

**JUDICIAL COUNCIL MEETING  
AGENDA**

**September 12, 2023**

**Meeting on [Webex](#) and in person**

**Sheraton Park City  
Silver Mine A & B  
1895 Sidewinder Drive, Park City, UT 84060**

***Chief Justice Matthew B. Durrant, Presiding***

1. 12:00 p.m. Lunch
2. 12:30 p.m. Welcome & Approval of Minutes .....Chief Justice Matthew B. Durrant  
(Tab 1 - Action)
3. 12:35 p.m. Chair's Report.....Chief Justice Matthew B. Durrant  
(Information)
4. 12:40 p.m. State Court Administrator's Report.....Ron Gordon  
(Information)
5. 12:50 p.m. Reports: Management Committee .....Chief Justice Matthew B. Durrant  
Budget and Fiscal Management Committee .....Judge Kara Pettit  
Liaison Committee.....Justice Paige Petersen  
Policy, Planning, and Technology Committee .....Judge Samuel Chiara  
Bar Commission.....Margaret Plane, esq.
6. 1:00 p.m. Judicial Education Committee Report.....Justice Diana Hagen  
(Tab 2 – Information) Lauren Andersen
7. 1:10 p.m. Judicial Retention Elections.....Jim Peters  
(Tab 3 – Action)
8. 1:20 p.m. Budget and Grants.....Karl Sweeney  
(Tab 4 – Action)
9. 1:30 p.m. Rules for Final Approval.....Keisa Williams  
(Tab 5 – Action)
  - CJA 4-202.11. Vexatious records requester

- |               |  |
|---------------|--|
| 10. 1:40 p.m. | Information Technology Policies.....Brody Arishita<br>(Tab 6 – Action)   |
| 11. 1:50 p.m. | Board of Appellate Court Judges Report.....<br>(Information) Judge Michele Christiansen Forster<br>Nick Stiles |
| 12. 2:00 p.m. | Judicial Compensation .....Ron Gordon<br>(Action)  |
| 13. 2:15 p.m. | Old Business/New Business .....All   |
| 14. 2:25 p.m. | Recognition of Outgoing Council Members.....Chief Justice Matthew B. Durrant                                   |
| 15. 2:30 p.m. | Adjourn  |

### **Consent Calendar**

The consent calendar items in this section are approved without discussion if no objection has been raised with the Administrative Office of the Courts or with a Judicial Council member by the scheduled Judicial Council meeting or with the Chair of the Judicial Council during the scheduled Judicial Council meeting.

#### 1) Forms Committee Forms (Tab 7)

Kaden Taylor

- Proof of Completed Service – Family
- Proof of Completed Service – General
- Stipulated Order Regarding Parent-Time
- Child Support Worksheet – Joint Physical Custody
- Instructions for Child Support Worksheet – Joint Physical Custody
- Child Support Worksheet – Sole Physical Custody
- Instructions for Child Support Worksheet – Sole Physical Custody
- Child Support Worksheet – Split Custody
- Instructions for Child Support Worksheet – Split Custody
- Child Support Worksheet – Other Children Present in the Parent’s Home
- Instructions for Child Support Worksheet – Other Children Present in the Parent’s Home
- Petition for Minor Name Change

#### 2) Rules for Public Comment (Tab 8)

Keisa Williams

- CJA 6-301. Authority of court commissioner as magistrate
- CJA 4-202.08. Fees for records, information, and services
- CJA 4-202.02. Records classification
- CJA 4-202.03. Records access

Tab 1

**JUDICIAL COUNCIL MEETING  
Minutes**

**August 18, 2023**

**Meeting held through Webex  
and in person  
Matheson Courthouse  
Conference Room A  
450 S. State St.  
Salt Lake City, Utah 84111**

**1:30 p.m. – 2:34 p.m.**

***Chief Justice Matthew B. Durrant, Presiding***

**Members:**

Chief Justice Matthew B. Durrant, Chair  
Hon. David Mortensen, Vice Chair  
Hon. Suchada Bazzelle  
Hon. Brian Brower  
Hon. Augustus Chin  
Hon. Michael DiReda  
Hon. Ryan Evershed  
Hon. Paul Farr  
Hon. James Gardner  
Hon. Elizabeth Lindsley  
Hon. Keith Barnes  
Hon. Samuel Chiara  
Hon. Thomas Low  
Hon. Kara Pettit  
Justice Paige Petersen  
Margaret Plane, esq.

**AOC Staff:**

Ron Gordon  
Neira Siaperas  
Michael Drechsel  
Sonia Sweeney  
Shane Bahr  
Jim Peters  
Nick Stiles  
Keisa Williams  
Brianna Eriksson  
Brody Arishita  
Todd Eaton  
Karl Sweeney  
Alisha Johnson  
Melissa Taitano  
Jordan Murray  
Bryson King

**Excused:**

**Guests:**

Mark Urry, TCE Fourth District Court

**1. WELCOME AND APPROVAL OF MINUTES: (Chief Justice Matthew B. Durrant)**

Chief Justice Matthew B. Durrant welcomed everyone to the meeting.



**Motion:** Justice Paige Petersen moved to approve the July 17, 2023, Judicial Council meeting minutes, as presented. Judge Augustus Chin seconded the motion, and it passed unanimously.

**2. CHAIR'S REPORT: (Chief Justice Matthew B. Durrant)**

Chief Justice Durrant reported that he and Ron Gordon had a meeting with Governor Cox to discuss last year's legislative bill related to the judiciary, redistricting, and judicial selection process. The meeting was civil and both Governor Cox and Justice Durrant expressed their respective positions. While Chief Justice Durrant has no concerns that Governor Cox will be non-partisan in his judicial selections, there are no guarantees what future governors will do with the new discretion created by the bill.

**3. STATE COURT ADMINISTRATOR'S REPORT: (Ron Gordon)**

Mr. Gordon thanked Karl Sweeney, Alisha Johnson, and the finance team for all of their work on the Annual Budget and Planning meeting. Mr. Gordon welcomed Administrative Assistant, Brianna Eriksson, and thanked her for her assistance. Given the information Mr. Gordon provided to the Judicial Council during the Annual Budget and Planning meeting in the morning, he had no further report to make.

**4. COMMITTEE REPORTS:**

**Management Committee Report:**

The work of the committee is reflected in the minutes.

**Budget & Fiscal Management Committee Report:**

The work of the committee will be discussed later in the meeting.

**Liaison Committee Report:**

Justice Paige Petersen had nothing new to report.

**Policy, Planning, and Technology Committee Report:**

Judge Samuel Chiara had nothing new to report.

**Bar Commission Report:**

Margaret Plane reported that Erik Christiansen is now the President of the Bar Commission. Ms. Plane reported that the Bar is currently providing the virtual summer convention Continuing Legal Education sessions that have been attended by roughly 3,700 Utah attorneys. A member of the Council asked Ms. Plane about the Annual Meeting at the Utah State Bar building and Ms. Plane responded that the event had decent attendance and there was a reception after the meeting with a live band and food trucks.

**5. BUDGET AND GRANTS: (Karl Sweeney, Alisha Johnson, Melissa Taitano, and Jordan Murray)**

Chief Justice Durrant welcomed Karl Sweeney, Alisha Johnson, and Melissa Taitano.



### FY 2024 Ongoing Turnover Savings as of 8/11/2023

#		Funding Type	Actual	Forecasted
			Amount YTD	Amount @ YE
	Carried over Ongoing Savings - reported at 6-26-2023 Judicial Council Meeting	Internal Savings	(300,419)	(300,419)
	Add back: "Assistant Justice Court Administrator" request to be funded by JCTST funds	Internal Savings	74,000	74,000
	Sub-Total		(226,419)	(226,419)
	Turnover Savings generated from FY 2023 due to 2023 actions selecting benefits		63,258	63,258
	Carried over Ongoing Savings (from FY 2023)	Internal Savings	(163,161)	(163,161)
1	Ongoing Turnover Savings FY 2024 (forecast \$50,000 / month x 11 months remaining)	Internal Savings	56,393	606,393
	TOTAL SAVINGS		(106,768)	443,232
2	2024 Hot Spot Raises Authorized - renews annually until revoked		(38,502)	(200,000)
	2024 Authorized Ongoing for Performance Based Raises (will be used at the end of the FY)		-	-
	TOTAL USES		(38,502)	(200,000)
	<b>Actual Turnover Savings for FY 2024 as of 07/06/2023</b>		<b>\$ (145,271)</b>	<b>\$ 243,232</b>

Prior Report Totals (7/6/2023) \$ (173,219) \$ 226,781

- Ongoing turnover savings only happens when a vacant position is filled at a lower rate and / or with lower benefits.
- There are currently 23 positions that have turned over within the past 90 days that are currently listed as having unknown benefits. As those employees select their benefits, if they select lower benefits, there will be additional savings.
- Currently, 50.725 FTE are vacant.
- We are currently estimating \$50,000 of ongoing savings a month for the remainder of the fiscal year.
- Authority was delegated from the Judicial Council to the State Court Administrator/Deputy in October 2022 to expend up to \$200,000 annually



### FY 2024 One Time Turnover Savings

Updated as of Pay Period Ending -- (0 out of 2,080 hours)

#		Funding Type	Actual Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE --)	Internal Savings	-
2	YTD Amount Anticipated to be Reimbursed through ARPA Funding (as of PPE --)	Reimbursements	-
3	Est. One Time Savings for 2080 remaining pay hours (\$1,800 / pay hour)	Internal Savings (Est.)	3,744,000.00
	<b>Total Potential One Time Savings</b>		<b>3,744,000.00</b>

Prior Report Totals (as of --)

)

THIS SCHEDULE HAS NOT BEEN UPDATED BECAUSE THERE HAS NOT BEEN A COMPLETE PAYROLL CYCLE SINCE THE BEGINNING OF THE YEAR. WE WILL HAVE UPDATED NUMBERS FOR THE SEPTEMBER BFMC MEETING.

ARPA funds remaining are \$5,388,214.06.



(b) Information about Operational Savings from TCE / AOC Budgets will be entered in January / February 2024.

**Matching Competition - 2-Hour Minimum for Interpreters**  
**\$275,000 one-time funds**

Due to constraints in the JWI fund, the Language and Access Committee funding request seeks to use 2024 year-end one-time funds to support the court interpreter program. Although it is believed that with the FY24 Legislative Request for \$800,000 in one-time JWI funds, there will be sufficient funds in the JWI fund at the end of FY24 to fund this request, to avoid deficit spending in the JWI account, the Language Access Committee requests FY24 year-end Court funds which they expect to reimburse in the fourth quarter of 2024.

## Higher Pay for Rural Assignments - In Person

In addition to the two-hour minimum pay for interpreters, the Language Access Committee seeks one-time funding to pay for travel time to and from the court for contract interpreter assignments.

In order to be competitive with other states, the Language Access Committee is proposing to pay interpreters for travel time for assignments in rural areas. Rural sites are most often not served with in-person translation services since the travel time is not paid. The Language Access Committee believes paying for travel time at an increased rate of \$56 per hour (to go with mileage at .65 cents per mile, and limited lodging for overnight stays in St. George) will allow the Utah Courts to better compete with other states and may offer some degree of offsetting cost reduction in future years as they implement the new scheduling software and are able to effectively use the interpreter for a full day during their rural trips. In addition to travel costs, as noted above, the Language Access Committee proposes that the interpreters be paid an additional \$4 per hour if interpreters accept assignments in “Rural” area courts. Rural is defined as Districts 5, 6, 7, and 8.

**Motion:** Judge Paul Farr moved to approve the two-hour minimum interpreter request for \$275,000 one-time funds, as presented, and the increased interpreter pay for in-person rural assignments request for \$146,5000, as presented. Judge Ryan Evershed seconded the motion, and it passed unanimously.

#### **Eviction Diversion Initiative Grant**

The National Center for State Courts awarded the Eviction Diversion Initiative grant, which was approved by the Judicial Council for submission in March 2023. The request to approve the acceptance of the funds will be brought forward at the Judicial Council’s September meeting.

#### **Utah Bar Foundation Grant**

The Utah Bar Foundation awarded a \$10,000 grant to the Appellate Courts' Pilot Pro Bono Program to provide initial funding for the program. The grant was approved by the Judicial Council in July 2023.

#### **Victims of Crime Act (VOCA)**

The fourth quarter of FY2023 was the last quarter of VOCA grant funding. Beginning in FY2024, there will be a direct appropriation from the state legislature to cover the salaries of the Court Appointed Special Advocate coordinators.

### **6. FY23 ONE-TIME FUNDS REPORT: (Ron Gordon and Brody Arishita)**

Chief Justice Durrant welcomed Ron Gordon and Brody Arishita. During the August 2021 Annual Budget Meeting, the Council requested the Administrative Office of the Court (AOC) provide them with an annual spending summary of projects they funded with one-time funds. Below is the report on the use of FY 2022 carry forward funds.

#### **In Person Conference and Team Training - \$168,500**

These funds supported five in-person statewide judicial conferences. It also allowed one education team member to attend the Arbinger Institute Summit in Salt Lake City and become a certified facilitator, one education team member to attend the Nation Association of State Judicial Educators conference, and allowed three education team members to attend the 2022 DevLearn conference.

**Employee Incentive Awards - \$280,000**

With these funds, all districts, and the AOC were able to award outstanding performance by employees on special projects.

**Education Assistance Program Funding - \$79,091**

This funding allowed the judiciary to provide education assistance to 28 employees.

**Public Transportation Reimbursement Program - \$39,255**

This funding allowed the judiciary to provide a public transportation benefit to an average of 74 employees monthly.

**Hot Spot Bonus Funding - \$245,533**

These funds allowed the judiciary to recruit, retain, and recognize employees. A total of 148 employees throughout the state received hotspot bonuses.

**Performance Bonuses - \$900,000**

With these funds, the judiciary provided performance bonuses to 619 employees throughout the state in quarters one and two, and to 596 employees throughout the state in quarters three and four.

**Courtroom Audio Systems Upgrades - \$80,000 (Judicial Council Allocation - \$17,000)**

With these funds, the IT Department was able to replace the courtroom audio system in both the juvenile and district courtrooms in the Spanish Fork courthouse.

**Bandwidth Increases - \$60,000**

With these funds, the IT department was able to increase network bandwidth for 22 court locations to support higher demand for internet speeds with hybrid meetings and growing operational needs.

**Cisco Routers - \$160,000**

With these funds, the IT department was able to update 34 routers to support increased bandwidth, a secondary internet service provider, and updated SD-WAN policies. Mr. Arishita explained this equipment is critical in improving network speeds and increasing stability in courthouses.

**Cisco Wireless Access Points - \$98,000**

With these funds, the IT department was able to replace 125 access points to improve wireless network coverage in buildings as well as improve security.

**IT Replacement Inventory - \$250,000**

These funds were used to purchase replacement laptops, printers, PCs, monitors, scanners, and miscellaneous hardware. The court is now on a five-year replacement schedule for computers, with a goal of reaching a three-year replacement schedule in the future.

**Annual Google License Renewal - \$257,000 (Judicial Council Allocation - \$148,000)**

These funds were used to pay for the annual Google license renewal.

**Annual Clean Slate Software Renewal - \$20,000**

These funds were used to pay for the annual Clean Slate software renewal.

**Annual Adobe Sign Software Renewal - \$260,000**

These funds were used to pay for the annual Adobe Sign software renewal.

**Development of a modernized finance management system - \$40,000**

These funds were used to develop a modernized finance management system for the Finance Department.

**Annual Webex License Renewal - \$204,000 (Judicial Council Allocation - \$38,000)**

These funds were used to pay for the annual Webex license renewal.

**Development of a portal for steaming Webex hearings - \$150,000**

These funds were used to develop a public portal to easily access hybrid/virtual hearings with minimal clerical management.

**Firewall Replacement - \$697,000 (Judicial Council Allocation - \$415,000)**

These funds were used to replace end-of-life primary external firewalls at Matheson Courthouse and St. George Courthouse, providing better security.

**Development IT Contactor Support - \$682,000**

With these funds, IT was able to contract special projects that require unique skills and software, creating partnerships with vendors for integration or time-limited projects.

**Operation Staff Augmentation - \$270,000 (\$88,132 allocated\*)**

This funding was made available to IT to utilize third-party services to complete tasks when IT lacked personnel. The funds help move IT projects along more quickly because IT is able to outsource tasks that would otherwise be completed by IT staff.

\*The full amount was not used because ARPA funds paid for some staff augmentation.

**7. SENIOR JUDGE APPOINTMENT (Neira Siaperas)**

Chief Justice Durrant welcomed Neira Siaperas. Ms. Siaperas recommended that the Council return to this agenda item following a closed session.

**Motion:** Judge David Mortensen moved to go into an executive session for the purpose of discussing the character, competence, or physical or mental health of an individual. Judge Elizabeth Lindsley seconded the motion, and it passed unanimously.

After the executive session,

**Motion:** Judge Michael DiReda moved to recommend Judge Randall Skanchy to the Supreme Court for appointment as the senior judge. Judge Kara Pettit seconded the motion and it passed unanimously.

**8. OLD BUSINESS/NEW BUSINESS: (All)**

Judge Mortensen discussed some concerns related to cases under advisement performance standards, noting a possible conflict with Utah Code of Judicial Administration Rule 3-101(3)(C)(i), which states “A trial court judge demonstrates satisfactory performance by holding...not more than an average of three cases per calendar year under advisement more than two months after submission with no more than half of the maximum exceptional cases in any one calendar year,” and Utah Code 78A-2-223, which states “a trial court judge shall decide all matters submitted for final determination within two months of submission unless circumstances causing the delay are beyond the judge's personal control.”

In addition to the conflicting direction between the rule and the statute, Judge Mortensen wondered if judicial officers are calculating the average of their cases per calendar year. Judge Mortensen will raise this issue with the Policy and Planning Committee for review.

**9. EXECUTIVE SESSION**

An executive session was held.

**10. ADJOURN**

The meeting adjourned.

DRAFT

**JUDICIAL COUNCIL  
FY 2025 ANNUAL BUDGET AND PLANNING MEETING  
Minutes**

**August 18, 2023**

**Meeting held through WebEx and in person  
Matheson Courthouse - Conference Room A  
450 S. State St.  
Salt Lake City, Utah 84111**

**8:00 a.m. – 12:15 p.m.**

**Members:**

Chief Justice Matthew B. Durrant, Chair  
Hon. David Mortensen, Vice Chair  
Hon. Keith Barnes  
Hon. Suchada Bazzelle  
Hon. Brian Brower  
Hon. Samuel Chiara  
Hon. Augustus Chin  
Hon. Michael DiReda  
Hon. Paul Farr  
Hon. James Gardner  
Justice Paige Petersen  
Hon. Kara Pettit  
Hon. Ryan Evershed  
Hon. Elizabeth Lindsley  
Hon. Thomas Low  
Margaret Plane, Esq.

**Guests:**

Mark Urry, TCE, Fourth District Court  
Brett Folkman, TCE, First District Courts  
Judge Douglas Nielson  
Judge Craig Bunnell  
Judge James Brady  
Judge Susan Eisenman  
Shelly Waite  
Lyndsey Breksa  
Dr. Robbie Foxxe  
Steven Allred  
Gary Syphus  
Holly Langton

**AOC Staff:**

Ron Gordon  
Neira Siaperas  
Michael Drechsel  
Keisa Williams  
Nick Stiles  
Shane Bahr  
Sonia Sweeney  
James Peters  
Bart Olsen  
Brody Arishita  
Chris Talbot  
Jonathan Puente  
Nathanael Player  
Jessica Vazquez-Leavitt  
Kaden Taylor  
Tina Sweet  
Todd Eaton  
Heather Marshall  
Lauren Andersen  
Blake Murdoch  
Nini Rich  
Tucker Samuelson  
Zerina Ocanovic  
Travis Erickson  
Jymn Edwards  
Karl Sweeney  
Melissa Taitano  
Alisha Johnson  
Jordan Murray  
Suzette Deans  
Annie Streuling



## **WELCOME (Chief Justice Matthew B. Durrant)**

Chief Justice Matthew B. Durrant welcomed everyone to the meeting.

## **OVERVIEW (Ron Gordon)**

Ron Gordon provided an overview of the budget process and recognized the finance team for all their work getting the budget items ready for the meeting today. All of the requests up for consideration today have been ranked by the Juvenile, District and Appellate boards as well as the Budget and Fiscal Management Committee. Ron informed the Council that they will be deciding which of the budget requests will be adopted as priorities for the judiciary and advanced to the governor's office and to the Legislature. These are the requests that will be considered in the January – March 2024 legislative session which if approved would be funded effective July 1, 2024 (FY 2025). The Judicial Council has several options for disposing of the budget requests: (1) advance the request, (2) hold request back for consideration in a future year or (3) reject a request. The Council is also asked to prioritize the requests. One thing that is different for this year is that we will be asking for 10 judicial officers. In years past we have not done that, and we have only asked for one or two. The legislature hasn't ever really known what the court's true need for Judicial Officers is, hence the change that will be implemented this year.

## **UTAH ECONOMIC OUTLOOK (Dr. Robbie Foxxe – “Presenter”)**

Dr. Foxxe gave an overview of Utah's Economic outlook. There is still an elevated risk for a recession. Risk drivers include, interest rate uncertainty, housing supply, government shutdown, credit tightening and student loan repayment. The Federal Reserve has raised rates 11 times since spring of 2022. The federal rate is currently between 5.25% to 5.50% range, and it is likely to change again in November. GDP is estimated at 5.8% for the 3rd quarter of 2023. A healthy GDP usually grows at a 2% rate.

State revenue projection is less than forecasted for the income tax fund and is actually negative year over year. Sales and use taxes are the major feeder for general funds. The general fund total was forecasted to be 10.2% growth on a year over year basis. General fund actual growth through the July preliminary for FY 2023 shows an 11% growth rate year over year.

## **LEGISLATURE'S APPROACH TO FY 2025 BUDGET (Steven Allred – “Presenter”)**

Steven Allred presented what the Legislature's approach to FY 2025 budget will likely look like. Currently, the State's reserve funds are full and we would be in good shape if a recession occurred. For FY 2023, the State of Utah has a 10.2 % projected growth in general funds and actual year over year growth rate is 11% so it is very close to the forecasted amount. Actual collection of general funds was \$4.1B. Most of that is from sales tax. Income tax fund was projected to decrease 3.1% but is actually down 4.8% year over year with actual income tax collections at \$7.4B. For FY 2023, we expect to collect

\$100M less than forecasted. The \$100M shortfall is absorbed in the \$900M of high-risk revenue that was not budgeted to be spent.

### **FY 2023 Filings and Disposition Count (Tucker Samuelsen – “Presenter”)**

Tucker Samuelsen gave an overview of FY 2023 Filings and Disposition Count. There were 15 interns that listened and timed 3,279 District Court and 3,862 Juvenile Court hearings. FY 2023 weighted case load is the most accurate ever performed by the courts.

Ron Gordon stated that we can’t only look at the number of case filings to determine judicial caseload. As statutes and mandates to conduct certain types of hearings and timelines grow, workload increases even if case filings stay the same or go down a bit.

### **JUDICIAL COUNCIL BUDGET APPROVAL PROCESS/BUDGET AND FISCAL MANAGEMENT PRIORITIZATION PROCESS (Judge Kara Pettit and Karl Sweeney – “Presenters”)**

## **FY 2025 BUDGET REALLOCATION REQUESTS**

### **1. Reallocation Request – West Jordan Courthouse Retiring Bond (Chris Talbot – “Presenter”)**

The objective of this request is to reallocate the retiring construction bond annual rent payment (\$974,930) towards a new lease with Tooele County. The Tooele courthouse property reverts ownership to the County in FY 2026 per the site lease agreement signed in 2004. The Courts would either need to purchase the property or rent our existing occupied spaces from the County.

Due to higher priority Capital Development projects, the Court has chosen to rent the courthouse from the County rather than request funding to purchase the courthouse, which could possibly be a +/- \$10M purchase. The reallocated annual bond payment would only be used to pay all or part of the new future lease to be negotiated with the County. If the new annual rent exceeds the West Jordan bond amount of \$974,930, this request will be combined with the Tooele Courthouse Construction bond to the extent necessary. If the combined total of West Jordan and Tooele construction bonds are insufficient, an additional funding request will be made for FY 2026.

### **2. Reallocation Request – Tooele Courthouse Construction Bond (Chris Talbot – “Presenter”)**

The objective of this request is to reallocate the retiring construction bond annual rent payment (\$555,832) towards a new lease with Tooele County. The Tooele courthouse property reverts ownership to the County in FY 2026 per the site lease agreement signed in 2004. The Courts would either need to purchase the property or rent our existing occupied spaces from the County.

Due to higher priority Capital Development projects, the Court has chosen to rent the courthouse from the County rather than request funding to purchase the courthouse, which could possibly be a +/- \$10M purchase. The reallocated annual bond payment would only be used to pay all or part of the new future lease to be negotiated with the County. If the new annual rent exceeds the Tooele bond amount of \$555,832, this request will be combined with the West Jordan Courthouse Construction bond to the extent necessary. If the combined total of West Jordan and Tooele construction bonds are insufficient, an additional funding request will be made for FY 2026.

**Motion:** Judge Lindsley made a motion to approve the two reallocation requests. Judge Chin seconded the motion. Motion carried unanimously.

