

**JUDICIAL COUNCIL MEETING**

**AGENDA**

**January 21, 2025**

**Meeting held through Webex  
and in person**

**Matheson Courthouse  
Council Room  
450 S. State St.  
Salt Lake City, UT 84111**

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

1. 9:00 a.m. Welcome & Approval of Minutes.....Chief Justice Matthew B. Durrant  
(TAB 1 - Action)
  
2. 9:05 a.m. Chair’s Report.....Chief Justice Matthew B. Durrant  
(Information)
  
3. 9:10 a.m. State Court Administrator’s Report.....Ron Gordon  
(Information)
  
4. 9:20 a.m. Reports: Management Committee.....Chief Justice Matthew B. Durrant  
Budget and Fiscal Management Committee.....Judge Rita Cornish  
Liaison Committee.....Judge Thomas Low  
Policy, Planning, and Technology Committee.....Judge James Gardner  
Bar Commission.....Katie Woods, esq.  
(TAB 2 - Information)
  
5. 9:30 a.m. Budget and Grants.....Karl Sweeney  
(TAB 3 – Information) Alisha Johnson
  
6. 9:45 a.m. Authorization to Fill Commissioner Vacancy.....Mark Paradise  
(TAB 4 – Action)
  
7. 9:50 a.m. Rules for Final Approval.....Keisa Williams  
(TAB 5 – Action)

8. 10:00 a.m. IT Update 2024 – Projects & ARPA.....Brody Arishita  
(TAB 6 – Information) Todd Eaton  
Clayson Quigley  
Jace Kinder
- 10:45 Break**
9. 10:55 a.m. Interim Generative AI Rules.....Keisa Williams  
(TAB 7 – Discussion) Judge James Gardner
10. 11:10 a.m. Legislative Updates.....Michael Drechsel  
(Information)
11. 11:20 a.m. JPEC Report.....Mary-Margaret Pingree  
(TAB 8 - Information) Lisa Watts Baskin
12. 11:35 a.m. Treatment Court Recertification.....Cris Seabury  
(TAB 9 – Action) Katy Collins
13. 11:50 a.m. Consent Calendar.....Chief Justice Matthew B. Durrant  
(Action)
14. 11:55 a.m. Old Business / New Business.....All  
(Discussion)
15. 12:05 p.m. Adjourn.....Chief Justice Matthew B. Durrant

**Consent Calendar**

Rules for Public Comment  
(TAB 10)

Form Updates  
(TAB 11)

New Juvenile Probation Policy  
(TAB 12)

Forms Committee New Members  
(TAB 13)

Tab 1

**JUDICIAL COUNCIL MEETING  
Minutes**

**December 16, 2024**

**Meeting held through Webex  
and in person**

**Matheson Courthouse**

**9:00 a.m. – 11:05 p.m.**

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

**Members:**

Chief Justice Matthew B. Durrant, Chair  
Hon. David Mortensen, Vice Chair  
Hon. Suchada Bazzelle  
Hon. Brian Brower  
Hon. Jon Carpenter  
Hon. Samuel Chiara  
Hon. Michael DiReda  
Hon. Susan Eisenman  
Hon. Ryan Evershed  
Hon. Angela Foncesbeck  
Hon. James Gardner  
Hon. Thomas Low  
Hon. Brendan McCullagh  
Justice Paige Petersen  
Kristin K. Woods

**AOC Staff:**

Ron Gordon  
Neira Siaperas  
Shane Bahr  
Michael Drechsel  
Jim Peters  
Nick Stiles  
Karl Sweeney  
Sonia Sweeney  
Hilary Wood  
Keisa Williams

**Excused:**

Hon. Rita Cornish  
Hon. Amber Mettler

**Presenters:**

Katy Collins  
Megan Connelly  
Justice Christine Durham  
Alisha Johnson  
Cris Karren  
Bryson King

**Presenters (cont.)**

Judge Gordon Low  
Jordan Murray  
Tucker Samuelsen  
Amy Sorenson  
Pleasy Wayas  
Elizabeth Wright

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

Chief Justice Matthew B. Durrant welcomed everyone to the meeting and asked if there were any questions or comments on the previous month's minutes. Judge Susan Eisenman corrected the spelling of her last name. There were no other corrections or comments.

**Motion:** Judge Eisenman made a motion to approve the meeting minutes from the November 25, 2024 Judicial Council meeting. Judge Brian Brower seconded the motion, and the motion passed unanimously.

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

Chief Justice Durrant announced that he was interviewed by Governor Herbert at Utah Valley University on December 5, 2024, and will be swearing in Governor Cox in January 2025.

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

Ron Gordon shared that the Board of Juvenile Court Judges voted on Judge Michael Leavitt as the new designee to replace Judge Ryan Evershed on the Judicial Council. This meeting will be Judge Evershed's last.

Mr. Gordon explained that Governor Cox released his recommended budget recently, which largely consisted of an income tax cut on social security in the amount of \$144 million. None of the judiciary's priorities were included, other than about \$470,000 for interpretation services. Mr. Gordon reiterated that the Governor's budget is just a recommendation, and many things change between now and the first week of March when the budget is finalized. Mr. Gordon added, however, that they he plans to modify his presentation and communication of the priorities a bit based on the challenges forecasted for this budget year focusing primarily on the top three priorities: employee compensation, particularly for core workforce employees such as Judicial Assistants and Probation Officers, the Court of Appeals judge, and all of the other judicial officers that are needed.

Mr. Gordon shared that the Manti Courthouse is close to completion and looks beautiful inside and out. They are looking at a late February 2025 move date and a late March or early April 2025 dedication date for the ceremony.

Mr. Gordon shared that the Business and Chancery Court has at least one hearing on the schedule. Judge Rita Cornish is still wrapping up her calendar in the Second District, and meanwhile, the Business and Chancery Court staff has been very helpful in assisting in the pilot to centralize handling of audio requests in an effort to reduce the Judicial Assistant (JA) workload. So far they have been handling those requests for the Fifth District, and the AOC will look at adding another district to see if that is feasible.

Mr. Gordon announced that the Governor recently appointed Ryan Peterson as a judge in the Fourth District Juvenile Court and Commissioner Catherine Conklin as a judge in the Second District Court. He added that Cameron Beech's confirmation hearing is today.

## **4. COMMITTEE REPORTS:**

### **Management Committee Report:**

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

## Budget & Fiscal Management Committee Report:

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

## Liaison Committee Report:

Michael Drechsel shared that the legislative session will begin January 21, 2025, the date of the next Judicial Council meeting. The Liaison Committee met a few weeks ago, and Judge Thomas Low has been elected as the new chair. The committee will meet a total of eight times through the session starting on January 10, 2025, and will meet every week until the session concludes on March 7, 2025. At their last meeting, the committee voted to temporarily pause the judiciary's efforts to advocate for the Justice Court Reform proposals that the Council had previously approved until the committee can reconsider a viable path forward.

## Policy, Planning, and Technology Committee Report:

Judge Jim Gardner shared that the committee adopted style rules for the subcommittee, and spent some time talking about their proposed rule on AI use in the courts. They plan to bring it back to the Management Committee for feedback in the next month or two.

## Bar Commission Report:

Kristin Woods confirmed that they were able to reserve a meeting space for the Council at the Dixie Convention Center for the March meeting in St. George. The Bar is preparing for the record number of applicants for the Bar exam in February 2025, with 132 signed up. She encouraged the Council members that will be in St. George in March to attend the Bar Convention as well.

## 5. BUDGET & GRANTS: (Karl Sweeney, Alisha Johnson)

Karl Sweeney and Alisha Johnson presented the financial reports.

### FY 2025 One Time Turnover Savings

#		Funding Type	Actual Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 11/08/2024)	Internal Savings	1,460,090
2	Est. One Time Savings for remaining pay hours (1,328 @ \$1,200 / pay hour)	Internal Savings (Est.)	1,593,600
<b>Total Potential One Time Savings</b>			<b>3,053,690</b>

Prior Report Totals (as of 10/25/2024)

3,015,740

### FY 2025 Ongoing Turnover Savings

#		Funding Type	Actual Amount YTD	Forecasted Amount @ YE
	Net Carried over Ongoing Savings (finalized from FY 2024)	Internal Savings	140,594	140,594
	Ongoing Turnover Savings FY 2025 (actual year-to-date, Salary Differential only)	Internal Savings	268,779	268,779
1	Ongoing Turnover Savings FY 2025 (forecast \$50,000 / month x 7 months, Salary Differential only)	Internal Savings	-	350,000
	Benefit Differential Savings FY 2025 (will be recognized in this row starting in Q4)	Internal Savings	-	-
	<b>TOTAL SAVINGS</b>		<b>409,373</b>	<b>759,373</b>
2	2025 Annual Authorized Hot Spot Raises		(96,305)	(200,000)
	<b>TOTAL USES</b>		<b>(96,305)</b>	<b>(200,000)</b>
3	<b>Total Actual/Forecasted Unencumbered Turnover Savings for FY 2025</b>		<b>313,068</b>	<b>559,373</b>

Prior Report Totals as of 11/06/2024

333,911.44

622,718.44

## FY 2025 Year End Requests and Forecasted Available One-time Funds

Forecasted Available One-time Funds			
	Description	Funding Type	Amount
<b>Sources of YE 2025 Funds</b>			
*	Turnover Savings as of PPE 11/08/2024	Turnover Savings	1,460,090
	Turnover savings Estimate for the rest of the year (\$1,200 x 1,328 pay hours)	Turnover Savings	1,593,600
	<b>Total Potential One Time Turnover Savings</b>		<b>3,053,690</b>
	Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		(250,000)
(a)	<b>Total Potential One Time Turnover Savings Less Discretionary Use</b>		<b>2,803,690</b>
	Operational Savings From TCE / AOC Budgets - Estimate	Internal Operating Savings	800,000
	Reserve Balance (balance from FY 2024 Carryforward)	Judicial Council Reserve	847
	Anticipated Reserve Uses - including previously approved and pending requests	Jud. Council Reserve Uses	-
(b)	<b>Total Operational Savings and Reserve</b>		<b>800,847</b>
(c)	<b>Total of Turnover Savings &amp; Operational Savings = (a) + (b)</b>		<b>3,604,537</b>
<b>Uses of YE 2025 Funds</b>			
(e)	Carryforward into FY 2026 (Anticipate request to Legislature for \$3,200,000)	FY 2026 Carryforward	(2,500,000)
<b>Total Potential One Time Savings = (c) + (d) less Carryforward (e)</b>			<b>1,104,537</b>
<b>Less: Judicial Council Requests Previously Approved</b>			<b>(617,427)</b>
<b>Less: Judicial Council Current Month Spending Requests</b>			<b>(15,000)</b>
<b>Remaining Forecasted Funds Available for FY 2025 YE Spending Requests</b>			<b>472,110</b>

Updated 11/27/2024

## Facilities Spending Plan for Large Projects FY25

Credits in FY25 Only						Details
Richfield Bond	\$ 219,000					To be reallocated to Heber rent in FY26
Farmington Bond	\$ 399,000					To be reallocated to Heber rent in FY26
Heber Additional Rent	\$ 163,000					To be reallocated to Heber rent in FY26
50% Annual Carry Over	\$ -					
Court Complex Surplus*	\$ 800,000					Approved one-time for AF hearing room
<b>Sub Total</b>	<b>\$ 1,581,000</b>					
		(a)	(b)	(b) - (a)		
<b>Projects</b>		Estimated	Actual	(Under)/Over Budget	Impact on Contingency (Used)	
Provo FF&E	\$ 60,000	\$ 72,404	\$ 12,404	\$ (12,404)	Completed	
Heber FF&E **	\$ -	\$ -	\$ -	\$ -	N/A	
Manti Security Systems ***	\$ -	\$ -	\$ -	\$ -	N/A	
Manti FF&E Overage	\$ 72,000				\$ -	
Roosevelt Design and TI	\$ 269,274	\$ -	\$ (269,274)	\$ 26,927	Deferred until FY 2026	
Provo AV Equipment	\$ 285,000	\$ 104,346	\$ (180,654)	\$ 18,065	\$224K actual - \$119K paid in FY24 = \$104K actual remaining to calculate difference	
Provo Security Equipment	\$ 42,000	\$ 36,275	\$ (5,725)	\$ 5,725	Completed	
AOC 3rd Floor Furniture	\$ 167,000	\$ 174,993	\$ 7,993	\$ (7,993)	Completed	
AF Hearing Room Const	\$ 500,000			\$ -	Will have estimates around Jan. 1, 2025	
AF Chambers, Office & Support Space Const	\$ 275,000			\$ -	Will have estimates around Jan. 1, 2025	
AF FF&E	\$ 65,000			\$ -	Will have estimates around Jan. 1, 2025	
WJ Juv Shell Buildout	\$ 1,655,000			\$ -	Will have estimates around Jan. 1, 2025	
Math 1st Floor Courtroom Const	\$ 720,000			\$ -	Will have estimates around Jan. 1, 2025	
Math 1st Floor Chambers & Support Spaces Const	\$ 309,000			\$ -	Will have estimates around Jan. 1, 2025	
Math 1st floor courtroom FF&E	\$ 95,000			\$ -	Will have estimates around Jan. 1, 2025	
<b>Sub Total</b>	<b>\$ 4,514,274</b>	<b>\$ 388,018</b>				
<b>Total</b>	<b>\$ (2,933,274)</b>			<b>\$ 30,321</b>	Contingency Eligible for Release	
10% Contingency	\$ (451,427)			\$ (451,427)		
<b>Total with 10% Contingency</b>	<b>\$ (3,384,701)</b>			<b>\$ (421,106)</b>	Contingency Available for Remaining Projects	

Red = Placeholder budget number

\* Spend down the CCF surplus to \$500K

\*\* \$400K to be paid to Wasatch Co. towards furniture package before 6/30

\*\*\* Funding provided by security funds

**6. MANTI TREATMENT COURT RECERTIFICATION: (Cris Karren, Katy Collins)**

Cris Karren presented the Manti Treatment Court recertification report, showing that the court met all certification criteria.

**Motion:** Judge Michale DiReda made a motion to approve the recommendation for the Manti Treatment Court recertification. Judge Gardner seconded the motion, and the motion passed unanimously.

**7. FORMS COMMITTEE ANNUAL REPORT: (Pleasy Wayas)**

Pleasy Wayas gave an annual report on the work of the Forms Committee. She shared that they met monthly this past year, working on 98 forms that included revising and improving 86 existing forms, drafting 12 new forms, and approving the revision of code citations on numerous forms affected by recodifications from the 2024 legislative session. The committee also worked with a UX designer out of Georgetown that has inspired them in user design going forward.

**8. BOARD OF SENIOR JUDGES: (Judge Gordon Low, Neira Siaperas)**

Judge Gordon Low presented an annual report from the Board of Senior Judges. He shared that as of December 4, 2024, active senior judges had worked a total of 486.5 days across the District and Juvenile Courts, as well as the Court of Appeals, this calendar year. He explained that the base budget for senior judges is \$168,100, and that between FY 2022 and FY 2024, the Judiciary utilized \$2 million in APRA funding to address case backlogs by expanding senior judge use and hiring time-limited judicial assistants. This funding was fully expended by February 2024. Ms. Siaperas explained that the Judiciary received \$1.2 million for this fiscal year, and that if the current senior judge usage doesn't change drastically, there will be about \$600,000 remaining at the end of the fiscal year. She shared that the Board will plan to ask Council for some of that remaining funds back for senior judges and time-limited Judicial Assistants, and to extend those Judicial Assistants for another year. Starting July 1, 2025, the senior judge budget will return to the \$168,100 base funding, at which time the supplemental funding will most likely be needed.

**9. STANDING COMMITTEE ON MODEL UTAH JURY CRIMINAL JURY INSTRUCTIONS (MUJI) ANNUAL REPORT: (Bryson King)**

Bryson King presented the MUJI Criminal Committee annual report, including changes to the committee membership.

**10. ACCESS TO JUSTICE COMMISSION REPORT: (Justice Christine Durham, Amy Sorenson, Elizabeth Wright, Megan Connelly)**

Megan Connelly, Director of the Access to Justice Commission, introduced Elizabeth Wright, Executive Director, and Christine Durham and Amy Sorenson, Commission Co-Chairs. They presented an annual report on the work of the Access to Justice Commission over the past year, including a brief introduction of who they are as a commission, the need for access to justice, awareness and education, building community and partnerships, service through signature programs, and their goals looking forward.



**11. CONSENT CALENDAR: (Chief Justice Matthew B. Durrant)**

**Motion:** Judge Brower made a motion to approve the three items on the consent calendar. Judge Evershed seconded the motion, and the motion passed unanimously.

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

Judge Michael DiReda shared that Judge Craig Hall was a legislator prior to his appointment as a judge. He explained that Judge Hall would like to be a resource for the Liaison Committee to provide insight to potential legislation that may affect the judiciary.

**13. ADJOURN: (Chief Justice Matthew B. Durrant)**

The meeting was adjourned.

**CONSENT CALENDAR ITEMS**

1. Rules for Public Comment
2. Form Updates
3. Treatment Courts Grant Renewal

DRAFT

Tab 2

**JUDICIAL COUNCIL'S  
BUDGET & FISCAL MANAGEMENT COMMITTEE**

**Minutes**

**December 2, 2024**

**Meeting held virtually through WebEx**

**12:00 p.m. – 1:00 p.m.**

**Members Present:**

Judge Michael DiReda  
Judge Rita Cornish  
Kristin Woods

**Guests:**

Mark Urry, TCE, Fourth District Court  
Brett Folkman, TCE, First District Courts  
Judge Danna Gibson  
Dane Thorley  
Katy Burke

**Excused:**

Judge Susan Eisenmen  
Alisha Johnson

**AOC Staff Present:**

Ron Gordon  
Neira Siaperas  
Shane Bahr  
Nick Stiles  
Erin Rhead  
Jonathan Puente  
James Peters  
Karl Sweeney  
Jordan Murray  
Sheri Knighton  
Suzette Deans, Recording Secretary

**1. WELCOME AND APPROVAL OF MINUTES (Karl Sweeney – “Presenter”)**

Karl Sweeney welcomed everyone to the meeting and asked for a motion to approve the minutes from the last meeting.

