Line 1.	%	%	
3a. Enter the parent's gross monthly income. <b>Refer to Instructions for Child Support Worksheet – Split Custody for definition of income.</b>	\$	\$	
3b. Enter previously ordered alimony that is actually paid. (Do not enter alimony ordered for this case.)	-	-	
3c. Enter previously ordered child support. (Do not enter obligations ordered for the children in Line 1.)	-	-	
3d. OPTIONAL: Enter the amount from Line 7 of the Other Children Present in the Parent's Home Worksheet for either parent.	-	-	
4. Subtract Lines 3b, 3c, and 3d from 3a for each parent. This is the Adjusted Gross Income for child support purposes. Add the parents' adjusted gross incomes to get the COMBINED amount and enter it in the third column.	\$	\$	\$
5. Take the COMBINED figure in Line 4 and the total number of children in Line 1 to the Support Table. Use the table in Utah Code 78B-12-301 if you are modifying a final child support order entered for the first time prior to January 1, 2023. Otherwise, use the table in Utah Code 78B-12-303. Find the Base Combined Support Obligation and enter it here. If there is no number, enter \$0 here. NOTE the Low Income Table does not apply to Split Custody worksheets.			\$
6. Divide each parent's adjusted monthly gross in Line 4 by the COMBINED adjusted monthly gross in Line 4.	%	%	
7. Multiply Line 5 by Line 6 for each parent to obtain each parent's share of the Base Combined Support Obligation.	\$	\$	
8. Multiply the parent 1's Line 7 by parent 2's Line 2. This is parent 1's obligation to parent 2.	\$		
9. Multiply parent 2's Line 7 by parent 1's Line 2. This is parent 2's obligation to parent 1.		\$	
10. BASE CHILD SUPPORT AWARD: Subtract the lesser amount from the greater amount of Lines 8 and 9. This is the amount the parent who must pay child support pays to the parent who receives child support all 12 months of the year.	\$		

11. Who must pay child support?

- ☐ Parent 1
- ☐ Parent 2
- ☐ Neither because the amount in Line 10 is \$0.

12. Is the support award the same as the guideline amount in Line 10?

- ☐ Yes   ☐ No

If YES, you are done with this section. Complete the Certificate of Service.

If NO, enter the amount ordered and answer the next question.

- ☐ Parent 1 \$ \_\_\_\_\_
- ☐ Parent 2 \$ \_\_\_\_\_

13. What were the reasons stated by the court for the deviation?

- ☐ property settlement
- ☐ excessive debts of the marriage
- ☐ absence of need of the parent to receive child support
- ☐ other: \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Child Support Worksheet 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 \_\_\_\_\_



**This is a private record.**

**Instructions for Child Support  
Worksheet – Split Custody**

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

Are you modifying a final order that was entered for the first time prior to January 1, 2023?

• Yes

You may use this worksheet and instructions to **MANUALLY CALCULATE** the child support obligation using the table found in [Utah Code 78B-12-301](#).

• No

You may use the **ONLINE CALCULATOR** found at <https://orsutah.gov/> to estimate the child support obligation using the table found in Utah Code 78B-12-303; or

You may use this worksheet and instructions to **MANUALLY CALCULATE** the child support obligation using the table found in [Utah Code 78B-12-303](#).

Write the names of the parents in the spaces above Line 1 of the worksheet.

Line 1. Enter the number of natural and adopted children of the parents for whom support is to be determined. Do not include any children of either parent by another partner this line. If a child for whom support is to be determined is an unemancipated minor who does not live with his parents, use the total number of children, including the unemancipated minor, by that set of parents for Line 1.

Line 2. Complete the computation as directed.

Line 3a. Enter each parent's gross monthly income. Utah Code 78B-12-203(1) states: "As used in the guidelines, 'gross income' includes prospective income from any source, including earned and nonearned income sources which may include salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, workers' compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from 'nonmeans-tested' government programs."