### FY 2025 LEGISLATIVE BUDGET REQUESTS (BFMC-RECOMMENDED PRIORITY ORDER)

#### 1. **JWI – Language Access Program** (Jonathan Puente and Jessica Levitt – “Presenters”)

The objective of this request is to provide funding for a language access program as follows:

	FY 2024 1x	FY 2025 Ongoing	FY 2025 1x NL
1. Fund the current JWI fund annual deficit (the deficit is caused primarily by increases in contract interpreter pay and hours worked)		\$440,000	
2. Fund higher contract interpreter pay estimated at a 10% increase to \$57 per hour (\$57 - \$52 = \$5 per hour x 12,500 contract interpreter hours)		\$62,500	
3. Purchase scheduling software that tracks court-wide interpretation needs and is used by all parties in the language access group (e.g., contract interpreters, employee interpreters, schedulers, etc.)		\$20,000	
4. Hire a new employee who will assist potential contract interpreters to obtain interpreter certification. This contractor will assist with recruitment, training, and proctoring certification examinations.		\$160,000	
5. Increase the supply of employee interpreters hiring 6 additional (would be 8 in total when combined with the 2 existing employee interpreters) full-time employee interpreters to give us a larger base of interpreters that we can direct to cover things like in-person interpretation hearings/trials.		\$350,000	
6. Use radio and TV/cable media to increase interpreter recruitment channels		\$30,000	
7. Adjust contract interpreter pay to match surrounding states @ 2-hour minimum per assignment	\$275,000	\$161,850	
8. Incentivize contract interpreters to take in-person rural assignments.	\$146,500	\$146,500	
9. Provide 1x/ongoing funds for contingent events	\$378,500	\$530,000	
10. Restore 1x non-lapsing fund buffer			\$1.0M
<b>TOTAL</b>	<b>\$800,000</b>	<b>\$1.901M</b>	<b>\$1.0M</b>

Judge Pettit asked why we need funds for contingent events. Karl Sweeney stated that several of the requests, specifically numbers 7 and 8, involve estimates based on sample data and we need funds in case the estimates prove to be too low as the Court’s supply of 1x turnover savings will be lower this year due to fewer positions being vacant. These contingent funds will also provide a cushion for unforeseen events that impact JWI funds - which has happened in 2022 and 2023 as the Utah Court’s language access program responded to changes in contract interpreter pay started by other state courts which required a response to remain competitive. Discussion then

moved to the 2-hour minimum pay work rules which will ensure the second hour time period requires services to other Utah district/juvenile court needs. Justice courts who adopt the 2-hour minimum will ensure the second hour requires services to that justice court.

**Ranking:** Judicial Council ranked this request as a number 1.

**2. New District Judges and Commissioners and JAs (Judge James Brady and Shane Bahr – “Presenters”)**

The purpose of this request is to obtain ongoing funding for 4 District Court Judges, 4 District Court Commissioners, 16 Judicial Assistants and 2 Law clerk Attorneys. This request includes a FY 2025 ongoing request of \$4,087,800 and \$1,695,800 in FY 2025 one-time funding to finish a shelled courtroom in the Tooele District Courthouse. This is the last remaining unfinished courtroom in the third district, and this courtroom will be needed to accommodate an additional Judicial Officer in the third district.

The district board did not rank the need of each district shown in the request so as to not make them compete.

**Ranking:** Judicial Council ranked this request as a number 2.

**3. New Juvenile Court Judges (Sonia Sweeney, Judge Bunnell, Judge Eisenman, Judge Nielsen – “Presenters”)**

The objective of this FY 2025 \$1,056,500 ongoing request is to fund additional juvenile court judges and judicial support personnel positions for the third and fourth judicial districts in order to meet the needs of the communities. In addition, the request includes \$453,950 in FY 2025 one-time funding to turn an unfinished storage room in the American Fork Courthouse into an AV (audio visual) courtroom. An AV courtroom would have all the functionality of a standard courtroom and would be designed with very limited public gallery seating to reduce the square footage of the courtroom down to 1,000 SF.

**Ranking:** Judicial Council ranked this request as number 2.

**4. IT Essential Software Funding (Brody Arishita and Todd Eaton – “Presenters”)**

The objective of this \$1,366,000 FY 2025 ongoing request is to fund essential software for the courts as follows:

A	Microsoft Enterprise Agreement*	\$295,000*
B	Increased cost for Google Enterprise*	\$148,000*
C	Continued software licensing for Clean Slate Legislation (Senzing)*	\$25,000*
D	FTR (For the Record)*	\$220,000*
E	AEM (Adobe Experience Manager)*	\$150,000*
F	Adobe eSignatures*	\$300,000*
G	Appellate eFiling	\$40,000
H	Adobe Acrobat Pro Enterprise	\$128,000
I	PolicyPak	\$60,000
	<b>Total</b>	<b>\$1,366,000</b>

**Ranking:** Judicial Council ranked this request as a number 3.

**5. Case Backlog – Senior Judge Funding** (Judge James Brady and Shane Bahr – “Presenters”)

The objective of this \$850,000 FY 2024 one-time request and \$2,000,000 FY 2025 one time request is to support the current practice of retaining Senior Judges and Time-Limited Judicial Assistants to reduce the case backlog caused by the COVID-19 pandemic. The work of senior judges and time-limited judicial assistants has helped stabilize backlog growth. According to the FY2023 District Court Weighted Caseload Report, district court is short 8.6 judicial officers needed to keep pace with the statewide caseload. Without additional resources, the backlog will continue to grow because the workload is greater than sitting judges and full-time judicial assistants can process within the established case resolution standards.

Senior Judges have been utilized to help get through some of the backlog. ARPA funds have helped fund the Senior Judges but ARPA funds will run out in December 2023.

**Ranking:** Judicial Council ranked this request as a number 4.

**6. Law Library – Library Assistant** (Nathanael Player and Kaden Taylor – “Presenters”)

The objective of this \$66,000 FY 2025 ongoing request is to hire a new Law Library Assistant to join the other two current Law Library Assistants. Hiring one new Law Library Assistant for the Utah State Law Library will allow us to support the increase in responsibilities for this position, which now include supporting the MyCase program, and better serving the public who come in increasing numbers to our desk as more proceedings take place at the Matheson Courthouse. The Utah State Law Library serves the legal information needs of Utah’s courts, executive agencies, legislature, attorneys, and the public. Nearly 90% of the library’s patrons are the public. Housed in the Matheson Courthouse, library staff provides services in person, by phone, email and text messaging. In addition to their traditional roles, our current two Library Assistants are now responsible for assisting patrons who have difficulty accessing MyCase and the two services under the system - Deferred Traffic Prosecution (DTP) and Online Dispute Resolution (ODR).

**Ranking:** Judicial Council ranked this request as a number 9.

**7. Fourth District Virtual Jury Services Personnel** (Mark Urry – “Presenter”)

The objective of this \$215,700 FY 2025 ongoing request would fund a fourth district court virtual jury service staff. The funding for this request will support the 13 Judges and thousands of prospective jurors in the fourth district court in the virtual jury selection process. The fourth district court has the second largest volume of total cases statewide. Each month, the fourth district court jury staff distributes approximately 4,500 qualification forms, jury summons and questionnaires to prospective jurors for Utah County and Wasatch County, in addition to answering approximately 500 email inquiries and approximately 600 phone calls from prospective jurors. Between March 2021 and May 2023, the fourth district court heard a total of 130 jury trials that involved virtual jury selections, the second highest amount of virtual jury

selections in the State. Unlike the third district court, the fourth district court has never had designated jury services staff who solely provided jury services functions.

**Ranking:** Judicial Council ranked this request as a number 7.

#### **8. Pay for Performance Request (Tina Sweet and Bart Olsen – “Presenters”)**

The objective of this \$2,000,000 FY 2025 ongoing request seeks to support and fund Pay for Performance increases as follows:

- To include state employees that work for the Judicial Branch (excluding court commissioners, judges, and justices) in appropriations intended to compensate state employees for performance-based pay beginning in FY 2025 and each subsequent fiscal year moving forward; and
- To fund in FY 2025 approximately \$2M for state employees that work for the Judicial Branch which would be commensurate with the amount appropriated for state employees that work for executive branch agencies for FY 2024 of 2.5% of base pay which was appropriated for executive branch employees for performance-based pay. This request, if granted, will be distributed at the beginning of fiscal year 2025.

Bart Olsen stated that the Judicial Assistant turnover rate had ticked back up since the Judicial Assistant pay raise given effective 7.1.2022. Judge Chin asked if Mr. Olsen had been able to identify if some of those departures were individuals that benefited from the JA increase in 2022. Mr. Olsen stated he had not dug into the details on where turnover had up-ticked but he would look into it.

**Ranking:** Judicial Council ranked this request as a number 5.

#### **9. American Fork Courthouse Rent Increase (Chris Talbot – “Presenter”)**

The objective of this \$836,000 FY 2024 and FY 2025 one-time request is to fund a rent increase for the American Fork Courthouse. Our original 20-year lease expired in September 2022 and significant rent increases were required by the City of American Fork (the “City”) as part of the new lease effective for January 2023. Due to the lengthy lease renegotiation period (caused by slow responses by the City), the Courts were unable to request 1x funds from the legislature for the March 2023 session. There are additional rent increases of approximately 8% annually over the next several years. This request seeks to cover the increase in monthly rent for FY 2024 which is an annual increase of \$389,000 and, due to an 8% contractual rent increase in the new lease, \$447,000 for FY 2025. These requests for 1x funds cover the increases in base rent. The Courts will continue to fund the old rent and O&M amounts (\$446,000 annually) from funding provided by the Court Complex dedicated credit. In the 2025 legislative session for FY 2026, we will submit an ongoing legislative funding request for the final 7 years of the lease based on the reduced square footage that will require \$157,000 of incremental annual additional rent.

**Ranking:** Judicial Council ranked this request as a number 7.

#### **10. 7<sup>th</sup> District Training Coordinator Position (Travis Erickson – “Presenter”)**

The objective of this \$94,600 FY 2025 ongoing request is to fund a Training Coordinator in the 7<sup>th</sup> district. The Seventh District and Juvenile Courts have a bench of 3 District and 2 Juvenile Court Judges. The Judges preside over court hearings throughout Carbon, Emery, Grand, and San Juan Counties. Judges and patrons are supported in court hearings and in person and remotely at public court counters by 17 Judicial Support Managers and Assistants. Owing to the large geographic area that is encompassed by the Seventh District and Juvenile Courts, each Judicial Support team member must be proficient in all court hearing types for both Juvenile and District Court and have knowledge of all court processes & procedures. The development and maintenance of this level of proficiency requires ongoing training and coaching. The creation of a Clerical Training Coordinator Position will allow the district to focus on ongoing training updates and refreshers. This approach will encourage consistency throughout the district and will ensure that the attention of other members of the Judicial Support leadership team are not distracted from their duties to monitor timeline and procedural compliance and ensure quality case management and customer service to court patrons.

**Ranking:** Judicial Council ranked this request as a number 10.

#### **11. At-Will Conversion Incentive Request (Tina Sweet and Bart Olsen – “Presenters”)**

The objective of this \$2,000,000 FY 2025 ongoing request is to offer an incentive to career service employees to convert to at-will employees. The judicial branch has approximately 900 employees eligible to convert from career service to at-will status. The incentive would be offered as a 3% salary increase to convert to an at-will status. Eligibility would be limited to only those in career service status at the time the incentive is offered and accepted. There are no penalties for not electing to convert to at-will status. The Administrative Office of the Courts would offer eligible employees an opt-in period of no more than 6-12 months, following the lead of the executive branch in its HB 104 implementation, and grant a salary increase to eligible employees who opt into at-will status conversion.

**Ranking:** Judicial Council ranked this request this as a number 6.

#### **1. EXPLORING A RECOMMENDATION TO INCREASE JUROR FEES (Michael Drechsel – “Presenter”)**

Michael Drechsel discussed exploring the whether or not the Juror Fees should be increased. Currently, juror fees amounts are \$18.50 for the first day of service, and \$49.00 for every subsequent day of service, plus one-way mileage at 25¢ per mile starting after 50 miles of travel. The three-year average total using the current fee rate is approximately \$625,000 for about 18,600 unique jurors. The rate was last increased in 1998. Judicial Council decided to table this item and look at it again in the future. Item will be added to list of future legislative items that liaison could explore in the future and bring it back up.

**Motion:** Justice Paige Petersen made a motion to approve placing this item on the Liaison Committee agenda to be a study item and an issue to be discussed. Hon. Brian Brower seconded the motion, and it passed unanimously.

**PRIORITIZE FY 2025 LEGISLATIVE BUDGET REQUESTS** (Judge Kara Pettit, Karl Sweeney, Alisha Johnson, and Melissa Taitano)

Judicial Council ranked the requests in the following order.

- 1. JWI – Language Access Program.**
- 2. New District Judges, Commissioners and JAs combined with New Juvenile Court Judges**
- 3. IT Essential Software Funding**
- 4. Case Backlog – Senior Judge Funding**
- 5. Pay for Performance**
- 6. At-Will Conversion Incentive**
- 7. 4th District Virtual Jury Services Personnel**
- 8. American Fork Courthouse Rent Increase**
- 9. Law Library – Library Assistant**
- 10. 7th District Training Coordinator**

A 10% increase in Judicial Officer pay was discussed – being the second ½ of the 20% pay increase sought last session. Gary Syphus indicated that a salary increase above the COLA would be considered by the Legislature as a request that would eventually need to be prioritized. It was noted that if there is a Judicial Officer increase above COLA, we would have to ask for funds for all other positions benchmarked to Judicial Officer pay including senior judges, commissioners, and certain administrative salaries.

**Motion:** Judge Pettit made a motion to approve the FY 2025 legislative budget order ranking. Judge Chin seconded. Motion carried unanimously.

The Annual Budget and Planning meeting adjourned at 12:15 p.m.



Tab 2



STANDING EDUCATION  
COMMITTEE'S

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**2022-23**  
**ANNUAL REPORT**

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TO THE JUDICIAL COUNCIL

# OUR PERFORMANCE

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The Education Department was able to reach more court employees in-person and online in 2022-2023. We traveled to every district to train on inclusivity and collaborative workplaces, while continuing to grow our online, on-demand course offerings. Here are some key performance metrics for our department:

- Received 43,768 enrollments in live trainings and online, on-demand courses. This is approximately 24 enrollments per court employee. 83% of these enrollments obtained credit, a 1% increase over last year.
- Hosted seven judicial conferences, four New Judge Orientations, three New Employee Orientations and one Justice Court Clerk Conference.
- Supported the 2023 Legislative Update and Workshop, a Judicial Water Law training, a Judicial Tax Law training, and two Judicial Settlement Conference trainings.

## CONFERENCES

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In-person conferences were offered through FY23. The Annual Judicial Conference was offered in a hybrid capacity and all spring conferences were offered in-person, with content recorded for later viewing. In addition to the Annual Judicial Conference, the Education Department supported:

- Appellate Court Conference
- Commissioners' Retreat
- Court Improvement Program's Virtual Summit
- District Court Judges' Spring Conference
- Judicial Decision Making
- Justice Court Judges' Spring Conference
- Juvenile Court Judges' Spring Conference
- Legislative Update
- Legislative Workshop

## BEYOND THE CONFERENCE

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In 2022-23, the Education Department met court employees at their place of work by traveling to districts and expanding on-demand online offerings. Here are some examples of how training continued to reach beyond the conference.

### On-demand and online

- In FY23, Education rolled out the Engage platform in the Learning Management System (LMS). Engage is a peer-to-peer platform that allows all judicial employees to react to court news, ask questions and share ideas. Within months of its launch, Engage had over 1,200 visitors and has been used to host Training Coordinator collaboration, our 4-Day Bias & Inclusivity challenge, and a Justice Court Clerks' resource page.

# BEYOND THE CONFERENCE

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## On-demand and online (con't)

- 182 Justice Court Clerks completed 26 courses to receive Justice Court Certification. To receive certification clerks had to attend programming release webinars, review multiple topics like eFiling, and job shadow a peer.

## Training in the districts

- This year, Johnizan Bowers traveled across the state to bring “Developing & Implementing an Outward Mindset” to almost every district management team. This training provides collaboration and accountability tools that facilitate positive group dynamics.
- Business Equality Leader training was offered by Equality Utah to the majority of the districts in the state. Interested employees were invited to attend in-person to learn about inclusive language and allyship.

# CHANGES TO RULE 3-403, JUDICIAL BRANCH EDUCATION

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In 2023, the Standing Education Committee recommended and the Judicial Council approved amendment to UCJA Rule 3-403 to include annual education requirements that all employees complete courses on ethics, abusive conduct and harassment, and inclusion and elimination of bias. Education is already offering courses that satisfy these requirements. The variety of courses will expand in FY24. The LMS is tracking completion. Employees are required to complete courses by June 30, 2024.

# SUPPORT OF NEW JUVENILE PROBATION TRAINING COORDINATORS

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Juvenile Probation hired eight new training coordinators in FY23, and Education deployed resources to support them. Throughout the year, Education has offered information about how to create impactful trainings, coached on the latest evidence-based practices in the field, and reviewed local trainings at the request of new Training Coordinators.

# EMPLOYEE MENTORING PROGRAM

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At the request of two Employee Resource Groups (ERGs), Education helped launch a pilot Employee Mentor program. This pilot paired 12 court leaders with 12 employee mentees. Mentors and mentees meet on a regular basis and discuss the mentee's professional goals and develop strategies for achieving those goals. The mentor provides advice, support and resources. The program also includes leadership training. The pilot program will end on December 2023, and a second cohort is scheduled to start in early 2024.

# JUDICIAL EDUCATION SCHOLARSHIPS

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Not every judicial education offering can be provided by the Education department. In 2022-23 Education's judicial scholarships helped judges train in the areas of water law, technology in the courts, evidence, treatment courts, juvenile justice and managing capital cases. Judges receiving these scholarships have been encouraged to lead conference breakout sessions or district trainings for their peers.

# LOOKING FORWARD

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As Education looks forward, it plans to continue to travel to districts for in-person trainings while building robust and interactive online courses in the LMS. Education will continue to collaborate with other court divisions and districts to meet training needs, while offering more hybrid trainings. Education will continue to support conferences and has eight conferences, including the Treatment Court Conference and the Employee Conference, scheduled for FY24.

# COURSE ENROLLMENTS

## (BY SUBJECT AND TYPE)

Course Name	Enrollment	Completion	% Receiving Credit	Category
Effective Sentencing - 04/19	52	52	100%	Live
Judicial Well-being - 04/20	69	69	100%	Live
Order to Show Cause - 04/20	71	71	100%	Live
Small Claims - 04/19	49	49	100%	Live
Utah Mental Health Initiative - 04/20	72	72	100%	Live
Cannabis Use/Adolescent Development	57	57	100%	Live
Carey Guides	51	50	98%	Live
Case Law Update	56	55	98%	Live
DC Judges' Panel Presentation - 04/18	75	75	100%	Live
Domestic Violence Issues and Updates - 04/20	73	73	100%	Live
Ethics - 03/23 (9:00-10:00)	219	219	100%	Live
Ethics & Team Intro - 05/10 (4-5:15)	111	111	100%	Live
Evidence- 04/20	50	49	98%	Live
Expectation/Privacy Tech World	54	54	100%	Live
Federal Jurs in State Custody - 05/11	46	45	98%	Live
Guide to PO Assessments	58	57	98%	Live
Health/Wellbeing Benefits - 4/28	12	10	83%	Live
How Maximize Prod of Clerks - 4/28	12	10	83%	Live
Improved Parent Time in CW	59	59	100%	Live
Introduction to Engage - 03/23 (3:30-4:00)	218	218	100%	Live
Issues Among Us - 04/21 (7:30-9)	64	64	100%	Live
IT Update - 05/12 (10-11:15)	50	50	100%	Live
JCC Weighted Caseload Survey - 03/23 (1:15-1:45)	287	279	97%	Live
Justice Court Bench Roundtable - 04/19 (12-1)	71	71	100%	Live
Juvenile Court Information - 4/28	12	10	83%	Live
Law & Literature	12	12	100%	Live
Legislative Issues and Update - 04/19 (8-9:45)	77	77	100%	Live
Legislative Update	58	57	98%	Live
LGBTQ+ in Family Law - 05/11 (9:45-11)	31	31	100%	Live
Movie and Discussion - 04/19 (6:30)	15	15	100%	Live
NCSC Listening Sess - 05/11 (11:15-12:30)	37	37	100%	Live
Opening Remarks	57	57	100%	Live
Privacy and Security - 4/28	10	10	100%	Live
Roundtable/Closing Remarks - 05/12 (11:30-12:30)	90	90	100%	Live
Specialty Courts - 05/12 (10-11:15)	53	53	100%	Live
Strictly Necessary	58	58	100%	Live
Welcome, Reports and Updates - 04/18 (1-2)	72	72	100%	Live
Youth Parole Authority	58	58	100%	Live
2023 Assessment Update Training - April 10th (12:30 - 1:30)	148	124	84%	Live
2023 Judicial Decision Making - Justice Court Judges	12	12	100%	Live
2023 Legislative Update	125	125	100%	Live
3rd District E-Filing Guidance Course	9	9	100%	Live
3rd District: L&L - Accounting - 11/02 - Live	34	33	97%	Live
3rd District: L&L - FTR Cloud Rec & Ct Web - 12/21 - Live	33	32	97%	Live
4th District Specific Training	4	3	75%	Live
A Primer on Procedural Fairness Justice	221	221	100%	Live
A Reporter's Perspective on the Courts	111	111	100%	Live
Accountant Panel - Business division, alimony, and discovery	13	8	62%	Live
Accounting Manual Updates - 6/22 @ 9-11	110	63	57%	Live
Advanced Judicial Writing - Sep 13th 2022, 9-12	30	24	80%	Live
April 14, 2023 - Advanced Westlaw	67	11	16%	Live
Assessment Accuracy Booster, Pt 1 - May 2nd 2023, 9-1	46	43	93%	Live
Basic Group Dynamics Part 1 - March 3rd, 2023 @ 9am	42	26	62%	Live
Bridges out of Poverty	38	12	32%	Live
Career Service vs. At-Will, Due Process-3/17 @ 9 (In person)	41	38	93%	Live
Carey Guides & BITS TTT: 03/21&22 (9-4) - In Person	12	12	100%	Live
Case Law Update	210	209	100%	Live
Case Planning in CARE Booster - May 22nd (9-4)	76	12	16%	Live
Caselaw and Statutory Update	23	17	74%	Live
Coaching Part 1 - Sept 22, 2022 @ 9 - 12	15	12	80%	Live
Collaborative Feedback for Managers Pt1 - Dec 2nd 2022, 9-12	63	24	38%	Live
Collection Training w/OSDC (08-18)	84	78	93%	Live
Criminal Competency	24	24	100%	Live
Criminal Protective Orders - Aug 11 2022 1-3	151	128	85%	Live
Customer Service - Jan 12th, 2023 9-4	149	118	79%	Live
CWCLS - Admin Team Session: 01/11th @ 1-3	358	289	81%	Live
Defense of Democracy & Independent Judiciary	222	222	100%	Live
Deferred Prosecution	64	64	100%	Live
Deferred Traffic Prosecution Webinar - Nov 16th 12-1 - Live	241	179	74%	Live
Demystifying Classification & Compens-5/15 @ 9 (In person)	20	15	75%	Live
Developing Your Leadership Style - Feb 8th, 2023 9 - 4	23	14	61%	Live
Digital Exhibit Best Practices Webinar	164	120	73%	Live
Directors' Meeting Training - February 7	18	18	100%	Live
Disrupting Judicial Threats	203	202	100%	Live
Dist/Just Court Prog Release Webinar - April 28th 12 - 1	219	215	98%	Live
Dist/Just Crt Program Release - June 22nd	264	209	79%	Live
District Court New Judge Orientation	4	4	100%	Live
District PO Safety Recertification	7	7	100%	Live
Domestic Violence	54	54	100%	Live
Domestic Violence 101 - Aug 30th 2022, 1-3	9	4	44%	Live
Domestic Violence Mentor Courts	31	30	97%	Live



# COURSE ENROLLMENTS

## (BY SUBJECT AND TYPE)

Course Name	Enrollment	Completion	% Receiving Credit	Category
Due Process and Constitutional Law - Sep 7th 2022, 9-4	24	22	92%	Live
Effective Communication, Part 1 - Jan 27th, 2023 @ 9AM	33	18	55%	Live
Effective Listening Training	105	85	81%	Live
Effective Performance Feedback	38	26	68%	Live
eFiling Court Review Webinar - Nov 10th 12-1	128	81	63%	Live
Employee Dev & Performance Mngmt-3/23 @ 1 (In Person)	24	23	96%	Live
Employee Health & Labor Law - 4/10 @ 1 (In person)	27	22	81%	Live
Engage Training: 4th District Court - Nov 30th, 10-11	336	279	83%	Live
Equality Utah - Feb 23rd @ 2PM	167	158	95%	Live
Ethics	147	118	80%	Live
Everything Google Part 1 - Email/Calendar/Hangouts	82	70	85%	Live
Family Law, Special Masters	9	9	100%	Live
February 9 - Working with Law Clerks	20	20	100%	Live
Gang Affiliated Youth	22	17	77%	Live
GreenFiling Webinar - Oct 27th 12-1	104	77	74%	Live
Grievance and Appeal - 4/6 @ 1 (In person)	23	19	83%	Live
History of Women in Utah Politics	35	34	97%	Live
Homicide and the Death Penalty - Jan 6th 2023 9-4	31	22	71%	Live
ICJ Runaways	38	32	84%	Live
ICJ Transfers of Supervisors	32	26	81%	Live
ICJ Travel Permits - Nov Live Session	28	23	82%	Live
Implicit Bias	85	67	79%	Live
Independence of the Judiciary - 4/28	10	10	100%	Live
Intro to Juvenile Brain Development - Feb 27th 2023, 9-12	47	38	81%	Live
Introduction to Sexual Violence Pt 1 - Oct 11 2022 12-1	21	14	67%	Live
January 2023 Judicial Settlement Conference Training	34	34	100%	Live
JCCC - Welcome & Chief Justice Report - 03/23 (8:30-9:0	219	219	100%	Live
Job Shadowing	370	288	78%	Live
Judicial Workspace - Aug 3rd 2022	39	38	97%	Live
June 22, 2023 - Leading Yourself and Others	16	16	100%	Live
June 8, 2023 - District Court Judges' Brown Bag - IT Update	16	16	100%	Live
Justice Court Administrator Meeting (February 17, 2022)	6	6	100%	Live
Justice Court Reform	49	49	100%	Live
Justice Court Task Force Update	26	25	96%	Live
Juvenile Brain Development	12	8	67%	Live
Juvenile Court New Judge Orientation	3	3	100%	Live
Juvenile Mental Health	30	17	57%	Live
Juvenile Substance Abuse	36	25	69%	Live
Juveniles and Restitution	38	38	100%	Live
Leading Effective Teams Pt1 - Mar 1st, 2023 9-12	11	7	64%	Live
Leading Yourself and Others	23	17	74%	Live
Legislative Session Q&A 4.27.23	21	21	100%	Live
Legislative Update - July 6th 2022	45	45	100%	Live
Legislative Workshop - 3/24 @ 9 (In-Person)	74	74	100%	Live
Legislative Workshop - March 25th, .	6	5	83%	Live
LGBTQIA+ Cultural Competency - Jan 25 2023 1-4	67	36	54%	Live
Life Inside the State Prison	65	65	100%	Live
Lunch & Learn: Courtroom Decorum & Info - Oct 5th Live	81	76	94%	Live
Lunch & Learn: Pretrial, Bail and Unsecured Bonds	15	13	87%	Live
March 10, 2023 Spring Training	9	9	100%	Live
March 9, 2023 - Introduction to Westlaw	57	11	19%	Live
Maximizing Onboarding Effectiveness-5/9 @ 9 (In person)	14	9	64%	Live
Mentee Orientation - March 20, 2023	16	16	100%	Live
Mentoring EBP for Supervisors Follow Up - March 7th @ 9-12	1	1	100%	Live
Mindful Eating - November 15th, 12 - 1 - Live	110	76	69%	Live
Mindfulness for Work Stress, Pt 1 - Aug 26th 2022, 9-12	61	40	66%	Live
Mindfulness Tune Up - Oct 7th 2022, 12-1	17	5	29%	Live
Motivational Interviewing 101	35	33	94%	Live
Motivational Interviewing 102	28	26	93%	Live
Motivational Interviewing Booster	57	47	82%	Live
New Employee Orientation	203	173	85%	Live
New Employee Orientation - Orientation to Courts	164	134	82%	Live
New General Counsel Team	56	56	100%	Live
November 9, 2022 - Docket Management	23	22	96%	Live
NRCT Certification Training	14	11	79%	Live
NRCT Recertification Training	16	16	100%	Live
Outward Mindset - 09/14th & 15th (9-4) *In-Person	207	205	99%	Live
Outward Mindset Booster - 03/27	10	10	100%	Live
Party Search Training in CARE - 9/15th @ 9AM	52	52	100%	Live
PO Safety 2 - April 19th 2023, 9-4	65	60	92%	Live
Pretrial Release, Rule 12.5 & SB0087	113	112	99%	Live
Prison Programming Online - 01/11/23 Live Session	19	19	100%	Live
Real Colors - April 21st 2023, 9-12	61	49	80%	Live
Real Estate Appraisals	5	5	100%	Live
Reasonable Suspicion Drug/Alcohol Test-4/20 @ 1 (In person)	22	22	100%	Live
Reduce Recidivism, Subst Abuse & Improve MH	172	160	93%	Live
Resilient Mind (in-person) - 4/14th & 21st (10-11:30)	9	7	78%	Live
Resolving Conflict in Real Time - Dealing with Difficult Con	46	23	50%	Live
Restorative Justice & Victim Issues - April 11th 2023, 9-4	43	32	74%	Live
Retaining Top Talent for Mission Adv-6/1 @ 9 (In person)	14	12	86%	Live