**Motion:** Judge Michael DiReda moved to approve November 13, 2024, minutes, as presented. Kristin Woods seconded the motion, and it passed unanimously.

**2. FY 2023 Financials / Turnover Savings / ARPA Update (Karl Sweeney – “Presenter”)**

One-Time Turnover Savings/ FY 2025 YE Requests - One-time TOS are generated from position vacancies which are higher in FY 2025 (we averaged +/- 30 in FY 2024 and we are averaging +/- 40 in FY 2025). Karl Sweeney reported that our actual 1x TOS is running almost \$2,000 per work hour based on a 2088 annual hour year, versus \$1,200 per work hour actual for full FY 2024. Our FY 2025 total forecast uses an actual 1x TOS of \$1,921 per hour for YTD

hours (760) with a future forecast for the balance of the year of \$1,200 per hour for 1320 hours which yields a conservative \$3,053,690 total.



### FY 2025 One Time Turnover Savings

Updated as of Pay Period Ending 11/08/2024 (760 out of 2,088 hours)

#	Funding Type	Actual Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 11/08/2024)	1,460,090
2	Est. One Time Savings for remaining pay hours (1,328 @ \$1,200 / pay hour)	1,593,600
<b>Total Potential One Time Savings</b>		<b>3,053,690</b>

Prior Report Totals (as of 10/25/2024) 3,015,740

- 2 \$1,200 / pay hour represents the actual FY 2024 average; going with this conservative amount for the balance of the year.
- \* Actual per hour turnover savings for the last 4 pay periods (oldest to newest) are \$2,037.69, \$2,215.19, \$2,429.80, and \$1,961.98. The average per hour turnover savings FY 2025 YTD is \$1,921.17

Karl Sweeney reviewed the FY 2025 Year End Spending Requests and Forecasted Available One-Time Funds. As of period 5, as recapped on the prior schedule, the 1x TOS savings is forecasted to be \$3,053,690 with \$800,000 of estimated operational savings (updated forecast from budget managers will be received by 1/31/2025). Deducting \$250,000 of hot spot incentive pay, our total 1x savings is \$3.6M. We are showing \$2.5M of carryforward savings with upside to increase the carryforward to the legislatively authorized amount of \$3.2M available. This gives the Courts the forecasted potential of one-time savings available for use in FY 2025 of \$1.1M of which \$600K+ has already been approved for use.

It is important to note that \$451,427 of the forecasted expenditures are construction contingencies which may or may not be necessary.



### FY 2025 Year End Requests and Forecasted Available One-time Funds - Period 5

Forecasted Available One-time Funds				# One-time Spending Plan Requests		Adjusted Requests	Judicial Council Approved
Description	Funding Type	Amount		Amount	Amount		
<b>Sources of YE 2025 Funds</b>				1	Various Construction Projects (FY 2025) Contingency (10%)	\$ -	451,427
* Turnover Savings as of PPE 11/08/2024	Turnover Savings	1,460,090	2	All Rise Utah Welcome Dinner	\$ -	10,000	
Turnover savings Estimate for the rest of the year (\$1,200 x 1,328 pay hours)	Turnover Savings	1,593,600	3	Q1 / Q2 Performance Bonus	\$ -	156,000	
<b>Total Potential One Time Turnover Savings</b>		<b>3,053,690</b>	4	Replacement of EMV Credit Card Devices	\$ -	36,500	
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		(250,000)	5	Reimbursement from Trust Account Interest Earnings	\$ -	(36,500)	
<b>(a) Total Potential One Time Turnover Savings Less Discretionary Use</b>		<b>2,803,690</b>		Jury Pay Project	\$ 15,000		
Operational Savings From TCE / AOC Budgets - Estimate	Internal Operating Savings	800,000					
Reserve Balance (balance from FY 2024 Carryforward)	Judicial Council Reserve	847					
Anticipated Reserve Uses - including previously approved and pending requests	Jud. Council Reserve Uses	-					
<b>(b) Total Operational Savings and Reserve</b>		<b>800,847</b>					
<b>(c) Total of Turnover Savings &amp; Operational Savings = (a) + (b)</b>		<b>3,604,537</b>					
<b>Uses of YE 2025 Funds</b>							
(e) Carryforward into FY 2026 (Anticipate request to Legislature for \$3,200,000)	FY 2026 Carryforward	(2,500,000)					
<b>Total Potential One Time Savings = (c) + (d) less Carryforward (e)</b>		<b>1,104,537</b>					
<b>Less: Judicial Council Requests Previously Approved</b>		<b>(617,427)</b>					
<b>Less: Judicial Council Current Month Spending Requests</b>		<b>(15,000)</b>					
<b>Remaining Forecasted Funds Available for FY 2025 YE Spending Requests</b>		<b>472,110</b>					

\* Actual per hour turnover savings for the last 4 pay periods (oldest to newest) are \$2,037.69, \$2,215.19, \$2,429.80, and \$1,961.98. The average per hour turnover savings FY 2025 YTD is \$1,921.17  
 (b) Estimate only; Operational Savings from TCE / AOC Budgets will be updated in January / February 2025. FY 2024 operational savings were \$1.3M.

Ongoing Turnover Savings (“OTS”)/FY 2025 Carryforward and Ongoing Requests – Karl Sweeney indicated we carried over \$140,594 in ongoing savings from FY 2024. So far we have generated \$268,779 in OTS giving a total savings of \$409,373 in YTD OTS. We forecast future OTS amount of \$350,000 (7 months @ \$50K per month) for a total OTS of \$759,373 that is reduced by \$200,000 for Judicial Council authorized hot spot raise funds leaving a total of \$559,000 for future discretionary use.



### FY 2025 Ongoing Turnover Savings as of 11/26/2024

#	Funding Type	Actual	Forecasted	
		Amount YTD	Amount @ YE	
	Net Carried over Ongoing Savings (finalized from FY 2024)	Internal Savings	140,594	140,594
	Ongoing Turnover Savings FY 2025 (actual year-to-date, Salary Differential only)	Internal Savings	268,779	268,779
1	Ongoing Turnover Savings FY 2025 (forecast \$50,000 / month x 7 months, Salary Differential only)	Internal Savings	-	350,000
	Benefit Differential Savings FY 2025 (will be recognized in this row starting in Q4)	Internal Savings	-	-
	<b>TOTAL SAVINGS</b>		<b>409,373</b>	<b>759,373</b>
2	2025 Annual Authorized Hot Spot Raises		(96,305)	(200,000)
	<b>TOTAL USES</b>		<b>(96,305)</b>	<b>(200,000)</b>
3	<b>Total Actual/Forecasted Unencumbered Turnover Savings for FY 2025</b>		<b>313,068</b>	<b>559,373</b>

Prior Report Totals as of 11/06/2024 333,911.44 622,718.44

- \* Ongoing turnover savings only happens when a vacant position is filled at a lower rate (Salary Differential) and / or with lower benefits (Benefit Differential).
- \* We defer recognizing the Benefit Differential until Q4 of the fiscal year due to potential volatility in benefit selection in the short term. This allows time for the benefit selections for the year to normalize.  
YTD benefit differential is -\$98,750. FY 2024 full year benefit differential was \$331,176
- \* Currently, 34 FTE are vacant.
- 1 We are currently estimating \$50,000 of ongoing Salary Differential 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 The current month total forecasted ongoing turnover savings has declined primarily due to two positions where the replacement hire was paid more than the incumbent. This is an uncommon occurrence and takes place most often for key positions needing upgraded skills. The new hires were within the hiring range for those positions.

**Definitions:**

**Salary Differential** - the annualized difference in salary and salary related benefits between a prior employee and a replacement employee. Recognized when a new employee is hired.

**Benefit Differential** - the annualized difference in medical and dental benefit cost between a prior employee and a replacement employee. Recognized in Q4 of the fiscal year and only after benefits are selected.

ARPA Expenditures – We have expended \$13.7M of ARPA funds as of period 5. This leaves an available balance of \$1.36M of the \$15 million that was awarded to the courts 100% of which has been obligated with a signed contract. We anticipate this remaining balance of \$1.36M will have checks cut against it before the extended cutoff date of December 31, 2026.



### ARPA Expenses as of 11/26/2024 (period 5 not closed)

	A	B	C	D	E	F	G	
	Judicial Council Approved	Actual FY 2022 Expended	Actual FY 2023 Expended	Actual 2024 Expended	FY Actual 2025 Expended	Total Expended Amount	Balance Available	% Obligated
IT Access to Justice - Part I + II	12,373,400	3,042,468	4,613,255	3,075,857	280,759	11,012,339	1,361,061	100.00%
Courts Case Backlog - Part I + II	2,302,100	707,963	1,007,135	587,002	-	2,302,100	Completed in FY 2024	
Legal Sandbox Response to COVID	324,500	-	171,636	152,864	-	324,500	Completed in FY 2024	
<b>TOTAL</b>	<b>15,000,000</b>	<b>3,750,430.78</b>	<b>5,792,026.58</b>	<b>3,815,722.46</b>	<b>280,758.90</b>	<b>13,638,938.72</b>	<b>1,361,061.28</b>	

Expenditures added since last report: 5 39,833.90

ARPA funds expended cut off date is 12/31/2026; ARPA funds obligated cut off date is 12/31/2024.  
The definition of obligation is not only budgeting money but also taking steps to create a contract, sub-award, or similar transaction that requires payment. Consider the time it takes to negotiate and execute a contract when planning to meet the obligation deadline.

Mr. Sweeney reviewed the Facilities Spending Plan and the amount of \$451,000 (contingency) that was already approved by the Judicial Council. There has been no change to this since the last update.

**Facilities Spending Plan for Large Projects FY25 - 11/13/24 update**

Credits in FY25 Only						Details
Richfield Bond	\$	219,000				To be reallocated to Heber rent in FY26
Farmington Bond	\$	399,000				To be reallocated to Heber rent in FY26
Heber Additional Rent	\$	163,000				To be reallocated to Heber rent in FY26
50% Annual Carry Over	\$	-				
Court Complex Surplus*	\$	800,000				Approved one-time for AF hearing room
<b>Sub Total</b>	\$	<b>1,581,000</b>				
		(a)	(b)	(b) - (a)		
<b>Projects</b>		Estimated	Actual	(Under)/Over Budget	Impact on Contingency (Used)	
Provo FF&E	\$	60,000	72,404	12,404	(12,404)	Completed
Heber FF&E **	\$	-	-	-	-	N/A
Manti Security Systems ***	\$	-	-	-	-	N/A
Manti FF&E Overage	\$	72,000				
Roosevelt Design and TI	\$	269,274		(269,274)	26,927	Deferred until FY 2026
Provo AV Equipment	\$	285,000	104,346	(180,654)	18,065	\$224K actual - \$119K paid in FY24 = \$104K actual remaining to calculate difference
Provo Security Equipment	\$	42,000	36,275	(5,725)	5,725	Completed
AOC 3rd Floor Furniture	\$	167,000	174,993	7,993	(7,993)	Completed
AF Hearing Room Const	\$	500,000			-	Will have estimates around Jan. 1, 2025
AF Chambers, Office & Support Space Const	\$	275,000			-	Will have estimates around Jan. 1, 2025
AF FF&E	\$	65,000			-	Will have estimates around Jan. 1, 2025
WJ Juv Shell Buildout	\$	1,655,000			-	Will have estimates around Jan. 1, 2025
Math 1st Floor Courtroom Const	\$	720,000			-	Will have estimates around Jan. 1, 2025
Math 1st Floor Chambers & Support Spaces Const	\$	309,000			-	Will have estimates around Jan. 1, 2025
Math 1st floor courtroom FF&E	\$	95,000			-	Will have estimates around Jan. 1, 2025
<b>Sub Total</b>	\$	<b>4,514,274</b>	<b>388,018</b>			
<b>Total</b>	\$	<b>(2,933,274)</b>			<b>30,321</b>	Contingency Eligible for Release
10% Contingency	\$	(451,427)			(451,427)	
<b>Total with 10% Contingency</b>	\$	<b>(3,384,701)</b>			<b>(421,106)</b>	Contingency Available for Remaining Projects

**3. Year End Budget Requests**

**4. FY 2025 YE Spending Request – Jury Special Project (Judge Gibson, Jonathan Puente, Dane Thorley, Tenille Brown – “Presenters”)**

Jon Puente is requesting \$15,000 in one-time turnover savings in order to run a pilot (*i.e.*, proof-of concept) empirical study to determine if increasing juror compensation will increase juror participation, *i.e.*, the “jury yield” rate in Utah District Court jury pools, particularly among traditionally underrepresented demographic groups (e.g., hourly wage workers, sole business owners, low income individuals, parents with young children, and ethnic minorities). Our hypothesis is that increased compensation will increase jury yield and we would like to substantiate this hypothesis (or find evidence to the contrary) with a well-designed empirical study.

**Motion:** Committee did not approve the request. The committee was concerned that we haven’t identified that there is a problem to begin with. The committee invited the requestors back once they have more data to support in fact that there is an issue. Then the committee can discuss ways to address the problem going forward.

**4. Grants (Jordan Murray and Katie Collins – “Presenters”)**

Jordan Murray requested the committee’s consideration to submit an annual grant renewal application for Treatment Courts pursuant to UCJA Rule 3-411(12) as the award amount, material conditions of the grant, and AOC resource impact assessment remain unchanged from prior years. The application for last year’s funds was approved through the renewal process and is presented again for consideration in the same manner. If recommended by the Budget & Fiscal Management Committee, this application will be presented to the Management Committee on December 10, 2024. If approved by the Management Committee, this request will be placed on the consent calendar for the Judicial Council meeting scheduled for December 16, 2024.

**Motion:** Judge Michael DiReda made a motion to recommend the request be forwarded to the Management Committee for consideration. Kristin Woods seconded the motion, and it passed unanimously.

**5. Accounting Manual Update (Karl Sweeney and Sheri Knighton – “Presenters”)**

Karl Sweeney gave a quick overview of the Accounting Manual changes.

**Motion:** Judge Michael DiReda made a motion to approve the accounting manual changes. Kristin Woods seconded the motion, and it passed unanimously.

Other Business  
None

Next meeting January 13, 2025

Meeting adjourned at 1:50 p.m.

**UTAH JUDICIAL COUNCIL  
POLICY, PLANNING and TECHNOLOGY COMMITTEE  
MEETING MINUTES**

Webex video conferencing  
December 6, 2024 – 12 p.m.

<b>MEMBERS:</b>	<b>PRESENT</b>	<b>EXCUSED</b>	<b>GUESTS:</b>
Judge James Gardner, <i>Chair</i>	✓		Keri Sargent
Justice Paige Petersen	✓		Paul Barron
Judge Angela Fannesbeck	✓		Daniel Meza-Rincon
Judge Jon Carpenter	✓		Jace Willard
			Kaden Taylor
			<b>STAFF:</b>
			Keisa Williams
			Cindy Schut

**(1) Welcome and approval of minutes:**

Judge Gardner welcomed the committee members to the Policy, Planning, and Technology Committee (PP&T) meeting. PP&T considered the minutes from the November 1, 2024 meeting. With no changes, Judge Carpenter moved to approve the minutes as presented. Judge Fannesbeck seconded the motion. The motion passed unanimously.

**(2) CJA 4-202.04. Request to access a record associated with a case; request to classify a record associated with a case.**

Keri Sargent reviewed proposed amendments allowing court clerks to waive the requirement that a request to access a non-public court record, to which the requester is authorized access under rule 4-202.03, be presented in writing. Waiving the in-writing requirement would reduce clerical workload. The committee discussed what types of requests the clerks are receiving and what record is created when a non-public document is released.

Following discussion, the committee revised the second sentence in paragraph (1) to clarify that clerks have the discretion to waive the written requirement, not waive who can make a written request. Additional changes were made to create consistency throughout.

***Following further discussion, Judge Carpenter moved to send rule 4-202.04 to the Judicial Council with a recommendation that it be posted for a 45-day public comment period. Justice Petersen seconded the motion. The motion passed unanimously.***

**(3) CJA 4-202.02. Records classification.**

Jace Willard reviewed proposed amendments that would classify the contact and identifying information of a participant in the Safe at Home Program (SAHP) as “safeguarded” upon receipt of a copy of the



notification form from a program participant, or a notification of the program participant's enrollment from the State Commission on Criminal and Juvenile Justice in accordance with Title 77, Chapter 38, Part 6, Safe at Home Program. If a program participant provides the court with a copy of the participant's SAHP address card, the card is also classified as safeguarded. Access to safeguarded records is limited to the individuals and entities listed in rule 4-202.03(7).

The Committee determined that recent amendments to rule 4-202.02 approved as final with a May 1, 2025 effective date would not go back out for public comment. The version posted for comment should only include the latest proposed amendments. The Committee made the following adjustments:

- Moved and revised the language in (8)(F) that describes what documents are safeguarded to (8)(F)(iii) to streamline the rule;
- Revised the language in (8)(F)(iii) to clarify that documents showing a participant's enrollment are included, not just the authorization card; and
- Added an "and" at the end of (8)(E).