Utah Code 78B-12-203(2) states: "Income from earned income sources is limited to the equivalent of one full-time 40-hour job." Refer to Utah Code 78B-12-203 for additional information about determining gross income.

Utah Code 78B-12-203(3) says: ". . . specifically excluded from gross income are:

- (a) cash assistance provided under Title 35A, Chapter 3, Part 3, Family Employment Program;
- (b) benefits received under a housing subsidy program, the Job Training Partnership Act, Supplemental Security Income, Social Security Disability Insurance, Medicaid, SNAP benefits, or General Assistance; and
- (c) other similar means-tested welfare benefits received by a parent."

All income must be verified. Verification includes: year to date pay stubs; employer statements or records; the last year's tax return; and documentation of non-earned income appropriate to the source.

Line 3b. Enter the amount of alimony either parent is court ordered to pay and actually pays to a former spouse. Utah Code 78B-12-204(1). Do not include alimony payments for this case. Alimony payments must be verified. Cancelled checks or a statement from the recipient of the alimony may be accepted as verification.

Line 3c. Enter the amount of any child support orders either parent is ordered to pay for children by another partner. (Utah Code 78B-12-204(1).

A copy of the order is required for verification.

Line 3d. OPTIONAL

Utah Code 78B-12-210(6) states: "(a) Natural or adoptive children of either parent who live in the home of that parent and are not children in common to both parties may at the option of either party be taken into account under the guidelines in setting a child support award, as provided in Subsection (7). (b) Additional worksheets shall be prepared that compute the base child support award of the respective parents for the additional children. The base child support award shall then be subtracted from the appropriate parent's income before determining the award in the instant case."

Utah Code 78B-12-210(7) states: "In a proceeding to adjust or modify an existing award, consideration of natural or adoptive children born after entry of the order and who are not in common to both parties may be applied to mitigate an increase in the award but may not be applied: (a) for the benefit of the obligee [the parent who receives child support] if the credit would increase the support obligation of the obligor [the parent who must pay child support]

from the most recent order; or (b) for the benefit of the obligor [parent who must pay child support] if the amount of support received by the obligee [the parent who receives child support] would be decreased from the most recent order.”

If these provisions apply use the Other Children Present in the Parent’s Home Worksheet. Enter the number from Line 7 of that worksheet on Line 3d of this worksheet.

Line 4. Complete the calculation as directed.

Line 5. Enter the amount from the Base Combined Child Support Obligation Table. Use the table in [Utah Code 78B-12-301](#) if you are modifying a final child support order entered for the first time prior to January 1, 2023. Otherwise, use the table in [Utah Code 78B-12-303](#). The amount on the Base Combined Child Support Obligation Table shows the amount BOTH parents combined should contribute for the support of their children.

If the combined number in Line 4 and the number of children in Line 1 do not correspond to a number on the Base Combined Child Support Obligation Table, enter \$0. NOTE the Low Income Table does not apply to Split Custody worksheets.

Line 6. Calculate each parent's share of the amount in Line 5 as a percentage figure. Round to a whole percentage number so there are no decimal points. If Line 4 is \$0, the numbers here will be \$0.

Line 7. Calculate each parent's share of the amount in Line 5 as a dollar amount. If Line 4 is \$0, the numbers here will be \$0.

Line 8. Complete the calculation as directed. This is Parent 1’s obligation to Parent 2.

Line 9. Complete the calculation as directed. This is Parent 2’s obligation to Parent 1.

Line 10. The Base Child Support Award is the amount the parent who must pay child support pays to the parent who receives child support.

Line 11. Compare Line 8 and Line 9. The parent with the higher obligation amount is the parent that must pay support. Designate that parent here. Or check “Neither” if the number in Line 10 is \$0.

Line 12. Complete Line 12 to indicate if the amount ordered deviates from the guideline amount in Line 10. If the ordered amount deviates from the guideline amount, insert the amount the paying parent is ordered to pay.

Line 13. Complete Line 13 if the parent who must pay child support will not be ordered to pay the guideline amount from the "Base Combined Child Support Obligation Table".