# COURSE ENROLLMENTS

## (BY SUBJECT AND TYPE)

Course Name	Enrollment	Completion	% Receiving Credit	Category
Retirement Planning for Judges	20	20	100%	Live
Risk Reduction: Carey Guide Booster - 3/20 (9-4) In person	76	62	82%	Live
Rural CP for Coaches: Sep 20th - Jan 3rd (Wkly Tues) 1-3	13	13	100%	Live
Seasonal Affective Disorder - Oct 28th, 2022 @ 9	25	13	52%	Live
Secondary Trauma, Pt 1 - Nov 17th, 2022, 12-1	19	5	26%	Live
Selecting Mission-driven Talent	29	26	90%	Live
Sentencing Comm Rec/Guidelines-04/19	74	74	100%	Live
Service Delivery Model & Doc Coaching - May 1st (1-2)	57	55	96%	Live
Session 1 - Understanding Trauma, August 3rd 9-12	18	13	72%	Live
Sexual Violence & Impacts - 06/15 @ 1-4	27	17	63%	Live
Suicide Prevention, QPR - Oct 25th 2022, 1:30-3	13	9	69%	Live
Supporting Healthy Attachment	41	41	100%	Live
Supreme Court Update	168	168	100%	Live
Tech Safety and Domestic Violence - June 6th, 12-1	108	62	57%	Live
Trauma Informed Care in the Courts - Dec 6th 2022, 12-1	13	7	54%	Live
Trauma Triggers - Nov 8th 2022, 12-1	33	10	30%	Live
Traumatic Brain Injury & DV - June 14th 2023, 12-1	24	11	46%	Live
Tybera Webinar - Nov 7th 12-1	74	47	64%	Live
Understanding Full Faith Credit/Comity/Case Law-06/22 @ 9-12	13	11	85%	Live
Understanding Trauma - Nov 3rd 2022, 12-1	19	11	58%	Live
Utah Legal Sandbox	93	92	99%	Live
Water Law	18	18	100%	Live
Water Law Training	12	12	100%	Live
Webex App changes (Nov 17th Release) - Nov 15th, 12-1	40	23	58%	Live
Webex Meetings Update for Clerks	18	14	78%	Live
Work w/Youth w/Proble Sex Behav, Pt 1- April 14 2023, 9-12	21	16	76%	Live
Working with High Conflict Personalities - June 2023	14	10	71%	Live
Working with Interpreters	72	45	63%	Live
Workplace Harassment: 11/29th 9-12 (In-Person - Cedar City)	279	274	98%	Live
Workspace - Getting Started	118	84	71%	Live
Your New Life as a Supervisor - Aug 31st, 2022 @ 9 - 4	38	25	66%	Live
412	91	43	47%	Online and on-demand
Blockchain and Bitcoin	1	1	100%	Online and on-demand
Case Law Update - 04/19	73	73	100%	Online and on-demand
Case Law Update - 05/10 -	130	130	100%	Online and on-demand
Competency Evals - 05/11 -	44	44	100%	Online and on-demand
Dealing Difficult People - 03/24 -	281	275	98%	Online and on-demand
Div/Fam Law Update - 05/11 -	110	110	100%	Online and on-demand
Electronic Evidence - 05/11 -	113	113	100%	Online and on-demand
Ethics/Workplace Culture - 04/20 -	75	74	99%	Online and on-demand
Evid Sexual Abuse/DV in Child -	57	56	98%	Online and on-demand
Human Trafficking - 05/11 -	75	75	100%	Online and on-demand
Information Blitz - 03/23	292	281	96%	Online and on-demand
Issues in Evidence - 05/10 -	110	110	100%	Online and on-demand
IT Update - 03/24	280	274	98%	Online and on-demand
JC Reform Issues/Update - 04/18 -	73	73	100%	Online and on-demand
JCCC - JC Update and Awards - 03/24 -	277	275	99%	Online and on-demand
JPEC Jury Subcommittee - 05/12 -	100	100	100%	Online and on-demand
MAT: Law & Ethics	3	2	67%	Online and on-demand
Mindfulness Stress/Trauma- 04/20 -	5	5	100%	Online and on-demand
Office of Fairness/Accountability	24	23	96%	Online and on-demand
Opioid Task Force	2	2	100%	Online and on-demand
PTSD	2	2	100%	Online and on-demand
Resources for Judges	3	3	100%	Online and on-demand
Secondary Trauma - 03/24	284	273	96%	Online and on-demand
Small Claims Contract - 04/19 -	4	4	100%	Online and on-demand
Small Claims Negligence - 04/19	5	5	100%	Online and on-demand
Treatment Panel of Experts	2	2	100%	Online and on-demand
Welcome/Taking Stock	2	2	100%	Online and on-demand
Working with Juveniles	2	2	100%	Online and on-demand
1102 & ESM	96	49	51%	Online and on-demand
15 Secrets Successful People Know About Time Management	44	31	70%	Online and on-demand
1st Supreme Crt Justices	62	57	92%	Online and on-demand
2020 Revised Sentencing Guidelines	6	6	100%	Online and on-demand
24-Hr Probable Cause	1	1	100%	Online and on-demand
25 yr Service Awards	20	18	90%	Online and on-demand
3rd District: L&L - Civil PO, etc- 08/31 -	71	70	99%	Online and on-demand
3rd District: L&L - Foreign Orders - 06/7th -	26	26	100%	Online and on-demand
404(b)	93	51	55%	Online and on-demand
5 ways to lead in an era of constant change   Jim Hemerling	243	203	84%	Online and on-demand
A High Yield Investment	3	3	100%	Online and on-demand
Ability to Pay Tutorial - NCSC	1	1	100%	Online and on-demand
Abstracts of Judgment	52	37	71%	Online and on-demand
Abusive Conduct and Harassment	4	3	75%	Online and on-demand
Access to Justice in Lawyerless Courts	2	2	100%	Online and on-demand
Accounting Manual Update - (June 2023)	5	5	100%	Online and on-demand
Action Queues	88	84	95%	Online and on-demand
Active Shooter Response Recorded Webinar	215	209	97%	Online and on-demand
ADA Compliance Training	4	4	100%	Online and on-demand
Addiction & Brain Chemistry	7	7	100%	Online and on-demand



# COURSE ENROLLMENTS

## (BY SUBJECT AND TYPE)

Course Name	Enrollment	Completion	% Receiving Credit	Category
Addition: Six Essential Lessons	213	183	86%	Online and on-demand
Adjudicating Groundwater: A Judges' Guide to Understanding	3	2	67%	Online and on-demand
Adoptions and Foreign Adoptions	42	20	48%	Online and on-demand
ALS Workspace - Batch Document Emailing	4	3	75%	Online and on-demand
Alimony, Ability to Pay	2	1	50%	Online and on-demand
An Approach to Improve ICWA Practice -	92	81	88%	Online and on-demand
Anticipating Filer Mistakes	77	7	9%	Online and on-demand
Appeals	49	32	65%	Online and on-demand
Ask the Judge	17	16	94%	Online and on-demand
Attaching an Attorney	29	24	83%	Online and on-demand
Audit Issues and More-	13	13	100%	Online and on-demand
Audit Update - 03/23	315	289	92%	Online and on-demand
Aug 24 Juvenile Recodification Update	3	3	100%	Online and on-demand
August 2021 CIP Webinar - Safety Decision-making	7	7	100%	Online and on-demand
Avoiding Mistrials & Mishaps	5	3	60%	Online and on-demand
Awareness of Mental Health, Dementia, and Learning Disabilit	202	177	88%	Online and on-demand
Balance and Well Being	51	45	88%	Online and on-demand
Basic Gap Analysis	14	11	79%	Online and on-demand
Basics of eFiling	164	144	88%	Online and on-demand
Batch Print	51	17	33%	Online and on-demand
Beating Burnout - Practical and Complete Stress Management	239	204	85%	Online and on-demand
Being Strong, True, Focus	44	42	95%	Online and on-demand
Bench Meeting	1	1	100%	Online and on-demand
Better Business Behavior: How to Take Initiative	78	63	81%	Online and on-demand
Better Business Writing	10	7	70%	Online and on-demand
Bias & Inclusivity: Let's Investigate Challenge	31	23	74%	Online and on-demand
Black History Month (U. S.)	59	50	85%	Online and on-demand
Blind Spots: Diversity & Ethics	148	116	78%	Online and on-demand
Blue Zones Webinar	44	39	89%	Online and on-demand
Build Resilience With An Adaptive Mindset	14	8	57%	Online and on-demand
Burnout and Mental Fatigue	70	64	91%	Online and on-demand
Calendaring Events	96	76	79%	Online and on-demand
CARE Generated Documents and Orders	29	27	93%	Online and on-demand
CARE Release Webinar	8	7	88%	Online and on-demand
Carey Guide & BITS	54	47	87%	Online and on-demand
Carey Guide & BITS Recertification	3	1	33%	Online and on-demand
Carey Guide: TOD - Admin Training -	3	2	67%	Online and on-demand
Carey Guide: TOD - User Training -	20	13	65%	Online and on-demand
Caring for Ourselves and Others/Difficult Times	54	49	91%	Online and on-demand
Case and Document Classifications	121	104	86%	Online and on-demand
Case Item and Order Fulfillment	95	67	71%	Online and on-demand
Case Planning - How to Access the PRA Dashboard	2	2	100%	Online and on-demand
Case Planning 102	40	24	60%	Online and on-demand
Case Planning 102 - October 12th	9	1	11%	Online and on-demand
Case Planning 102 - October 26th	9	1	11%	Online and on-demand
Case Planning 102 - October 28th	9	1	11%	Online and on-demand
Case Planning Trainer - 3 Year Commitment	3	2	67%	Online and on-demand
Case Planning Trainer - Certification Test	2	2	100%	Online and on-demand
Case Planning Trainer - Required Reading	4	2	50%	Online and on-demand
Case Planning: Next Steps and the BAW	16	15	94%	Online and on-demand
Case Planning: AC Answers	16	14	88%	Online and on-demand
Case Planning: Anti Social Personality Pattern	51	41	80%	Online and on-demand
Case Planning: Behavioral Analysis Worksheet (BAW)	38	28	74%	Online and on-demand
Case Planning: Category 1 - Delinquency	40	36	90%	Online and on-demand
Case Planning: Category 2 - School/Work	51	46	90%	Online and on-demand
Case Planning: Category 5 - Family	37	27	73%	Online and on-demand
Case Planning: Central 8, Category 5 - Family	17	16	94%	Online and on-demand
Case Planning: Introduction	50	44	88%	Online and on-demand
Case Planning: Leisure/Recreation & ProDelinquent Assoc	59	45	76%	Online and on-demand
Case Planning: Module 11: Assessment Scoring, Re-Assessment, &	36	26	72%	Online and on-demand
Case Planning: Pro-delinquent Attitudes	50	42	84%	Online and on-demand
Case Planning: Responsibility	44	29	66%	Online and on-demand
Case Planning: Responsibility	16	15	94%	Online and on-demand
Case Planning: Substance Abuse	49	44	90%	Online and on-demand
Case Planning: What is a Utah's Risk and Needs Assessment	41	40	98%	Online and on-demand
Case Planning: Zeroing In and the Case Plan	18	17	94%	Online and on-demand
Case Planning: Zeroing In, Step 1 - Preparing for Collaboration	33	24	73%	Online and on-demand
Case Planning: Zeroing In, Step 2 - Sharing the Information	33	23	70%	Online and on-demand
Case Planning: Zeroing In, Step 3 - Finalizing/eFile Case Plan	37	27	73%	Online and on-demand
Case Referrals	64	55	86%	Online and on-demand
Case Search & Print	104	69	66%	Online and on-demand
Cash Count in CARE	36	32	89%	Online and on-demand
Cash Count in CORIS	465	442	95%	Online and on-demand
Cashiering	63	52	83%	Online and on-demand
CCPIO Panel	29	25	86%	Online and on-demand
Certified and Exemplified Copies	107	97	91%	Online and on-demand
Challenging Bias at Work: Toward a Systems Approach	2	2	100%	Online and on-demand
Change	113	88	78%	Online and on-demand
Child Welfare Timeline	28	9	32%	Online and on-demand
Child Welfare Timeline Errors	17	14	82%	Online and on-demand

# COURSE ENROLLMENTS

## (BY SUBJECT AND TYPE)

Course Name	Enrollment	Completion	% Receiving Credit	Category
Citation Process	92	64	70%	Online and on-demand
Civil Case Management Part 1	58	50	86%	Online and on-demand
Civil Case Management, Part 2	53	39	74%	Online and on-demand
Civil Stalking Injunction	104	58	56%	Online and on-demand
Climate Science & Law: How Climate Science Works	2	2	100%	Online and on-demand
Climate Science & Law: Judicial Remedies for Climate Disrupt	1	1	100%	Online and on-demand
Climate Science & Law: Procedural Techniques Available	1	1	100%	Online and on-demand
Collecting Specimens	65	53	82%	Online and on-demand
Collections	66	15	23%	Online and on-demand
Collections Management w/AP&P	38	37	97%	Online and on-demand
Commissioner Judge Workflow	10	7	70%	Online and on-demand
Commissioner Signed Docs - Discuss & Training -	10	10	100%	Online and on-demand
Common Ground: Sexual Harassment and Abusive Conduct Prever	7	6	86%	Online and on-demand
Community of Practice - Building Rapport	5	5	100%	Online and on-demand
Community of Practice - Using Technology as a Tool	3	2	67%	Online and on-demand
Computing Time - Justice Courts	108	100	93%	Online and on-demand
Confidentiality and Release of Information	38	34	89%	Online and on-demand
Conflict Management	136	83	61%	Online and on-demand
Conquer Your Anxiety	215	168	78%	Online and on-demand
Contested Divorces	79	61	77%	Online and on-demand
Continuances	70	56	80%	Online and on-demand
Co-Occuring Disorders	5	4	80%	Online and on-demand
CORIS/MyCase/JAQ Release	32	29	91%	Online and on-demand
Court Calendars	39	27	69%	Online and on-demand
Court Security Introduction Navigation	296	237	80%	Online and on-demand
Court Security Section 1	390	282	72%	Online and on-demand
Court Security Section 2	296	232	78%	Online and on-demand
Court Security Section 3	319	234	73%	Online and on-demand
Court Security Section 4	277	217	78%	Online and on-demand
Court Security Section 5	305	226	74%	Online and on-demand
Courthouse Security Webinar	44	42	95%	Online and on-demand
Courtroom Demeanor	120	110	92%	Online and on-demand
Creating a Delinquency Incident (A)	82	56	68%	Online and on-demand
Creating a Workplace that Embraces Neurodiversity	11	9	82%	Online and on-demand
Creating and Processing New Cases	26	20	77%	Online and on-demand
Creating Inclusive Space/Cultural Competency - 4/18, 1:30-3 (Virtua	66	57	86%	Online and on-demand
Creating Rulings	218	207	95%	Online and on-demand
Credit Adjustments	76	60	79%	Online and on-demand
Criminal Appeals	44	32	73%	Online and on-demand
Criminal Bail Bond Dispositions	85	65	76%	Online and on-demand
Criminal Expungements	97	49	51%	Online and on-demand
Criminal Orientation	107	86	80%	Online and on-demand
Criminal Post Disposition	48	29	60%	Online and on-demand
Criminal Protective Orders	2	2	100%	Online and on-demand
Criminal Sentencing	52	30	58%	Online and on-demand
Criminal Terminology	105	93	89%	Online and on-demand
Criminal Time Pay	51	19	37%	Online and on-demand
Criminal Traffic	39	31	79%	Online and on-demand
Crisis Response Planning Workshop	56	40	71%	Online and on-demand
Critical Messages	101	84	83%	Online and on-demand
Crucial Conversations: Tools for Talking When Stakes Are Hig	18	14	78%	Online and on-demand
Cyber Self Defense - Dec 20th	142	97	68%	Online and on-demand
Daily Journal Cutoff	24	19	79%	Online and on-demand
Data On Serious Crime Among Youth	2	1	50%	Online and on-demand
Dating Violence Among Teens	33	31	94%	Online and on-demand
De-escalating a Mental Health Crisis	1	1	100%	Online and on-demand
De-escalating Crowds	1	1	100%	Online and on-demand
Develop Your Inclusion IQ	35	26	74%	Online and on-demand
Developing A Strong Leadership Team	65	39	60%	Online and on-demand
Digital Signature for Warrants, OTC, Small Claims	55	33	60%	Online and on-demand
Digitally and Manually Signed Orders	27	21	78%	Online and on-demand
Discovery Tiers and Timelines	48	30	63%	Online and on-demand
Dist/Just Crt Prog Rel Webinar - 2/09 (12-1) -	518	470	91%	Online and on-demand
Dist/Just Crt Prog Rel Webinar - 9/29 (12-1) -	585	543	93%	Online and on-demand
Dist/Just Crt Program Release - April 27th -	534	429	80%	Online and on-demand
Dist/Just Crt Program Release - Jan 27th	119	119	100%	Online and on-demand
District Case Planning Booster	11	10	91%	Online and on-demand
District/Justice Court Prog Release Webinar	21	21	100%	Online and on-demand
Do Less, Accomplish More	109	92	84%	Online and on-demand
Doctrine of Specific Contradiction	92	41	45%	Online and on-demand
Document Entry & Classifications	14	11	79%	Online and on-demand
Domestic Judgments	57	42	74%	Online and on-demand
Domestic Terminology	89	80	90%	Online and on-demand
Domestic Violence	1	1	100%	Online and on-demand
Domestic: In-Court Minutes	58	45	78%	Online and on-demand
Domestic: Protective Order Cases	91	65	71%	Online and on-demand
Don't Eat the Cookies: Embracing Resistance to Mak	2	2	100%	Online and on-demand
Driver License Reporting Screen	311	306	98%	Online and on-demand
Education and Parental Involvement	8	7	88%	Online and on-demand
Effective & Strategic Recruitment-4/28th	16	14	88%	Online and on-demand
Effective Communication with Autisic Children	3	3	100%	Online and on-demand



# COURSE ENROLLMENTS

## (BY SUBJECT AND TYPE)

Course Name	Enrollment	Completion	% Receiving Credit	Category
Effective Presentation Skills	7	5	71%	Online and on-demand
Effective Sentencing Practices	2	1	50%	Online and on-demand
Efficient Court Minutes	35	1	3%	Online and on-demand
Embracing Your Imperfections in Leadership	47	35	74%	Online and on-demand
Emotional Intelligence	94	64	68%	Online and on-demand
Employee Dev & Performance Mange	6	6	100%	Online and on-demand
Ensuring Intervention Completion	43	33	77%	Online and on-demand
Ensuring Intervention Completion for Supervisors	3	1	33%	Online and on-demand
Enterprise Security Awareness	199	190	95%	Online and on-demand
Ethics, Abusive Conduct	3	2	67%	Online and on-demand
Everything Google Part 2 - Drive and Docs	80	62	78%	Online and on-demand
Everything Google Part 3 - Sheets, Forms & Slides	70	53	76%	Online and on-demand
Evictions	82	50	61%	Online and on-demand
Evictions	1	1	100%	Online and on-demand
Evidence & Ethical Issues with Social Media	40	34	85%	Online and on-demand
eWarrants	6	5	83%	Online and on-demand
Excel 365: Beginner	48	9	19%	Online and on-demand
Excel in 30 Minutes - Advanced Charting, Trendlines, and Gra	22	10	45%	Online and on-demand
Excel in 30 Minutes - Analyzing Data with Tables and Fomatt	19	8	42%	Online and on-demand
Excel In 30 Minutes: Calculations	18	9	50%	Online and on-demand
Excel in 30 Minutes: Sorting and Filtering Lists	18	8	44%	Online and on-demand
Excel in 30 Minutes: Working with Logical Functions	12	2	17%	Online and on-demand
Excel in 30 Minutes: Working with Text and Math Functions	13	5	38%	Online and on-demand
Exhibits	40	28	70%	Online and on-demand
Expungements	21	18	86%	Online and on-demand
Family Law Experts Panel	1	1	100%	Online and on-demand
Family Law L&L: A Day in the Life	2	2	100%	Online and on-demand
Family Law L&L: AFCC Guidelines	1	1	100%	Online and on-demand
Family Law L&L: Custody Evals & GAL	1	1	100%	Online and on-demand
Family Law L&L: Resist/Refuse Dynamics	1	1	100%	Online and on-demand
Family Law L&L: Rule 108 Objections	3	3	100%	Online and on-demand
Family Teaming	10	8	80%	Online and on-demand
February 2021 CIP Webinar - Upfront Family Finding	2	2	100%	Online and on-demand
FFPSA Prevention Services & Supports	6	5	83%	Online and on-demand
File Reassignment	18	11	61%	Online and on-demand
Filing a Small Claims	320	317	99%	Online and on-demand
Filing Civil Cases	71	56	79%	Online and on-demand
Filing Criminal Cases	101	83	82%	Online and on-demand
Filing Domestic Cases	79	66	84%	Online and on-demand
Finders (GOTCHA or Tax Intercept)	337	333	99%	Online and on-demand
Finding Case, Party, Victim	98	80	82%	Online and on-demand
Foreign Domestic Orders	54	33	61%	Online and on-demand
Foreign Judgments	47	31	66%	Online and on-demand
Foreign Subpoena	41	24	59%	Online and on-demand
Formal Informal Probate	60	26	43%	Online and on-demand
Gang Interventions	2	1	50%	Online and on-demand
General Accounting	42	37	88%	Online and on-demand
Generating Letters	68	48	71%	Online and on-demand
Gestational Agreement	35	11	31%	Online and on-demand
Gmail: A Complete Guide	27	7	26%	Online and on-demand
Google Calendar Training	48	24	50%	Online and on-demand
Google Docs: Beginner	2	1	50%	Online and on-demand
Google Drive (2021)	38	19	50%	Online and on-demand
Google Sheets: Beginner	38	8	21%	Online and on-demand
Guardianship Conservatorship	50	20	40%	Online and on-demand
Guardianship Judicial Response Protocol	11	8	73%	Online and on-demand
HB 260 & Accounting Changes	18	11	61%	Online and on-demand
Healthy Coping Session	6	6	100%	Online and on-demand
How Do I Build an Effective Leadership Team	20	8	40%	Online and on-demand
How great leaders inspire action   Simon Sinek	47	39	83%	Online and on-demand
How to build your confidence -- and spark it in others   Bri	68	46	68%	Online and on-demand
How to Complete & eFile the Case Plan	4	4	100%	Online and on-demand
How to Create a Case Plan Report Packet	4	4	100%	Online and on-demand
How to Create an Order for Signature	23	18	78%	Online and on-demand
How to eFile Documents	84	70	83%	Online and on-demand
How to get serious about diversity and inclusion in the work	41	29	71%	Online and on-demand
How to overcome our biases? Walk boldly toward them   Vernā	58	40	69%	Online and on-demand
How to Set Defaults	73	66	90%	Online and on-demand
How to Verify Judgments	46	33	72%	Online and on-demand
HR Policy Amendments Eff July 2022	174	168	97%	Online and on-demand
Human Resources Policy Manual Acknowledgment Form FY24	1	1	100%	Online and on-demand
Human Trafficking	23	19	83%	Online and on-demand
Humor Me	48	46	96%	Online and on-demand
Incidents	24	21	88%	Online and on-demand
Inclusion in Action: 9 Skills for Communicating and Collabor	6	2	33%	Online and on-demand
In-Court Minutes	17	14	82%	Online and on-demand
Individual Goal Setting	8	4	50%	Online and on-demand
Individual Goals and Challenges	5	2	40%	Online and on-demand
Initiative for Children	1	1	100%	Online and on-demand