***Following further discussion, Judge Fannesbeck moved to send the new amendments to rule 4-202.02 out for a 45-day public comment period. Justice Petersen seconded the motion. The motion passed unanimously.***

#### **(4) Interim Rules on the Use of Generative AI**

In October 2023, the Judicial Council created interim rules on the use of generative AI for court-related work or on court-owned devices. The Management Committee has requested that PP&T review the interim rules and provide a recommendation on the need for any changes or updates.

Ms. Williams provided an overview of proposed amendments. The State Court Administrator, Ron Gordon, is authorized to pre-approve any use not expressly permitted under the rules and has done so on a few occasions. Mr. Gordon requires a security assessment and legal review before approving the use of a new generative AI tool. In addition, the IT Department conducts regular security reviews of approved tools to ensure they remain secure. Both the interim rules and all approved tools are posted on the Intranet. A customized generative AI training is currently available on the court's the Learning Management System (LMS). Ms. Andersen recommends adding a link to the LMS training in paragraph 3.

Following the National Judicial College AI conference, the Education Department is working to overhaul the current AI training to create several online modules covering:

1. How GenAI works
2. Responsible/ethical use of GenAI
3. Best Practices in using Generative AI
  - Best practices to prompt GenAI
  - Best use cases for GenAI
  - Critical thinking when reviewing GenAI results

The Committee removed the title of the training on LMS in paragraph 3 to account for future changes. The Committee discussed incorporating the interim rules into the Code of Judicial Administration (CJA) or converting them into a policy, and the consequences of an employee failing to follow them. The Committee also discussed the limitations of GenAI, noting that because case-related information cannot

be uploaded, the utility for judges is lessened. Further changes included removing “case-related information” from the heading of paragraph 5, and in paragraph 3, removing “2 hours” of additional education, changing “additional” to “ongoing” education, and removing “annually.” The Committee looks forward to a robust discussion at the Judicial Council meeting.

***With no further discussion, Justice Petersen moved to send the Interim Rules on the Use of Generative AI to the Judicial Council for review and approval. Judge Carpenter seconded the motion. The motion passed unanimously.***

#### **(5) Style Guide for CJA Rules**

The proposed style guide for CJA rules is modeled after the Supreme Court’s style guide. The purpose of the style guide is to ensure consistency within the CJA as rules are brought before PP&T. The Committee discussed proposed amendments in the “Word Preferences” paragraph and decided that those amendments belong in rule 1-101. Ms. Williams will provide a proposed draft of rule 1-101 at the next PP&T meeting. Justice Petersen discussed the prohibition against using “their” for a singular subject and noted that spoken language tends to change more quickly than written language, especially formal language. The Committee decided to keep the prohibition against “their” in the style guide for now, but noted that it might change as dialect changes.

***Following further discussion, Judge Gardner moved to approve the Style Guide for CJA rules as amended. Justice Petersen seconded the motion. The motion passed unanimously.***

#### **Technology report/proposals:**

The Technology Advisory Subcommittee (TAC) meets in January and Mr. Arishita will report back in February.

#### **Old Business/New Business:**

Due to scheduling conflicts, the January 2025 PP&T meeting was moved to January 10<sup>th</sup> from 12-1:30 p.m. and the April 2025 PP&T meeting was moved to April 18<sup>th</sup> from 12-1:30 p.m.

**Adjourn:** With no further items for discussion, the meeting adjourned at 1:22 p.m. The next meeting will be held on January 10, 2025, at noon via Webex video conferencing.

Tab 3

**Budget and Grants Agenda  
For the January 21, 2025  
Judicial Council Meeting**

1. Monthly YTD Financials ..... Alisha Johnson  
(Item 1 – Information)
2. Justice for Families – Approve Grant Application (\$600K)..... Amy Hernandez  
(Item 2 – Action) and Jordan Murray
3. Civil Protective Orders Pilot Program – Accept Funds (\$180K)..... Amy Hernandez  
(Item 3 – Action) and Jordan Murray
4. UCJA Rule 3-411 Process for Accepting Grant Awards ..... Jordan Murray  
(Item 4 – Discussion)

# Item 1



## FY 2025 Ongoing Turnover Savings as of 01/04/2025

		Actual	Forecasted
#	Funding Type	Amount YTD	Amount @ YE
	Net Carried over Ongoing Savings (finalized from FY 2024)	140,594	140,594
	Ongoing Turnover Savings FY 2025 (actual year-to-date, Salary Differential only)	400,673	400,673
1	Ongoing Turnover Savings FY 2025 (forecast \$50,000 / month x 6 months, Salary Differential only)	-	300,000
	Benefit Differential Savings FY 2025 (will be recognized in this row starting in Q4)	-	-
	<b>TOTAL SAVINGS</b>	<b>541,267</b>	<b>841,267</b>
2	2025 Annual Authorized Hot Spot Raises	(115,189)	(200,000)
	<b>TOTAL USES</b>	<b>(115,189)</b>	<b>(200,000)</b>
<b>Total Actual/Forecasted Unencumbered Turnover Savings for FY 2025</b>		<b>426,078</b>	<b>641,267</b>

*Prior Report Totals as of 11/26/2024*

313,068.35

559,373.25

- \* Ongoing turnover savings only happens when a vacant position is filled at a lower rate (Salary Differential) and / or with lower benefits (Benefit Differential).
- \* We defer recognizing the Benefit Differential until Q4 of the fiscal year due to potential volatility in benefit selection in the short term. This allows time for the benefit selections for the year to normalize.  
YTD benefit differential is -\$70,655 down from -98,750 last month. FY 2024 full year benefit differential was \$331,176
- \* Currently, 35 FTE are vacant.
- 1 We are currently estimating \$50,000 of ongoing Salary Differential 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.

**Definitions:**

**Salary Differential** - the annualized difference in salary and salary related benefits between a prior employee and a replacement employee. Recognized when a new employee is hired.

**Benefit Differential** - the annualized difference in medical and dental benefit cost between a prior employee and a replacement employee. Recognized in Q4 of the fiscal year and only after benefits are selected.



## FY 2025 One Time Turnover Savings

**Updated as of Pay Period Ending 12/20/2024 (1,000 out of 2,088 hours)**

#		Funding Type	Actual Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 11/08/2024)	Internal Savings	1,734,711
2	Est. One Time Savings for remaining pay hours (1,088 @ \$1,200 / pay hour)	Internal Savings (Est.)	1,305,600
<b>Total Potential One Time Savings</b>			<b>3,040,311</b>

*Prior Report Totals (as of 11/08/2024)*

3,053,690

- 2 \$1,200 / pay hour represents the actual FY 2024 average; going with this conservative amount for the balance of the year.
- \* Actual per hour turnover savings for the last 4 pay periods (oldest to newest) are \$1,757.86, \$1,856.74, \$2,049.53, and \$1,082.87. The average per hour turnover savings FY 2025 YTD is \$1,734.71



## FY 2025 Year End Requests and Forecasted Available One-time Funds - Period 6

Forecasted Available One-time Funds		
Description	Funding Type	Amount
<b>Sources of YE 2025 Funds</b>		
* Turnover Savings as of PPE 12/20/2024	Turnover Savings	1,734,711
Turnover savings Estimate for the rest of the year (\$1,200 x 1,000 pay hours)	Turnover Savings	1,305,600
<b>Total Potential One Time Turnover Savings</b>		<b>3,040,311</b>
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		(250,000)
<b>( a ) Total Potential One Time Turnover Savings Less Discretionary Use</b>		<b>2,790,311</b>
<i>Operational Savings From TCE / AOC Budgets - Estimate</i>	<i>Internal Operating Savings</i>	<b>800,000</b>
<i>Reserve Balance (balance from FY 2024 Carryforward)</i>	<i>Judicial Council Reserve</i>	<b>847</b>
<i>Received unclaimed property</i>	<i>Additional Revenue Received</i>	<b>718,154</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>1,519,001</b>
<b>( c ) Total of Turnover Savings &amp; Operational Savings = ( a ) + ( b )</b>		<b>4,309,312</b>
<b>Uses of YE 2025 Funds</b>		
<b>( e ) Carryforward into FY 2026 (Anticipate request to Legislature for \$3,700,000)</b>	<i>FY 2026 Carryforward</i>	<b>(3,200,000)</b>
<b>Total Potential One Time Savings = ( c ) + ( d ) less Carryforward ( e )</b>		<b>1,109,312</b>
<b>Less: Judicial Council Requests Previously Approved</b>		<b>(617,427)</b>
<b>Less: Judicial Council Current Month Spending Requests</b>		<b>-</b>
<b>Remaining Forecasted Funds Available for FY 2025 YE Spending Requests</b>		<b>491,885</b>

#	One-time Spending Plan Requests	Adjusted Requests	Judicial Council Approved
		Amount	Amount
1	Various Construction Projects (FY 2025) Contingency (10%)	\$ -	451,427
2	All Rise Utah Welcome Dinner	\$ -	10,000
3	Q1 / Q2 Performance Bonus	\$ -	\$ 156,000
4	Replacement of EMV Credit Card Devices	\$ -	\$ 36,500
	Reimbursement from Trust Account Interest Earnings	\$ -	\$ (36,500)
<b>Current Month One-time Spending Requests</b>		<b>-</b>	
<b>Previously Approved 1x FY 2024 YE Spending Request</b>			<b>617,427</b>

\* Actual per hour turnover savings for the last 4 pay periods (oldest to newest) are \$1,757.86, \$1,856.74, \$2,049.53, and \$1,082.87.

The average per hour turnover savings FY 2025 YTD is \$1,734.71

(b) Estimate only; Operational Savings from TCE / AOC Budgets will be updated in January / February 2025.

FY 2024 operational savings were \$1.3M.

Updated 01/06/2025





## FY 2026 Carryforward and Ongoing Requests - Period 6, FY 2025

1/4/2025

### Funding Sources

	One Time	Ongoing
Ongoing Turnover Savings carried over from FY 2024		\$ 140,594.35
Forecasted YE Ongoing Turnover Savings from FY 2025		\$ 700,673
<b>Subtotal</b>		<b>\$ 841,267</b>
Unobligated Fiscal Note Funds - District Court (net)	\$ -	\$ -
Unobligated Fiscal Note Funds - Juvenile Court	\$ -	\$ -
Unobligated Fiscal Note Funds - Admin	\$ -	\$ -
Expected Carryforward Amount from Fiscal Year 2025	\$ 3,200,000	\$ -
<b>Total Available Funding</b>	<b>\$ 3,200,000</b>	<b>\$ 841,267</b>
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use	\$ (250,000)	\$ (200,000)
<b>Net Ongoing TOS Available for Use</b>	<b>\$ 2,950,000</b>	<b>\$ 641,267</b>

### Ongoing Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
<b>Subtotal</b>	\$ -	\$ -	\$ -	\$ -
<b>Balance Remaining After Judicial Council Approvals</b>			<b>\$ 2,950,000</b>	<b>\$ 641,267</b>
<b>Balance Remaining Inclusive of "Presented"</b>	<b>\$ 2,950,000</b>	<b>\$ 641,267</b>		

### One Time Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
<b>Subtotal</b>	\$ -	\$ -	\$ -	\$ -
<b>Balance Remaining After Judicial Council Approvals</b>			<b>\$ 2,950,000</b>	<b>\$ 641,267</b>
<b>+ Balance Remaining Inclusive of "Presented"</b>	<b>\$ 2,950,000</b>	<b>\$ 641,267</b>		

*Prior Report Balances (first report of the fiscal year)*      N/A      N/A

**LEGEND**

Highlighted items are currently being presented to the Budget and Fiscal Management Committee.

Highlighted items have been approved by the BFMC and are on track for being presented to the Judicial Council.

Highlighted items have been previously approved by the Judicial Council.

Highlighted items that are Fiscal Note Funds

\* - Items have been presented and approved in prior years.

+ - One-time balance remaining is available to go into Judicial Council reserve. Ongoing balance remaining will be included in the beginning balance for ongoing turnover savings.

^ - Request to Legislature was Not Funded

**BFMC approval to submit request to Judicial Council does not imply Judicial Council must approve the recommendation.**

If more funds are available than the total of requests received, prioritization is optional.



### ARPA Expenses as of 01/06/2025 (period 6 not closed)

	A	B	C	D	E	F	G	
	Judicial Council Approved	Actual FY 2022 Expended	Actual FY 2023 Expended	Actual FY 2024 Expended	FY Actual FY 2025 Expended	Total Expended Amount	Balance Available	% Obligated
IT Access to Justice - Part I + II	12,373,400	3,042,468	4,613,255	3,075,857	280,844	11,012,424	1,360,976	100.00%
Courts Case Backlog - Part I + II	2,302,100	707,963	1,007,135	587,002	-	2,302,100	Completed in FY 2024	
Legal Sandbox Response to COVID	324,500	-	171,636	152,864	-	324,500	Completed in FY 2024	
<b>TOTAL</b>	<b>15,000,000</b>	<b>3,750,430.78</b>	<b>5,792,026.58</b>	<b>3,815,722.46</b>	<b>280,843.90</b>	<b>13,639,023.72</b>	<b>1,360,976.28</b>	

Expenditures added since last report: \$ 39,833.90

ARPA funds expended cut off date is 12/31/2026; ARPA funds obligated cut off date was 12/31/2024.

The definition of obligation is not only budgeting money but also taking steps to create a contract, sub-award, or similar transaction that requires payment. Consider the time it takes to negotiate and execute a contract when planning to meet the obligation deadline.

## Facilities Spending Plan for Large Projects FY25 - 1/8/25 update

Credits in FY25 Only							Details
Richfield Bond	\$ 219,000						To be reallocated to Heber rent in FY26
Farmington Bond	\$ 399,000						To be reallocated to Heber rent in FY26
Heber Additional Rent	\$ 163,000						To be reallocated to Heber rent in FY26
50% Annual Carry Over	\$ -						
Court Complex Surplus*	\$ 800,000						Approved one-time for AF hearing room
<b>Sub Total</b>	<b>\$ 1,581,000</b>						
		(a)	(b)	(c)	b) - (a) or (c) - (a)		
<b>Projects</b>		Budget	Actual To Date	Bid + 20% Contingency	(Under)/Over Budget	Contingency Available for Use	
Provo FF&E		\$ 60,000	\$ 72,404		\$ 12,404		Completed
Heber FF&E **		\$ -	\$ -		\$ -		N/A
Manti Security Systems ***		\$ -	\$ -		\$ -		N/A
Manti FF&E Overage		\$ 72,000		\$ 86,400	\$ 14,400		Will be adjusted as construction is completed
Roosevelt Design and TI		\$ 269,274	\$ -		\$ (269,274)		Deferred until FY 2026
Provo AV Equipment		\$ 285,000	\$ 104,346		\$ (180,654)		Completed; \$224K actual - \$119K paid in FY24 = \$104K actual
Provo Security Equipment		\$ 42,000	\$ 81,963		\$ 39,963		Completed
Provo / AF Furniture Move			\$ 16,499		\$ 16,499		Completed
AOC 3rd Floor Furniture		\$ 167,000	\$ 174,993		\$ 7,993		Completed
AF Hearing Room Const		\$ 500,000		\$ 704,678	\$ 204,678		Will be adjusted as construction is completed
AF Chambers, Office & Support Space Const		\$ 275,000		\$ 330,000	\$ 55,000		Will be adjusted as construction is completed
AF FF&E		\$ 65,000	\$ 60,321		\$ (4,679)		Completed
AF AV, access, cameras and Cabling				\$ 161,598	\$ 161,598		Harris (\$9,684) and AV (\$124,981) only; will be adjusted as construction is completed
WJ Juv Shell Buildout		\$ 1,655,000		\$ 1,067,200	\$ (587,800)		Currently an estimate. Savings is expected; will be adjusted as construction is completed
WJ FF&E				\$ 3,578	\$ 3,578		recon \$2,982 + new; will be adjusted as construction is completed
WJ AV, Sec and Cabling				\$ 18,814	\$ 18,814		Harris (\$15,678); will be adjusted as construction is completed
Math 1st Floor Courtroom Const		\$ 720,000		\$ 739,680	\$ 19,680		inc 9K change order. Savings is expected; will be adjusted as construction is completed
Math 1st Floor Chambers & Support Spaces Const		\$ 309,000		\$ 370,800	\$ 61,800		Will be adjusted as construction is completed
Math AV, Sec and Cabling				\$ 159,446	\$ 159,446		AV \$116,177 + Harris \$16,695 + cabling; will be adjusted as construction is completed
Math 1st floor courtroom FF&E		\$ 95,000	\$ 65,553		\$ (29,447)		Completed
<b>Sub Total</b>		<b>\$ 4,514,274</b>	<b>\$ 576,079</b>	<b>\$ 3,642,194</b>	<b>\$ (296,001)</b>	<b>\$ -</b>	
Total Columns (b) + (c)				<b>\$ 4,218,273</b>			
<b>Total Over/Under Spend</b>		<b>\$ (2,933,274)</b>				<b>\$ (296,001)</b>	Contingency Eligible for Release
10% Contingency		\$ (451,427)				\$ (451,427)	Contingency Budget
<b>Total with 10% Contingency</b>		<b>\$ (3,384,701)</b>				<b>\$ (747,428)</b>	Contingency Available for Uncompleted Projects

Red = Placeholder budget number

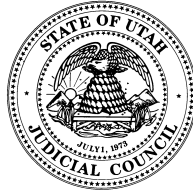
\* Spend down the CCF surplus to \$500K

\*\* \$400K to be paid to Wasatch Co. towards furniture package before 6/30

\*\*\* Funding provided by security funds

Project ongoing and subject to cost change

## **Item 2**



# Administrative Office of the Courts

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

January , 2025

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

## MEMORANDUM

**TO: The Judicial Council**

**FROM: Amy Hernandez (Domestic Violence Program Manager) and Jordan Murray (Grant Coordinator)**

**RE: Justice for Families Program Grant Application Request (\$600,000)**

---

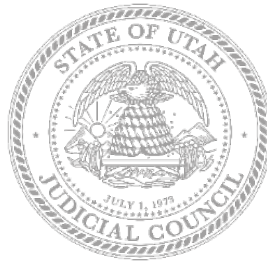
The Domestic Violence Program is requesting approval from the Judicial Council to apply for the Justice for Families Program Grant funding. This grant is a three-year grant with a potential award of \$600,000. The Domestic Violence Program seeks to apply for this funding to continue implementing the education plan required by [HB 272](#).