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

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

In the District Court of Utah

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

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

In the Matter of (select one)

- ☐ the Marriage of (for a divorce with or without children, annulment, separate maintenance, or temporary separation case)  
☐ the Children of (to establish custody, parent-time or child support)  
☐ the Parentage of the Children of (for a paternity case)

\_\_\_\_\_  
(name of Petitioner)

and

\_\_\_\_\_  
(name of Respondent)

\_\_\_\_\_  
Other parties (if any)

**Child Support Worksheet – Other Children Present in the Parent's Home**

(Utah Code 78B-12-301 to 304)

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

\_\_\_\_\_  
Judge

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

(If you need help filling out this form, look at the Instructions for Child Support Worksheet – Other Children Present in the Parent's Home, available at [www.utcourts.gov/support](http://www.utcourts.gov/support).)



Scan QR code  
to visit page

Write the names of the parents:

(name:  
PARENT IN  
THIS CASE)

(name:  
OTHER  
PARENT)

**COMBINED**

1. Enter the # of natural and adopted children of these parents.			
2a. Enter the parent's gross monthly income. Refer to <b>Instructions for Child Support Worksheet – Other Children Present in the Parent's Home for definition of income.</b>	\$	\$	
2b. Enter previously ordered alimony that is actually paid. (Do not enter alimony ordered for this case.)	-	-	
2c. Enter previously ordered child support. (Do not enter obligations ordered for the children in this case.)	-	-	
3. Subtract Lines 2b and 2c from 2a for each parent. This is the Adjusted Gross Income for child support purposes. Add the parents' adjusted gross incomes to get the COMBINED amount and enter it in the third column.	\$	\$	\$
4. Take the COMBINED figure in Line 3 and the number of children in Line 1 to the Support Table. Use the table in Utah Code 78B-12-301 if you are modifying a final child support order entered for the first time prior to January 1, 2023. Otherwise, use the table in Utah Code 78B-12-303. Find the Base Combined Support Obligation and enter it here. If there is no number enter \$0 here and refer to the Instructions for Child Support Worksheet – Other Children Present in the Parent's Home for application of the Low Income Table.			\$
5. Divide each parent's adjusted monthly gross in Line 3 by the COMBINED adjusted monthly gross in Line 3.		%	%
6. Multiply Line 4 by Line 5 for each parent to obtain each parent's share of the Base Combined Support Obligation.	\$	\$	

7.	<p><b>PARENT'S SHARE OF BASE CHILD SUPPORT AWARD FOR THE CHILDREN IN LINE 1.</b></p> <p>Bring down the amount for the parent in this case from Line 6 or enter the amount from the Low Income Table per Utah Code 78B-12-205. Refer to Instructions for Child Support Worksheet – Other Children Present in the Parent's Home for when to use the Low Income Table.</p> <p>This amount may be used to adjust the parent in this case's gross income on the Sole, Split, or Joint Custody Worksheets.</p>	\$
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### Certificate of Service

I certify that I filed with the court and am serving a copy of this Child Support Worksheet 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.

**Instructions for Child Support  
Worksheet – Other Children  
Present in the Parent’s Home**

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

Are you modifying a final order that was entered for the first time prior to January 1, 2023?

• Yes

You may use this worksheet and instructions to **MANUALLY CALCULATE** the child support obligation using the tables found in [Utah Code 78B-12-301](#) and [302](#).

• No

You may use the **ONLINE CALCULATOR** found at <https://orsutah.gov/> to estimate the child support obligation using the tables found in Utah Code 78B-12-303 and 304; or

You may use this worksheet and instructions to **MANUALLY CALCULATE** the child support obligation using the tables found in [Utah Code 78B-12-303](#) and [304](#).

Use this worksheet to determine the parent’s obligation for natural or adopted children who live in the parent’s home and who are not children of the other parent listed on the Sole, Split, or Joint Custody Worksheets (primary worksheets). The parent may use this worksheet in modifying an existing child support award, setting a paternity award, or other appropriate circumstances where the parent has child support obligations for other children.

