



Administrative Office of the Courts

Chief Justice Matthew B. Durrant
Utah Supreme Court
Chair, Utah Judicial Council

November 23, 2021

Ronald B. Gordon, Jr.
State Court Administrator
Catherine J. Dupont
Deputy Court Administrator

MEMORANDUM

TO: Judicial Council

FROM: Nathanael Player, on behalf of the Forms Committee

RE: Forms Committee Annual Report

The Judicial Council's Standing Committee on Court Forms is charged, under CJA 3-117, with reviewing the need for court forms and creating forms written in plain language. Since the report to the Council in November, 2020, the Committee has:

- continued to meet remotely every other month;
- developed procedures to allow for electronic voting for swift approval of simple updates to forms;
- now approved over 300 forms and OCAP provisions;
- approved protective order forms for translation into Spanish;
- begun work on a framework to recommend other forms for translation;
- completed all legislative updates;
- maintained current forms consistent with the state of the law regarding evictions.

The Committee has renewed its commitment to access to justice. We met for a retreat in July to discuss the future of the Committee, given the changes wrought by the pandemic. We plan to continue to meet remotely and have some suggested edits to CJA 3-117 that we think will improve our focus. We want to formalize a review of forms that commits to expanding access to justice, eliminates redundancy and unnecessary steps where possible and conducts more user testing to ensure our forms are meaningfully accessible.

The Committee is also working to evolve its membership. We see the need for a district court from outside of the Wasatch Front to balance our perspective. We are also working to add a district court administrator and the LPP administrator to ensure we have helpful perspectives to help us with our work.

**The mission of the Utah judiciary is to provide an open, fair,
efficient, and independent system for the advancement of justice under the law.**