In 2024, the Judicial Council approved the HB 272 education plan, and Ron Gordon presented the attached educational plan to the Utah Legislature's Judiciary Interim Committee. This plan proposed a training schedule spread out over 18 months, potential grant sources to support training (required in HB 272), and how the courts planned to measure the efficacy of the training.

To measure the efficacy of the training among vulnerable and underserved populations, the Utah Domestic Violence Coalition (UDVC) agreed to partner with the AOC. Contingent on grant funding, UDVC planned to conduct focus groups to gather outcomes among pro se litigants who don't feel comfortable providing feedback directly to the courts.

The Justice for Families (JFF) grant is an opportunity to partner with UDVC to fund these focus group efforts, secure additional funding for training needs for the courts, and implement a portion of the education plan provided to the legislature. More information about this request is included in the attached grant application proposal. We look forward to discussing this request with the Judicial Council.

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.



# Administrative Office of the Courts

## Grant Application Proposal (GAP) Federal Grant

January 8, 2025

A. Contact Information	
<b>AOC Contact:</b>	Amy Hernandez (Domestic Violence Program Manager)
<b>Phone:</b>	(801) 578-3809
<b>Grant Administering Unit:</b>	Domestic Violence Program

B. Grant Details			
<b>Grantor:</b>	Office on Violence Against Women		
<b>Title of Grant:</b>	Justice for Families ("JFF")		
<b>Application Deadline:</b>	01/22/2025		
<b>Amount Requested:</b>	\$600,000		
<b>Grant Period Begins:</b>	10/1/2025	<b>Ends:</b>	9/30/2028
<b>Award Type:</b>	<input checked="" type="checkbox"/> Recipient	<input type="checkbox"/> Subrecipient	

C. Legislative Reporting: Statutory Grant Impact <sup>1</sup>	
<b>Tier 1 – Low</b>	<input checked="" type="checkbox"/>
Up to \$1M per year; and no new permanent full or part time employees; and no new state monies required for match (report GAP approved by Judicial Council to LFA, Office of Legislative Research & General Counsel, and EAC).	
<b>Tier 2 – Med</b>	<input type="checkbox"/>
Greater than \$1M but less than \$10M per year; adds more than zero but less than 11 permanent full or part time employees; or requires state to expend up to \$1M per year in new state monies as match (submit GAP approved by the Judicial Council to the federal funds request summary to EAC for review & recommendations).	
<b>Tier 3 – High</b>	<input type="checkbox"/>
Greater than \$10M per year; or adds more than 11 permanent full or part time employees; or requires state to expend greater than \$1M per year in new state monies for match (submit GAP approved by the Judicial Council to the federal funds request summary to Legislature for approval or rejection in an annual general session or special session)	

Accounting Manual §11-07.00 Exhibit A (I)(a-c) & UCA 63J-5-§203, 63J-5-§204(1)(a-b)

<sup>1</sup> Grant funds awarded through the Commission on Criminal & Juvenile Justice (CCJJ), Utah Office for Victims of Crime (UOVC), or other authorized State Administering Agency (SAA), are appropriated by the legislature prior to the issuing of subawards; accordingly, SAA-issued subawards are not reported by the recipient to the LFA for EAC/EOCJ review. "Impact Tier" may still be assigned for completeness and purposes of GAP assessment.

1. Describe **(a)** how this grant will support the mission of the Utah Courts to provide the people an open, fair, efficient, and independent system for the advancement of justice under the law; and **(b)** how this grant provides measurable benefits to marginalized, minority, pro se, or similar underserved individuals or communities.

During the 2024 General Session, the Utah Legislature passed [HB 272](#) and required the State Court Administrator to develop or recommend a proposed training and education program for judges, commissioners, and court personnel. This judicial education program sought to strengthen the courts' ability to identify domestic violence and child abuse in child custody proceedings and make custody decisions that "prioritize a child's physical and psychological safety and well-being" ([UCA 78A-2-232\(2\)\(a\)](#)).

With approval from the Judicial Council, Ron Gordon and Amy Hernandez presented the attached educational plan to the Judiciary Interim Committee. This plan proposed a training schedule over the next 18 months, potential grant sources to support training (required in HB 272), and how the courts planned to measure the efficacy of the training.

To measure the efficacy of the training among vulnerable and underserved populations, the Utah Domestic Violence Coalition (UDVC) agreed to partner with the Administrative Office of the Courts (AOC). Contingent on grant funding, UDVC plans to conduct focus groups to gather outcomes among pro se litigants who don't feel comfortable providing feedback directly to the courts.

The Justice for Families (JFF) grant is an opportunity to partner with UDVC to fund these focus group efforts, secure additional funding for training needs for the courts, and implement a portion of the education plan provided to the legislature. The Domestic Violence Program proposes the following activities using grant funds (if approved) in the following priority:

1. Contract with UDVC to:
  - a. conduct annual focus groups with underserved, pro se litigants and report relevant information back to the Domestic Violence Program for training and systemic improvements;
  - b. build training programs in partnership with the AOC's Domestic Violence Program for custody evaluators, supervised visitation providers, and other civil legal system stakeholders; and
  - c. develop a program to expand the pool of qualified expert witnesses for allegations of domestic violence under HB 272 through training and certification.
2. Receive training from the Safe and Together Institute for Domestic Violence Program staff that will be incorporated in the HB 272 required training.

3. If there are remaining JFF grant funds, the Domestic Violence Program proposes to use the funding for one or more of these proposed options (in order of preference):
  - a. serve as backup funding for the grant position created by the Child-Related Relief Facilitation in Civil Protection Orders Pilot Program. The Office for Violence Against Women and the National Council of Juvenile and Family Court Judges (NCJFCJ) approved the Domestic Violence Program's application to become a pilot site (Grant application proposal for pilot site funding recommended by the Budget and Fiscal Management Committee and approved for submission by the Judicial Council in November 2024). Program funding has already been obtained through the Office of Violence Against Women and will pay for 50% of a full-time position to assist with the rollout of the pilot program. For the other 50%, the Domestic Violence Program will use Byrne State Crisis Intervention Program (SCIP) grant funding if that funding is approved (see grant application proposal for SCIP funds recommended by the Budget and Fiscal Management Committee and approved for submission by the Judicial Council in August 2024). The SCIP application was recommended for funding by the Utah Commission on Criminal and Juvenile Justice in December 2024 and final authorization to disburse funds is pending approval from the Federal Bureau of Justice Assistance (BJA). If the courts are not awarded SCIP funding, the Domestic Violence Program would like to fund the other half of the position with JFF grant funding.
  - b. contract with the Utah Department of Corrections to pay for treatment evaluations or case management to defendants in the Domestic Violence Criminal Compliance Docket Pilot Program. These services are outside the scope of traditional Adult Probation and Parole duties and require additional funding. This funding would ensure that defendants in this docket can access services regardless of their geographic location, economic status, or if their crime is a misdemeanor.
  - c. pay for treatment evaluations from private providers. These evaluations would assess defendants' domestic violence, substance use, and mental health treatment needs and provide that information to the court sites in the Domestic Violence Criminal Compliance Docket Pilot Program. This funding would ensure that defendants in this docket can access services regardless of their geographic location or economic status.

If the JFF grant is approved, the grant activities will provide a more open and fair system particularly to marginalized, pro se populations. This funding will allow UDVC to:

- collect feedback from pro se litigants who currently or recently had a case involving child custody considerations with allegations of domestic violence.
- gather feedback on how the courts can improve our procedures with the case types listed above. It is important to note that this cohort of court



patrons are considered extremely vulnerable (i.e., experience domestic violence, pro se, high rates of disability due to domestic violence, and minority communities). These court patrons need trauma-informed interviews where they can provide their feedback with complete anonymity. Although the courts cannot provide these interviews, the courts can use this feedback for program planning to ensure our courts are open, fair, accessible, and safe for all populations.

2. Describe the court resources required to carry out the project in the post-award phase and subsequent to grant closeout once funds are expended.

No resources will be needed to carry out this project in the post-award phase and after the grant funds are expended. The project will be completed by that time.

3. Explain whether additional state funding shall be required to maintain or continue this program, or its infrastructure, when the grant concludes. **If yes**, will the funds required to continue this program come from within your existing budget?

No additional state funding will be required to maintain or continue this program.

4. How many **new permanent** full or part-time employees are required for the grant project at peak levels of grant-funded employment? If none, write "N/A."

N/A, except as noted in 3(a) above.

5. How many **new temporary** full or part-time employees are required for the grant project at peak levels of grant-funded employment? If none, write "N/A."

N/A.

## E. Anticipated Budget Tables & Narrative

Complete the following tables as applicable with estimated expenditures for up to three state fiscal years. **If no matching contributions are required, complete only Table C.**

TABLE C. NO MATCH REQUIREMENT		
Fiscal Year		Funds Disbursed
FY	26	\$200,000
FY	27	\$200,000
FY	28	\$200,000

## F. Resource Impact Assessment

This section completed by Grant Coordinator

UCJA Rule 3-411 (4)

### Summary Recommendation

---

The JFF grant will contribute meaningfully to the HB 272 mandate to provide education for judges, commissioners, and court personnel strengthening the courts' ability to identify domestic violence and child abuse in child custody proceedings and make custody decisions that prioritize a child's physical and psychological safety and well-being. Beyond providing direct support to critical program elements (e.g., contracting with UDVC for focus group research and training development), this grant also provides a contingency plan to fund 0.5 FTE of the pilot program coordinator position (1.0 FTE total) should SCIP funding be unavailable at this time. The NCJFCJ grant has already been awarded and secures the other half of this position's salary and benefits.

**Assessment Criteria 1:** Capacity of impacted court areas to successfully support the grant at current staffing levels (UCJA Rule 3-411 (4)(a)(i))

---

Current staffing levels must be supplemented to successfully implement the work associated with HB 272. Initial staffing of 0.5 additional FTE is required to ensure core aspects of the associated work are addressed (provided by the already-awarded NCJFCJ grant), with an additional 0.5 FTE (1.0 FTE total) required to sustain the program long-term. The remaining 0.5 FTE shall be funded either by the SCIP formula grant, or if SCIP funding is not awarded, by this JFF grant.

**Assessment Criteria 2:** Anticipated incremental impacts to AOC resources once grant funds are expended (UCJA Rule 3-411 (4)(a)(ii)).

---

The JFF grant is one of three pursued by the Domestic Violence Program over the last six months since the enactment of HB 272. This grant specifically supports one-time efforts necessary for the success of HB 272 mandates over the next three state fiscal years. Incremental impacts are anticipated as a condition of HB 272, regardless of whether grant funding supports the program. HB 272 requires the development of a judicial education program to strengthen the courts' ability identifying domestic violence and child abuse in child custody proceedings. In addition, the courts must comply with new requirements for evidence admission and orders in district court proceedings involving child custody and parent-time matters.

This proposal has been reviewed and approved by the following (complete all that apply):

Applicable Board of Judges and Court Level Administrator

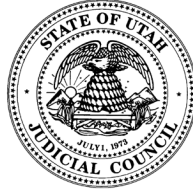
AOC Grant Coordinator and Finance Director

The Utah Supreme Court (UCJA Rule 3-105)

Approved by the Judicial Council (date):

State Court Administrator Signature

# Item 3



# Administrative Office of the Courts

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

January 21, 2025

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

## MEMORANDUM

**TO:** The Judicial Council

**FROM:** Amy Hernandez (Domestic Violence Program Manager) and Jordan Murray (Grant Coordinator)

**RE:** Request to accept grant award (\$180,000) for the Child-Related Relief Facilitation in Civil Protection Orders Pilot Program

---

The Domestic Violence Program requests approval from the Judicial Council to participate in the Child-Related Relief Facilitation in Civil Protection Orders Pilot Program and accept the program grant award. This pilot program is offered by the National Council of Juvenile and Family Court Judges (NCJFCJ) in partnership with the Office of Violence Against Women (OVW). The grant application proposal for this award was recommended by the BFMC and approved for submission by the Judicial Council in November 2024 (Attachment A: Grant Application Proposal).

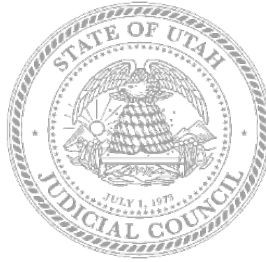
This grant award provides funding and technical assistance oversight from NCJFCJ to replicate the [protective order model](#) used by the Domestic Violence Division of the Cook County (Chicago), IL Circuit Court over a three-year period. OVW and NCJFCJ have certified this protective order model as the gold standard in protective order practices as it has significantly increased reported safety outcomes for court patrons and their children.

This model also addresses the provisions in Om's Law ([HB 272](#); [§78A-7-232](#)) which requires judicial officers to receive training on domestic violence, child abuse, and other related topics. Om's Law also directs the judiciary to find grant funding to support this training and improve outcomes in matters involving domestic violence and child custody. Under the proposed pilot program, participating court sites and AOC staff will receive specialized training and resources to better understand and address child safety in cohabitant protective order cases.

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.

If approved, the benefits of this program will greatly impact pro se litigants who often lack the resources to hire an attorney or pay for a custody evaluation. This model would inform the courts about these self-represented parties' custody and parent-time needs in domestic violence cases, where there is often a risk of further domestic violence, child abuse, and/or homicide. With this model, judicial officers may have more information to balance safety and parental rights in protective order cases for court patrons with very few resources.

If the Judicial Council approves this request to accept the grant award, this program holds promise to significantly improve safety and procedural justice outcomes in protective order cases involving children. We look forward to discussing our request to accept the grant funds.



# Administrative Office of the Courts

## Grant Application Proposal (GAP) Federal Grant

November 6, 2024

<b>A. Contact Information</b>	
<b>AOC Contact:</b>	Amy Hernandez (Domestic Violence Program Manager)
<b>Phone:</b>	(801) 578-3809
<b>Grant Administering Unit:</b>	Domestic Violence Program

<b>B. Grant Details</b>	
<b>Grantor:</b>	Office on Violence Against Women (OVW) and the National Council of Juvenile and Family Court Judges (NCJFCJ)
<b>Title of Grant:</b>	Cook County Model: A Pilot Project to Increase Safe Child-Related Relief in Civil Protection Orders
<b>Application Deadline:</b>	January 1, 2025
<b>Amount Requested:</b>	\$180,000.00
<b>Grant Period Begins:</b>	01/01/2025 <b>Ends:</b> 12/31/2027
<b>Award Type:</b>	<input type="checkbox"/> Recipient <input checked="" type="checkbox"/> Subrecipient

<b>C. Legislative Reporting: Statutory Grant Impact<sup>1</sup></b>	
<b>Tier 1 – Low</b>	<input type="checkbox"/>
Up to \$1M per year; and no new permanent full or part time employees; and no new state monies required for match (report GAP approved by Judicial Council to LFA, Office of Legislative Research & General Counsel, and EAC).	
<b>Tier 2 – Med</b>	<input checked="" type="checkbox"/>
Greater than \$1M but less than \$10M per year; adds more than zero but less than 11 permanent full or part time employees; or requires state to expend up to \$1M per year in new state monies as match (submit GAP approved by the Judicial Council to the federal funds request summary to EAC for review & recommendations).	
<b>Tier 3 – High</b>	<input type="checkbox"/>
Greater than \$10M per year; or adds more than 11 permanent full or part time employees; or requires state to expend greater than \$1M per year in new state monies for match (submit GAP approved by the Judicial Council to the federal funds request summary to Legislature for approval or rejection in an annual general session or special session)	

Accounting Manual §11-07.00 Exhibit A (I)(a-c) & UCA 63J-5-§203, 63J-5-§204(1)(a-b)

<sup>1</sup> Grant funds awarded through the Commission on Criminal & Juvenile Justice (CCJJ), Utah Office for Victims of Crime (UOVC), or other authorized State Administering Agency (SAA), are appropriated by the legislature prior to the issuing of subawards; accordingly, SAA-issued subawards are not reported by the recipient to the LFA for EAC/EOCJ review. “Impact Tier” may still be assigned for completeness and purposes of GAP assessment.

1. Describe **(a)** how this grant will support the mission of the Utah Courts to provide the people an open, fair, efficient, and independent system for the advancement of justice under the law; and **(b)** how this grant provides measurable benefits to marginalized, minority, pro se, or similar underserved individuals or communities.

The Cook County Model: A Pilot Project to Increase Safe Child-Related Relief in Civil Protection Orders is a pilot program offered by the National Council of Juvenile and Family Court Judges (NCJFCJ) in partnership with the Office of Violence Against Women (OVW). This model centers upon five key values as guiding principles; they are:

- safety and well-being of children and parents;
- access to justice;
- due process;
- collaboration; and
- accountability and transparency.

These values ensure that court patrons can receive child-related relief in protective order hearings in a manner that meets both parties' needs while prioritizing the safety of their children.

This grant opportunity would provide funding and technical assistance oversight from NCJFCJ to replicate the protective order model used by the Domestic Violence Division of the Cook County (Chicago), IL Circuit Court over a three-year period (see attached information). OVW and NCJFCJ have certified this protective order model as the gold standard in protective order practices as it has significantly increased reported safety outcomes for court patrons and their children.