**OTHER PARENT’S name:** The other parent may be a current spouse, partner, or an ex-spouse of the parent.

Line 1. Enter the number of natural or adopted children of the parent in this case and the other parent named on this worksheet. If the parent in this case has children in their home by more than one other parent, complete a separate Child Support Obligation Worksheet – Other Children Present in the Parent’s Home for the children of each other parent.

Line 2a. Enter each parent’s gross monthly income. Utah Code 78B-12-203(1) says: “As used in the guidelines, ‘gross income’ includes prospective income from any source, including earned and nonearned income sources which may

include salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, workers' compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from 'nonmeans-tested' government programs."

Utah Code 78B-12-203(2) says: "Income from earned income sources is limited to the equivalent of one full-time 40-hour job." Refer to Utah Code 78B-12-203 for additional information about determining gross income.

Utah Code 78B-12-203(3) says: "specifically excluded from gross income are:  
(a) cash assistance provided under Title 35A, Chapter 3, Part 3, Family Employment Program;

(b) benefits received under a housing subsidy program, the Job Training Partnership Act, Supplemental Security Income, Social Security Disability Insurance, Medicaid, SNAP benefits, or General Assistance; and

(c) other similar means-tested welfare benefits received by a parent."

All income must be verified. Verification includes: year to date pay stubs; employer statements or records; the last year's tax return; and documentation of non-earned income appropriate to the source.

Line 2b. In the Parent in this Case column, enter the amount of alimony the parent is court ordered to pay and actually pays to a former spouse. Utah Code 78B-12-204(1). Do not include alimony payments for this case. Alimony payments must be verified. Cancelled checks or a statement from the recipient of the alimony may be accepted as verification.

In the Other Parent column enter the monthly alimony that the parent is paying to someone other than the parent listed in the worksheet.

Line 2c. In the Parent in this Case column, enter the amount of any child support orders either parent is ordered to pay for children by another partner. (Utah Code 78B-12-204(1)).

A copy of the order is required for verification.

In the Other Parent column list the amount that the other parent is ordered to pay for children other than those listed on this worksheet.

Line 3. Complete the calculation as directed.

Line 4. Enter the amount from the Base Combined Child Support Obligation Table. Use the table in Utah Code [Utah Code 78B-12-301](#) if you are modifying a final



child support order entered for the first time prior to January 1, 2023. Otherwise, use the table in [Utah Code 78B-12-303](#). The amount on the Base Combined Child Support Obligation Table shows the amount BOTH parents combined should contribute for the support of their children.

If the combined number in Line 3 and the number of children in Line 1 do not correspond to a number on the Base Combined Child Support Obligation Table, enter \$0 and follow the instructions for the Low Income Table below.

- Line 5. Calculate each parent's share of the amount in Line 4 as a percentage figure. Round to a whole percentage number so there are no decimal points. If Line 4 is \$0, the numbers here will be \$0.
- Line 6. Calculate each parent's share of the amount in Line 4 as a dollar amount. If Line 4 is \$0, the numbers here will be \$0.
- Line 7. The Base Child Support Award is the amount of the parent in this case's obligation to the family listed in this worksheet. The amount entered should be rounded to nearest dollar and may not be less than \$30. **Enter the amount calculated in this line on Line 2d of the Sole Custody Worksheet, Line 3d of the Split Custody Worksheet or Line 2d of the Joint Custody Worksheet.**

If both parents' individual adjusted gross incomes listed in Line 3 are **higher** than \$2,450 bring down the number listed for the Parent in this Case in Line 6 and enter it in Line 7. This is the Base Child Support Award for the Parent in this Case and should be entered in the appropriate line of the primary worksheet. You are done and do not need to proceed further.

If the Parent in this Case's individual adjusted gross income in Line 3 is less than \$2,451 refer to the Low Income Table Instructions below to determine the Base Child Support Award.