# COURSE ENROLLMENTS

## (BY SUBJECT AND TYPE)

Course Name	Enrollment	Completion	% Receiving Credit	Category
Inside the mind of a master procrastinator   Tim Urban   TED	72	56	78%	Online and on-demand
Interpreter Requests in CORISWeb	54	47	87%	Online and on-demand
Intro To Westlaw - Utah Law Library ()	3	3	100%	Online and on-demand
Introduction to eFiling	370	349	94%	Online and on-demand
Introduction to Neurodiversity in the Workplace	5	3	60%	Online and on-demand
Introduction to Online Dispute Resolution	47	41	87%	Online and on-demand
IT Programming Pre-Release Webinar	39	35	90%	Online and on-demand
IT Update	92	70	76%	Online and on-demand
Jabber	19	12	63%	Online and on-demand
Jail Release Agreements	176	167	95%	Online and on-demand
January 2021 CIP Webinar - Early & Intense Family Teaming	2	2	100%	Online and on-demand
JC New Clerk Orientation (NCO) - Jan 26th	81	57	70%	Online and on-demand
JCCC - Legislative Update - 03/23	289	283	98%	Online and on-demand
Journal Close	55	45	82%	Online and on-demand
Judgment Maintenance	32	16	50%	Online and on-demand
Judicial Ethics: An Overview of the JCC	1	1	100%	Online and on-demand
June 2021 CIP Webinar - Procedural Justice and Incorporating	1	1	100%	Online and on-demand
Jury & Virtual Selection	92	80	87%	Online and on-demand
Justice Court Collection Information and Spreadsheet	51	35	69%	Online and on-demand
Justice Court Judges' Spring Conference Legislative Update	4	4	100%	Online and on-demand
Justice Court Judges' Spring Conference Opening and Admin Upda	2	2	100%	Online and on-demand
Justice Court Judges' Spring Conference Restitution Roundtable	3	3	100%	Online and on-demand
Justice Court Overview	455	369	81%	Online and on-demand
Justice Court Task Force Update	6	6	100%	Online and on-demand
Justice Ruth Bader Ginsburg	3	3	100%	Online and on-demand
JUSTJUST - Filing Case Overview (Criminal/Traffic)	335	326	97%	Online and on-demand
JUSTJUST Anatomy of a Criminal/Traffic Case	96	94	98%	Online and on-demand
JUSTJUST Credits and Dismissals	331	326	98%	Online and on-demand
JUSTJUST Document Report	374	359	96%	Online and on-demand
JUSTJUST Report Timelines	306	298	97%	Online and on-demand
JUSTJUST Taking Payments in CORIS	341	337	99%	Online and on-demand
Juvenile Court Criminal Protective Order	14	11	79%	Online and on-demand
Juvenile Court Judges' Legislative Update	1	1	100%	Online and on-demand
Juvenile Court Legislative Update	11	10	91%	Online and on-demand
Juvenile Court Legislative Update - 4/21 -	97	90	93%	Online and on-demand
Juvenile Court Prog Rel Webinar - 2/08 (12-1)	178	146	82%	Online and on-demand
Juvenile Court Prog Rel Webinar - 9/28 (12-1)	247	212	86%	Online and on-demand
Juvenile Court Prog Release Webinar	7	5	71%	Online and on-demand
Juvenile Court Prog Release Webinar - Jan 26th 2022 Sess	5	3	60%	Online and on-demand
Juvenile Court Programming Release (Sept2021)	2	2	100%	Online and on-demand
Juvenile Crt Prog Rel Webinar - 4/26 -	170	147	86%	Online and on-demand
Juvenile Crt Prog Rel Webinar - 6/21 -	130	100	77%	Online and on-demand
Kin-First Culture	6	5	83%	Online and on-demand
Legal Ethics for Attorneys	3	3	100%	Online and on-demand
Legislative Audit Update	71	56	79%	Online and on-demand
Legislative Update	149	112	75%	Online and on-demand
Legislative Update	10	9	90%	Online and on-demand
Legislative Workshop - 2021	2	2	100%	Online and on-demand
LegislativeUpdate	49	49	100%	Online and on-demand
LGBTQ Consider in Domestic Violence	8	8	100%	Online and on-demand
LGBTQ+ Pride Month	15	11	73%	Online and on-demand
Linking Law to Everyday Practices -	7	7	100%	Online and on-demand
LMS "Manager" Training Session	22	17	77%	Online and on-demand
LMS "USER" Training Session	133	115	86%	Online and on-demand
Lunch & Learn: Booking Reports & Interlock	72	31	43%	Online and on-demand
Manage Procrastination, and Boss Your Day	46	25	54%	Online and on-demand
Managing eFile Queues	26	21	81%	Online and on-demand
Managing Electronic Evidence	1	1	100%	Online and on-demand
Managing Leave/Time/Attendance/Payroll-5/25	14	9	64%	Online and on-demand
Managing Pending Cases	41	28	68%	Online and on-demand
Managing Probate Cases	21	12	57%	Online and on-demand
Managing Queues - District/Justice Courts	73	59	81%	Online and on-demand
Managing Remote Teams (US)	16	8	50%	Online and on-demand
Managing Stress	94	73	78%	Online and on-demand
Managing Work and Family	10	5	50%	Online and on-demand
Mastering Change Management	2	1	50%	Online and on-demand
Mastering Java 8 Fundamentals	22	2	9%	Online and on-demand
MAYSI-2 Online Training	35	32	91%	Online and on-demand
Meaningful Shelter & Pre-Trial Hearings	5	4	80%	Online and on-demand
Mediation	59	41	69%	Online and on-demand
Medical Cannabis in Utah	5	5	100%	Online and on-demand
Mental Health Update	2	2	100%	Online and on-demand
Mentoring: Creating a Successful Mentoring Relationship	22	15	68%	Online and on-demand
Mentoring: The Next Steps for Success	12	8	67%	Online and on-demand
Microsoft 365 Sharing Calendars and Email (2022)	11	5	45%	Online and on-demand
Microsoft Office Excel 2016: Part 1 (Beginner)	5	3	60%	Online and on-demand
Microsoft Office Excel 2016: Part 2 (Intermediate)	4	1	25%	Online and on-demand
Microsoft Office Excel 2016: Part 3 (Expert)	3	1	33%	Online and on-demand



# COURSE ENROLLMENTS

## (BY SUBJECT AND TYPE)

Course Name	Enrollment	Completion	% Receiving Credit	Category
Mind Your Mood	11	5	45%	Online and on-demand
Mindfulness for Work Stress, Part 1	36	31	86%	Online and on-demand
Mindfulness for Work Stress, Part 2	26	22	85%	Online and on-demand
Minor Settlement	38	12	32%	Online and on-demand
Minute Entries - CORIS	88	50	57%	Online and on-demand
Minutes Section A	28	14	50%	Online and on-demand
Minutes Section B	23	16	70%	Online and on-demand
Modifying Scheduled Events	62	46	74%	Online and on-demand
My Cases My Calendar	67	63	94%	Online and on-demand
My Workspace	46	43	93%	Online and on-demand
My Workspace Jury - Post Jury	29	16	55%	Online and on-demand
My Workspace Jury - Processing	36	22	61%	Online and on-demand
My Workspace Jury - Trial Preparation	30	15	50%	Online and on-demand
My Workspace Jury: Creation	34	23	68%	Online and on-demand
My Workspace Jury: Non Compliance	18	13	72%	Online and on-demand
MyCase (Pro Se eFiling) & JAQ	325	303	93%	Online and on-demand
MyCase Overview & Case Linking	63	55	87%	Online and on-demand
Naloxone - Lessons, Learned	3	3	100%	Online and on-demand
Name Change	50	24	48%	Online and on-demand
Neurodiversity	4	2	50%	Online and on-demand
Neurodiversity Inclusion in the Workplace	2	1	50%	Online and on-demand
Neurodiversity: An Introduction	4	3	75%	Online and on-demand
Neurodiversity: Types of Neurodivergence	3	2	67%	Online and on-demand
New Accting Manual Site Webinar	51	42	82%	Online and on-demand
New Clerk Orientation	27	22	81%	Online and on-demand
New Clerk Orientation Basic Terminology	13	10	77%	Online and on-demand
New Guardianship Rule 10.13.22	20	20	100%	Online and on-demand
Notice of Hearing (Victim)	52	49	94%	Online and on-demand
Observation and Feedback Sessions	18	9	50%	Online and on-demand
ODR Case Disposition and Dismissal Management	26	22	85%	Online and on-demand
ODR Case Initiation and Exemptions	30	28	93%	Online and on-demand
ODR Facilitators and the Role They Play	33	31	94%	Online and on-demand
Offense Tracking Number	126	121	96%	Online and on-demand
Office of State Debt Collection	62	27	44%	Online and on-demand
Oklahoma v. Castro-Huerta -	6	6	100%	Online and on-demand
Organization Skills	44	28	64%	Online and on-demand
Orientation to CARE	81	73	90%	Online and on-demand
Our Identities Ourselves	7	7	100%	Online and on-demand
Overages and Shortages	50	39	78%	Online and on-demand
Overpayments	53	37	70%	Online and on-demand
Parental Involvement, Family Empowerment	2	2	100%	Online and on-demand
PCI Training	81	76	94%	Online and on-demand
Performance Improvement & Discipline-3/28 ()	34	28	82%	Online and on-demand
Petitions to Modify	63	51	81%	Online and on-demand
Plugged In and Disconnected	26	23	88%	Online and on-demand
Post-Conviction Relief	27	14	52%	Online and on-demand
Poverty Simulation	11	10	91%	Online and on-demand
Pretrial Release	1	1	100%	Online and on-demand
Pre-Trial Release Update	1	1	100%	Online and on-demand
Probable Cause: On-Call Maintenance	24	22	92%	Online and on-demand
Probation Education for Program	112	102	91%	Online and on-demand
Probation Mission, Vision, Values Rollout	4	4	100%	Online and on-demand
Probation Officer Safety 1 - Online Course	150	73	49%	Online and on-demand
Procedure for Bail Bonds	16	14	88%	Online and on-demand
Processing eCitations in CARE	56	46	82%	Online and on-demand
Professional Etiquette	131	99	76%	Online and on-demand
Promoting BP for Concurrent Planning & Beyond	3	3	100%	Online and on-demand
Protective Orders	108	84	78%	Online and on-demand
Protective Orders	1	1	100%	Online and on-demand
PRS/PSRA Instruction Update	2	2	100%	Online and on-demand
PSRA/PRA 2022 Update Info - Feb 24th 1pm Session	1	1	100%	Online and on-demand
Purpose Responsibilities of the Courts	54	38	70%	Online and on-demand
Racial/Ethnic Disparities Juv. Justice	12	10	83%	Online and on-demand
Reaching Personal Goals	56	35	63%	Online and on-demand
Reduce the Harm of Microaggression in the Workplace	5	2	40%	Online and on-demand
Registering Protective Orders -	13	11	85%	Online and on-demand
Remote Working 101	46	31	67%	Online and on-demand
Report Scheduling in CORISWeb	18	11	61%	Online and on-demand
Retirement Planning for JCJ & Comm	2	1	50%	Online and on-demand
Returned Checks	43	29	67%	Online and on-demand
Revenue Reporting	41	28	68%	Online and on-demand
Robyn's Experience	11	9	82%	Online and on-demand

# COURSE ENROLLMENTS

## (BY SUBJECT AND TYPE)

Course Name	Enrollment	Completion	% Receiving Credit	Category
Role of Probation	47	40	85%	Online and on-demand
Roundtable Discussion Time Management	2	2	100%	Online and on-demand
Rule 404(b) Motions: December 9, 2021	4	3	75%	Online and on-demand
Rulings for Case & Certificate of Notification	42	23	55%	Online and on-demand
SAFE System	22	21	95%	Online and on-demand
Safeguarded Doc Rev Webinar: Dec 14th	199	138	69%	Online and on-demand
Safety Decision Substance Use Disorder Cases	8	8	100%	Online and on-demand
Safety w/Families w/Substance Use Disorders	5	5	100%	Online and on-demand
Searching for Uploaded Documents	24	17	71%	Online and on-demand
Security and Social Media: Feb 10 2022	1	1	100%	Online and on-demand
Security Awareness	306	245	80%	Online and on-demand
Self Care Isn't Selfish - Feb 24th	25	22	88%	Online and on-demand
Signature Process	49	25	51%	Online and on-demand
Signing Application	64	46	72%	Online and on-demand
Signing at the Direction of the Judge - CORIS	65	46	71%	Online and on-demand
Sleep from A to Zzzz's	34	28	82%	Online and on-demand
Small Claims - Pro Tem Judge Training - 5/19/2021	5	3	60%	Online and on-demand
Small Claims/Trial Minutes	123	94	76%	Online and on-demand
Social Justice, Trauma & Mental Illness	22	18	82%	Online and on-demand
Social Media Misinformation	60	59	98%	Online and on-demand
Social Media Misinformation/Protection	2	2	100%	Online and on-demand
Strengthening Family Engagement & Reunifying	6	6	100%	Online and on-demand
Substance Abuse and Family Court	21	21	100%	Online and on-demand
Successful Negotiation	4	2	50%	Online and on-demand
Successful Time Management	81	45	56%	Online and on-demand
Supervised Administration	21	4	19%	Online and on-demand
SurveyMonkey: Create a Survey	10	8	80%	Online and on-demand
Targeted Response Review Booster	20	12	60%	Online and on-demand
The Feminist War on Crime	3	3	100%	Online and on-demand
The surprising habits of original thinkers   Adam Grant   TE	75	56	75%	Online and on-demand
The world needs all kinds of minds   Temple Grandin   TED Ta	6	4	67%	Online and on-demand
Timeblocks	4	2	50%	Online and on-demand
Traditional Dine' Beliefs & Teaching -	73	54	74%	Online and on-demand
Transforming Trauma	11	10	91%	Online and on-demand
Transition to Leadership	27	14	52%	Online and on-demand
Trends in the Custody Arena	7	7	100%	Online and on-demand
Trials	38	22	58%	Online and on-demand
Trust Check Processing	10	8	80%	Online and on-demand
Trust Checks	52	22	42%	Online and on-demand
Trust Reconciliation	44	24	55%	Online and on-demand
U.S. Supreme Court Decisions	1	1	100%	Online and on-demand
UBofP Interacts w/Rulings	3	1	33%	Online and on-demand
Unclaimed Property	44	29	66%	Online and on-demand
Uncontested & Stipulated Divorces	78	65	83%	Online and on-demand
Understanding Unconscious Bias: An Introduction	41	28	68%	Online and on-demand
Unidentified Payments	62	45	73%	Online and on-demand
Uniform Fine Schedule, Fine Distribution and Court Costs	102	99	97%	Online and on-demand
Unlocking Resilience in Leadership	21	14	67%	Online and on-demand
Uploading Documents in CARE	36	23	64%	Online and on-demand
Use of State Seal	35	28	80%	Online and on-demand
Utilizing Survey Monkey w/Google - Nov 2	12	11	92%	Online and on-demand
Verifying a Cash Count in CARE	42	35	83%	Online and on-demand
Vicarious Trauma, Protecting Staff & Yourself	3	3	100%	Online and on-demand
Welcome and Introduction Webinar	46	43	93%	Online and on-demand
Welcome and Program Updates	16	16	100%	Online and on-demand
Welcome Neurodiversity in the Workplace: Complete Course	3	2	67%	Online and on-demand
Welcome_Motivational Interviewing	1	1	100%	Online and on-demand
What is an Assessment & How to Navigate?	16	13	81%	Online and on-demand
What's New in Excel 2019?	16	11	69%	Online and on-demand
Why we all need to practice emotional first aid   Guy Winch	67	54	81%	Online and on-demand
Why we make bad decisions   Dan Gilbert   TED Talk	83	58	70%	Online and on-demand



# THANK YOU STANDING EDUCATION COMMITTEE

The Standing Education Committee provided guidance and important feedback as the Education Department considered different policies, tools and methods of content delivery during the past year.

**Justice Diana Hagen**

Chair, Utah Supreme Court

**Judge Matthew D. Bates**

Third District Court

**Neira Siaperas**

Deputy State Court Administrator, Administrative Office of the Courts

**Megan Haney**

Chief Probation Officer, Third District Juvenile Court

**Judge Angela Fannesbeck**

First District Court

**Professor James Hedges**

Dean, Division of Online and Continuing Education, Weber State University

**Melissa Kennedy**

Clerk of Court, Third District Juvenile Court

**Marianne Perry**

Program Manager, Administrative Office of the Courts

**Judge Kirk Morgan**

First District Juvenile Court

**Bart Olsen**

Human Resources Director, Administrative Office of the Courts

**Joyce Pace**

Trial Court Executive, Fifth District Court

**Mark Paradise**

Trial Court Executive, Third District Court

**Judge J.C. Ynchausti**

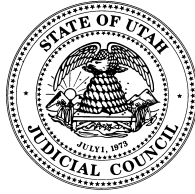
Davis County Justice Court, Education liaison of the Board of Justice Court Judges

**Lauren Andersen**

Staff, Judicial Institute Director, Administrative Office of the Courts

Tab 3





# Administrative Office of the Courts

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

Ronald B. Gordon, Jr.  
State Court Administrator  
Neira Siaperas  
Deputy Court Administrator

## MEMORANDUM

**TO:** Utah Judicial Council

**FROM:** Jim Peters, Justice Court Administrator

**DATE:** September 5, 2023

**RE:** Certifying Compliance with Judicial Performance Standards for the 2024 Election

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In anticipation of the 2024 general election, staff at the Administrative Office have been working with the 73 judicial officers who are eligible for retention in the coming year. These include judges for whom next year's election is the first general election held more than three years after the judges were first appointed, as well as judges who are completing a full term after being retained previously.

Pursuant to [Rule 3-101 of the Code of Judicial Administration](#) and [Rule 597-3-4\(2\) of the Utah Administrative Code](#), the Judicial Council needs to certify to the Utah Judicial Performance Evaluation Commission whether the judicial officers listed below are in compliance with the Council's performance standards. These include standards relating to cases under advisement, continuing education, and physical and mental competence.

The attached Judicial Retention Election Declaration Forms indicate that, with one exception, all of the judges eligible for retention in 2024 have satisfied those standards. One trial court judge had at least one case under advisement for more than six months for reasons not beyond the judge's personal control. However, that occurred during the pandemic when applicable portions of Rule 3-101 of the Code of Judicial Administration were suspended by order of the Supreme Court and Judicial Council. Because of this suspension, the six-month under advisement performance standard did not apply. As such, I am requesting that the Judicial Council certify all judges listed below as compliant with its performance standards. If approved, staff will relay the Council's decision to JPEC by October 1, 2023.

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

## **JUDICIAL OFFICERS ELIGIBLE FOR RETENTION IN 2024**

### **Supreme Court:**

- Chief Justice Matthew B. Durrant

### **Court of Appeals:**

- Judge Ryan D. Tenney

### **District Court:**

- Judge Marvin D. Bagley (Sixth District)
- Judge Keith C. Barnes (Fifth District)
- Judge Joseph Bean (Second District)
- Judge Heather Brereton (Third District)
- Judge Rita M. Cornish (Second District)
- Judge Michael D. DiReda (Second District)
- Judge James D. Gardner (Third District)
- Judge Roger Griffin (Fourth District)
- Judge Craig Hall (Second District)
- Judge Douglas Hogan (Third District)
- Judge Jeremiah Humes (Seventh District)
- Judge Christine S. Johnson (Fourth District)
- Judge Kristine E. Johnson (Third District)
- Judge William K. Kendall (Third District)
- Judge Greg Lamb (Eighth District)
- Judge Eric A. Ludlow (Fifth District)
- Judge Robert A. Lund (Fourth District)
- Judge Jennifer A. Mabey (Fourth District)
- Judge Brandon J. Maynard (First District)
- Judge Ann Marie McIff Allen (Fifth District)
- Judge Richard D. McKelvie (Third District)
- Judge Cristina P. Ortega (Second District)
- Judge Sean M. Petersen (Fourth District)
- Judge Kara L. Pettit (Third District)
- Judge Denise M. Porter (Fourth District)
- Judge Derek P. Pullan (Fourth District)
- Judge Ronald G. Russell (Second District)
- Judge Laura Scott (Third District)
- Judge Spencer D. Walsh (First District)
- Judge Teresa L. Welch (Third District)

**Juvenile Court:**

- Judge Brent H. Bartholomew (Fourth District)
- Judge Paul Dame (Fifth District)
- Judge Monica Diaz (Third District)
- Judge Bryan Galloway (First District)
- Judge Annette Jan (Third District)
- Judge Elizabeth Knight (Third District)
- Judge Michael Leavitt (Fifth District)
- Judge Elizabeth A. Lindsley (Third District)
- Judge Tupakk A. G. Renteria (Third District)
- Judge Jeffry Ross (Eighth District)
- Judge Sharon S. Sipes (Second District)
- Judge Tasha Williams (Second District)

**Justice Court:**

- Judge Christopher G. Bown (Taylorsville)
- Judge Ann Boyle (Saratoga Springs)
- Judge Brian Brower (Clearfield)
- Judge Jon Carpenter (Carbon County)
- Judge Barbara Finlinson (Juab County)
- Judge Barbara Finlinson (Nephi)
- Judge Matthew Funk (Richmond)
- Judge Kenneth Jake Graff (Washington City)
- Judge Catherine Jeane Hoskins (Clinton)
- Judge Catherine Jeane Hoskins (Syracuse)
- Judge Eric S. Jewell (Genola)
- Judge Eric S. Jewell (Goshen)
- Judge Eric S. Jewell (Payson)
- Judge Eric S. Jewell (Santaquin)
- Judge Shauna L. Kerr (Summit County)
- Judge Mark McIff (Piute County)
- Judge Mark McIff (Salina)
- Judge Mark McIff (Sevier County)
- Judge Trent Nelson (Harrisville)
- Judge Paul Olds (Riverdale)
- Judge Cyndee Probert (Aurora)
- Judge Cyndee Probert (Fillmore)
- Judge Cyndee Probert (Millard County)

- Judge Ronald L. Read (Orderville)
- Judge Ronald L. Read (Washington County)
- Judge Ryan Richards (South Salt Lake)
- Judge Brook Sessions (Wasatch County)
- Judge Timothy Smith (Panguitch)
- Judge Danalee Welch-O'Donnal (Grand County)

**APPENDIX**  
**DECLARATION FORMS**

# Supreme Court



# Judicial Retention Election Declaration Form

## Court of Appeals · Supreme Court

This form is used for an appellate judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Supreme Court

**Name:** Matthew Durrant

**Email:** \*\*\*\*\*

**Todays Date:** 07/21/2023

**Term Start Date:** 01/05/2015

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	26
Maximum number of cases under advisement for more than six months in 1-year:	12

From the start of your current term to the present, have you circulated more than an average of three principal opinions per calendar year more than six months after submission ("exceptional cases")? (Your max: 26) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 12) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### Court of Appeals · Supreme Court

If you answered yes to either or both of the questions above, were the circumstances that caused delays beyond your personal control?

☐ Yes (If yes, please explain)

☒ No

☐ Not applicable

Court of Appeals Judges Only - From the start of your current term to the present, is your average time to circulation of principal opinions more than 120 days after submission?

☐ Yes (If yes, please explain)

☐ No

☐ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

☒ More than 30

☐ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and the number of hours associated with the courses.

Annual Judicial Conference 14.5  
One conference of the Conference of Chief Justices  
6

AJEE 15





# Judicial Retention Election Declaration Form

## Court of Appeals · Supreme Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes
- ☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes
- ☐ No (If no, please explain)

### SIGNATURE

Matthew Durrant

Matthew Durrant (Aug 17, 2023 14:34 MDT)

# **Court of Appeals**



# Judicial Retention Election Declaration Form

## Court of Appeals · Supreme Court

This form is used for an appellate judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Court of Appeals

**Name:** Judge Ryan Tenney

**Email:** \*\*\*\*\*

**Todays Date:** 07/21/2023

**Term Start Date:** 08/18/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you circulated more than an average of three principal opinions per calendar year more than six months after submission ("exceptional cases")? (Your max: 6) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### Court of Appeals · Supreme Court

If you answered yes to either or both of the questions above, were the circumstances that caused delays beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

Court of Appeals Judges Only - From the start of your current term to the present, is your average time to circulation of principal opinions more than 120 days after submission?

- ☐ Yes (If yes, please explain)
- ☒ No
- ☐ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and the number of hours associated with the courses.

I'll be attending the judges annual conference in September and, based on past years, I anticipate receiving approximately 11 hours of education credit there.

I'll be attending the AJEI summit in Washington in November and anticipate receiving approximately 20-24 hours of education credits there.



# Judicial Retention Election Declaration Form

## Court of Appeals · Supreme Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes
- ☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes
- ☐ No (If no, please explain)

### SIGNATURE

Ryan Tenney  
Ryan Tenney (Jul 31, 2023 09:36 MDT)

# District Court



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Marvin D. Bagley

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference  
Statewide Treatment Court Conference  
Annual District Court Conference



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Marvin Bagley  
Marvin Bagley (Aug 4, 2023 11:17 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Keith C. Barnes

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judges Conference, September, 2023 (14 hours)  
Judges Spring Conference, May, 2024 (14 hours)  
Legislative Update, March, 2024 (3.5 hours)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Keith C. Barnes  
Keith C. Barnes (Jul 21, 2023 14:48 MDT)





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Joseph Bean

**Email:** \*\*\*\*\*

**Today's Date:** 08/08/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 - 14 hours  
Treatment Court Conference in October 2023 - 14 hours  
District Judges Conference in May, 2024 - 14 hours  
Legislative Update in Spring, 2024 - 4 hours  
Utah State Bar Conferences - ? hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Joseph Bean  
Joseph Bean (Aug 9, 2023 08:28 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Heather Brereton

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

2023 Annual Judicial Conference, September 13-15, 13 hours

2023 State Treatment Court Conference, October 19-20, 8 hours

2024 District Court Conference, May 1-3, 13 hours

2024 Legislative update, 4 hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Heather Brereton  
Heather Brereton (Jul 20, 2023 12:32 MDT)





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Rita M. Cornish

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 12/18/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	8
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 8)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I anticipate attending the Judicial Conference in September 2023, the Legislative Update in Feb/Mar 2024, and the District Court Conference in May 2024, which together should satisfy my education requirements for FY 2024. However, I am also a member of the David K. Watkiss Inns of Court, which provides an additional 8-10 hours of CLE per year and attend various CLEs sponsored by the Utah Bar throughout the year.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

**SIGNATURE**

A handwritten signature in black ink, appearing to be "Zule", written over a horizontal line.