The benefits are most pronounced for pro se litigants who often lack the resources to hire an attorney or pay for a custody evaluation. This model would inform the courts about these self-represented parties' custody and parent-time needs in domestic violence cases, where there is often a risk of further domestic violence, child abuse, and/or homicide. With this model, judicial officers may have more information to balance safety and parental rights in child custody, parent-time, and child support orders for court patrons with very few resources.

By participating in this pilot program, the Utah Courts will demonstrate a commitment to the key values outlined in the Cook County model. These values mirror the values expressed in the courts' mission statement by ensuring fair and transparent access to justice while advancing safety and accountability for court patrons in protective order cases.

2. Describe the court resources required to carry out the project in the post-award phase and subsequent to grant closeout once funds are expended.

It is anticipated that grant funding will pay for a 0.5 FTE position and travel costs for judicial officers and court staff involved in the pilot program. To support the part-time position, the Domestic Violence Program Manager (DVPM) will supervise that position. If the courts are awarded SCIP grant funding (requested earlier this year), this funding will be combined with the SCIP funding to create a full-time position. Aside from supervision from the DVPM, this



position will only require the typical resources associated with onboarding a new employee and maintaining their accounts. Finally, the overall program will require support from the judicial officers and court staff participating in the pilot sites. These judicial officers, their court staff, the Clerks of Court, the Trial Court Executives, and other court programs have agreed to support this program.

Before the grant period concludes, the DVPM plans to request state funding to support this position and project. This pilot program and grant request reflects the work required by House Bill 272 (AKA Om's Law). The legislature required the courts to look at training opportunities and court programs to address domestic violence and child abuse in civil cases. It is implied in the bill that these efforts will initially be funded with grant funds but may later be funded with state funding. The Domestic Violence Program hopes to show positive outcomes from this program to demonstrate why the state should continue to fund this program.

3. Explain whether additional state funding shall be required to maintain or continue this program, or its infrastructure, when the grant concludes. **If yes**, will the funds required to continue this program come from within your existing budget?

Yes, additional funding will be required to support this program once the grant period ends. The Domestic Violence Program does not have the resources to support this program without additional grant funding or state funding. The DVPM will request state and/or grant funding to continue supporting this project and position once the grant ends. For example, the SCIP formula grant funding requested in September 2024 would contribute an additional 0.5 FTE to this position, if awarded.

4. How many **new permanent** full or part-time employees are required for the grant project at peak levels of grant-funded employment? If none, write "N/A."

One part-time position (0.5 FTE)

5. How many **new temporary** full or part-time employees are required for the grant project at peak levels of grant-funded employment? If none, write "N/A."

NA.

## E. Anticipated Budget Tables & Narrative

Complete the following tables as applicable with estimated expenditures for up to three state fiscal years. **If no matching contributions are required, complete only Table C.**

**TABLE A. CASH MATCH**

Fiscal Year	Funds Disbursed	Matching State Dollars (Cash)					
		General Fund	Dedicated Credits	Restricted Funds	Other (describe)	Maintenance of Effort	Totals
FY	\$	\$	\$	\$	\$	\$	\$
FY	\$	\$	\$	\$	\$	\$	\$
FY	\$	\$	\$	\$	\$	\$	\$

Provide details below for each match:

**TABLE B. IN-KIND MATCH**

Fiscal Year	Funds Disbursed	Matching State Dollars (In-Kind)					
		General Fund	Dedicated Credits	Restricted Funds	Other (describe)	Maintenance of Effort	Totals
FY	\$	\$	\$	\$	\$	\$	\$
FY	\$	\$	\$	\$	\$	\$	\$
FY	\$	\$	\$	\$	\$	\$	\$

Provide details below for each match:

**TABLE C. NO MATCH REQUIREMENT**

Fiscal Year	Funds Disbursed
FY 25-26	\$60,000
FY 26-27	\$60,000
FY 27-28	\$60,000

## F. Resource Impact Assessment

*This section completed by Grant Coordinator*

*UCJA Rule 3-411 (4)*

### Summary Recommendation

---

This grant opportunity provides funding for 0.5 FTE and covers travel costs associated with judicial officers and other courts staff participating in the pilot program over a three-year period. If awarded, this grant begins to address the work associated with [Utah House Bill 272](#). Current staffing levels must be supplemented to successfully carry out the additional work. The legislation encourages pursuit of grant funding to support the program, either fully or in part. Please see “Attachment A” for a memorandum on HB 272 that was presented to the Judicial Council in September 2024.

#### **Assessment Criteria 1:** Capacity of impacted court areas to successfully support the grant at current staffing levels (UCJA Rule 3-411 (4)(a)(i))

---

Current staffing levels must be supplemented to successfully oversee the work associated with Utah House Bill 272 (AKA Om’s Law). This legislation requires the courts to look at training opportunities and court programs addressing domestic violence and child abuse in civil cases, and recommends these efforts be supported (in whole or part) with grant funds (78A-2-232 (3)(b)(iv)). Initial staffing of 0.5 additional FTE is required to ensure core aspects of the associated work are addressed, with an additional 0.5 FTE (1.0 FTE total) required to sustain the program long-term. Multiple sources of funding are being considered to support this position and related work in the future (see “Attachment A” pg. 2, section 4).

#### **Assessment Criteria 2:** Anticipated incremental impacts to AOC resources once grant funds are expended (UCJA Rule 3-411 (4)(a)(ii)).

---

Incremental impacts are anticipated as a condition of Utah House Bill 272, regardless of whether grant funding supports the program. HB 272 requires the development of a judicial education program to strengthen the courts’ ability identifying domestic violence and child abuse in child custody proceedings. In addition, the courts must comply with new requirements for evidence admission and orders in district court proceedings involving child custody and parent-time matters.

This proposal has been reviewed and approved by the following (complete all that apply):

Applicable Board of Judges and Court Level Administrator

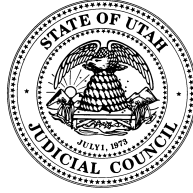
AOC Grant Coordinator and Finance Director

The Utah Supreme Court (UCJA Rule 3-105)

Approved by the Judicial Council (date): November 25, 2024

State Court Administrator Signature:

# Item 4



# Administrative Office of the Courts

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

January 14, 2025

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

## MEMORANDUM

**TO:** The Judicial Council

**FROM:** Jordan Murray, Grant Coordinator

**RE:** UCJA Rule 3-411 (Process for Accepting Grants Awards)

---

The Judicial Council enacted [UCJA Rule 3-411](#) in November 2021 establishing policies and procedures (“guardrails”) for grant funding applications and to delineate responsibility for the approval, assessment, administration, compliance, and renewal of grants.

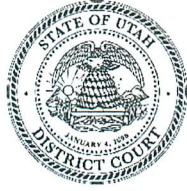
Rule 3-411 is clear that prior to the submission of a funding application to a grantor, the interested applicant and grant coordinator must complete the Grant Application Proposal (GAP) and present it for review by the Budget and Fiscal Management Committee (BFMC) followed by the Judicial Council. Only with the recommendation of BFMC and approval of the Judicial Council may the applicant submit the proposal to the grantor.

If a grant is subsequently awarded, the funds may not be formally “accepted” without Judicial Council approval, per Rule 3-411 §7(C) *“If not approved by the Judicial Council, no funds shall be accepted from the grant and the Grant Coordinator and Grant Manager will notify the Grantor of the Judicial Council’s decision not to accept grant funds.”* To ensure the expectations and spirit of this final requirement are upheld, I am requesting the Council’s feedback for how grant funds should be presented for acceptance once they are awarded: whether **(1)** through the BFMC and Management Committee (approved in the consent calendar) or **(2)** through BFMC and the Judicial Council (action item in the budget and grants portion of the agenda). At the request of the Judicial Council, I will prepare revisions to Rule 3-411 reflecting the Council’s recommendations for presentation to the Policy and Planning Committee.

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.

Tab 4

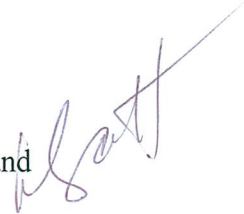


## *Third District Court*

January 3, 2025

### MEMORANDUM

TO: Utah Judicial Council

FROM: Presiding Judge Laura S. Scott, Associate Presiding Judge Adam T. Mow, and Trial Court Executive Mark Paradise 

RE: Authorization to Fill Commissioner Vacancy Under UCJA 3-201(3)(B)

---

After 25 years of dedicated service to the Utah State Courts and Third Judicial District, Commissioner Michelle Tack has given notice of her intent to retire on May 31, 2025. Commissioner Tack has been an extraordinary commissioner who is universally respected and admired by judges, attorneys, and parties. We will miss her intelligence and experience, her thoughtful approach to complex issues, her ability to deal with difficult attorneys and parties, and her wonderful sense of humor.

Although it will be impossible to replace Commissioner Tack, we are nevertheless requesting authorization to fill her vacancy in accordance with Rule 3-201(3)(B) of the Utah Code of Judicial Administration, which provides that “[w]hen a vacancy occurs or is about to occur in the office of a court commissioner, the Council shall determine whether to fill the vacancy.”

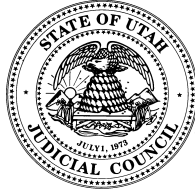
As the judicial council is likely aware, the Third District Court is currently in need of three additional judicial officers. Because of the significant number of domestic cases filed each year – over 7,000 in 2024 – and the critical role our five domestic commissioners play in addressing these



cases, the Third District has requested an additional domestic commissioner as our first or second judicial officer priority for the past two years. Consequently, it would be detrimental to the Third District if we were not allowed to fill this vacancy and we sincerely hope that the judicial council will authorize us to do so.

Please let us know if you have any questions or need additional information regarding the vacancy or the Third District Court's need to fill it. And, of course, thank you for your time and support in considering this important request.

Tab 5



# Administrative Office of the Courts

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

January 14, 2025

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

## MEMORANDUM

**TO: Mangement Committee / Judicial Council**  
**FROM: Keisa Williams**  
**RE: Rules for Final Approval**

---

Proposed amendments to CJA rules 3-302, 3-303, and 4-401 are back from a 45-day public comment period. One public comment was received for rules 3-302 and 3-303. The Policy, Planning, and Technology Committee (PP&T) does not recommend any changes to rules 3-302 and 3-303 in response to the public comment.

One public comment was received for rule 4-401. PP&T added “held by video conference” in line 26 to clarify that the rule only applies to video conferencing platforms.

### **CJA 3-302. Clerk of the court (AMEND)**

The proposed amendments bring the rule in line with current practice, help court employees understand the Clerk of Court’s role, and update language and other terms for consistency purposes.

### **CJA 3-303. Justice court clerks (AMEND)**

The proposed amendments clarify the role of non-court staff in justice court operations and codify the Judicial Council’s decision to restrict access to the courts’ case management system when certification requirements have not been met.

### **CJA 4-401. Proceedings conducted by remote transmission (NEW)**

The proposed rule requires that remote court proceedings be conducted exclusively via a video conferencing platform approved by the Judicial Council. The Council may grant exceptions.

PP&T recommends that the rules above be adopted as final with a *May 1, 2025 effective date*.

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

# 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.

[HOME](#)

[LINKS](#)

Posted: October 28, 2024

Utah Courts

Search...

SEARCH

## Code of Judicial Administration – Comment Period Closed December 12, 2024

**CJA03-302. Clerk of the court.** Amend. The proposed amendments bring the rule in line with current practice, help court employees understand the Clerk of Court’s role, and update language and other terms for consistency purposes.

**CJA03-303. Justice court clerks.** Amend. The proposed amendments clarify the role of non-court staff in justice court operations and codify the Judicial Council’s decision to restrict access to the courts’ case management system when certification requirements have not been met.

**CJA04-401. Proceedings conducted by remote transmission.** New. The proposed rule requires that remote court proceedings be conducted exclusively via a video conferencing platform approved by the Judicial Council. The Council may grant exceptions.

**CJA01.205. Standing and ad hoc committees.** Amend.

**CJA03-114. Judicial outreach.** Repeal. The proposed amendments: 1) create a Tribal Liaison Committee; 2) remove the general counsel member position from the Working Interdisciplinary Network of Guardianship Stakeholders Committee (WINGS); 3) eliminate the Pretrial Release and Supervision Committee; and 4) repeal the Judicial Outreach Committee. The Outreach Committee’s work will be absorbed by the Committee on Fairness and Accountability.

This entry was posted in [-Code of Judicial Administration, CJA01-0205, CJA03-0114, CJA03-0302, CJA03-0303, CJA04-0401, Uncategorized.](#)

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](#)
- [-Rules of Appellate Procedure](#)
- [-Rules of Civil Procedure](#)
- [-Rules of Criminal Procedure](#)
- [-Rules of Evidence](#)
- [-Rules of Juvenile Procedure](#)

« Rules of Evidence – Comment Period Closed December 13, 2024

Rules Governing the Utah State Bar – Comment Period Closed December 9, 2024 »

UTAH COURTS

[View more posts from this author](#)

2 thoughts on “Code of Judicial Administration – Comment Period Closed December 12, 2024”

**Dean Collinwood**  
October 28, 2024 at 1:06 pm

Remote transmission: Does this rule eliminate phone appearances? If so, perhaps it should be reconsidered because telephone is sometimes the only way a participant can appear.

**Jesse A Majors**  
October 28, 2024 at 2:44 pm

There must be a section regarding training of these clerks. Clerks cannot perform this job without some legal knowledge of procedural rules. At a minimum, there should be evaluation criteria that must be met. Is this addressed somewhere else?

- -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
- CJA014-0701
- CJA014-0704
- CJA014-0705
- CJA014-0719
- CJA02-0101
- CJA02-0102
- 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
- CJA03-0103
- CJA03-0103
- CJA03-0104
- CJA03-0105
- CJA03-0106
- CJA03-0106
- CJA03-0107
- CJA03-0108
- CJA03-0109
- CJA03-0111
- CJA03-0111.01
- CJA03-0111.02
- CJA03-0111.03
- CJA03-0111.04
- CJA03-0111.05
- CJA03-0111.06
- CJA03-0112
- CJA03-0113
- CJA03-0114
- CJA03-0115
- CJA03-0116
- CJA03-0117

1 **Rule 3-302. Clerk of the Court**

2

3 **Intent:**

4 To describe the role of the Clerk of the Court.

5 To specify the procedure by which the Clerk of the Court is selected.

6 **Applicability:**

7 This rule ~~shall~~will ~~applies~~ to the trial courts of record.

8 **Statement of the Rule:**

9 (1) The Clerk of the Court for district and juvenile courts ~~shall~~will be appointed by the court  
10 executive with the concurrence of a majority of the judges assigned to that court location. In  
11 locations of the district court administered by contract with the administrative office of the courts,  
12 the elected county clerk shall serve as Clerk of the Court.

13 (2) The Clerk of the Court (or designee) ~~shall~~will:

14 (A) ~~take charge of and safely supervise the safekeeping of~~ keep the court seal;

15 (B) take charge of and safely keep or dispose of, according to law, all books, papers and  
16 records filed or deposited in the Clerk's Office;

17 (C) issue all notices, ~~process~~ and summonses where authorized by law;

18 (D) keep a record of all orders, judgments and decrees as required by law and this  
19 Code;

20 (E) keep minutes of court proceedings;

21 (F) keep a fee record as provided in this Code;

22 (G) keep records of jurors' services as provided in this Code;

23 (H) keep records of witnesses' attendance as provided in this Code;

24 (I) keep a record of executions as provided in this Code;

25 (J) take and certify acknowledgments and administer oaths;

26 (K) keep a record of fines, penalties, costs, and forfeitures as required by law and this  
27 Code;

28 (L) prepare revenue reports, reconcile accounting ledgers to bank statements, maintain  
29 and serve as custodian of trust accounts and perform such other accounting duties as  
30 assigned by the court executive;

31 (M) keep a record of court exhibits and ensure the safekeeping of exhibits;

32 (N) supervise such ~~deputy court~~ clerks or judicial assistants as required to perform the  
33 duties specified in this rule;

34 (O) keep such other records and perform such other duties as assigned by the court  
35 executive in accordance with applicable law and the provisions of this Code.

| 36 (3) The clerk's office ~~shall~~will be open and available to transact business during business hours  
| 37 on all days except Saturdays, Sundays, and legal holidays. When the clerk's office is open, the  
| 38 court clerk or ~~a deputy judicial assistant~~ shallwill be physically present or immediately available  
| 39 remotely.

| 40 *Effective: ~~5/1/2016~~May 1, 2025*

1 **Rule 3-303. Justice court ~~clerks~~ staff and local government employees serving in the**  
2 **justice courts.**

3 **Intent:**

4 To provide for ~~clerical services~~ court staff who, under the direction of the justice court judge, are  
5 primarily responsible for operating the in-justice courts, and to establish uniform responsibilities  
6 for justice court clerks a process for deputizing local government employees who may assist the  
7 justice courts on a limited basis, and to provide access to financial data for counties and  
8 municipalities that operate a justice court.

9 **Applicability:**

10 This rule ~~shall~~ applies to all justice courts.

11 **Statement of the Rule:**

12 (1) Counties and municipalities are responsible for bearing the expense of providing staff to the  
13 justice courts located within their jurisdictions. Such services ~~shall~~ must be provided by no fewer  
14 than the number of FTEs required by the Judicial Council's certification standards. Additional  
15 support may be provided as set forth in Section 3 below.