#### **LOW INCOME TABLE INSTRUCTIONS:**

Are you modifying a final order entered for the first time prior to January 1, 2023?

- Yes

Follow the directions below for application of the Low Income Table in [Utah Code 78B-12-302](#) to determine the Base Child Support Award.

- No

Follow the directions below for application of the Low Income Table in [Utah Code 78B-12-304](#) to determine the Base Child Support Award.

**Utah Code 78B-12-302 (use when modifying a final order entered for the first time prior to January 1, 2023):**

- a) Both parents' individual adjusted gross incomes are higher than \$1,050 – Bring down the number listed in Line 6 for the Parent in this Case and enter it in Line 7. The amount listed in Line 7 is the Base Child Support Award for the Parent in this Case and should be listed in the appropriate line of the primary worksheet.
- b) The Parent in this Case's individual adjusted gross monthly income is \$1,050 or less - Refer to the Low Income Table in Utah Code 78B-12-302. For the Parent in this Case, find the parent's individual adjusted gross monthly income (Line 3) and the number of children (Line 1) on the Low Income Table. If there is no number in the Low Income Table, bring down the number listed in Line 6 for the Parent in this Case and enter it on Line 7. If an individual child support obligation appears on the Low Income Table for the Parent in this Case, determine whether the amount on the Low Income Table or the amount listed in Line 6 is less. Enter the lesser of the two numbers in Line 7. EXCEPTION – If the number in Line 6 for the Parent in this Case is \$0, you MUST use the child support obligation in the Low Income Table and enter it on Line 7. The amount listed in Line 7 is the Base Child Support Award for the Parent in this Case and should be listed in the appropriate line of the primary worksheet.

**Utah Code 78B-12-304 (all other cases):**

- a) Both parents' individual adjusted gross incomes are \$2,451 or higher – Bring down the number listed in Line 6 for the Parent in this Case and enter it in Line 7. The amount listed in Line 7 is the Base Child Support Award for the Parent in this Case and should be listed in the appropriate line of the primary worksheet.
- b) The Parent in this Case's individual adjusted gross monthly income is less than \$2,451 - Refer to the Low Income Table in Utah Code 78B-12-304. For the Parent in this Case, find the parent's individual adjusted gross monthly income (Line 3) and the number of children (Line 1) on the Low Income Table. If there is no number in the Low Income Table, bring down the number listed in Line 6 for the Parent in this Case and enter it on Line 7. If an individual child support obligation appears on the Low Income Table for the Parent in this Case, determine whether the amount on the Low Income Table or the amount listed in Line 6 is less. Enter the lesser of

the two numbers in Line 7. EXCEPTION – If the number in Line 6 for the Parent in this Case is \$0, you MUST use the child support obligation in the Low Income Table and enter it on Line 7. The amounts listed in Line 7 are the Base Child Support Award for the Parent in this Case and should be listed in the appropriate line of the primary worksheet.



Date signed by judge	Case number	Court name	Copy attached?

4. Minor's information:

Name on birth certificate:	
Date of birth:	
Place of birth:	
Minor's current address: (you must file in the county where the minor lives)	
Date when minor began living in county where petition is filed: (the minor must live in the county for at least one year)	
Name of adult who lives with minor, has physical custody, and provides care	
Parents' names:	
Parents' current addresses: (list both addresses if they aren't the same)	
Minor's sex on birth certificate	

5. Except for this petition:

☐ The minor is not involved in any court actions or proceedings.

☐ The minor is involved in the following court actions or proceedings:

Court case name		Court case number	
Judge's name		County and state	
Type of case	<input type="checkbox"/> Order of protection <input type="checkbox"/> Civil litigation	<input type="checkbox"/> Juvenile court proceeding <input type="checkbox"/> Criminal case	
Did the judge make an order?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Court case name		Court case number	
Judge's name		County and state	
Type of case	<input type="checkbox"/> Order of protection <input type="checkbox"/> Civil litigation	<input type="checkbox"/> Juvenile court proceeding <input type="checkbox"/> Criminal case	
Did the judge make an order?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

6. The minor is:

☐ not on probation or parole.