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Michael D DiReda

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference - 14  
District Court Conference - 14  
Spring Legislative Update - 4.0



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Michael DiReda  
Michael DiReda (Jul 20, 2023 16:03 MDT)





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** James D. Gardner

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference (September 2023)--approximately 17 hours.

Spring District Court Conference (Spring 2024)--approximately 12.5 hours.

Brown Bag Seminars (monthly)--approximately 6 hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

James Gardner  
James Gardner (Jul 20, 2023 15:05 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Roger Griffin

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference 12-14  
Annual District Court Conference 12-14  
Annual Legislative Update 3  
Various Monthly "Brown Bag" CLE 3-7



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☐ Yes
- ☒ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

I expect to complete 30 hour or more before June 30, 2024, as detailed in my previous answer. For all previous years, I have had at least 30 hours of continuing legal education.

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes
- ☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes
- ☐ No (If no, please explain)
- ☐ Not applicable

### SIGNATURE

Roger W. Griffin  
Roger W. Griffin (Jul 20, 2023 11:46 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Craig Hall

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 09/15/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2)

☐ Yes

☒ No





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

The current fiscal year began on July 1, 2023 (less than a month ago). But I will complete at least 30 education hours before the end of the current fiscal year. This includes attendance at the Annual Judicial Conference on Sept. 13-15, 2023 (approximately 15 hrs.), and the District Judge Meeting on May 1-3, 2024 (approximately 15 hrs.), along with attendance at several virtual education classes put on by the AOC.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Craig Hall  
Craig Hall (Jul 25, 2023 20:20 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Douglas Hogan

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I plan to attend the Fall (September '23) and Spring ( May '24) Judicial Conferences as well as the legislative update (April '24) which result in more than 30 education hours. I will attend additional courses if my schedule allows. I will exceed the required number of hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Douglas Hogan  
Douglas Hogan (Jul 20, 2023 10:44 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Jeremiah Humes

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/31/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	11
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 11)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference, September, 2023 (14 hrs)  
Judges Spring Conference, May, 2024 (14 hrs)  
Legislative Update, 2024 (4 hrs)





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

#### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

**SIGNATURE**

A handwritten signature in blue ink, appearing to read "John R. Smith", is written over a horizontal line.



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Christine S. Johnson

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will complete both the Fall Conference (September 13-15, 2023) and the Spring Conference (May 1-3, 2024). I will also attend the Legislative Update, which is anticipated to be scheduled for April of 2024. I will complete more than 30 education hours with my attendance at those courses.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Christine Johnson  
Christine Johnson (Jul 20, 2023 15:29 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Kristine E. Johnson

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 11/20/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	11
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 11)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Completed on 7/27/2023 - 1 hour panel discussion for Utah State Bar Summer Convention  
Expect to complete in 2023 - Fall Judicial Conference. Approximately 15 hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Kristine Johnson  
Kristine Johnson (Aug 9, 2023 14:31 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** William K. Kendall

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☒ Yes
- ☐ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☒ No
- ☐ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Fall 2023 Judicial Conference and Spring 2024 Judicial Conference.

At the University of Utah School of Law I will be teaching Legal Professions in the Fall 2023 semester and both Trial Advocacy and Expert Witness courses in the Spring 2024 semester.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

**SIGNATURE**

A handwritten signature in blue ink, appearing to read "Wm. K. Smith", is written over a circular official stamp.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Greg Lamb

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 12/18/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	8
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 8 \_\_\_\_\_)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3 \_\_\_\_\_)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

- National Association of Drug Court Professionals, RISE: 21.5 hours
- District Court Annual Conference: 14 hours
- Treatment Court Conference: 12 hours
- District Court Spring Conference: 18 hours
- Water Law Training: 4 hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes
- ☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes
- ☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes
- ☐ No (If no, please explain)
- ☐ Not applicable

**SIGNATURE**

  
Greg Lamb (Jul 20, 2023 13:30 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Eric A. Ludlow

**Email:** \*\*\*\*\*

**Today's Date:** 08/14/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference, September, 2023 [14 Hours]

Judge's Spring Conference, May, 2024. [14 Hours].

Legislative Update, 2024. [3 Hours].



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Eric Ludlow

Eric Ludlow (Aug 14, 2023 11:32 MDT)





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Robert Lund

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 12/18/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	8
Maximum number of cases under advisement for more than six months in 1-year:	4

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 8) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 4) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference (SEP 2023, 14 hours)  
District Court Judges Conference (MAY 2024, 14 hours)  
Legislative Update (APR 2024, 4 hours)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Robert Lund  
Robert Lund (Aug 7, 2023 09:56 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Jennifer Mabey

**Email:** \*\*\*\*\*

**Today's Date:** 08/14/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I have already attended some CLE courses in the current fiscal year, and will be attending the upcoming judicial conferences, drug court conference, and the Litigation Section CLE event in October, 2023 (where I will be speaking).



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Jennifer A. Mabey  
Jennifer A. Mabey (Aug 15, 2023 17:10 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Brandon J. Maynard

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference - 12 hrs (Approximate)  
Drug/Treatment Court Conference - 8 hrs (Approximate)  
District Judges Spring Conference - 12 hrs (Approximate)  
Legislative Update - 3-4 hrs (Approximate)





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Brandon Maynard  
Brandon Maynard (Jul 21, 2023 17:43 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Ann Marie McIff Allen

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 08/20/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	9
Maximum number of cases under advisement for more than six months in 1-year:	4

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 9 \_\_\_\_\_)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 4 \_\_\_\_\_)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 - 14 hours  
Treatment Court Conference in October 2023 - 14 hours  
Utah State Bar Conference in October 2023 - 3 hours  
District Judges Conference in May 2024 - 14 hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Ann Marie McIff Allen  
Ann Marie McIff Allen (Jul 26, 2023 15:23 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Richard D. McKelvie

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual court conference, Sept. 2023  
District Court conference, April-May 2024  
Legislative update, April 2024



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Richard McKelvie  
Richard McKelvie (Jul 25, 2023 10:17 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Cristina Ortega

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 02/25/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	8
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 8) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will have more than 30 education hours completed by the end of the current fiscal year once I attend the 2023 Fall Conference, 2024 Legislative Update, and 2024 Spring Conference. I also anticipate additional hours from other educational webinars and conferences I plan to attend, including a drug court conference in 2024.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Cristina Ortega  
Cristina Ortega (Aug 7, 2023 13:47 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Sean M. Petersen

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 08/18/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

-Fall Judicial Conference, Spring Legislative Update, Spring District Court Judges Conference, Various Brown Bag District Court Judges Lunches



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Sean M. Petersen

Sean M. Petersen (Jul 20, 2023 10:16 PDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Kara L. Pettit

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference; District Court Conference; Brown Bag lunches, totaling more than 30 hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

  
Kara Pettit (Jul 20, 2023 18:57 MDT)





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Denise M. Porter

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 12/18/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	8
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 8 \_\_\_\_\_)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3 \_\_\_\_\_)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Our CLE hours just reset. I plan to attend both the district court judicial conference and the full bench judicial conference for roughly 24 hours of CLEs. I also take various single hours CLEs over the course of the year including our brown bag series and specialty CLEs. In addition, I teach roughly 10-15 CLE hours per year in various areas of expertise, e.g. New Judge Training where I present on evidence-based sentencing procedures.



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

#### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

**SIGNATURE**

A handwritten signature in blue ink, appearing to be "D. M. ...", is written over a horizontal line.



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Derek P. Pullan

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

The fiscal year just began July 1, 2023 and will end on June 30, 2024. During that period I will attend the annual judicial conference, the district court judge's conference, and the legislative update. These three conferences will provide the 30 education hours required.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Derek P. Pullan

Derek P. Pullan (Jul 27, 2023 14:39 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Ronald G. Russell

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 12/18/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	8
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 8)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

District Court Brown Bag Seminars  
Annual Judicial Conference Sessions  
Annual Court Security Program  
Rule 4-403 Educational Requirements





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Ronald Russell  
Ronald Russell (Jul 21, 2023 10:50 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Laura Scott

**Email:** \*\*\*\*\*

**Today's Date:** 07/25/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference (September 12-15, 2023); Women Lawyers of Utah Retreat (November 3, 2023); Legislative Update (April 12, 2024); District Court Spring Conference (May 1-3, 2024); Brown Bag Lunches; CLE Presentations for Utah State Bar and Salt Lake County Bar Association; and Training for Water Law Judges



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Laura Scott  
Laura Scott (Jul 25, 2023 16:38 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Spencer D. Walsh

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 10/21/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	8
Maximum number of cases under advisement for more than six months in 1-year:	4

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 8 \_\_\_\_\_)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 4 \_\_\_\_\_)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference (Park City) Sep 13-15, 2023 (16 hours?)

Treatment Court Conference (Zermatt) Oct 19-20, 2023 (12 hours?)

District Court Spring Conference (Bryce Canyon) May 1-3, 2024 (16 hours?)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Spencer Walsh  
Spencer Walsh (Jul 25, 2023 08:33 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** District Court

**Name:** Teresa L. Welch

**Email:** \*\*\*\*\*

**Today's Date:** 07/20/2023

**Term Start Date:** 11/20/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	11
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 11)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5)

☐ Yes

☒ No





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

For July 1, 2023 to June 2024, I will complete the following:

1. Annual Judicial Conference, Fall 2023 (13.5 hours).
2. Legislative Update, Spring 2024 (4 hours)
3. Annual District Court Conference, Spring 2024 (13.75)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Teresa L. Welch  
Teresa L. Welch (Jul 20, 2023 11:59 MDT)

# **Juvenile Court**



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Brent H Bartholomew

**Email:** \*\*\*\*\*

**Today's Date:** 07/19/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 for approximately 15 hours.

Annual Juvenile Court Conference in April 2024 for approximately 15 hours.

Legislative Update in April 2024 for approximately 3 hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Brent H. Bartholomew  
Brent H Bartholomew (Jul 19, 2023 12:56 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Paul Dame

**Email:** \*\*\*\*\*

**Today's Date:** 07/19/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Fall Judge Conference - approximately 15 hours

Annual Spring Juvenile Judge Conference - approximately 15 hours

Court Improvement Program Webinar - approximately 1 hour





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Paul Dame  
Paul Dame (Jul 21, 2023 13:56 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Monica Diaz

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 05/19/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	7
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 7)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 for approximately 15 hours.

Statewide Drug Court Conference in October 2023 for approximately 10+ hours.

Annual Juvenile Court Conference in April 2024 for approximately 15 hours.

Legislative Update in April 2024 for approximately 3 hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Monica Diaz  
Monica Diaz (Jul 19, 2023 11:49 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Bryan Galloway

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 03/11/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	10
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 10)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

The fiscal year just began. I will attend conferences to complete more than 30 hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Bryan Galloway  
Bryan Galloway (Jul 19, 2023 13:33 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Annette Jan

**Email:** \*\*\*\*\*

**Today's Date:** 07/19/2023

**Term Start Date:** 03/11/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	10
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 10)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5)

☐ Yes

☒ No





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference (09/23) ~15 CLE hours

Annual Juvenile Court Conference (04/24) ~ 15 CLE hours

Legislative Update (04/24) ~3 CLE hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Annette Jan  
Annette Jan (Jul 19, 2023 14:20 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Elizabeth Knight

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 for approximately 15 hours.

Annual Juvenile Court Conference in April 2024 for approximately 15 hours.

Legislative Update in April 2024 for approximately 3 hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Elizabeth Knight  
Elizabeth Knight (Jul 19, 2023 10:59 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Michael Leavitt

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 for approx. 15 hours.

Annual Juvenile Court Conference in April 2024 for approx. 15 hours.

Legislative Update in April 2024 for approx. 3 hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Michael Leavitt

Michael Leavitt (Jul 19, 2023 09:36 MDT)





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Elizabeth Lindsley

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 for approximately 15 hours.

Annual Juvenile Court Conference in April 2024 for approximately 15 hours.

Legislative Update in April 2024 for approximately 3 hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Elizabeth Lindsley  
Elizabeth Lindsley (Jul 19, 2023 1:01 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Tupakk A.G. Renteria

**Email:** \*\*\*\*\*

**Today's Date:** 07/19/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 for approximately 15 hours.

Annual Juvenile Court Conference in April 2024 for approximately 15 hours.

Legislative Update in April 2024 for approximately 3 hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

*Tupakke Renteria*



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Jeffry Ross

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 06/30/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

The current fiscal year just started. During this fiscal year, I anticipate completing at least the following courses/hours:

Annual Judicial Conference in September 2023 for approximately 15 hours.  
Annual Juvenile Court Conference in April 2024 for approximately 15 hours.





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Jeffrey Ross  
Jeffrey Ross (Jul 28, 2023 20:43 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Sharon S Sipes

**Email:** \*\*\*\*\*

**Today's Date:** 07/19/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 for approximately 15 hours.

Annual Juvenile Court Conference in April 2024 for approximately 15 hours.

Legislative Update in April 2024 for approximately 3 hours.

CIP Webinar August 2023 est 1 hour

Judicial Writing Course Sept 2023 3 hours



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

#### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

**SIGNATURE**

A handwritten signature in black ink, appearing to read "Sharon Sipes", is written over a blue horizontal line.

Sharon Sipes (Jul 19, 2023 11:57 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Juvenile Court

**Name:** Tasha Williams

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 08/20/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	9
Maximum number of cases under advisement for more than six months in 1-year:	4

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 9)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 4)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference in September 2023 for approximately 15 hours.

Annual Juvenile Court Conference in April 2024 for approximately 15 hours.

Legislative Update in April 2024 for approximately 3 hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Tasha Williams  
Tasha Williams (Jul 19, 2023 15:44 MDT)

# **Justice Court**





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Chris Bown

**Email:** \*\*\*\*\*

**Today's Date:** 07/19/2023

**Term Start Date:** 05/24/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	7
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 7)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will be attending the 2023 Annual Judicial Conference and will be attending the 2024 Justice Court Judicial Conference. I will also attend the Judicial Decisionmaking Conference if it is offered.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Christopher G. Bown

Christopher G. Bown (Jul 19, 2023 12:35 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Ann Boyle

**Email:** \*\*\*\*\*

**Today's Date:** 08/09/2023

**Term Start Date:** 01/27/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	11
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 11) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Between Fall Conference, district training and Spring Conference, I expect to get 30 hours for the year ending June 30, 2024



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Ann Boyle  
Ann Boyle (Aug 23, 2023 15:26 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Brian Brower

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

The annual Fall Judicial Conference as well as the annual Spring Justice Court Judges' Training Conference will provide me with more than the required number of hours.





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Brian Brower

Brian Brower (Aug 4, 2023 09:21 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Jon Carpenter

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will attend, at a minimum, the Annual Conference in September 2023 and the Spring Conference in April 2024 and will have more than 30 education hours during the current fiscal year. I have completed more than 30 education hours each year since becoming a judge.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Jon Carpenter  
Jon Carpenter (Aug 11, 2023 13:55 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Barbara Finlinson (Juab County)

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 08/20/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Judicial Writing, Fall Judicial Conference, Spring Judicial Conference



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Barbara A. Finlinson  
Barbara A Finlinson (Aug 4, 2023 09:48 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Barbara Finlinson (Nephi)

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 08/20/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2)

☐ Yes

☒ No





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I am registered for a Judicial Writing Seminar, scheduled for September 12th, 2023. I anticipate that will account for 3 education hours. Additionally, I will attend the Annual Judicial Conference from September 13th through the 15th and the Spring Justice Court Conference in April of 2024. I anticipate accruing almost 40 hours during this fiscal year.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Barbara Finlinson

Barbara Finlinson (Jul 18, 2023 21:39 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Matthew Funk

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will attend the spring conference and complete district-based training and online courses to exceed the minimum number of hours.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Matthew Funk  
Matthew Funk (Aug 7, 2023 15:07 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Jake Graff (Washington City)

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 09/08/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

The current fiscal year just commenced. I anticipate attending the local Fifth District judicial training, annual Justice Court Conference in the spring and other trainings necessary to complete my 30 hours before June 30. To my knowledge, I have never not completed my 30 hours of continuing education any year I have served as a judge over the past 11 years.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Jake Graff  
Jake Graff (Aug 7, 2023 09:52 MDT)





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Catherine Hoskins (Clinton)

**Email:** \*\*\*\*\*

**Today's Date:** 08/22/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I plan on attending the Fall Conference next month, as well as the Spring Conference. I also general attend CLE's through the bar and the Association of Women Judges.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Catherine Hoskins  
Catherine Hoskins (Aug 22, 2023 08:57 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Catherine Hoskins (Syracuse)

**Email:** \*\*\*\*\*

**Today's Date:** 08/22/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I plan on attending the Fall Conference next month. I will attend the Spring conference in April and then I will attend additional hours through the bar.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Catherine Hoskins  
Catherine Hoskins (Aug 22, 2023 10:13 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Eric Jewell (Genola)

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 08/20/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference, approximately 15 hours  
Justice Court Spring Conference, approximately 20 hours





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

**SIGNATURE**

A handwritten signature in black ink, appearing to read "Eric Jewell", is written over a horizontal line.

Eric Jewell (Jul 21, 2023 16:15 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Eric Jewell (Goshen)

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 08/20/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference, approximately 15 hours  
Justice Court Spring Conference, approximately 20 hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE


Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

**SIGNATURE**

  
Eric Jewell (JUL 21, 2023 16:17 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Eric Jewell (Payson)

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 08/20/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference, approximately 15 hours  
Justice Court Spring Conference, approximately 20 hours



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

#### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

**SIGNATURE**

  
Eric Jewell (Jul 21, 2023 16:18 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Eric Jewell (Santaquin)

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 08/20/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	6
Maximum number of cases under advisement for more than six months in 1-year:	2

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 6)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 2)

☐ Yes

☒ No





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial Conference, approximately 15 hours  
Justice Court Spring Conference, approximately 20 hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

**SIGNATURE**

  
Eric Jewell (Jul 21, 2023 16:19 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Shauna Kerr

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Annual Judicial conference in September 2023



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Shauna Kerr  
Shauna Kerr (Jul 26, 2023 11:54 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Mark McIff (Piute County)

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

The current fiscal year started 2 weeks ago. I have more than 30 hours for the fiscal year which just ended June 30 and I am registered for the fall conference in September. When registration opens for the conference next April, I will also register for that.



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

#### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

#### SIGNATURE

/s/ Judge Mark McIlff  
/s/ Judge Mark McIlff (Jul 19, 2023 15:32 MDT)





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Mark McIff (Salina)

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 04/08/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	10
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 10)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

The current fiscal year started 2 weeks ago. I have more than 30 hours for the fiscal year which just ended June 30 and I am registered for the fall conference in September. When registration opens for the conference next April, I will also register for that.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

/s/ Judge Mark McIlff  
/s/ Judge Mark McIlff (Jul 19, 2023 15:28 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Mark McIff (Sevier County)

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

The current fiscal year started 2 weeks ago. I have more than 30 hours for the fiscal year which just ended June 30 and I am registered for the fall conference in September. When registration opens for the conference next April, I will also register for that.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

/s/ Judge Mark McIlff  
/s/ Judge Mark McIlff (Jul 19, 2023 15:30 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Trent Nelson

**Email:** \*\*\*\*\*

**Today's Date:** 08/08/2023

**Term Start Date:** 12/10/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	11
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 11) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Between the Fall Conference, Judicial Decision Making, district training and/or the Spring Conference, I fully expect to get at least 30 hours for the year ending June 30, 2024.





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Trent Nelson

Trent Nelson (Aug 10, 2023 19:44 MDT)



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Paul Olds

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 01/27/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	11
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 11) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

Treatment Courts Conference 24 hours

Justice Court Judges Conference 12 hours



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Paul Olds  
Paul Olds (Aug 7, 2023 10:18 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Cyndee Probert (Aurora)

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 03/16/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	10
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 10) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will be attending the Annual Judicial Conference in the fall and the Justice Court Judges Conference next spring. I also intend on attending district trainings throughout the next year. I will have 30+ hours for the year ending June 30, 2024.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

*Cynthia C. Probst*



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Cyndee Probert (Fillmore)

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

#### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will be attending the Annual Judicial Conference in the fall and the Justice Court Judges Conference next spring. I also intend on attending district trainings throughout the next year. I will have 30+ hours for the year ending June 30, 2024.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

*Cynthia C. Probst*



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Cyndee Probert (Millard County)

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 05/26/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	7
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will be attending the Annual Judicial Conference in the fall and the Justice Court Judges Conference next spring. I also intend on attending district trainings throughout the next year. I will have 30+ hours for the year ending June 30, 2024.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

*Cynthia C. Probst*



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Ron Read (Orderville)

**Email:** \*\*\*\*\*

**Today's Date:** 07/21/2023

**Term Start Date:** 05/05/2021

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	7
Maximum number of cases under advisement for more than six months in 1-year:	3

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 3) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will do training with the 5th District Judges in October; 6th District Judges in August; next years Justice Court Judges spring conference and should have more than 30 hours by the end of the fiscal year.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Ron Read

Ron Read (Aug 4, 2023 10:47 MDT)





## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Ron Read (Washington County)

**Email:** \*\*\*\*\*

**Today's Date:** 07/21/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	6

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 6) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I have zero hours at this time as we just completed the last reporting cycle - I will be attending both 5th and 6th District Court trainings as well as the Justice Court Spring training and will have more than 30 hours at the end of the current fiscal year.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Ron Read

Ron Read (Aug 4, 2023 14:04 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Ryan Richards

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 01/27/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	11
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 11)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

If this is in reference to the year beginning July 1, 2023 then I have fewer than 30 hours. I intend to attend the fall conference, the spring justice court conference, and various online trainings via LMS.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Ryan Richards  
Ryan Richards (Aug 4, 2023 08:35 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Brook Sessions

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I intend to attend the Fall Conference, Spring Conference and likely other continuing education courses. I will have more than the 30 hours for this reporting period.





# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

Brook Sessions

Brook Sessions (Aug 7, 2023 10:04 MDT)



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Tim Smith

**Email:** \*\*\*\*\*

**Today's Date:** 08/07/2023

**Term Start Date:** 01/07/2019

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	14
Maximum number of cases under advisement for more than six months in 1-year:	7

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 14) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 7) \*Number is calculated from your maximum number of cases under advisement based on your term start date.

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will complete at least 30 hours of educational hours this fiscal year.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☒ Yes  
☐ No (If no, please explain)  
☐ Not applicable

### SIGNATURE

*Jonathan B. Smith*



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

This form is used for a trial court judge who will be up for retention in the next even numbered year. The form should be completed by August 15<sup>th</sup>, approximately 15 months before the November retention election.

The Council will make its certification decision at its September meeting. Its certification decision is due to JPEC by October 1. See [CJA 3-101](#).

**Court Level:** Justice Court

**Name:** Judge Danalee Welch-O'Donnal

**Email:** \*\*\*\*\*

**Today's Date:** 07/18/2023

**Term Start Date:** 01/27/2020

	Your Calculated Amount
Maximum number of cases under advisement more than six months:	11
Maximum number of cases under advisement for more than six months in 1-year:	5

From the start of your current term to the present, have you held more than an average of three cases per calendar year under advisement more than two months after submission ("exceptional cases")?

(Your max: 11)

☐ Yes

☒ No

From the start of your current term to the present, have you held more than half of the maximum exceptional cases in any one calendar year?

(Your 1-year max: 5)

☐ Yes

☒ No



## Judicial Retention Election Declaration Form

### District Court · Juvenile Court · Justice Court

If you answered yes to either or both of the questions above, were the circumstances causing the delayed decision beyond your personal control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

During your current term of office, have you held any case under advisement more than six months after submission?

- ☐ Yes
- ☒ No

If you answered yes to the immediately preceding question, was this due to circumstances beyond your immediate control?

- ☐ Yes (If yes, please explain)
- ☐ No
- ☒ Not applicable

### EDUCATION HOURS

My education hours for the current fiscal year (July 1-June 30) are:

- ☐ More than 30
- ☒ Less than 30

If you have fewer than 30 hours for the current year, list any courses you will complete before the end of the year and anticipated education hours:

I will be attending all of the '23 Fall Judicial Conference and '24 Spring Justice Court Judges Conference, totaling more than 30 hours. Also I intend to participate in various CE webinars through out the year. I have always attended more than the required 30 hour minimum.



# Judicial Retention Election Declaration Form

## District Court · Juvenile Court · Justice Court

For each year in your current term, have you received 30 hours or more of continuing legal education?

- ☒ Yes  
☐ No

If you selected no to the immediately preceding question, please explain which year you did not receive 30 or more hours of education, and whether it was due to circumstances outside your control:

### FITNESS FOR OFFICE

Are you mentally and physically fit for office?

- ☒ Yes  
☐ No (If no, please explain)

FOR JUSTICE COURT JUDGES ONLY - Did you attend the Spring Justice Court Judges Conference during each year of your term?

- ☐ Yes  
☒ No (If no, please explain)  
☐ Not applicable

There was no Spring Justice Court Judges Conference in 2020 due to COVID. However I have attended each year in my term when there was a conference.