16 **(2) Court Staff.**

17 (2)(A) Clerks ~~Staff~~ shall ~~must~~ be provided to each justice court to assist the judge in  
18 managing the operation of the courts. ~~The clerk~~ Staff ~~shall~~ will have primary  
19 responsibility for performing ~~clerical~~ the following duties ~~including~~:

20 (42)(A)(i) recordkeeping;

21 (42)(B)(ii) filing reports;

22 (42)(C)(iii) scheduling hearings and trials;

23 (42)(D)(iv) mailing notices;

24 (42)(E)(v) maintaining case files;

25 (42)(F)(vi) collecting fines;

26 (42)(G)(vii) docketing cases;

27 (42)(H)(viii) taking and certifying acknowledgments and administering oaths; and

28 (42)(I)(ix) other court-related duties as assigned.

29 (2)(B) The judge ~~shall~~ must concur in the appointment of ~~the clerk~~ all court staff assigned  
30 to serve the court and ~~shall~~ may participate in the personnel evaluation process for ~~that~~  
31 clerk court staff, at the judge's discretion.

32 **(3) Local Government Employees.**

33 **(3)(A) Deputized Employees.**

34 (3)(A)(i) In addition to the staff described in Section (2) above, a justice court  
35 judge with fewer than three full-time staff may, with the concurrence of the local



36 government executive and the Board of Justice Court Judges, deputize up to four  
37 local government employees to perform certain court-related duties on a limited  
38 basis. The Board of Justice Court Judges may authorize exceptions to this  
39 section upon request by the applicable justice court judge.

40 (3)(A)(ii) The responsibilities and authority of deputized local government  
41 employees shall must be detailed in a standing order signed by the judge and  
42 provided to the local government executive and the Administrative Office of the  
43 Courts.

44 (3)(A)(iii) Deputized employees shall must be supervised by court staff in the  
45 performance of court-related duties, but not for the performance of duties  
46 unrelated to the court.

47 (3)(A)(iv) Counties and municipalities shall must cover the annual cost of the  
48 following for each deputized employee:

49 (3)(A)(iv)(a) an email account on the utcourts.gov domain, and

50 (3)(A)(iv)(b) any training that may be required by the Board of Justice  
51 Court Judges.

52 (3)(B) **Read-only Employees.** In addition to the court staff and the deputized employees  
53 described above, cities and counties may involve other employees in the justice court to  
54 the extent that financial reports need to be reviewed and reconciled. Such employees  
55 will be granted read-only access to review certain reports in CORIS once they have  
56 completed the training required by the Board of Justice Court Judges, signed a  
57 Memorandum of Understanding and submitted the same to the Administrative Office of  
58 the Courts.

59 ~~(34) If the clerk is~~ No court staff or deputized local government employee serving the court in a  
60 part-time capacity, the clerk shall will not be assigned to other duties which present a conflict of  
61 interest or promote an appearance of impropriety regarding court responsibilities. Both court  
62 staff and deputized employees shall must adhere to separation of duties requirements set forth  
63 in Section 01-06.00 of the Courts' Accounting Manual.

64 ~~(4) Counties and municipalities are responsible for bearing the expense of providing clerical~~  
65 ~~services to the justice courts located within their jurisdictions.~~

66 (5) Court staff and deputized employees shall must take an oath that requires them to solemnly  
67 swear and promise to support, obey and defend the Constitution of the United States of America  
68 and the Constitution of the State of Utah, and to discharge the duties of their office with fidelity  
69 to the best of their ability. The oath shall must be administered by the judge and be recorded on  
70 a form provided by the AOC. A copy of the form must be provided to the Administrative Office of  
71 the Courts within one week following an employee's first day with the court.

72 ~~(56) Each clerk~~ Court staff and local government employees who have been deputized pursuant  
73 to Section 3(A) above shall must be certified on an annual basis for the six months ending June  
74 30 and December 31 each year (each, a "certification period") by demonstrating proficiency with  
75 the training required by the Board of Justice Court Judges. The Board may consider a judge's  
76 request to waive one or more courses or extend a certification deadline for good cause.

77 provided the request is received at least three weeks prior to the end of the applicable  
78 certification period. At the end of each certification period, access to CORIS ~~shall~~will be  
79 suspended for court staff and local government employees who are not current with training  
80 requirements and who did not receive an extension from the Board. Access to CORIS ~~shall~~will  
81 be restored once any such user is current with the Board's requirements.

82 *Effective: ~~4~~5/1/202~~5~~2*

1 **Rule 4-401. Proceedings conducted by remote transmission**

2  
3 **Intent:**

4  
5 To ensure the security of remote court proceedings.

6  
7 **Applicability:**

8  
9 This rule applies to courts of record and not of record.

10  
11 **Statement of the Rule:**

12  
13 **(1) Definitions.**

14  
15 (1)(A) “**Court proceeding**” means any trial, hearing or other matter involving a  
16 participant.

17  
18 (1)(B) “**Participant**” means the same as that term is defined in Rule 87 of the Utah  
19 Rules of Civil Procedure, Rule 17.5 of the Utah Rules of Criminal Procedure, or Rule 61  
20 of the Utah Rules of Juvenile Procedure.

21  
22 (1)(C) “**Remote**” or “**Remotely**” means a judge, participant, or court staff assisting with  
23 the proceeding will appear by video conference or other electronic means approved by  
24 the court.

25  
26 (2) **Video conferencing platforms.** All remote court proceedings held by video conference will  
27 be conducted exclusively via a video conferencing platform approved by the Judicial Council.  
28 The Judicial Council may grant exceptions.

29  
30 *Effective: May 1, 2025*

Tab 6



# Information Technology 2024 Report

---

Reaching New Heights

# Tools for success...

- Frequent & informative communication
- Updated policies
- Training Corner
- Service Desk Portal



# Tools for success...

- Frequent & informative communication
  - Regular updates to boards and committees
  - Collaborative site visits
    - 21 court locations*
    - 6 Utah courts conferences*
    - 2 partner conferences*



# Tools for success...

- Updated Policies
  - Emergency Response Plan (ERP)
  - 3-year Strategic Plan
  - Device Standard Policy





# Tools for success...

- Training Corner
  - July 2024 – Launched new training resources
  - Documents and videos
  - 49 trainings and counting



# Tools for success...

- Service Desk Portal
  - Revamped look and feel
  - Direct access to easily report down courtrooms
  - Added plain language for creating tickets



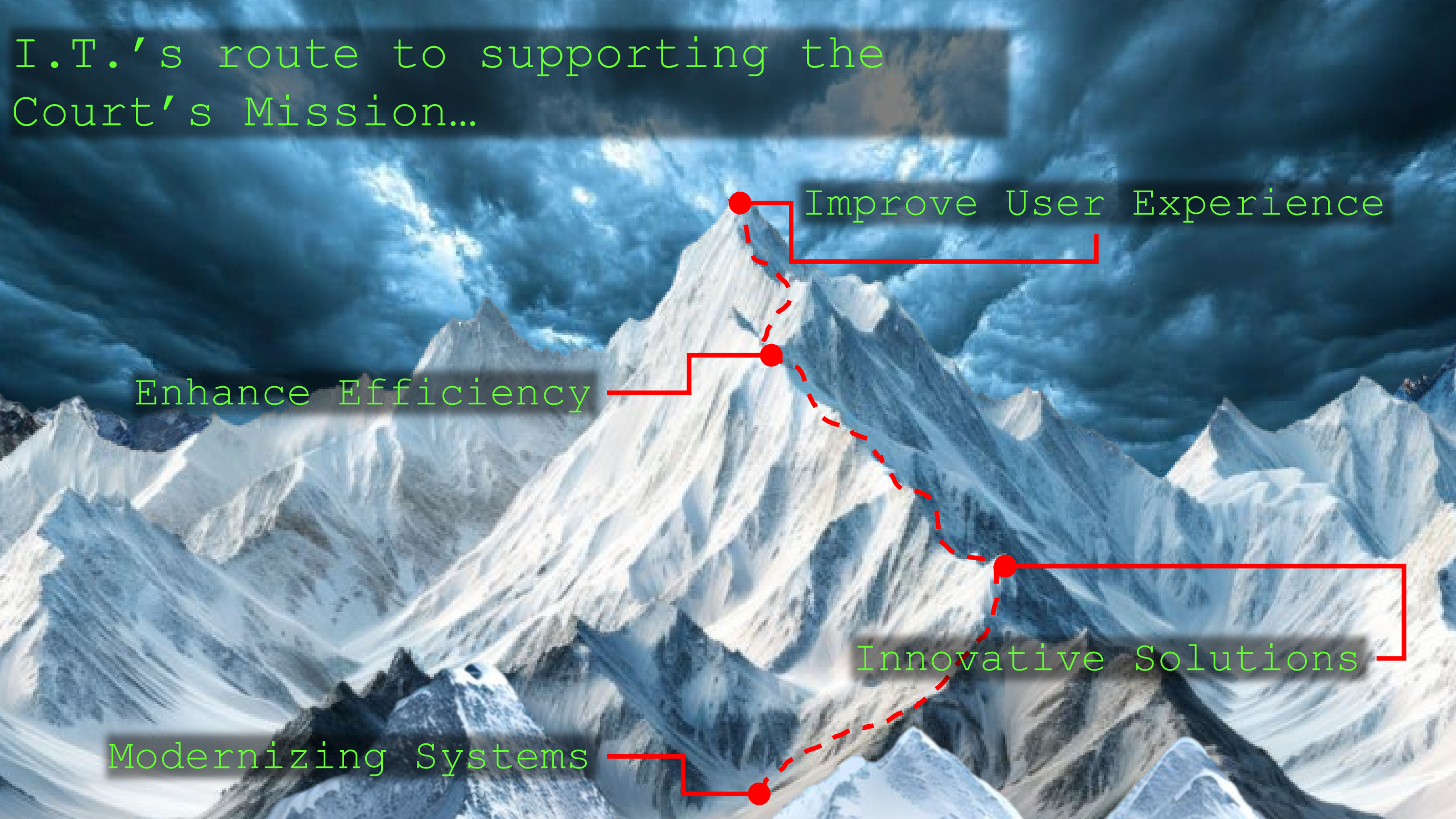
# I.T.'s route to supporting the Court's Mission..

Improve User Experience

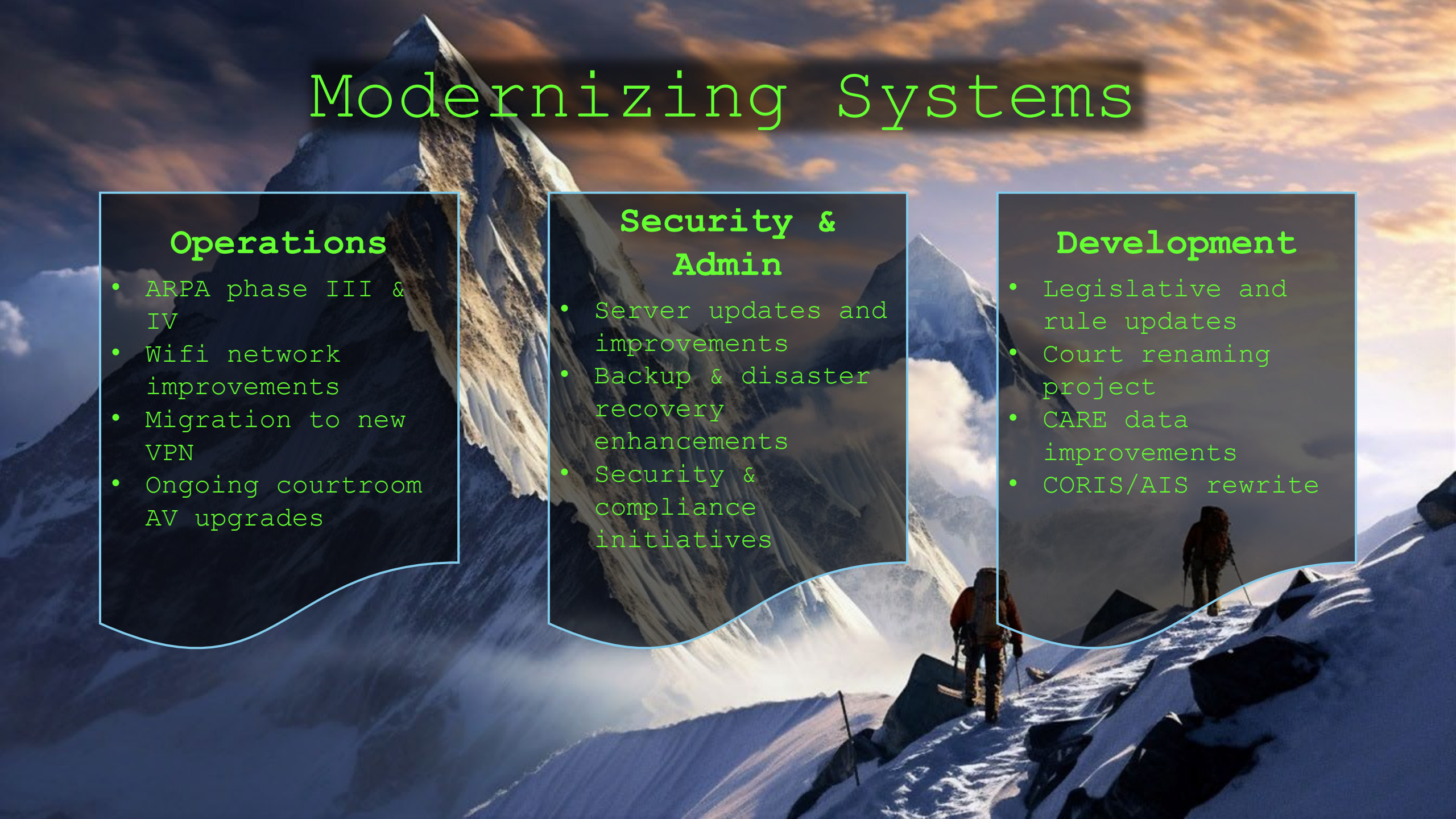
Enhance Efficiency

Innovative Solutions

Modernizing Systems



# Modernizing Systems



## Operations

- ARPA phase III & IV
- Wifi network improvements
- Migration to new VPN
- Ongoing courtroom AV upgrades


## Security & Admin

- Server updates and improvements
- Backup & disaster recovery enhancements
- Security & compliance initiatives

## Development

- Legislative and rule updates
- Court renaming project
- CARE data improvements
- CORIS/AIS rewrite

# Innovative Solutions



## Operations

- Adobe eSign
- Webex Calling Migration
- Cyber Security Training

## Security & Admin

- Business Intelligence environment
- Performance Monitoring & Alerting Improvements

## Development

- Intelligent updates for Notices of Hearings (CARE)
- Jury Selection Improvements
- Appellate eFiling

# Enhance Efficiencies

A person wearing a blue helmet, a black jacket, and a large orange backpack is ice climbing a steep, icy mountain peak. The climber is positioned on the left side of the frame, reaching up with their right hand. The background shows a vast, snowy mountain range under a clear sky.

## Operations

- Reduced number of FTR Virtual Recorders
- Secondary ISP in Provo & Farmington
- Single Sign On (SSO) for enterprise systems


## Security & Admin

- Automated server builds
- Service Desk workflow improvements

## Development

- MyCase Improvements
- Xchange ACH recurring payments
- CARE Screen Improvements
- Calendar Batch Processing for Webex Links

# Improve User Experience



## Operations

- Public wifi improvements
- Performance feedback surveys

## Security

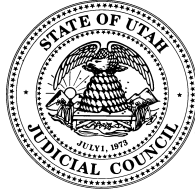
- Finance revenue reporting
- Planned maintenance communication
- Website enhancements

## Development

- User led improvements
- JAQ improvements
- ePayments in CARE for attorneys

Tab 7





# Administrative Office of the Courts

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

January 14, 2025

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

## MEMORANDUM

**TO:           Mangement Committee / Judicial Council**  
**FROM:       Keisa Williams**  
**RE:           Interim Rules on the Use of Generative AI**

---

In October 2023, the Judicial Council approved Interim Rules on the Use of Generative AI in the courts. In light of the growing interest among court staff and judges in using generative AI tools specifically designed to assist law clerks and judicial officers, the Management Committee asked the Policy, Planning, and Technology Committee (PP&T) to make recommendations to the Judicial Council regarding amendments to the interim rules.

PP&T proposes the attached amendments. With the exception of paragraph (7), the proposed amendments are not substantive. Below is a brief summary of the changes in each paragraph:

(2) The state court administrator continues to have the authority to approve the use of generative AI tools not listed in the interim rules. The amendments memorialize the procedure currently used to vet potential tools. The state court administrator requires the IT Department to conduct a security assessment and the General Counsel's Office to conduct a legal review before approving a new tool. In addition, the IT Department conducts regular security reviews of approved tools to ensure they remain secure. The list of approved tools can be found on the [Intranet](#), along with the interim rules. Links to court-approved training will be added soon.

(3) Court-approved training is available on LMS. The Education Department is currently working on new online modules covering the following topics:

1. How GenAI works
2. Responsible/ethical use of GenAI
3. Best Practices in using Generative AI
  - Best practices to prompt GenAI
  - Best use cases for GenAI
  - Critical thinking when reviewing GenAI results

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

Court employees and judicial officers are encouraged, but not required, to complete ongoing education on generative AI.

(5) The proposed amendments are not substantive. PP&T discussed the limitations of generative AI under this paragraph. If case-related information cannot be uploaded, the utility for judges is greatly reduced. PP&T determined that this is a larger policy issue for the Council to address.

(7) The state court administrator approved the use of generative AI tools to take meeting minutes.

**INTERIM JUDICIAL COUNCIL RULES ON THE USE OF GENERATIVE AI**  
**October 25, 2023/January 21, 2025**

These rules set forth the only authorized use of generative AI tools for court-related work or on court-owned devices.<sup>1</sup> Any use not expressly permitted herein will be considered a violation of court policies. Deviations must be pre-approved by the state court administrator.