☐ On probation or parole.

Court case name		Court case number	
Judge's name		County and state	
Type of case	<input type="checkbox"/> Order of protection <input type="checkbox"/> Civil litigation	<input type="checkbox"/> Juvenile court proceeding <input type="checkbox"/> Criminal case	
Did the judge make an order?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Court case name		Court case number	
Judge's name		County and state	
Type of case	<input type="checkbox"/> Order of protection <input type="checkbox"/> Civil litigation	<input type="checkbox"/> Juvenile court proceeding <input type="checkbox"/> Criminal case	
Did the judge make an order?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

7. I am not requesting these changes for a wrongful or fraudulent purpose, which includes efforts to commit a crime, to interfere with the rights of others, to avoid creditors, or to influence the sentence, fine, or conditions imprisonment in a criminal case, to commit fraud on the public, or for any other fraudulent purpose.

8. Granting this petition will not affect any right, title, or interest of anyone else, except for the parent, custodian, or guardian named above.

9. I do not know of any reason why this petition should not be granted.

10. I request a hearing.

(If you are only asking for a name change, complete paragraphs 11-14 and then skip to paragraph 22.

If you are asking for both a name and sex change, complete all the paragraphs below.

If you are only asking for a sex change, skip to paragraph 15)

## 11. ☐ Name Change

I ask the court to change the minor's name to:

First name	
Middle name (if any)	
Surname (last name)	

12. The minor is not on the Child Abuse Offender Registry. (Utah Code 77-43-105(7))

13. The minor is (Choose one.):

☐ not on the Sex and Kidnap Offender Registry.

☐ on the Sex and Kidnap Offender Registry. Granting this petition is not against the public interest because (Explain.):

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14. ☐ I am filing a Certification Regarding Offender Registry completed by the Utah Department of Corrections.

15. ☐ **Sex Change**

(Only complete paragraphs 15-21 if you are asking for a sex change for the minor.)

I ask the court to change the minor's legal sex to: ☐ male ☐ female.

16. The minor is at least 15 years and 6 months old.

17. I ask the court to appoint a private guardian ad litem for the minor child.

18. The minor has transitioned to the sex sought in this petition and has outwardly expressed as the sex sought in the petition in a consistent and uniform manner for at least 6 months.

19. The minor experiences clinically significant distress or impairment due to the current legal sex designation on their birth certificate.

20. I have attached evidence of the minor's appropriate clinical care or treatment for gender transitioning or change by a licensed medical professional.

21. I have attached evidence that the minor has outwardly expressed the sex sought in this petition in a consistent and uniform manner for at least 6 months and that the sex change sought in this petition is sincerely held and part of their core identity.

### Notice and Best Interests

22. ☐ The following people may be entitled to notice and to participate in these proceedings:

☐ \_\_\_\_\_ (parent's name)

☐ has agreed to the proposed change.

I have attached their signed consent, or I will file it before the hearing on this petition.

☐ has not agreed to the proposed change.

I will have them served with a copy of this petition and a summons.

☐ \_\_\_\_\_ (other parent's name)

☐ has agreed to the proposed change.

I have attached their signed consent, or I will file it before the hearing on this petition.

☐ has not agreed to the proposed change.

I will have them served with a copy of this petition and a summons.

☐ \_\_\_\_\_ (guardian, conservator, Guardian ad Litem)

☐ has agreed to the proposed change.

I have attached their signed consent, or I will file it before the hearing on this petition.

☐ has not agreed to the proposed change.

I will have them served with a copy of this petition and a summons.

23. The changes to the minor's vital statistics information will benefit the minor. Here are the reasons why:

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24. The minor child: (choose one)

☐ is old enough to make intelligent and decisive choices, and wants to make these changes because:

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☐ is not old enough to make an intelligent and decisive choice about these changes.

25. These changes are in the minor's best interest.

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