### SIGNATURE

  
DanaLee Welch-O'Donnal (Jul 28, 2023 10:54 MDT)

Tab 4



**Budget and Grants Agenda  
for the September 12, 2023  
Judicial Council Meeting**

1. Turnover Savings / ARPA Update / Forecasted Available One-Time Funds .....Melissa Taitano  
(Tab 1 - Information)
2. Grants – Request to Accept Grant Funds – Eviction Diversion Initiative .....Jordan Murray  
(Tab 2 – Action)

# Tab 1



## FY 2024 One Time Turnover Savings

Updated as of Pay Period Ending 08/04/2023 (200 out of 2,080 hours)

			Actual
#		Funding Type	Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 08/04/2023)	Internal Savings	218,733.99
2	YTD Amount Anticipated to be Reimbursed through ARPA Funding (as of PPE 08/04/2023)	Reimbursements	105,268.94
3	Est. One Time Savings for 1880 remaining pay hours (\$1,800 / pay hour)	Internal Savings (Est.)	3,384,000.00
Total Potential One Time Savings			3,708,002.93

Prior Report Totals (as of Beginning of Year) \$ 3,744,000.00

- \* Actual per hour turnover savings for the last 3 2024 pay periods (oldest to newest) are \$1,559.51, \$1,674.72, and \$1,595.57. The average per hour turnover savings YTD was \$1,620.01. These numbers do include ARPA reimbursements.



## FY 2024 Ongoing Turnover Savings as of 8/18/2023

#		Funding Type	Actual	Forecasted
			Amount YTD	Amount @ YE
	Carried over Ongoing Savings - reported at 6/26/2023 Judicial Council Meeting	Internal Savings	(300,419)	(300,419)
	Add back: "Assistant Justice Court Administrator" request to be funded by JCTST funds	Internal Savings	74,000	74,000
	Sub-Total		(226,419)	(226,419)
	Turnover Savings generated from FY 2023 due to 2023 actions selecting benefits		<b>86,150</b>	<b>86,150</b>
	Carried over Ongoing Savings (from FY 2023)	Internal Savings	(140,269)	(140,269)
1	Ongoing Turnover Savings FY 2024 (forecast \$50,000 / month x 10 months remaining)	Internal Savings	45,085	545,085
	<b>TOTAL SAVINGS</b>		(95,184)	404,816
2	2024 Hot Spot Raises Authorized - renews annually until revoked		(38,502)	(200,000)
	2024 Authorized Ongoing for Performance Based Raises (will be used at the end of the FY)		-	-
	<b>TOTAL USES</b>		(38,502)	(200,000)
3	Contingent Legislative Supplemental Funding for 1 Court Commissioner Position		-	262,550
<b>Actual Turnover Savings for FY 2024 as of 08/18/2023</b>			<b>\$ (133,686)</b>	<b>\$ 467,366</b>

*Prior Report Totals (8/11/2023, Judicial Council)*    \$    (145,271)    \$    243,232

- \* Ongoing turnover savings only happens when a vacant position is filled at a lower rate and / or with lower benefits.
- \* There are currently 20 positions that have turned over within the past 90 days that are currently listed as having unknown benefits. As those employees select their benefits, if they select lower benefits, there will be additional savings.
- \* Currently, 55.125 FTE are vacant.
- 1 We are currently estimating \$50,000 of ongoing savings a month for the remainder of the fiscal year.
- 2 Authority was delegated from the Judicial Council to the State Court Administrator/Deputy in October 2022 to expend up to \$200,000 annually.
- 3 Per Legislative Request Priority #2, the Judicial Council is requesting the Legislature to fund the commissioner position funded by the Judicial Council for FY 24 beginning in FY 25 as part of its request. The effect of the FY 25 funding, if approved, would replenish the Court's ongoing turnover savings by \$262,550.



## ARPA Expenses as of 08/18/2023 (prior to the close of period 2)

	A	B	C	D	E	F
	Judicial Council Approved Amount	Actual FY 2022 Expended Amount	Actual FY 2023 Expended Amount	Actual FY 2024 Expended Amount	Total Expended Amount (B + C + D)	Balance Available (A - E)
<b>Last Period Total</b>		<b>3,750,430.78</b>	<b>5,792,026.58</b>	<b>69,328.58</b>	<b>9,611,785.94</b>	<b>5,388,214.06</b>
IT Access to Justice - Part I + II	12,373,400	3,042,467.67	4,613,254.75	255,363.54	7,911,085.96	4,462,314.04
Courts Case Backlog - Part I + II	2,302,100	707,963.11	1,007,135.35	105,694.26	1,820,792.72	481,307.28
Legal Sandbox Response to COVID	324,500	-	171,636.48	16,800.00	188,436.48	136,063.52
<b>TOTAL</b>	<b>15,000,000</b>	<b>3,750,430.78</b>	<b>5,792,026.58</b>	<b>377,857.80</b>	<b>9,920,315.16</b>	<b>5,079,684.84</b>

Expenditures added since last report:

\$ 308,529.22

ARPA spending cut off date is 12/31/2024.

### BKLG FY 2024 Details

FY 2024 Expenses as of PPE 8/4/2023	
Personnel Expenses: \$	105,268.94
Mileage Expenses: \$	425.32
Sr. Judge Travel Expenses: \$	-
	\$ 105,694.26
COVID Testing Kit purchase: \$	-
	<b>\$ 105,694.26</b>

### BKLG Run Rate Calculation

#### Usage for Last 3 Pay Periods

7/7/2023	7/21/2023	8/4/2023
\$ 43,130.05	\$ 43,184.61	\$ 44,300.12
Average last 3 Pay Periods: \$	43,538.26	
Balance Available (from table above): \$	481,307.28	
Remaining Pay Periods at Last 3 Average:	11	
Anticipated Last Pay Period End Date:	1/5/2024	

Prior report anticipated last pay period: 12/22/2023

### Historical Trends (period 2 not yet closed)

#### IT Access to Justice Use - Last 3 Periods

Period 12	Period 13/1	Period 2
\$ 640,267.39	\$ 161,885.72	\$ 201,667.68

4,462,314

Balance Available

\$ 334,607

Average Monthly Expenditure

13

Estimated months to spend Balance Available

16

16 months left to 12/31/2024

#### BKLG - Last 3 Periods

Period 12	Period 13/1	Period 2
\$ 88,464.61	\$ 106,554.66	\$ 87,857.97

#### Legal Sandbox - Last 3 Periods

Period 12	Period 13/1	Period 2
\$ 11,200.00	\$ 5,600.00	\$ 11,200.00

\$ 300,725.65

True Up for Period 13/1 \$ 7,803.57

TOTAL INCREASE FROM PRIOR: \$ 308,529.22



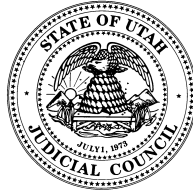
# FY 2024 Year End Requests and Forecasted Available One-time Funds - Period 2

Forecasted Available One-time Funds			
	Description	Funding Type	Amount
	<b>Sources of YE 2024 Funds</b>		
*	Turnover Savings as of PPE 08/04/2023 (including anticipated ARPA reimbursement)	Turnover Savings	<b>324,003</b>
**	Turnover savings Estimate for the rest of the year (\$1,800 x 1880 pay hours)	Turnover Savings	<b>3,384,000</b>
( a )	<b>Total Potential One Time Turnover Savings</b>		<b>3,708,003</b>
	<i>Operational Savings From TCE / AOC Budgets</i>	<i>Internal Operating Savings</i>	-
	<i>Reserve Balance (balance from FY 2023 Carryforward)</i>	<i>Judicial Council Reserve</i>	<b>52,997</b>
	<i>Anticipated Reserve Uses - including previously approved and pending requests</i>	<i>Jud. Council Reserve Uses</i>	-
( b )	<b>Total Operational Savings and Reserve</b>		<b>52,997</b>
( c )	<b>Total of Turnover Savings &amp; Operational Savings = ( a ) + ( b )</b>		<b>3,761,000</b>
	<b>Contingent Legislative Supplemental Funding:</b>		
	JWI Increase to 2 Hour Minimum	<i>Legislative Contingent</i>	275,000
	JWI Higher Pay for Rural Assignments	<i>Legislative Contingent</i>	146,500
( d )	<b>Subtotal - Contingent Legislative Supplemental Funding</b>		<b>421,500</b>
	<b>Uses of YE 2024 Funds</b>		
( e )	Carryforward into FY 2024 (Anticipate request to Legislature for \$3,200,000)	Historical Carryforward	<b>(3,200,000)</b>
<b>Total Potential One Time Savings = ( c ) + ( d ) less Carryforward ( e )</b>			<b>982,500</b>
<b>Less: Judicial Council Requests Previously Approved</b>			<b>(653,950)</b>
<b>Less: Judicial Council Current Month Spending Requests</b>			<b>-</b>
<b>Remaining Forecasted Funds Available for FY 2024 YE Spending Requests</b>			<b>328,550</b>

Updated 8/21/2023

- \* Actual turnover savings as calculated on a pay period basis through 08/04/2023. Data can be found in the Budget Summary Excel workbook on the Personnel tab.
- \*\* Actual per hour turnover savings for the last 3 2024 pay periods (oldest to newest) are \$1,559.51, \$1,674.72, and \$1,595.57. The average per hour turnover savings YTD was \$1,620.01. These numbers do include ARPA reimbursements.
- (b) Information about Operational Savings from TCE / AOC Budgets will be entered in January / February 2024.

# Tab 2



# Administrative Office of the Courts

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

August 16, 2023

Ronald B. Gordon, Jr.  
State Court Administrator  
Neira Siaperas  
Deputy State Court Administrator

## MEMORANDUM

**TO:** The Judicial Council;  
The Budget & Fiscal Management Committee (BFMC)

**FROM:** Jordan Murray, Grants Coordinator;  
Nathanael Player, Director of the Self-Help Center and State Law Library

**RE:** Request to Accept Grant Award – Eviction Diversion Initiative

---

The Judicial Council approved for submission in March 2023 a grant application proposal (GAP) to the National Center for State Courts (NCSC) supporting evictions diversion.

We are pleased to report that NCSC has subsequently awarded the Courts \$105,191 to support the hiring of an eviction diversion coordinator, employed by People's Legal Aid (PLA), who will orchestrate intakes, educate defendants, and connect individuals with volunteers providing brief legal advice, other legal services as appropriate, and social services that can help with rental and housing assistance. PLA has secured additional funding to support and sustain this effort over the two-year project period.

Utah is one of ten newly selected jurisdictions to be awarded funding in the 2023-2025 cycle. If funds are accepted, Utah will join a cohort of twenty-one other state and local jurisdictions across the country participating in NCSC's Eviction Diversion Initiative (EDI). The draft grant agreement between NCSC and the Administrative Office of the Courts is enclosed below (Attachment A).

We kindly request the BFMC's recommendation and Judicial Council's consideration to formally accept the grant funds awarded by NCSC in support of this meaningful work.

Thank you.

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



**Eviction Diversion Initiative Grant Agreement  
Between the Administrative Office of the Courts and  
the National Center for State Courts**

THIS GRANT AGREEMENT is made between the Administrative Office of the Courts located in Salt Lake City, Utah (hereinafter referred to as the “Grantee”) and the National Center for State Courts (hereinafter referred to as “NCSC”) on the 21<sup>st</sup> day of July, 2023.

WHEREAS, the goal of the Eviction Diversion Initiative (“EDI”) grant program is to provide financial support and technical assistance to courts to accomplish the following:

- (1) Establish or expand court-based eviction diversion programs to promote alternatives to litigation, prevent avoidable evictions, and promote housing and financial stability;
- (2) Identify and address barriers faced by litigants with the goal of redesigning and simplifying court processes to be more accessible, inclusive, and responsive to community needs;
- (3) Collaborate with legal aid agencies, social service agencies, financial counseling agencies, rental assistance programs, housing counselors, and/or community-based organizations to expand access and facilitate connections to stabilizing resources before and during court;
- (4) Strengthen data collection efforts to better understand the demographics and circumstances of court users and the impact and outcomes of reform efforts; and
- (5) Pursue other aligned goals as identified by each local jurisdiction; and

WHEREAS, NCSC through the Eviction Diversion Initiative Advisory Council has approved Grantee’s application to participate in the NCSC Eviction Diversion Initiative,

NOW, THEREFORE, the parties agree as follows:

**Grant Overview**

The EDI is a four-year program that offers state and local courts an opportunity to learn from and improve upon pandemic-era best practices and to create permanent changes to their high-volume, high-impact eviction dockets. Grantee will receive funding as the fiscal agent whereby funds will be passed through to the subrecipient, People’s Legal Aid (PLA), to hire facilitator(s) who will play a key role in implementing and supporting the eviction diversion program and related court reform initiatives.

This initial award is a two-year grant in the amount of \$105,191.00, with the potential for additional funding in the third year of the program. Grantee will receive ongoing technical assistance from NCSC and will also participate in data-sharing and peer learning opportunities throughout the grant period.

## **Grant Period**

The term of the grant period is September 1, 2023 – August 31, 2025.

## **Payment Schedule**

Grant payments will be paid in two installments. The first payment of \$68,975.00 will be paid after receipt of the signed grant agreement. The second payment of \$36,216.00 will be paid in September 2024, provided that Grantee has submitted all required reports and remains in compliance with the grant requirements.

## **Notices**

The following designated parties shall represent the parties to this Agreement for notification and communication as may be required. All notices required by this Agreement shall be in writing and delivered to the parties listed below:

a) Representing Grantee:

Ron Gordon, State Court Administrator  
Administrative Office of the Courts  
450 S. State Street  
P.O. Box 140241  
Salt Lake City, UT 84114  
ronbg@utcourts.gov

and

Jordan Murray, Grants Coordinator  
Administrative Office of the Courts  
450 S. State Street  
P.O. Box 140241  
Salt Lake City, UT 84114  
jordanm@utcourts.gov

b) Representing NCSC:

Laurie Givens, Vice President  
Court Consulting Services  
National Center for State Courts  
300 Newport Avenue  
Williamsburg, VA 23185  
lgivens@ncsc.org

## **Grant Requirements and Expectations**

Grantee is required to do the following as part of participation in the grant program:

- (1) Provide funding to PLA to finance the hiring of facilitator(s), as described in the Grantee's

- application, to support the design and implementation of the proposed eviction diversion work and other court reform efforts in Utah's Third Judicial District;
- (2) Collect and share data monthly as reasonably requested by NCSC and Stout, the research firm retained by NCSC to conduct the EDI evaluation;
  - (3) Submit reports to NCSC as outlined below;
  - (4) Participate in monthly peer learning opportunities with facilitators from other EDI jurisdictions and attend in-person convenings of EDI facilitators;
  - (5) Receive ongoing technical assistance and support from NCSC staff and other EDI partners to support the eviction diversion work; and
  - (6) Work with PLA to create an independent sustainability plan to ensure the continuation of the work after the grant concludes without the use of court resources or personnel.

### **Reporting Requirements**

Grantee will provide NCSC with periodic updates on Grantee's progress using an online form to be provided by NCSC in advance of the first reporting deadline. The progress reports will be due according to the following schedule:

- Friday, March 1, 2024
- Friday, August 30, 2024
- Friday, February 28, 2025
- Friday, August 29, 2025

Grantee will also be required to provide a budget report at the end of the first program year. The budget report for Year 1 will be due on **Friday, August 30, 2024**. Additional instructions will be shared in advance of the reporting deadline.

### **Notification of Hiring and Changes in Personnel**

Grantee will use grant funds to support the hiring of facilitator(s) by PLA to oversee the eviction diversion and court reform work as outlined in its application. Grantee will work with PLA to have the facilitator(s) in place by October 1, 2023. If Grantee is unable to meet this deadline, Grantee must communicate with NCSC about the reason for the delay and provide an update as to when Grantee anticipates completing the hiring process.

Grantee should provide an update to NCSC with the name, resume, and contact information for each facilitator as facilitator(s) are hired by PLA. NCSC is available to assist in drafting and reviewing job descriptions and with other aspects of the hiring process as necessary.

Grantee will inform NCSC within 30 days if a facilitator leaves mid-grant or if there are any other staffing changes that may impact the facilitator's work or supervision.

### **Grant Restrictions**

Grantee must work with PLA to comply with all applicable provisions of local, state and federal laws and regulations pertaining to nondiscrimination, sexual harassment, and equal employment opportunity and any other applicable laws and regulations imposed due to the subject matter of

this Agreement regardless whether those legal requirements are specifically referenced in this Agreement.

### **Management of Grant Funds**

Grantee should provide the name of any subcontractors (other than PLA) to NCSC for prior approval. Any grant funds that are subcontracted to another person or entity for obligation, expenditure, or use by that other person or entity, shall be treated as grant funds. If the grant funds will flow through a fiscal agent (other than Grantee), Grantee must inform NCSC in writing in advance of receipt of funds as to the agent's name and contact information.

If Grantee does not use all of the grant funds as specified in the budget request, funds may be used for a related purpose that furthers the goals of the EDI program upon written approval from NCSC. NCSC will work with Grantee to identify additional and appropriate uses for expenditure of grant funds as necessary.

### **Confidentiality of Data**

Grantee and NCSC agree that confidential data obtained through this Agreement will be used only for the purposes authorized under this Agreement unless prior written approval is obtained, or disclosure is authorized by statute or required by a court of competent jurisdiction.

### **Grant Publicity**

Grantees are expected to serve as ambassadors for their court, EDI, and NCSC. As such, NCSC requests that Grantees submit program updates (photos, short articles, human interest stories) that will help demonstrate the impact of their work to the court community, NCSC, other financial supporters, and the general public. Any requests for NCSC logo use should be submitted to Molly Justice at [mjustice@ncsc.org](mailto:mjustice@ncsc.org) for review/approval. Additional guidance can be found at [ncsc.org/styleguide](https://ncsc.org/styleguide).

### **Termination by NCSC**

If Grantee fails to fulfill its obligations under this Agreement in a timely and proper manner as required by this Agreement or if Grantee violates any of the terms of this Agreement, NCSC shall have the right to terminate this Agreement by giving written notice which shall specifically identify such failures. This termination will become effective thirty (30) days following receipt of notice by Grantee unless Grantee remedies the claimed deficiencies within thirty (30) days of receipt of notice.

### **Acceptance of Terms and Conditions**

This grant is conditioned upon Grantee's acceptance of the terms and provisions outlined in this Agreement. Grantee certifies that all information in its grant application is true and correct to the best of Grantee's knowledge and that the funds awarded shall only be used for the purposes described in this Agreement.

**IN WITNESS WHEREOF**, the persons signing below certify that they are authorized to sign for, and on behalf of, their respective party and do hereby execute this Agreement.

**NATIONAL CENTER FOR STATE COURTS**

**UTAH ADMINISTRATIVE OFFICE OF  
THE COURTS**

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

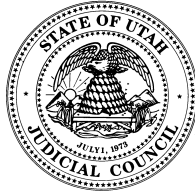
Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

DRAFT

Tab 5



# Administrative Office of the Courts

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

September 1, 2023

Ronald B. Gordon, Jr.  
State Court Administrator  
Neira Siaperas  
Deputy State Court Administrator

## MEMORANDUM

**TO: Management Committee / Judicial Council**  
**FROM: Keisa Williams**  
**RE: Rule for Final Approval**

---

Following a 45-day public comment period, the Policy, Planning and Technology Committee recommends that the following rule be approved as final with a **November 1, 2023** effective date.

### **CJA 4-202.11. Vexatious record requester (NEW)**

Under [63G-2-702\(5\)](#), the section governing the applicability of GRAMA to the judicial branch, the Judicial Council may now:

- (a) establish a process for an administrative unit of the judicial branch to petition for relief from a person that the administrative unit claims is a vexatious requester; and
- (b) establish an appellate board to hear a petition for relief from a person that an administrative unit of the judicial branch claims is a vexatious requester.

The proposed rule establishes a new process to petition for relief from a vexatious requester, designating the Management Committee as the “appellate board” and the Office of General Counsel as the “administrative unit” authorized to petition for relief.

One public comment was received. The Committee does not recommend amendments in response to the public because the court will grant reasonable requests from attorneys seeking records on a client’s behalf, provided the attorney has not also been deemed a vexatious requester.

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

1 **Rule 4-202.11. Vexatious record requester**

2  
3 **Intent:**

4 To establish the rights and procedures governing requests for relief from a vexatious record  
5 requester.

6  
7 **Applicability:**

8 This rule applies to the judicial branch.  
9

10 **Statement of the Rule:**

11 **(1) Definitions.**

12  
13 (1)(A) “Committee” means the Management Committee of the Council.

14  
15 (1)(B) “Executive secretary” means an individual designated as executive secretary by the  
16 Committee for purposes of this rule.

17  
18 (1)(C) “Respondent” means a person the petitioner claims is a vexatious record requester.  
19

20 **(2) Petition.** The Office of General Counsel may submit a petition to the Committee requesting  
21 relief from a person alleged to be a vexatious record requester.

22  
23 (2)(A) A copy of the petition shall be sent to the state court administrator and the  
24 respondent on the day the petition is submitted to the Committee in accordance with  
25 paragraph (3)(B). Service by mail or electronic means is complete upon sending.

26  
27 **(2)(B) The petition shall include:**

28  
29 (2)(B)(i) the respondent’s name, email address, and mailing address submitted  
30 by the respondent in his or her most recent record request;

31  
32 (2)(B)(ii) a description of the conduct that demonstrates the respondent is a  
33 vexatious record requester; and

34  
35 (2)(B)(iii) a statement of the relief the petitioner seeks.  
36

37 **(3) Scheduling and notice.**

38  
39 **(3)(A) Scheduling.** Except as provided in (3)(C), no later than 7 business days after  
40 receiving the petition, the executive secretary shall send a copy of the petition to the  
41 Committee chair and schedule a hearing for the Committee to consider the petition:

42  
43 (3)(A)(i) at the next regularly scheduled Committee meeting falling at least 15,  
44 but no later than 30, business days after the petition is submitted; or

45  
46 (3)(A)(ii) at a regularly scheduled Committee meeting more than 30 business  
47 days after the petition is submitted, if the Committee chair determines the  
48 Committee will not have sufficient time to hold a hearing at an earlier meeting  
49 date.



(3)(B) **Notice.** The executive secretary shall send notice of the date, time, and location of the Committee meeting at which the petition will be heard to the Office of General Counsel, respondent, and state court administrator. Notice may be sent to the respondent via email at the email address last used by the respondent in communications with the court. If the respondent is incarcerated or is otherwise unable to communicate by email, notice shall be sent to the respondent via the last known method of communication used by the respondent. Public notice will be posted in accordance with paragraph (6).

(3)(C) **Denial without a hearing.** The Committee chair may direct the executive secretary not to schedule a hearing if the Committee chair and at least one other member of the Committee determine that the petition is without merit. In making that determination, the Committee chair may request that the respondent submit a written response to the petition.

(3)(C)(i) If the Committee chair declines to schedule a hearing, the executive secretary shall send notice to the Office of General Counsel, respondent, and state court administrator that the petition has been denied and the reasons for the denial. Notice shall be sent in accordance with paragraph (3)(B).

(3)(C)(ii) The petition, a response if received under paragraph (3)(C), and the Committee chair's denial decision shall be provided to the Committee in advance of the next regularly scheduled Committee meeting. If a majority of the Committee disagrees with the chair's decision to deny the petition, the Committee shall direct the executive secretary to schedule a hearing. Committee discussions about the chair's denial decision may be held in an executive session.

(4) **Response.** No later than 5 business days before the hearing, the respondent shall submit to the executive secretary and the Office of General Counsel a written statement in response to the petition. The written statement may be the same document as the respondent's written response under paragraph (3)(C).

(5) **Hearing.** The Committee will allow the Office of General Counsel and respondent a reasonable opportunity to present facts, authority, and argument at the hearing. The order of presentation and time permitted to each party shall be decided by the Committee. The Committee may permit any other person whose interests might be substantially affected by a decision to participate in the hearing. Discovery is prohibited, but the Committee may require either party to produce additional evidence in support of their claim or position. If the respondent fails to appear at the hearing, the Committee may cancel the hearing and deliberate the petition, or hold the hearing without the respondent.

(6) **Open and closed meeting.** Committee deliberations are closed and may be held in an executive session. Presentations by the Office of General Counsel, respondent, and any other person permitted to appear at the hearing are open to the public and notice of the hearing shall be given in accordance with Rule 2-103.

(7) **Order.** No later than 10 business days after the hearing, or the date on which the hearing was canceled under paragraph (5) was scheduled to be held, the Committee shall determine

whether the Office of General Counsel has demonstrated that the respondent is a vexatious record requester and issue a signed order that grants or denies the petition in whole or in part.

(7)(A) In determining whether the Office of General Counsel has demonstrated that the respondent is a vexatious record requester, the Committee may consider:

(7)(A)(i) the interests described in Rule 4-202;

(7)(A)(ii) the total number of record requests the respondent has submitted to the judicial branch, including:

(7)(A)(ii)(a) the number of pending record requests;

(7)(A)(ii)(b) the number of record requests approved;

(7)(A)(ii)(c) the number of record requests denied; and

(7)(A)(ii)(d) the number of appeals taken from record request denials, including information related to the results of such appeals.

(7)(A)(iii) the scope, content, and subject matter of record requests the respondent has submitted to the judicial branch;

(7)(A)(iv) the nature of any communications from the respondent to court employees or judicial officers related to a record request;

(7)(A)(v) any pattern of conduct that the Committee determines to constitute:

(7)(A)(v)(a) an abuse of the right of access to information; or

(7)(A)(v)(b) substantial interference with the operations of the judicial branch;

(7)(A)(vi) any prior petitions, findings, and orders regarding respondent as a vexatious record requester; and

(7)(A)(vii) any other factor or information the Committee considers relevant.

(7)(B) If the Committee grants the petition in whole or in part, it may order any relief requested by the Office of General Counsel, or any other relief the Committee deems appropriate.

(7)(C) The Committee's order granting the petition in whole or in part shall contain a statement of the reasons for the Committee's decision, and a statement that the respondent may petition for judicial review of the Committee's decision by filing a complaint in the Third Judicial District Court in accordance with the Utah Rules of Civil Procedure. If the Committee denies the petition, in whole or in part, the Office of General Counsel may also seek judicial review of the Committee's decision in accordance with this subsection. Any complaint filed under this subsection shall be filed no later than 30 calendar days from the date of the Committee's order.

151 (8) **Appeals.** A record request that the Office of General Counsel is not required to fulfill in  
152 accordance with an order issued under this rule may not be the subject of an appeal under Rule  
153 4-202.07.

154  
155 (9) The time periods in this rule may be extended by mutual agreement.

156  
157 *Effective: November 1, 2023*

## UTAH COURT RULES – PUBLISHED FOR COMMENT

The Supreme Court and Judicial Council invite comments about amending these rules. To view the proposed amendment, click on the rule number.