Judges and court employees should recognize the limitations of generative AI and may not rely solely on AI-generated content. Generative AI tools are intended to provide assistance and are not a substitute for judicial, legal, or other professional expertise. It is also important to remember that AI models learn from vast datasets of text, images, and other content created by humans. As a result, generative AI tools have been known to produce outputs that inadvertently promote stereotypes, reinforce prejudices, or exhibit unfair biases.

**RULES**

1. **You are responsible:** Any use of AI-generated content is ultimately the responsibility of the person who uses it.
  
2. **You may only use approved tools:** The state court administrator will, in consultation with the Information Technology Department and General Counsel's Office, maintain a list of approved generative AI tools. Judicial officers and court employees may only use approved the following generative AI tools for court-related work or on court-owned devices:<sup>2</sup>  
  
ChatGPT (version 3 or 4)
  - ~~Claude.ai (Beta)~~
  - ~~Bard (Experiment)~~
  
3. **You must complete court-approved training prior to use:** Prior to using generative AI tools for court-related work or on court-owned devices, you must complete court-approved training courses posted on LMS."<sup>3</sup> Judicial officers and court employees who choose to use generative AI are encouraged to complete ongoing education on generative AI. The Judicial Council may impose additional education requirements at any time.
  
4. **Employees must disclose use to judicial officers:** With the exception of attorneys in the General Counsel's Office, if an employee is preparing work or completing a task for a judicial officer, the court employee must get pre-approval from the judicial officer before using a generative AI tool to complete the work or task.
  
5. **Do not disclose non-public or, personally-identifying , or case-related information:**  ~~Court records, court data, or nonpublic information, classified as non-public under the Code of Judicial Administration or the Government Records Access Management Act, personally-identifying information, and/or any information from a case~~ that could lead someone to identify

<sup>1</sup> "Court-owned devices" includes personal devices for which you are receiving a stipend from the court.

<sup>2</sup> ~~The IT department is also reviewing Casetext CoCounsel.~~

<sup>3</sup> ~~The Judicial Institute is developing tailored education and will notify everyone when it is available.~~

~~at~~ the specific case ~~in question~~ or individuals involved in ~~that a~~ case, may not be entered, submitted, or otherwise disclosed to ~~any~~ generative AI tool.

6. **Do not disclose documents from cases:** Documents filed in a case or submitted for filing may not be shared through generative AI tools, even if the document is classified as public.
7. **You may only use generative AI for the followingse purposes:**
  - ~~p~~Preparing educational materials;
  - ~~L~~Legal research;
  - ~~p~~Preparing draft documents;
  - ~~p~~Preparing surveys;
  - ~~t~~Testing reading comprehension of public documents (e.g., to ensure a document is accessible to a self-represented litigant);
  - creating instructions on how to use a new piece of software (e.g., Adobe Captivate), device, or application; or
  - taking meeting minutes.
8. **Case-related content should be reviewed by a judicial officer:** AI-generated content used for case-related purposes should be ~~thoroughly~~ reviewed by a judicial officer to ensure the information is accurate, the law is applied properly, and application of the law is consistent with the facts of the case.
9. **You must comply with legal and ethical obligations:** When using generative AI, judicial officers and court employees must comply with all relevant laws, legal standards, court policies, and ethical and professional conduct rules, including but not limited to [Section 9](#) of the Human Resource Policy Manual.
10. **You must report inadvertent disclosures:** Judicial officers and court employees must immediately report any data breaches or inadvertent disclosures in violation of ~~paragraphs 5 or 6~~ these rules to the Office of General Counsel.

Tab 8

# Election 2024

Range of "Yes" vs. "No" Votes

Election Year	Highest Yes %	Lowest Yes %	Point Difference	Average Yes %
2012	87.83%	76.87%	10.97	81.96%
2014	81.55%	71.23%	10.32	77.04%
2016	86.64%	57.58%	29.06	77.54%
2018	86.84%	70.81%	16.03	79.66%
2020	90.4%	75.02%	15.38	81.04%
2022	87.19%	55.38%	31.80	77.44%
2024	85.08%	72.51%	12.57	78.06%

## 2024 Election Wrap Up: Judges on the Ballot

Court Level	Retention Judges	First Time on ballot	Total
Supreme	1	-	1
Appeals	-	1	1
District	14	10	24
Juvenile	4	5	9
Justice	8	7	15
<b>Totals</b>	<b>27 (54%)</b>	<b>23 (46%)</b>	<b>50</b>

Judges eligible to stand for retention at start of cycle (Jan. 2022)

**68**

Evaluations Completed (May 2024)

**60**

Judges on the Ballot (Jul. 2024)

**50**

Judges Retained (Nov. 2024)

**50**

# Common Perceptions

“Voters don’t  
use evaluation  
data”

“People don’t vote  
on judges”

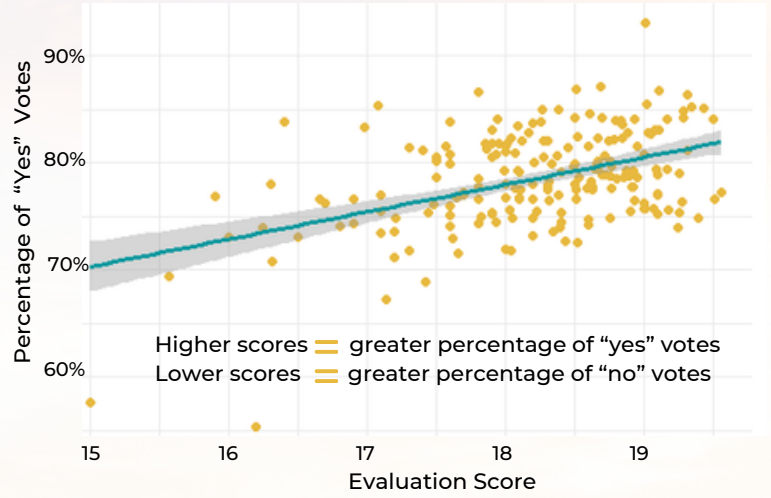
“All judge  
reports are  
positive”

# JUDICIAL PERFORMANCE EVALUATION COMMISSION 2025 REPORT TO THE COMMUNITY

## DO UTAH VOTERS USE JUDGE EVALUATIONS? YES!

We analyzed data from recent elections and the answer is YES. There is a strong correlation between a judge’s total evaluation score and the percentage of “yes” votes they receive, indicating that voters do use JPEC evaluation data when voting on judges.

As a judge’s score increases, so does the percentage of “yes” votes they receive. The lower the judge’s score is, the lower the percentage of “yes” votes they receive.



Each dot on the graph represents a judge’s score and the corresponding number of “yes” votes they received.

## ARE ALL JUDGE REPORTS POSITIVE? NO

One of the most commonly asked questions of JPEC is:  
“Why do all judge evaluations seem positive?”

In reality, not all judge reports are positive. Judges see their evaluation reports before deciding whether to stand for the retention election. Judges with negative evaluations typically resign or retire rather than face a public retention election. This means their reports don’t become public.

### In 2024

All judges with **unfavorable** evaluations **stepped down** from the bench.  
All judges who received **favorable** evaluations from JPEC were **retained**.

### 2024 Election Wrap Up: Judges on the Ballot

Court Level	Retention Judges	First Time on ballot	Total
Supreme	1	-	1
Appeals	-	1	1
District	14	10	24
Juvenile	4	5	9
Justice	8	7	15
<b>Totals</b>	<b>27 (54%)</b>	<b>23 (46%)</b>	<b>50</b>

Judges eligible to stand for retention at start of cycle (Jan. 2022)

**68**

Evaluations Completed (May 2024)

**60**

Judges on the Ballot (Jul. 2024)

**50**

Judges Retained (Nov. 2024)

**50**



# UNCONTESTED ELECTIONS: UTAH JUDGES LEAD

Utah’s judicial elections engage more voters than other uncontested races in Utah and other states with similar judicial retention systems.

## Utah Uncontested Races

- Judges: **83%**
- State House: **81%**
- State Senate: **80%**

## National Judicial Retention Elections

- Utah: **83%**
- Alaska: **80%**
- New Mexico: **77%**
- Colorado: **76%**

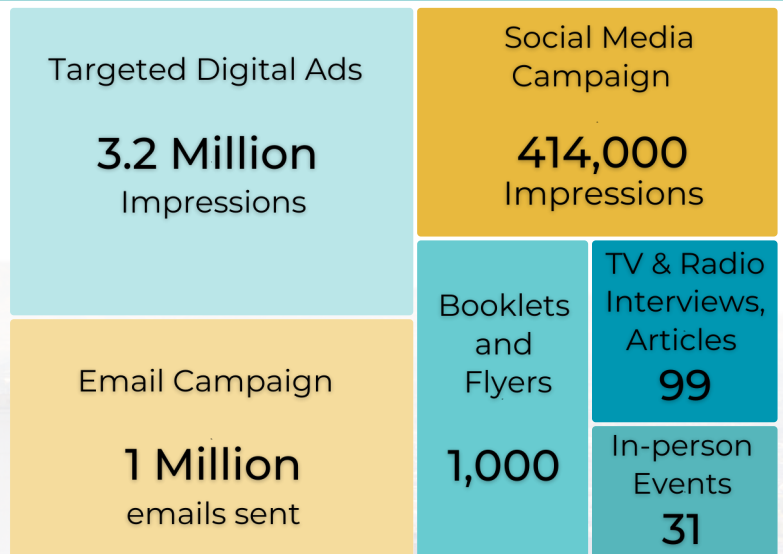
# 32% INCREASE IN WEBSITE VISITS

JPEC reached out to voters in a variety of ways in the weeks leading up to the election.

Outreach period: Sept. 1st - Nov. 5th.

### RESULTS:

**292,229** visits to [judges.utah.gov](https://judges.utah.gov)  
a **32% increase from 2022**



## JPEC Mission

- JPEC does not tell the public how to vote or recommend judges for retention.
- JPEC does tell the public whether a judge meets minimum performance standards.
- In order to give voters as much information as possible, JPEC shares individual judge scores, a comparison of judges to their peers, commission votes, and courtroom observer reports on [judges.utah.gov](https://judges.utah.gov).

## JPEC represents all branches of government

- All three branches of government are represented equally in the judicial evaluation process.
- JPEC has 13 commissioners: 4 are appointed by the legislature, 4 by the Supreme Court and 4 by the governor.
- The 13th member is the Executive Director of the Commission on Criminal and Juvenile Justice.

## CONTACT US

Mainline



[judicialperformance@utah.gov](mailto:judicialperformance@utah.gov)



801.538.1146

Mary-Margaret Pingree  
(Exec. Director)

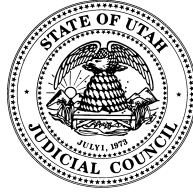


[mmpingree@utah.gov](mailto:mmpingree@utah.gov)



385.910.2097

Tab 9



# Administrative Office of the Courts

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

January 6, 2025

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

## MEMORANDUM

**TO: Management Committee, Utah Judicial Council**

**FROM: Cris Seabury Statewide Treatment Court Certification Coordinator  
Katy Collins, Statewide Treatment Court Coordinator**

**RE: Treatment Court Certification - Recommendations**

---

According to UCJA [Rule 4-409](#) Council Approval of Problem-Solving Courts, each problem-solving court must be considered for certification by the Judicial Council every two years. Prior to submitting certification recommendations to the Judicial Council, the Statewide Treatment Court Certification Coordinator conducts site visits with each court to observe the pre-court staffing and Treatment Court hearings and interviews team members. The coordinator also reviewed the Certification Checklist, staffing documents and the policy and procedure manuals for each Treatment Court. The coordinator completed a jurisdiction report for each Court which includes the strengths and recommendations.

The following information is for reference when comparing a Family Treatment Court to an Adult Treatment Court. The existing Family Treatment Court Certification Checklist does not reflect the Family Treatment Court Standards. The information below provides a comparison of the Family Treatment Court approach versus the Adult Treatment Court approach. The most significant difference between the two types of Treatment Courts is the family centered focus versus person centered focus.

**Family Treatment Court Mission:** To protect children from abuse and neglect associated with the substance use of a parent or caregiver by addressing the comprehensive needs of children, parents, and family members through an integrated, courtbased collaboration of court, child welfare, treatment and social service providers who work as a team to achieve timely decisions, coordinated treatment and ancillary services, judicial oversight, and safe and permanent placements.

**Purpose of a Family Treatment Court:** Resolution of child welfare cases, reunification and addressing the recovery needs of individuals with substance use disorders and/or co-occurring mental health needs.

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.

## **Family Treatment Court Best Practice Standards:**

Standard 1: Organization and Structure

Standard 2: Role of the Judge

Standard 3: Ensuring Equity and Inclusion

Standard 4: Early Identification, Screening and Assessment

Standard 5: Timely, High-Quality and Appropriate Substance Use Disorder Treatment

Standard 6: Comprehensive Case Management Services and Supports for Families

Standard 7: Therapeutic Responses to Behavior

Standard 8: Monitoring and Evaluation

**Purpose of an Adult Treatment Court:** Harm reduction, alternatives to incarceration and addressing the recovery needs of individuals with substance use disorders and/or co-occurring mental health needs.

## **Adult Treatment Court Best Practice Standards:**

Standard 1: Target Population

Standard 2: Equity and Inclusion

Standard 3: Roles and Responsibilities of the Judge

Standard 4: Incentives, Sanctions and Service Adjustments

Standard 5: Substance Use, Mental Health and Trauma Treatment and Recovery Management

Standard 6: Complementary Services and Recovery Capital

Standard 7: Drug and Alcohol Testing

Standard 8: Multidisciplinary Team

Standard 9: Census and Caseloads

Standard 10: Program Monitoring, Evaluation and Improvement

## **Why is this Distinction Important?**

AllRise (formerly known as NADCP) is working on the final revisions to the Adult Treatment Court Best Practice Standards. Revising the standards is vital to ensure that Treatment Courts continue to reach their greatest potential in enhancing public health, public safety, cultural equity and procedural fairness. Best practice standards and guidelines promulgated for Family Treatment Courts and Juvenile Treatment Courts include or are consistent with nearly all of the Best Practices from Adult Treatment Courts while incorporating additional services required to meet the specialized needs of their participants.

## **Examples of the Differences in the Best Practice Standards:**

**Family Treatment Court Best Practice Standard 4** - The risk/need designation in FTCs differs from adult drug courts in several areas of practice:

1. First and foremost, FTCs must meet the mandates of the child welfare agency and dependency court to ensure the safety and well-being of and permanency for children through treatment of the **entire family**. FTCs assess safety, risk, need, and protective factors for children, parents, and families throughout the child welfare case; the assessment is not restricted to the parent with the SUD.
2. Child welfare risk and prognostic risk are distinctly different. Child welfare risk assesses the likelihood that child maltreatment will occur or reoccur in the future, whereas prognostic risk assesses the likelihood that an individual will continue to engage in criminal behavior. Using the general term “risk” in both instances is not a viable option; therefore, clarification must be made when discussing risk in the context of the FTC. FTCs consider assessing for prognostic risk to identify the risk of a parent’s failure to complete SUD treatment, failure to comply with the child welfare case plan, and future criminal involvement.
3. Some FTC participants have no pending, current, or past criminal charges, others may have limited involvement with the criminal justice system, and still others may have extensive involvement in the criminal justice system. A structured prognostic risk assessment informs the FTC team if there is a need to separate those who assess as a high prognostic risk from those who assess as a low or low/moderate prognostic risk into different treatment groups or residential settings. **Unlike in adult drug courts, lack of sufficient prognostic risk (i.e., low-risk) does not exclude families from an FTC.** However, accurately assessing prognostic risk is necessary for the FTC to assign the appropriate level of monitoring, support, and case management services and to avoid mixing high-and low-prognostic risk participants in treatment and housing.

**Family Treatment Court Best Practice Standard 6** - Family Treatment Court ensures that children, parents, and family members receive comprehensive services that meet their assessed needs and promotes sustained family safety, permanency, recovery, and well-being. In addition to high-quality substance use and co-occurring mental health disorder treatment, the FTC’s family-centered service array includes other clinical treatment and related clinical and community support services. These services are trauma responsive, and include family members as active participants.

There are guidelines regarding parenting time and co-parenting time. The FTC operational team considers each child and family’s situation and determines the appropriate frequency, number, duration, and types of parenting and family visits. Factors that the FTC considers in developing a visitation plan for each family include the reason for the child’s removal, risk of further abuse, likelihood of reunification, length of time the child has been in care, child’s developmental age, child’s special needs (e.g., behavioral, medical, educational), need for supervision, the other parent’s involvement, cultural context, parent’s special needs (e.g., domestic violence, mental illness), parent’s progress in SUD treatment and his or her case plan, and requirements of the recovery and reunification process.

The FTC operational team matches parenting and family-strengthening interventions with family members' needs, backgrounds, circumstances, and goals, and takes into account the community context to ensure the right fit.

Helping families achieve and maintain reunification, is a primary aim of not just the child welfare system, but also the Court, SUD treatment providers, and other partners. Reunification is a time of readjustment for families, and the resulting stress can make it difficult for families to maintain safety and stability, especially when they have many other needs.

Family based trauma interventions that address the needs of both children and parents are associated with enhanced parent-child relationships and interactions, improved attachment, and reduced regulatory problems, parental stress, child abuse potential and likelihood of referral to child welfare services.

The FTC operational team coordinates services for the children of participants with services for the parents to support the healing of their relationship while keeping the child's safety paramount. Children can receive services in a variety of settings (e.g., at home, in the foster home, in an early childhood education classroom, and in other types of centers).