To submit a comment or view the comments of others, click on “Continue Reading.” To submit a comment, scroll down to the “Leave a Reply” section, and type your comment in the “Comment” field. Type your name and email address in the designated fields and click “Post Comment.”

Comments cannot be acknowledged, but all will be considered. Comments are saved to a buffer for review before publication.

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Posted: June 26, 2023

### Utah Courts

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#### Code of Judicial Administration – Comment Period Closed August 10, 2023

**CJA04-0202.11. Vexatious record requester (NEW).** New proposed rule establishing a process whereby an administrative unit in the judicial branch can petition for relief from a person the administrative unit believes to be a vexatious records requester. The rule is in response to S.B. 231 and 63G-2-702(5) passed during the 2023 legislative session.

This entry was posted in [-Code of Judicial Administration, CJA04-0202.11.](#)

« [Rules of Appellate Procedure – Comment Period Closed August 12, 2023](#)

[Rules of Juvenile Procedure – Comment Period Closed July 29, 2023](#) »

To view all comments submitted during a particular comment period, click on the comment deadline date. To view all comments to an amendment, click on the rule number.

### CATEGORIES

- [-Alternate Dispute Resolution](#)
- [-Code of Judicial Administration](#)
- [-Code of Judicial Conduct](#)
- [-Fourth District Court Local Rules](#)
- [-Licensed Paralegal Practitioners Rules of Professional Conduct](#)
- [-Rules Governing Licensed Paralegal Practitioner](#)
- [-Rules Governing the State Bar](#)

### UTAH COURTS

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## 2 thoughts on “Code of Judicial Administration – Comment Period Closed August 10, 2023”

David Ferguson

June 26, 2023 at 8:23 pm

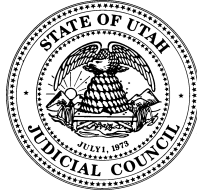
This rule appears to offer an appropriately thoughtful balance. One area of concern I have is that sometimes I will get a client at a jail or prison who has been denied records requests because the request simply asks for information previously provided. Inmates in correctional facilities occasionally have legal documents destroyed or confiscated, which requires follow-up requests. Others sometimes don't appreciate how to make an appropriate request or appeal a denial due to intellectual disabilities or language barriers. I can appreciate that there has to be some sort of way to get relief from a vexatious requester, but I have concerns about situations in which a pro se individual finally gets an attorney to help them with their legal concern, and that attorney makes a request on behalf of that person where the attorney's request may be able to navigate the hurdles that the pro se requester couldn't. If the person was already deemed vexatious, then the attorney's sensible request may be blocked just as there is finally someone involved in the situation who can actually get to the bottom of the inmate's concern, provided that the request would be accepted such that the attorney can review the documents that the inmate wanted to get but couldn't wrap their heads around the appropriate way to make a request for the records that they actually need.

I don't know if there can be some sort of “change of circumstance” exception, or some kind of “newly retained counsel gets one free pass” rule for situations after the opportunity for an appeal has passed (or without needing to do an appeal), but I hope the committee can make some sort of small revision that allows for something along those lines. The risk here is that if I have a potential client whose sympathetic story prompts me to further investigate the concern, but I can't get access to records related to that concern because the person has burned their bridges with the record keeper, then I may have to turn down helping that person simply because I can't get enough information to decide whether their concern is legally viable. And I hope the committee will agree that such a situation is sufficiently foreseeable that some kind of equitable exception ought to apply.

Otherwise, I very much understand and appreciate the delicate balance that went into crafting this rule.

- -Rules of Appellate Procedure
- -Rules of Civil Procedure
- -Rules of Criminal Procedure
- -Rules of Evidence
- -Rules of Juvenile Procedure
- -Rules of Professional Conduct
- -Rules of Professional Practice
- -Rules of Small Claims Procedure
- ADR101
- ADR103
- Appendix B
- Appendix F
- CJA Appendix F
- CJA01-0201
- CJA01-0204
- CJA01-0205
- CJA01-0205
- CJA01-0302
- CJA01-0303
- CJA01-0304
- CJA01-0305
- CJA010-01-0404
- CJA010-1-020
- CJA02-0101
- CJA02-0103
- CJA02-0104
- CJA02-0106.01
- CJA02-0106.02
- CJA02-0106.03
- CJA02-0106.04
- CJA02-0106.05
- CJA02-0204
- CJA02-0206
- CJA02-0208
- CJA02-0208
- CJA02-0211
- CJA02-0212
- CJA03-0101
- CJA03-0102
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- CJA03-0104
- CJA03-0105
- CJA03-0106
- CJA03-0106
- CJA03-0107
- CJA03-0108
- CJA03-0109
- CJA03-0111
- CJA03-0111.01

Tab 6



# Administrative Office of the Courts

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

September 5, 2023

Ronald B. Gordon, Jr.  
State Court Administrator  
Neira Siaperas  
Deputy State Court Administrator

## MEMORANDUM

**TO: Management Committee / Judicial Council**  
**FROM: Brody Arishita – Chief Information Officer**  
**RE: Internal Information Technology Policies for Final Approval**

---

In response to the Legislative Auditor General's cybersecurity audit, "[A Performance Audit of Cybersecurity in the State of Utah](#)," the Technology Advisory Committee (TAC) is working with the Policy, Planning, and Technology Committee (PP&T) to overhaul the judicial branch's information technology policies. The TAC is developing a comprehensive Information Technology Policy Manual ("Manual"), similar in a format to the Human Resource and Accounting Manuals.

While the TAC continues its work on the Manual in its entirety, PP&T recommends that the Judicial Council adopt the following two sections of the Manual as final with a **September 12, 2023 effective date**. These sections were created first, as they are critical first steps for the Manual and the overarching goal of protecting the courts against cyberattacks.

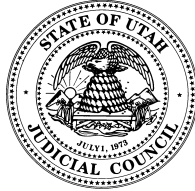
### **IT-01000 Information Security Policy (NEW - Internal)**

All Utah State Courts' (Utah Courts) Information Technology (IT) employees, contractors, vendors, interns and third-parties that create, use, maintain or handle Utah Courts' IT resources shall follow Utah Courts Information Security Policy and related sub-policies. The policy shall be subject to and superseded by applicable regulations and laws.

### **IT-01150 Information Security Risk Management (NEW - Internal)**

The Enterprise Domain and Security Architect (EDSA) shall document and implement a risk management program to prevent, detect, contain, and correct both deliberate and inadvertent IT security incidents and emergencies.

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



## Administrative Office of the Courts

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

May 1, 2023

Ronald B. Gordon, Jr.  
State Court Administrator  
Neira Siaperas  
Deputy State Court Administrator

Kade Minchey, CIA, CFE  
Auditor General  
Office of the Legislative Auditor General  
W315 State Capitol Complex  
Salt Lake City, UT 84114

Dear Mr. Minchey:

Thank you for the opportunity to respond to "A Performance Audit of Cybersecurity in the State of Utah". The Administrative Office of the Courts (AOC) appreciates you and your staff for reviewing risks for cyberattacks. This audit will help the AOC to better mitigate risks. The AOC supports both recommendations and we are working to implement them as outlined below.

**(1) We recommend the Judicial Branch create and maintain a cybersecurity strategic plan.**

The 2014 cybersecurity plan of the judicial branch will be updated to help reduce security gaps, extend visibility into security threats, and meet compliance requirements. AOC-IT Department and internal administrators will work with the Judicial Council's Policy, Planning and Technology Committee to develop recommended changes to the plan. The Judicial Council will provide final approval. AOC-IT will review this plan annually. In addition, the five security related policies that are in draft form will be finalized following the same process.

**(2) We recommend the Judicial Branch ensure their employees complete the annual cybersecurity awareness trainings.** AOC-IT has started creating a cyber security training that is more aligned with the technology utilized by the courts and the tools we use. This module will be available through our Learning Management System (LMS), and all staff will be required to complete the training yearly. The training will be closely monitored for completion by the AOC Education Department.

The AOC is committed to making the improvements needed to increase protection against cyberattacks and ensure employees complete the required training.

Respectfully,

A handwritten signature in blue ink, reading "Ronald B. Gordon, Jr.".

Ronald B. Gordon, Jr.  
State Court Administrator

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



# Utah State Courts Information Technology

## Information Security Policy

### IT-01000

Responsible Official: Chief Information Officer

Responsible Office: Information Technology

Effective Date: September 12th, 2023

Last Revision Date: August 8th, 2023

### Associated Policies, Forms, and Documents

- [Court Security Information](#)
- [Technology in the Courts](#)
- [Audit Services](#)
- [Human Resources](#)
- [IT-01000 Information Security Policy](#)
- [IT-01120 Software Development and Configuration Management Best Practices Policy](#)
- [IT-01150 Information Security Risk Management Policy](#)
- [IT-03000 Incident Response Plan](#)

### Definitions

**AOC** - Administrative Office of the Courts

**AUP** - Acceptable Use Policy ([HR15-09](#))

**CIO** - Chief Information Officer

**Cybercrime** - Criminal activity or a crime that involves the Internet, a computer system, or computer technology.

**Data breach** - An incident in which sensitive, protected or confidential data has potentially been viewed, stolen or used by an individual unauthorized to do so. A data breach may involve personal health information (PHI), personally identifiable information (PII), trade secrets or intellectual property.

**DDT** - Deputy Director of Technology (to CIO)

**EDSA** - Enterprise Domain & Security Architect

**HR** - Human Resources Department

**IT** - Information Technology Department

**IT Resource** - Information Technology resources are the property of Utah Courts and include, but are not limited to all network related systems; business applications; network and application accounts; administrative, academic and library computing facilities; court-wide data, video and voice networks; electronic mail; video & web conferencing systems; access to the Internet; voicemail, fax machines and photocopiers; courtroom audio/video; computer equipment; software and operating systems; storage media; Intranet, VPN, and FTP. IT Resources include resources administered by IT.

**PCI** - Payment Card Industry –Data Security Standard. Promotes Payment Card Industry standards for the safety of cardholder data across the globe.

**PHI** - Personal Health Information

**PII** - Personally Identifiable Information – any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PII.

**User** - Any person who makes any use of any Utah Courts IT resource from any location (whether authorized or not).

## Policy Statement

All Utah State Courts (Utah Courts) Information Technology (IT) employees, contractors, vendors, interns and third-parties that create, use, maintain or handle Utah Courts IT resources

shall follow Utah Courts Information Security Policy and related sub-policies. Policy shall be subject to and superseded by applicable regulations and laws.

## Policy Exception

Policy exemptions to Information Security Policy IT-01000 through IT-03000 will be permitted only when approved in advance and in writing by the Enterprise Domain and Security Architect (EDSA), Deputy Director of Technology (DDT) or Chief Information Officer (CIO).

## Purpose

The Information Security Policy consists of related policies IT-01000 through IT-01120. It applies to all users of Utah Courts IT resources and supports the following goals:

1. Promote a “security is everyone’s responsibility” philosophy to assist Utah Courts in meeting its business and legal commitments.
2. Ensure CyberSecurity training is completed annually by all staff and proof of training is on file with the AOC Training Department.
3. Ensure that Utah Courts complies with all applicable laws and regulations.
4. Ensure the integrity, reliability, availability and superior performance of IT resources.
5. Ensure that users are protected from data breaches and cybercrime.
6. Ensure that use of IT resources is consistent with the principles and values that govern the use of facilities and services.
7. Prevent unauthorized disclosure of critical information.
8. Prevent disruption of court operations.
9. Ensure Utah Courts are protected from financial, legal, regulatory and reputational harm.
10. Ensure that IT systems are used for their intended purposes.
11. Establish processes for addressing policy violations and sanctions for violators.

## General Use and Responsibilities

1. Maintain current knowledge of, and comply with, the contents of this Information Security Policy.
2. Distribute confidential and sensitive information on a limited basis to those with a business need to know the information.
3. Protect all PHI, PII, PCI, Protective Order and other regulated or proprietary data from unauthorized access.
4. Notify the EDSA and/or the IT Service Desk of any suspected breaches or violations

## Policy Violation

1. Violation of the Acceptable Use Policy ([HR09-15](#)) may result in disciplinary action, up to and including termination of contract or employment.
2. Utah Courts reserves the right to report violations of federal, state and local laws and regulations governing computer and network use, as well as interactions that occur on the Internet, to authorities as deemed appropriate.
3. Users who violate the AUP may be held liable for damages to Utah Courts assets, including but not limited to the loss of information, computer software and hardware, down time, fines and judgments imposed as a direct result of the violation.
4. Utah Courts reserve the right to deactivate a user's access rights, if the user is suspected of any violation of this policy, when necessary to preserve the integrity and/or security of IT Resources.

## Complaint Procedure

Information Security violations shall be reported to the EDSA, DDT or CIO. Non-security related violations (such as receipt of inappropriate content, other Human Resources (HR) policy violations, general policy violations or regulatory compliance violations) shall be reported to a supervisor or HR.

## Related Governing Standards, Policies and Guidelines

1. [Federal Information Security Management Act \(FISMA\)](#)
2. [FTC Red Flag Rule](#)

3. [Health Insurance Portability and Accountability Act \(HIPAA\)](#)
4. [International Organization for Standardization \(ISO\)](#)
5. [National Institute Standards and Technology \(NIST\)](#)
6. [Payment Card Industry Data Security Standard \(PCI DSS\)](#)

# Utah State Courts Information Technology Information Security Risk Management Policy

## IT-01150

**Responsible Official:** Chief Information Officer

**Responsible Office:** Information Technology

**Effective Date:** September 12th, 2023

**Last Revision Date:** August 8th, 2023

## Associated Policies

- [Court Security Information](#)
- [Technology in the Courts](#)
- [Audit Services](#)
- [Human Resources](#)
- [IT-01000 Information Security Policy](#)
- [IT-01120 Software Development and Configuration Management Best Practices Policy](#)
- [IT-01150 Information Security Risk Management Policy](#)
- [IT-03000 Incident Response Plan](#)

## Definitions

- **AOC** - Administrative Office of the Courts
- **CIO** - Chief Information Officer
- **Enterprise Domain and Security Architect (EDASA)** – IT Manager, reporting to the CIO.
- **IT** - Information Technology Department

- **Risk profile** – An evaluation of an individual or organization's willingness to take risks, as well as the threats to which an organization is exposed. A risk profile is important for determining a proper investment asset allocation for a portfolio.

## Policy Statement

The Enterprise Domain and Security Architect (EDSA) shall document and implement a risk management program to prevent, detect, contain, and correct both deliberate and inadvertent Information Technology (IT) security incidents and emergencies.

## Policy

### Security Risk Identification

1. The Information Security Risk Management Program is part of the overall Utah State Courts (Utah Courts)/Administrative Office of the Courts (AOC) IT Risk Management Program. Its primary purpose is to prevent, detect, contain, and correct deliberate and inadvertent IT security incidents.
2. Using the risk-related information generated, the IT Department shall implement a combination of policies, procedures, and physical measures to sufficiently reduce (mitigate) the vulnerabilities and risks to a reasonable level.
3. The EDSA is responsible for risk management. Using various analytic efforts, the EDSA shall identify and rank risks in order to estimate total overall risk and IT Risk Profile.
4. All IT security protocols, including software and firmware patch management, shall be evaluated in terms of risk vs. cost to further mitigate risk prior to determining a final decision on expenditure of funding.

### Security Risk Analysis / Ranking

1. After potential Information Security risks are identified, analyses of the risks shall be conducted to prepare an accurate and thorough assessment of their impacts on the confidentiality, availability, and integrity of the Utah Courts sensitive information.
2. This effort also provides the information to rank risks in order of their likelihood to happen, likelihood of success if attempted, and the consequences of their occurrence.
3. The risks are defined in a format compatible with that used and described within the IT Defense In Depth and Incident Response plans.

## Vulnerability Assessment

1. Security reports shall be provided by the EDSA on at least a quarterly basis for IT leadership team review.
2. Where the need is identified, vulnerabilities shall be presented and discussed.

## Security Risk Mitigation

1. Using the risk-related information generated in the efforts described above, the AOC IT Department shall implement a combination of policies, procedures, and physical measures to sufficiently reduce (mitigate) the vulnerabilities and risks to a reasonable level in compliance with EDSA standards, as well as governmental requirements.

## Risk Reevaluation

1. Self-audits and activity reviews shall be conducted within IT at least annually.
2. The IT Department shall constantly monitor the identified Utah Courts IT Risk Profile to measure and refine its effectiveness.

## Security Incident Response and Reporting



1. All event logs shall be collected in a centralized location on secure media that is difficult to alter and is protected from unauthorized access for protected services.
2. Viewing of the logs is on a need-only basis.

Tab 7

\_\_\_\_\_  
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 (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

\_\_\_\_\_  
Badge or identification number (if applicable)

5.     ☐ On \_\_\_\_\_ (date) at \_\_\_\_\_ (time), 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 \_\_\_\_\_

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

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

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

\_\_\_\_\_  
Judge

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

1. The following documents were served (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

\_\_\_\_\_  
Badge or identification number (if applicable)

5.     ☐ On \_\_\_\_\_ (date) at \_\_\_\_\_ (time), 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).

_____	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

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

One of the parties has filed a motion to enforce a parent-time order.

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	_____

\_\_\_\_\_  
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:	(full name: PARENT 1)	(full 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.	<u>(Name of parent with lesser number of overnights)</u>		
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.	\$
<p>10. BASE CHILD SUPPORT AWARD: If the overnights are less than 131 (no additional calculation done in Lines 9a-9c), enter the result in Line 8c here. If the result in Line 8c 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). If the result in Line 8c is less than \$0, then the parent named in Line 7b is entitled to receive child support (and the other parent is the one who must pay child support). Enter the absolute value (remove the negative sign and list the positive value) of the result from Line 8c. The amount listed in Line 10 is the amount owed by the paying parent to the receiving parent all 12 months of the year.</p> <p>If the overnights are 131 or more, enter the number in Line 9c here. 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). If the result in Line 9c is less than \$0, then the parent named in Line 7b is entitled to receive child support (and the other parent is the one who must pay child support). Enter the absolute value (remove the</p>	\$

negative sign and list the positive value) of the result here. The amount listed in Line 10 is the amount owed by the paying parent to the receiving parent all 12 months of the year.	
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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 their 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. If a parent has 130 overnights or less, no further calculation is needed. Go to Line 10 and follow the instructions.

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).

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 the 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:	(full name: PARENT 1)	(full 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 their 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 the 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:	(full name: PARENT 1)	(full 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. Refer to Instructions for Child Support Worksheet – Split Custody for definition of income.	\$	\$	
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 their 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 5 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 5 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. Complete the calculation as directed. The Base Child Support Award is the amount the parent who must pay child support pays to the parent who receives child support. The amount should be rounded to the nearest dollar.

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:

(full name:  
PARENT IN  
THIS CASE)

(full 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 Instructions for Child Support Worksheet – Other Children Present in the Parent's Home 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 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 establishing a child support award, modifying an existing child support 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 the 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.):

---

---

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:

---

---

☐ 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).

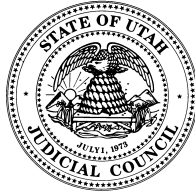
\_\_\_\_\_  
Date

Signature ►

\_\_\_\_\_  
Printed Name

Tab 8





# Administrative Office of the Courts

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

September 1, 2023

Ronald B. Gordon, Jr.  
State Court Administrator  
Neira Siaperas  
Deputy State Court Administrator

## MEMORANDUM

**TO: Management Committee / Judicial Council**  
**FROM: Keisa Williams**  
**RE: Rules for Public Comment**

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The Policy, Planning, and Technology Committee recommends that the following rules be approved for a 45-day public comment period.

### **CJA 6-301. Authority of court commissioner as magistrate.**

The Judicial Council approved a budget request from the Third Judicial District Court for assistance with criminal calendars. The proposed amendments to Rule 6-301 broaden commissioners' magistrate authority while ensuring commissioners' actions remain within the bounds of Utah Code section 78A-5-107 and constitutional limitations on the delegation of judicial authority. The rule identifies the types of cases and matters court commissioners are authorized to hear and the types of relief and orders they may recommend. The rule also establishes timely judicial review of recommendations and orders made by a court commissioner.

### **CJA 4-202.08. Fees for records, information, and services.**

The proposed amendments:

- (lines 48-50) clarify that personnel time may be charged to "copy" records (i.e., download and convert recordings, etc.);
- (lines 59-71) remove individual hourly rates so that rule doesn't have to be updated every time rates fluctuate, authorizing the State Court Administrator to set the rates, which would then be posted on the courts' website or intranet page;
- (lines 90-93) add a provision regarding fees for bulk data, authorizing the State Court Administrator to set the fees; and
- (lines 110-1150) clarify that court appointed attorneys qualify for a fee waiver if they are requesting records on behalf of an indigent client and the client would qualify for a waiver under (10)(A)(ii).

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

**CJA 4-202.02. Records classification.**

**CJA 4-202.03. Records access.**

The proposed amendments classify video records of court proceedings, other than security video, (i.e., Webex recordings) as sealed and limits access to: 1) official court transcribers for the purposes outlined in Rule [5-202](#), 2) court employees if needed to fulfill official court duties, and 3) anyone by court order. Individuals denied access may file a motion with the court under Rule [4-202.04](#).

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

**Rule 4-202.08. Fees for records, information, and services.****Intent:**

To establish uniform fees for requests for records, information, and services.

**Applicability:**

This rule applies to all courts of record and not of record and to the Administrative Office of the Courts. This rule does not apply to the Self Help Center.

**Statement of the Rule:**

(1) **Fees payable.** Fees are payable to the court or office that provides the record, information, or service at the time the record, information, or service is provided. The initial and monthly subscription fee for public online services is due in advance. The connect-time fee is due upon receipt of an invoice. If a public online services account is more than 60 days overdue, the subscription may be terminated. If a subscription is terminated for nonpayment, the subscription will be reinstated only upon payment of past due amounts and a reconnect fee equal to the subscription fee.

(2) **Use of fees.** Fees received are credited to the court or office providing the record, information, or service in the account from which expenditures were made. Fees for public online services are credited to the Administrative Office of the Courts to improve data quality control, information services, and information technology.

(3) **Copies.** Copies are made of court records only. The term "copies" includes the original production. Fees for copies are based on the number of record sources to be copied or the means by which copies are delivered and are as follows:

(3)(A) paper except as provided in (E): \$.25 per sheet;

(3)(B) electronic storage medium other than of court hearings: \$15.00 per unit;

(3)(C) electronic copy of court reporter stenographic text: \$25.00 for each one-half day of testimony or part thereof;

(3)(D) electronic copy of audio record or video record of court proceeding: \$15.00 for each one-half day of testimony or part thereof; and

(3)(E) pre-printed forms and associated information: an amount for each packet established by the state court administrator.

(4) **Mailing.** The fee for mailing is the actual cost. The fee for mailing shall include necessary transmittal between courts or offices for which a public or private carrier is used.

(5) **Fax or e-mail.** The fee to fax or e-mail a document is \$5.00 for 10 pages or less. The fee for additional pages is \$.50 per page. Records available on Xchange will not be faxed or e-mailed.

**(6) Personnel time.**

(6)(A) ~~Personnel time to copy the record of a court proceeding is included in the copy fee. For other matters, there is no fee for the first 15 minutes of personnel time~~ required to provide the copy, record, information, or service, unless the person who submits the request:

(6)(A)(i) is not a Utah media representative; and

(6)(A)(ii) has submitted a separate records request within the 10-day period immediately prior to the date of the request to which the court or office is responding.

(6)(B) The fee for time beyond the first 15 minutes is charged in 15 minute increments for any part thereof. The fees for personnel time may be set by the State Court Administrator and the rates charged should be ~~is charged at the following rates~~ for the least expensive group capable of providing the record, information, or service.:

~~(6)(B)(i) clerical assistant: \$15.00 per hour; (6)(B)(ii) technician: \$22.00 per hour;~~

~~(6)(B)(iii) senior clerical: \$21.00 per hour~~

~~(6)(B)(iv) programmer/analyst: \$32.00 per hour;~~

~~(6)(B)(v) manager: \$37.00 per hour; and~~

~~(6)(B)(vi) consultant: actual cost as billed by the consultant.~~

**(7) Public online services.**

(7)(A) The fee to subscribe to Xchange shall be as follows:

(7)(A)(i) a set-up fee of \$25.00;

(7)(A)(ii) a subscription fee of \$40.00 per month for any portion of a calendar month; and

(7)(A)(iii) \$.15 for each search over 500 during a billing cycle. A search is counted each time the search button is clicked.

(7)(B) When non-subscription access becomes available, the fee to access public online services without subscribing shall be a transaction fee of \$5.00, which will allow up to 10 searches during a session.

(7)(C) The fee to access a document shall be \$.50 per document.

(8) Bulk Data. If approved, individuals or entities may subscribe to receive indexed court data authorized under rule 4-202.02(2)(L) electronically in bulk. The fee to receive bulk data may be set by the State Court Administrator. Requests for bulk data should be made to the Office of Judicial Data and Research.

(98) **No interference.** Records, information, and services shall be provided at a time and in a manner that does not interfere with the regular business of the courts. The Administrative Office of the Courts may disconnect a user of public online services whose use interferes with computer performance or access by other users.

(109) **Waiver of fees.**

(109)(A) Subject to (109)(B), fees established by this rule, other than fees for public online services, shall be waived for:

(109)(A)(i) any government entity of Utah or its political subdivisions if the fee is minimal;

(109)(A)(ii) any person who is the subject of the record and who is indigent;

(10)(A)(iii) any court appointed attorney acting on behalf of a client, if the client would qualify for a fee waiver under (10)(A)(ii); and

(109)(A)(iv) a student engaged in research for an academic purpose.

(109)(B) Individuals who qualify for a fee waiver under (109)(A)(ii) and (10)(A)(iii) are entitled to one free copy of the record requested. The State Court Administrator may waive the one free copy limit under this rule for good cause.

(109)(C) Fees for public online services shall be waived for:

(109)(C)(i) up to 10,000 searches per year for a news organization that gathers information for the primary purpose of disseminating news to the public and that requests a record to obtain information for a story or report for publication or broadcast to the general public;

(109)(C)(ii) any government entity of Utah or its political subdivisions;

(109)(C)(iii) the Utah State Bar;

130 (109)(C)(iv) public defenders for searches performed in connection with their  
131 duties as public defenders; and  
132

133 (109)(C)(v) any person or organization who the XChange administrator  
134 determines offers significant legal services to a substantial portion of the public at  
135 no charge.  
136

137 *Effective: ~~January-May/November~~ 1, 202\_3*

**Rule 6-301. Authority of Court Commissioner as Magistrate****Intent:**

To identify, as required by Utah Code Section 78A-5-107, the types of cases and matters commissioners are authorized to hear, to identify the types of relief and orders commissioners may recommend, and to establish procedures for timely judicial review of recommendations and orders made by court commissioners. To provide for the authority of a court commissioner to act as a magistrate as required by § 77-1-3.

**Applicability:**

This rule shall apply to court commissioners acting as magistrate judges in criminal cases in the district courts.

**Statement of the Rule:**

~~A court commissioner may exercise the following authority conferred upon magistrates by the Legislature:~~

~~(1) issue warrants and summonses in traffic cases; and~~

~~(2) set fines in traffic cases.~~

(1) **Types of cases and matters.** All felony and misdemeanor cases filed in the district court in counties where court commissioners are appointed and serving in accordance with Rule 3-201.

(2) **Duties of court commissioner.** Under the general supervision of the presiding judge, a commissioner has the following duties:

(2)(A) To handle procedural aspects of criminal cases up to and including bind over; and

(2)(B) To conduct initial appearances, preliminary hearings, and other hearings consistent with applicable statutes and rules.

(3) **Authority of court commissioner.** Subject to the limitations outlined in this rule, court commissioners shall have the following authority:

(3)(A) All duties and responsibilities conferred upon magistrates by statute, the Rules of Criminal Procedure, and this rule;

(3)(B) Upon notice, to require the personal appearance of parties and their counsel at hearings before the commissioner or district court;

(3)(C) To conduct initial appearances in accordance with Rule 7 of the Utah Rules of Criminal Procedure;

(3)(D) To require defendants to disclose information necessary to ensure notice, compliance with pretrial release conditions, and appearance at court hearings;

(3)(E) To require defendants to make financial disclosures and complete forms necessary to determine indigency and appoint counsel;

(3)(F) To reassign cases in accordance with written policies of the district court;

(3)(G) To modify the terms of a temporary pretrial status order, subject to de novo review by the district court;

(3)(H) To enter pretrial protective orders, no contact orders, temporary civil protective orders, and stalking injunctions, subject to de novo review by the district court;

(3)(I) To recommend the issuance of arrest warrants based on probable cause or failure to appear;

(3)(J) To recommend the issuance of material witness warrants in accordance with Rule 7C of the Utah Rules of Criminal Procedure;

(3)(K) To conduct preliminary hearings in accordance with Rule 7B of the Utah Rules of Criminal Procedure;

(3)(L) To impose sanctions for contempt of court, subject to de novo review by the district court;

(3)(M) To issue temporary or ex parte orders, subject to de novo review by the district court;

(3)(N) To issue warrants and summonses in traffic cases;

(3)(O) To set fines in traffic cases; and

(3)(P) To make recommendations to the district court regarding any issue, including a recommendation for entry of final judgment.

(4) **Dismissals.** If a court commissioner dismisses a case at a preliminary hearing or other proceeding prior to bindover, the dismissal shall be without prejudice and subject to de novo review by the district court.

(5) **Prohibitions.**

(5)(A) Commissioners shall not make final adjudications or enter final, appealable orders.

(5)(B) Commissioners shall not serve as pro tempore judges in any matter, except as provided by Rule of the Supreme Court.

(5)(C) Commissioners shall not conduct trials, accept guilty pleas, or impose sentences, even with consent of all parties.

(5)(D) Commissioners shall not enter final pretrial status orders in accordance with Utah Code Section 77-20-205.

(6) **Judicial review.**

(6)(A) All orders made by a commissioner are subject to review by the district court pursuant to this rule, applicable rules of criminal procedure, or local rules. Review by the district court is de novo, neither party is required to show a change in circumstances, and no deference



95 may be given to the commissioner's decision. Countersigning a recommendation by a  
96 commissioner does not constitute de novo review.  
97

98 (6)(B) A recommendation or order of a court commissioner is the order of the court until  
99 modified by the court. A party may make an oral objection or file a written objection to the  
100 recommendation within 14 days after the recommendation is made in open court or, if the  
101 court commissioner takes the matter under advisement, within 14 days after the minute  
102 entry of the recommendation is served. A judge's counter-signature on the commissioner's  
103 recommendation does not affect the review of an objection.  
104

105 (6)(C) The objection must be made in accordance with Rule 12 of the Utah Rules of Criminal  
106 Procedure and must identify succinctly and with particularity the findings of fact, the  
107 conclusions of law, or the part of the recommendation or order to which the objection is  
108 made and state the relief sought.  
109

110  
111 *Effective: May/November 12, 202\_0*

**Rule 4-202.02. Records Classification.****Intent:**

To classify court records as public or non-public.

**Applicability:**

This rule applies to the judicial branch.

**Statement of the Rule:**

(1) **Presumption of Public Court Records.** Court records are public unless otherwise classified by this rule.

(2) **Public Court Records.** Public court records include but are not limited to:

(2)(A) abstract of a citation that redacts all non-public information;

(2)(B) aggregate records without non-public information and without personal identifying information;

(2)(C) appellate filings, including briefs;

(2)(D) arrest warrants, but a court may restrict access before service;

(2)(E) audit reports;

(2)(F) case files;

(2)(G) committee reports after release by the Judicial Council or the court that requested the study;

(2)(H) contracts entered into by the judicial branch and records of compliance with the terms of a contract;

(2)(I) drafts that were never finalized but were relied upon in carrying out an action or policy;

(2)(J) exhibits, but the judge may regulate or deny access to ensure the integrity of the exhibit, a fair trial or interests favoring closure;

(2)(K) financial records;

(2)(L) indexes approved by the Management Committee of the Judicial Council, including the following, in courts other than the juvenile court; an index may contain any other index information:

(2)(L)(i) amount in controversy;

(2)(L)(ii) attorney name;

(2)(L)(iii) licensed paralegal practitioner name;

(2)(L)(iv) case number;

(2)(L)(v) case status;

(2)(L)(vi) civil case type or criminal violation;

(2)(L)(vii) civil judgment or criminal disposition;

(2)(L)(viii) daily calendar;

(2)(L)(ix) file date;

(2)(L)(x) party name;

(2)(M) name, business address, business telephone number, and business email address of an adult person or business entity other than a party or a victim or witness of a crime;

(2)(N) name, address, telephone number, email address, date of birth, and last four digits of the following: driver's license number; social security number; or account number of a party;

(2)(O) name, business address, business telephone number, and business email address of a lawyer or licensed paralegal practitioner appearing in a case;

(2)(P) name, business address, business telephone number, and business email address of court personnel other than judges;

(2)(Q) name, business address, and business telephone number of judges;

(2)(R) name, gender, gross salary and benefits, job title and description, number of hours worked per pay period, dates of employment, and relevant qualifications of a current or former court personnel;

(2)(S) unless classified by the judge as private or safeguarded to protect the personal safety of the juror or the juror's family, the name of a juror empaneled to try a case, but only 10 days after the jury is discharged;

(2)(T) opinions, including concurring and dissenting opinions, and orders entered in open hearings;

(2)(U) order or decision classifying a record as not public;

(2)(V) private record if the subject of the record has given written permission to make the record public;

(2)(W) probation progress/violation reports;

(2)(X) publications of the administrative office of the courts;

(2)(Y) record in which the judicial branch determines or states an opinion on the rights of the state, a political subdivision, the public, or a person;

(2)(Z) record of the receipt or expenditure of public funds;

(2)(AA) record ~~of~~ minutes or transcript of an open meeting ~~of~~

(2)(BB) official audio record, minutes, or transcript of an open hearing ~~and the transcript of them~~;

(2)(~~CCBB~~) record of formal discipline of current or former court personnel or of a person regulated by the judicial branch if the disciplinary action has been completed, and all time periods for administrative appeal have expired, and the disciplinary action was sustained;

(2)(~~DDGG~~) record of a request for a record;

(2)(~~EEDD~~) reports used by the judiciary if all of the data in the report is public or the Judicial Council designates the report as a public record;

(2)(~~FFEE~~) rules of the Supreme Court and Judicial Council;

(2)(~~GGFF~~) search warrants, the application and all affidavits or other recorded testimony on which a warrant is based are public after they are unsealed under Utah Rule of Criminal Procedure 40;

(2)(~~HHGG~~) statistical data derived from public and non-public records but that disclose only public data; and

(2)(~~IHHH~~) notwithstanding subsections (6) and (7), if a petition, indictment, or information is filed charging a person 14 years of age or older with a felony or an offense that would be a felony if committed by an adult, the petition, indictment or information, the adjudication order, the disposition order, and the delinquency history summary of the person are public records. The delinquency history summary shall contain the name of the person, a listing of the offenses for which the person was adjudged to be within the jurisdiction of the juvenile court, and the disposition of the court in each of those offenses.

**(3) Sealed Court Records.** The following court records are sealed:

(3)(A) records in the following actions:

(3)(A)(i) Title 78B, Chapter 6, Part 1 – Utah Adoption Act six months after the conclusion of proceedings, which are private until sealed;

(3)(A)(ii) Title 78B, Chapter 15, Part 8 – Gestational Agreement, six months after the conclusion of proceedings, which are private until sealed;

(3)(A)(iii) Section 76-7-304.5 – Consent required for abortions performed on minors; and

(3)(A)(iv) Section 78B-8-402 – Actions for disease testing;

(3)(B) expunged records;

(3)(C) orders authorizing installation of pen register or trap and trace device under Utah Code Section 77-23a-15;

(3)(D) records showing the identity of a confidential informant;

(3)(E) records relating to the possession of a financial institution by the commissioner of financial institutions under Utah Code Section 7-2-6;

(3)(F) wills deposited for safe keeping under Utah Code Section 75-2-901;

(3)(G) records designated as sealed by rule of the Supreme Court;

(3)(H) record of a Children's Justice Center investigative interview after the conclusion of any legal proceedings;

(3)(I) on appeal, any record previously designated as sealed by another court;

(3)(J) video record of a court proceeding, other than security video; and

(3)(~~K~~~~J~~) other records as ordered by the court under Rule 4-202.04.

**(4) Private Court Records.** The following court records are private:

(4)(A) records in the following actions:

(4)(A)(i) Section 26B-5-332, Involuntary commitment under court order;

(4)(A)(ii) Section 76-10-532, Removal from the National Instant Check System database;

(4)(A)(iii) Title 78B, Chapter 6, Part 1, Utah Adoption Act, until the records are sealed;

(4)(A)(iv) Title 78B, Chapter 15, Part 8, Gestational Agreement, until the records are sealed;

(4)(A)(v) cases initiated in the district court by filing an abstract of a juvenile court restitution judgment; and

(4)(A)(vi) Section 26B-8-111, Sex designation changes, and name changes combined with sex designation changes for both minors and adults, except that:

(4)(A)(vi)(a) the case history is public for minors; and

(4)(A)(vi)(b) the case history and record of public hearings are public for adults.

(4)(B) records in the following actions, except that the case history, judgments, orders, decrees, letters of appointment, and the record of public hearings are public records:

(4)(B)(i) Title 30, Husband and Wife, including qualified domestic relations orders, except that an action for consortium due to personal injury under Section 30-2-11 is public;

(4)(B)(ii) Title 75, Chapter 5, Protection of Persons Under Disability and their Property;

(4)(B)(iii) Title 78B, Chapter 7, Protective Orders and Stalking Injunctions;

(4)(B)(iv) Title 78B, Chapter 12, Utah Child Support Act;

(4)(B)(v) Title 78B, Chapter 13, Utah Uniform Child Custody Jurisdiction and Enforcement Act;

(4)(B)(vi) Title 78B, Chapter 14, Uniform Interstate Family Support Act;

(4)(B)(vii) Title 78B, Chapter 15, Utah Uniform Parentage Act; and

(4)(B)(viii) an action to modify or enforce a judgment in any of the actions in this subparagraph (B);

(4)(C) records related to determinations of indigency;

(4)(D) an affidavit supporting a motion to waive fees;

(4)(E) aggregate records other than public aggregate records under subsection (2);

(4)(F) alternative dispute resolution records;

(4)(G) applications for accommodation under the Americans with Disabilities Act;

(4)(H) jail booking sheets;

(4)(I) citation, but an abstract of a citation that redacts all non-public information is public;

(4)(J) judgment information statement;

(4)(K) judicial review of final agency action under Utah Code Section 80-2-707;

(4)(L) the following personal identifying information about a party: driver's license number, social security number, account description and number, password, identification number, maiden name and mother's maiden name, and similar personal identifying information;

(4)(M) the following personal identifying information about a person other than a party or a victim or witness of a crime: residential address, personal email address, personal telephone number; date of birth, driver's license number, social security number,

account description and number, password, identification number, maiden name, mother's maiden name, and similar personal identifying information;

(4)(N) medical, psychiatric, or psychological records;

(4)(O) name of a minor, except that the name of a minor party is public in the following district and justice court proceedings:

(4)(O)(i) name change of a minor, unless the name change is combined with a sex designation change;

(4)(O)(ii) guardianship or conservatorship for a minor;

(4)(O)(iii) felony, misdemeanor, or infraction when the minor is a party;

(4)(O)(iv) protective orders and stalking injunctions; and

(4)(O)(v) custody orders and decrees;

(4)(P) nonresident violator notice of noncompliance;

(4)(Q) personnel file of a current or former court personnel or applicant for employment;

(4)(R) photograph, film, or video of a crime victim;

(4)(S) record of a court hearing closed to the public or of a child's testimony taken under URCrP 15.5:

(4)(S)(i) permanently if the hearing is not traditionally open to the public and public access does not play a significant positive role in the process; or

(4)(S)(ii) if the hearing is traditionally open to the public, until the judge determines it is possible to release the record without prejudice to the interests that justified the closure;

(4)(T) record submitted by a senior judge or court commissioner regarding performance evaluation and certification;

(4)(U) record submitted for in camera review until its public availability is determined;

(4)(V) reports of investigations by Child Protective Services;

(4)(W) statement in support of petition to determine competency;

(4)(X) victim impact statements;

(4)(Y) name of a prospective juror summoned to attend court, unless classified by the judge as safeguarded to protect the personal safety of the prospective juror or the prospective juror's family;

(4)(Z) records filed pursuant to Rules 52 - 59 of the Utah Rules of Appellate Procedure, except briefs filed pursuant to court order;

(4)(AA) records in a proceeding under Rule 60 of the Utah Rules of Appellate Procedure;

(4)(BB) records related to Court Commissioner Conduct Committee and Council actions under Rule 3-201.02, other than a public censure by the Council, and

(4)(CC) other records as ordered by the court under Rule 4-202.04.

**(5) Protected Court Records.** The following court records are protected:

(5)(A) attorney's work product, including the mental impressions or legal theories of an attorney or other representative of the courts concerning litigation, privileged communication between the courts and an attorney representing, retained, or employed by the courts, and records prepared solely in anticipation of litigation or a judicial, quasi-judicial, or administrative proceeding;

(5)(B) records that are subject to the attorney client privilege;

(5)(C) bids or proposals until the deadline for submitting them has closed;

(5)(D) budget analyses, revenue estimates, and fiscal notes of proposed legislation before issuance of the final recommendations in these areas;

(5)(E) budget recommendations, legislative proposals, and policy statements, that if disclosed would reveal the court's contemplated policies or contemplated courses of action;

(5)(F) court security plans;

(5)(G) investigation and analysis of loss covered by the risk management fund;

(5)(H) memorandum prepared by staff for a member of any body charged by law with performing a judicial function and used in the decision-making process;

(5)(I) confidential business records under Utah Code Section 63G-2-309;

(5)(J) record created or maintained for civil, criminal, or administrative enforcement purposes, audit or discipline purposes, or licensing, certification or registration purposes, if the record reasonably could be expected to:

(5)(J)(i) interfere with an investigation;

(5)(J)(ii) interfere with a fair hearing or trial;

(5)(J)(iii) disclose the identity of a confidential source; or

(5)(J)(iv) concern the security of a court facility;



(5)(K) record identifying property under consideration for sale or acquisition by the court or its appraised or estimated value unless the information has been disclosed to someone not under a duty of confidentiality to the courts;

(5)(L) record that would reveal the contents of settlement negotiations other than the final settlement agreement;

(5)(M) record the disclosure of which would impair governmental procurement or give an unfair advantage to any person;

(5)(N) record the disclosure of which would interfere with supervision of an offender's incarceration, probation, or parole;

(5)(O) record the disclosure of which would jeopardize life, safety, or property;

(5)(P) strategy about collective bargaining or pending litigation;

(5)(Q) test questions and answers;

(5)(R) trade secrets as defined in Utah Code Section 13-24-2;

(5)(S) record of a Children's Justice Center investigative interview before the conclusion of any legal proceedings;

(5)(T) presentence investigation report;

(5)(U) except for those filed with the court, records maintained and prepared by juvenile probation; and

(5)(V) other records as ordered by the court under Rule 4-202.04.

**(6) Juvenile Court Social Records.** The following are juvenile court social records:

(6)(A) correspondence relating to juvenile social records;

(6)(B) custody evaluations, parent-time evaluations, parental fitness evaluations, substance abuse evaluations, domestic violence evaluations;

(6)(C) medical, psychological, psychiatric evaluations;

(6)(D) pre-disposition and social summary reports;

(6)(E) probation agency and institutional reports or evaluations;

(6)(F) referral reports;

(6)(G) report of preliminary inquiries; and

(6)(H) treatment or service plans.

**(7) Juvenile Court Legal Records.** The following are juvenile court legal records:

(7)(A) accounting records;

(7)(B) discovery filed with the court;

(7)(C) pleadings, summonses, subpoenas, motions, affidavits, calendars, minutes, findings, orders, decrees;

(7)(D) name of a party or minor;

(7)(E) record of a court hearing;

(7)(F) referral and offense histories

(7)(G) and any other juvenile court record regarding a minor that is not designated as a social record.

**(8) Safeguarded Court Records.** The following court records are safeguarded:

(8)(A) upon request, location information, contact information, and identity information, other than the name of a petitioner and other persons to be protected, in an action filed under Title 78B, Chapter 7, Protective Orders and Stalking Injunctions;

(8)(B) upon request, location information, contact information and identity information, other than the name of a party or the party's child, after showing by affidavit that the health, safety, or liberty of the party or child would be jeopardized by disclosure in a proceeding under Title 78B, Chapter 13, Utah Uniform Child Custody Jurisdiction and Enforcement Act or Title 78B, Chapter 14, Uniform Interstate Family Support Act or Title 78B, Chapter 15, Utah Uniform Parentage Act;

(8)(C) upon request, if the information has been safeguarded under paragraph (8)(A) or (8)(B), location information, contact information and identity information, other than the name of a party or the party's child, in a proceeding under Title 30, Husband and Wife.

(8)(D) location information, contact information, and identity information of prospective jurors on the master jury list or the qualified jury list;

(8)(E) location information, contact information, and identity information other than name of a prospective juror summoned to attend court;

(8)(F) the following information about a victim or witness of a crime:

(8)(F)(i) business and personal address, email address, telephone number, and similar information from which the person can be located or contacted;

(8)(F)(ii) date of birth, driver's license number, social security number, account description and number, password, identification number, maiden name, mother's maiden name, and similar personal identifying information.

Effective: November 1~~April 25~~, 2023

**Rule 4-202.03. Records Access.****Intent:**

To identify who may access court records.

**Applicability:**

This rule applies to the judicial branch.

**Statement of the Rule:**

(1) **Public Court Records.** Any person may access a public court record.

(2) **Sealed Court Records.** An adoptive parent or adult adoptee may obtain a certified copy of the adoption decree upon request and presentation of positive identification. A petitioner in an expunged case may obtain certified copies of the expungement order and the case history upon request and in-person presentation of positive identification. An official court transcriber may obtain a video record of a court proceeding for the purposes outlined in Rule 5-202. A court employee may obtain a video record of a court proceeding if needed to fulfill official court duties. Otherwise, no one may access a sealed court record except by order of the court. A judge may review a sealed record when the circumstances warrant.

(3) **Private Court Records.** The following may access a private court record:

(3)(A) the subject of the record;

(3)(B) the parent or guardian of the subject of the record if the subject is an unemancipated minor or under a legal incapacity;

(3)(C) a party, attorney for a party, or licensed paralegal practitioner for a party to litigation in which the record is filed;

(3)(D) an interested person to an action under the Uniform Probate Code;

(3)(E) the person who submitted the record;

(3)(F) the attorney or licensed paralegal practitioner for a person who may access the private record or an individual who has a written power of attorney from the person or the person's attorney or licensed paralegal practitioner;

(3)(G) an individual with a release from a person who may access the private record signed and notarized no more than 90 days before the date the request is made;

(3)(H) anyone by court order;

(3)(I) court personnel, but only to achieve the purpose for which the record was submitted;

(3)(J) a person provided the record under Rule 4-202.04 or Rule 4-202.05; and

(3)(K) a governmental entity with which the record is shared under Rule 4-202.10.

**(4) Protected Court Records.** The following may access a protected court record:

(4)(A) the person or governmental entity whose interests are protected by closure;

(4)(B) the parent or guardian of the person whose interests are protected by closure if the person is an unemancipated minor or under a legal incapacity;

(4)(C) the person who submitted the record;

(4)(D) the attorney or licensed paralegal practitioner for the person who submitted the record or for the person or governmental entity whose interests are protected by closure or for the parent or guardian of the person if the person is an unemancipated minor or under a legal incapacity or an individual who has a power of attorney from such person or governmental entity;

(4)(E) an individual with a release from the person who submitted the record or from the person or governmental entity whose interests are protected by closure or from the parent or guardian of the person if the person is an unemancipated minor or under a legal incapacity signed and notarized no more than 90 days before the date the request is made;

(4)(F) a party, attorney for a party, or licensed paralegal practitioner for a party to litigation in which the record is filed;

(4)(G) anyone by court order;

(4)(H) court personnel, but only to achieve the purpose for which the record was submitted;

(4)(I) a person provided the record under Rule 4-202.04 or Rule 4-202.05; and

(4)(J) a governmental entity with which the record is shared under Rule 4-202.10.

**(5) Juvenile Court Social Records.** The following may access a juvenile court social record:

(5)(A) the subject of the record, if 18 years of age or over;

(5)(B) a parent or guardian of the subject of the record if the subject is an unemancipated minor;

(5)(C) an attorney or person with power of attorney for the subject of the record;

(5)(D) a person with a notarized release from the subject of the record or the subject's legal representative dated no more than 90 days before the date the request is made;

(5)(E) the subject of the record's therapists and evaluators;

(5)(F) a self-represented litigant, a prosecuting attorney, a defense attorney, a Guardian ad Litem, and an Attorney General involved in the litigation in which the record is filed;

(5)(G) a governmental entity charged with custody, guardianship, protective supervision, probation or parole of the subject of the record including juvenile probation, Division of Child and Family Services and Juvenile Justice Services;

(5)(H) the Department of Human Services, school districts and vendors with whom they or the courts contract (who shall not permit further access to the record), but only for court business;

(5)(I) court personnel, but only to achieve the purpose for which the record was submitted;

(5)(J) a governmental entity with which the record is shared under Rule 4-202.10;

(5)(K) the person who submitted the record;

(5)(L) public or private individuals or agencies providing services to the subject of the record or to the subject's family, including services provided pursuant to a nonjudicial adjustment, if a probation officer determines that access is necessary to provide effective services; and

(5)(M) anyone by court order.

(5)(N) Juvenile court competency evaluations, psychological evaluations, psychiatric evaluations, psychosexual evaluations, sex behavior risk assessments, and other sensitive mental health and medical records may be accessed only by:

(5)(N)(i) the subject of the record, if age 18 or over;

(5)(N)(ii) an attorney or person with power of attorney for the subject of the record;

(5)(N)(iii) a self-represented litigant, a prosecuting attorney, a defense attorney, a Guardian ad Litem, and an Attorney General involved in the litigation in which the record is filed;

(5)(N)(iv) a governmental entity charged with custody, guardianship, protective supervision, probation or parole of the subject of the record including juvenile probation, Division of Child and Family Services and Juvenile Justice Services;

(5)(N)(v) court personnel, but only to achieve the purpose for which the record was submitted;

(5)(N)(vi) anyone by court order.

(5)(O) When records may be accessed only by court order, a juvenile court judge will permit access consistent with Rule 4-202.04 as required by due process of law in a manner that serves the best interest of the child.

**(6) Juvenile Court Legal Records.** The following may access a juvenile court legal record:

(6)(A) all who may access the juvenile court social record;

(6)(B) a law enforcement agency;

(6)(C) a children's justice center;

(6)(D) public or private individuals or agencies providing services to the subject of the record or to the subject's family;

(6)(E) the victim of a delinquent act may access the disposition order entered against the minor; and

(6)(F) the parent or guardian of the victim of a delinquent act may access the disposition order entered against the minor if the victim is an unemancipated minor or under legal incapacity.

**(7) Safeguarded Court Records.** The following may access a safeguarded record:

(7)(A) the subject of the record;

(7)(B) the person who submitted the record;

(7)(C) the attorney or licensed paralegal practitioner for a person who may access the record or an individual who has a written power of attorney from the person or the person's attorney or licensed paralegal practitioner;

(7)(D) an individual with a release from a person who may access the record signed and notarized no more than 90 days before the date the request is made;

(7)(E) anyone by court order;

(7)(F) court personnel, but only to achieve the purpose for which the record was submitted;

(7)(G) a person provided the record under Rule 4-202.04 or Rule 4-202.05;

(7)(H) a governmental entity with which the record is shared under Rule 4-202.10; and

(7)(I) a person given access to the record in order for juvenile probation to fulfill a probation responsibility.

(8) Court personnel shall permit access to court records only by authorized persons. The court may order anyone who accesses a non-public record not to permit further access, the violation of which may be contempt of court.

(9) If a court or court employee in an official capacity is a party in a case, the records of the party and the party's attorney are subject to the rules of discovery and evidence to the same extent as any other party.

*Effective: November 1, 202~~32~~*