**Family Treatment Court Best Practice Standard 7** - The Family Treatment Court operational team applies therapeutic responses (e.g., child safety interventions, treatment adjustments, complementary service modifications, incentives, sanctions) to improve parent, child, and family functioning; ensure children's safety, permanency, and well-being; support participant behavior change; and promote participant accountability. The FTC recognizes the biopsychosocial and behavioral complexities of supporting participants through behavior change to achieve sustainable recovery, stable reunification and resolution of the child welfare case. When responding to participant behavior, the FTC team considers the cause of the behavior as well as the effect of the therapeutic response on the participant, the participant's children and family, and the participant's engagement in treatment and supportive services.

All FTC responses to behavior aim to improve child, parent, and family safety, well-being, and permanency by reinforcing behaviors consistent with recovery, reunification, and resolution of the child welfare case. FTC team members and the dependency court staff carefully consider the participant's overall progress toward stable recovery, family well-being, and reunification when making decisions.

Phases are a constant reminder of the complex and, at times, competing expectations required to achieve stable recovery, safe reunification, and permanency within mandatory time lines.

Incentives and sanctions should be meaningful to the participant, and the FTC operational team must assess their effect on the children. Incentives and sanctions support individual and family well-being and are focused on recovery and reunification.

Successful discharge means that the participant has accomplished significant goals and reconnected with family and community members. When possible and appropriate, reunification occurs before successful discharge. The FTC team supports and celebrates those with successful discharges, regardless of the resolution of their dependency case, as well as those with unsuccessful FTC discharges who nevertheless met the terms of their child welfare case plan and were reunified with their children. Behaviors that led to successful, neutral, or unsuccessful discharge from the FTC influence but do not determine the final custody decision. Sometimes timely permanency for the child takes precedence when a participant needs more time to achieve stable recovery. There are also cases in which children have significant needs that their parents are not able to adequately meet.

Based on the Coordinators observations the following Treatment Court is submitted to the Council for approval. The team requested follow-up with the State Coordinator and the Certification Coordinator and will be scheduled later this year.

**Seventh District - Carbon County - Judge Cas White Family Dependency Court** meets all certification criteria.

#### **REQUIRED CERTIFICATION CRITERIA**

**#10 The program has a written policy addressing medically assisted treatment.** - The handbook was revised November 2024 and a written policy was added.

**#53 The Drug Court develops a remedial action plan and timetable to implement recommendations from the evaluator to improve the program's adherence to best practices.** - Treatment collects specific data points and shares the information with stakeholders during the quarterly team meetings.

#### **PRESUMED CERTIFICATION CRITERIA**

**#2 The Drug Court regularly monitors the delivery of incentives and sanctions to ensure they are administered equivalently to all participants.** The Court is currently in the process of creating a data sheet and treatment is currently tracking specific data points.

**#3 Each member of the Drug Court Team attends up to date training events on recognizing implicit cultural biases and correcting disparate impacts for members of historically disadvantaged groups.** - The team requested support for all team members. The training information was provided to the team in the jurisdiction report and a follow-up visit will be scheduled for 2025.

**#11 Drug test results are available within 48 hours.** UA tests are mailed out and due to Carbon County being in a rural area most test results are reported back within 72 hours. Confirmation tests can take up to 2 weeks.

**#27 All Drug Court team members, including court personnel and other criminal justice professionals, receive formal training on delivering trauma-informed services.** The team

requested support for all team members. The training information was provided in the jurisdiction report and a follow-up visit will be scheduled for 2025.

**#33 Subsequently, team members attend continuing education workshops on at least an annual basis to gain up to date knowledge about best practices on topics including substance abuse and mental health treatment, complementary treatment and social services, behavior modification, community supervision, drug and alcohol testing, team decision making and constitutional and legal issues in Drug Courts.** - The team requested support for all team members. The training information was provided to the team in the jurisdiction report and a follow-up visit will be scheduled for 2025. The team is encouraged to attend the 2025 Utah Treatment Court Conference and the Rise25 Conference, if funding is available.

**#34 New staff hires receive a formal orientation training on the Drug Court model and best practices in Drug Courts as soon as practicable after assuming their position and attend annual continuing education workshops thereafter.** The team requested support for all team members. The training information was provided to the team in the jurisdiction report and a follow-up visit will be scheduled for 2025.

**#35 The Drug Court has more than 15 but less than 125 active participants.** Judge White reports historically the Court averages 4-5 participants. The team is reviewing the screening and referral process to increase referrals and admissions to the Family Treatment Court.

**#36 The Drug Court monitors its adherence to best practice standards on at least an annual basis, develops a remedial action plan and timetable to rectify deficiencies and examines the success of the remedial actions.** The Court is reviewed by the Statewide Certification Coordinator biannually and receives a Jurisdiction Report which identifies strength and areas of improvement. Additional training and resources are provided upon request.

**#37 New arrests, new convictions and new incarcerations are monitored for at least three years following each participant's entry into the Drug Court.** Upon graduation a participant's DCFS case remains open for 90 days.

**#39 Staff members are required to record information concerning the provision of services and in-program outcomes within forty-eight hours of the respective events.** The Court checked no incorrectly. Treatment has an efficient quality assurance process.

**#40 The program conducts an exit interview for self-improvement.** The team requested more information and examples were included in the jurisdiction report.

## **NON-CERTIFICATION RELATED BEST PRACTICE STANDARDS**

**#3 Treatment providers have substantial experience working with criminal justice populations.** There are experienced providers and DCFS caseworkers as well as new team



members who are in the process of being trained. The training information was provided to the team in the jurisdiction report and a follow-up visit will be scheduled for 2025.

**#4 For at least the first ninety days after discharge from the Drug Court, treatment providers or clinical case managers attempt to contact previous participants periodically by telephone, mail, e-mail or similar means to check on their progress, offer brief advice and encouragement and provide referrals for additional treatment when indicated.** DCFS maintains jurisdiction for 90 days.

**#9 Participants received immediate medical or dental treatment for conditions that are life-threatening, cause serious pain or discomfort, or may lead to long-term disability or impairment.** The Court checked no incorrectly. Case Managers assist with referrals when needed.

**#10 Before starting a Drug Court, team members attend a formal pre-implementation training to learn from expert faculty about best practices in Drug Courts and develop fair and effective policies and procedures for the program.** - The team requested support for all team members. The training information was provided to the team in the jurisdiction report and a follow-up visit will be scheduled for 2025. The team is encouraged to attend the 2025 Utah Treatment Court Conference and the Rise25 Conference, if funding is available.

**#12 Caseloads for clinicians must permit sufficient opportunities to assess participant needs and deliver adequate and effective dosages of substance abuse treatment and indicated complementary services.** The Court checked no incorrectly. The treatment provider assesses participant needs. The treatment provider's case loads include both treatment court participants and county residents.

**#14 Information relating to the services provided and participants' in-program performance is entered into an electronic database. Statistical summaries from the database provide staff with real-time information concerning the Drug Court's adherence to best practices and in-program outcomes.** Upon meeting with the team it was determined that treatment tracks their own information and shares it during staffing but there is no current data case management system.

**#15 Outcomes are examined for all eligible participants who entered the Drug Court regardless of whether they graduated, withdrew or were terminated from the program.** The team is exploring ways to track this information.

**#16 The Drug Court regularly monitors whether members of historically disadvantaged groups complete the program at equivalent rates to other participants.** The team is exploring ways to track this information.

**UTAH JUDICIAL COUNCIL**  
**ADULT DRUG COURT CERTIFICATION CHECKLIST**  
 REVISED AND ADOPTED DECEMBER 16, 2019

COURT LOCATION: Price  
 JUDGE NAME: Cas White  
 REVIEW DATE: 9/23/24

Many of the criteria enumerated in this certification checklist are restatements of the Adult Drug Court Best Practice Standards, Volume I and Volume II, published by the National Association of Drug Court Professionals (NADCP). Those are indicated by a citation in the **BPS** column following the standard. An asterisk indicates a modification of the NADCP standard.

YES	NO	#	REQUIRED CERTIFICATION CRITERIA <i>Adherence to these standards is required for certification.</i>	BPS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Eligibility and exclusion criteria are defined and applied objectively.	I.A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Eligibility and exclusion criteria are specified in writing.	I.A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	The program admits only participants who are high-risk high-need as measured by the RANT or some other approved and validated assessment tool.	I.B.*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Candidates for the Drug Court are assessed for eligibility using validated risk-assessment tool that has been demonstrated empirically to predict criminal recidivism or failure on community supervision and is equivalently predictive for women and racial or ethnic minority groups that are represented in the local arrestee population.	I.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Candidates for the Drug Court are assessed for eligibility using validated clinical-assessment tool that evaluates the formal diagnostic symptoms of substance dependence or addiction.	I.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Evaluators are trained and proficient in the administration of the assessment tools and interpretation of the results.	I.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7	Current or prior offenses may not disqualify candidates from participation in the Drug Court unless empirical evidence demonstrates offenders with such records cannot be managed safely or effectively in a Drug Court.	I.D.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	Offenders charged with non-drug charges, drug dealing or those with violence histories are not excluded automatically from participation in the Drug Court.	I.D.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9	If adequate treatment is available, candidates are not disqualified from participation in the Drug Court because of co-occurring mental health or medical conditions or because they have been legally prescribed psychotropic or addiction medication.	I.E.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	The program has a written policy addressing medically assisted treatment.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	Participants ordinarily appear before the same judge throughout their enrollment in the Drug Court.	III.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	The judge regularly attends pre-court staff meetings during which each participant's progress is reviewed and potential consequences for performance are discussed by the Drug Court team.	III.D.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13	Participants appear before the judge for status hearings no less frequently than every two weeks during the first phase of the program. In rural areas, some allowance may be made for other appearances or administrative reviews when the judge is unavailable.	III.E.

YES	NO	#	REQUIRED CERTIFICATION CRITERIA <i>Adherence to these standards is required for certification.</i>	BPS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	Status hearings are scheduled no less frequently than every four weeks until participants graduate. In rural areas, some allowance may be made for other appearances or administrative reviews when the judge is unavailable.	III.E.*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15	The judge allows participants a reasonable opportunity to explain their perspectives concerning factual controversies and the imposition of sanctions, incentives, and therapeutic adjustments.	III.G.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16	If a participant has difficulty expressing him or herself because of such factors as a language barrier, nervousness, or cognitive limitation, the judge permits the participant's attorney or legal representative to assist in providing such explanations.	IV.B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17	The judge is the ultimate arbiter of factual controversies and makes the final decision concerning the imposition of incentives or sanctions that affect a participant's legal status or liberty.	III.H. VIII.D.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18	The judge makes these decisions after taking into consideration the input of other Drug Court team members and discussing the matter in court with the participant or the participant's legal representative.	III.H. VIII.D.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19	The judge relies on the expert input of duly trained treatment professionals when imposing treatment-related conditions.	III.H.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	Policies and procedures concerning the administration of incentives, sanctions, and therapeutic adjustments are specified in writing and communicated in advance to Drug Court participants and team members.	IV.A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21	The policies and procedures provide a clear indication of which behaviors may elicit an incentive, sanction, or therapeutic adjustment; the range of consequences that may be imposed for those behaviors; the criteria for phase advancement, graduation, and termination from the program; and the legal and collateral consequences that may ensue from graduation and termination.	IV.A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22	The Drug Court has a range of sanctions of varying magnitudes that may be administered in response to infractions in the program.	IV.E.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23	For goals that are difficult for participants to accomplish, such as abstaining from substance use or obtaining employment, the sanctions increase progressively in magnitude over successive infractions. For goals that are relatively easy for participants to accomplish, such as being truthful or attending counseling sessions, higher magnitude sanctions may be administered after only a few infractions.	IV.E.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24	Consequences are imposed for the non-medically indicated use of intoxicating or addictive substances, including but not limited to alcohol, cannabis (marijuana) and prescription medications, regardless of the licit or illicit status of the substance.	IV.F.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	Drug testing is performed at least twice per week.	VII.A.*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26	Drug testing is random, and is available on weekends and holidays.	VII.B.*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27	Collection of test specimens is witnessed and specimens are examined routinely for evidence of dilution, tampering and adulteration.	VII.E.* VII.F.*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28	Drug testing utilized by the Drug Court uses scientifically valid and reliable testing procedures and establishes a chain of custody for each specimen.	VII.G.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29	Metabolite levels falling below industry- or manufacturer-recommended cutoff scores are not interpreted as evidence of new substance use or changes in substance use patterns, unless such conclusions are reached by an expert trained in toxicology, pharmacology or a related field.	VII.G.*

YES NO

#	REQUIRED CERTIFICATION CRITERIA <i>Adherence to these standards is required for certification.</i>	BPS
<input checked="" type="checkbox"/> <input type="checkbox"/>	30 Upon entering the Drug Court, participants receive a clear and comprehensive explanation of their rights and responsibilities relating to drug and alcohol testing.	VII.I.
<input checked="" type="checkbox"/> <input type="checkbox"/>	31 The program requires a period of at least 90 consecutive days drug-free to graduate.	
<input checked="" type="checkbox"/> <input type="checkbox"/>	32 The minimum length of the program is twelve months.	
<input checked="" type="checkbox"/> <input type="checkbox"/>	33 Unless a participant poses an immediate risk to public safety, jail sanctions are administered after less severe consequences have been ineffective at deterring infractions.	IV.J.
<input checked="" type="checkbox"/> <input type="checkbox"/>	34 Jail sanctions are definite in duration and typically last no more than three to five days.	IV.J.
<input checked="" type="checkbox"/> <input type="checkbox"/>	35 Participants are given access to counsel and a fair hearing if a jail sanction might be imposed.	IV.J.
<input checked="" type="checkbox"/> <input type="checkbox"/>	36 Participants are not terminated from the Drug Court for continued substance use if they are otherwise compliant with their treatment and supervision conditions, unless they are non-amenable to the treatments that are reasonably available in their community.	IV.K.
<input checked="" type="checkbox"/> <input type="checkbox"/>	37 If a participant is terminated from the Drug Court because adequate treatment is not available, the participant does not receive an augmented sentence or disposition for failing to complete the program.	IV.K.
<input checked="" type="checkbox"/> <input type="checkbox"/>	38 Participants are not incarcerated to achieve clinical or social service objectives such as obtaining access to detoxification services or sober living quarters.	V.B.
<input checked="" type="checkbox"/> <input type="checkbox"/>	39 Treatment providers are licensed or certified to deliver substance abuse treatment, as required by the Department of Human Services or other relevant licensure or certification entity.	V.H.*
<input checked="" type="checkbox"/> <input type="checkbox"/>	40 Participants regularly attend self-help or peer support groups in addition to professional counseling.	V.I.
<input checked="" type="checkbox"/> <input type="checkbox"/>	41 The peer support groups follow a structured model or curriculum such as the 12-step or Smart Recovery models.	V.I.
<input checked="" type="checkbox"/> <input type="checkbox"/>	42 There is a secular alternative to 12-step peer support groups.	
<input checked="" type="checkbox"/> <input type="checkbox"/>	43 Participants complete a final phase of the Drug Court focusing on relapse prevention and continuing care.	V.J.
<input checked="" type="checkbox"/> <input type="checkbox"/>	44 Participants are not excluded from participation in Drug Court because they lack a stable place of residence.	VI.D.
<input checked="" type="checkbox"/> <input type="checkbox"/>	45 Participants diagnosed with mental illness receive appropriate mental health services beginning in the first phase of Drug Court and continuing as needed throughout their enrollment in the program.	VI.E.*
<input checked="" type="checkbox"/> <input type="checkbox"/>	46 Participants are not required to participate in job seeking or vocational skills development in the early phases of drug court.	VI.I.*
<input checked="" type="checkbox"/> <input type="checkbox"/>	47 At a minimum, the prosecutor / assistant attorney general, defense counsel, treatment representative, law enforcement, a guardian ad litem (in dependency courts), and the judge attend each staffing meeting.	VIII.B.*
<input checked="" type="checkbox"/> <input type="checkbox"/>	48 At a minimum, the prosecutor / assistant attorney general, defense counsel, treatment representative, law enforcement, a guardian ad litem (in dependency courts), and the judge attend each Drug Court session.	VIII.A.*
<input checked="" type="checkbox"/> <input type="checkbox"/>	49 Pre-court staff meetings are presumptively closed to participants and the public unless the court has good reason for a participant to attend discussions related to that participant's case.	VIII.B.

YES	NO	#	<b>REQUIRED CERTIFICATION CRITERIA</b> <i>Adherence to these standards is required for certification.</i>	BPS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	50	Participants provide voluntary and informed consent permitting team members to share specified data elements relating to participants' progress in treatment and compliance with program requirements.	VIII.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	51	Court fees are disclosed to each participant, are reasonable, and are based on each participant's ability to pay. Any fees assessed by the Drug Court must be reasonably related to the costs of testing or other services.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	52	Treatment fees are based on a sliding fee schedule and are disclosed to each participant.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	53	The Drug Court develops a remedial action plan and timetable to implement recommendations from the evaluator to improve the program's adherence to best practices.	X.D.*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	54	The Drug Court has written policies and procedures that ensure confidentiality and security of participant information, which conform to all applicable state and federal laws, including, but not limited to, Utah's Governmental Records Access and Management Act (GRAMA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and 42 C.F.R. 2 (Confidentiality of Substance Abuse Disorder Patient Records).	VIII.C.*

YES	NO	#	<b>PRESUMED CERTIFICATION CRITERIA</b> <i>There is a presumption that these standards must be met. If your program can show sufficient compensating measures, compliance with the standard may be waived.</i>	BPS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Eligibility and exclusion criteria are communicated to potential referral sources.	I.A.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	The Drug Court regularly monitors the delivery of incentives and sanctions to ensure they are administered equivalently to all participants.	II.D.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Each member of the Drug Court team attends up-to-date training events on recognizing implicit cultural biases and correcting disparate impacts for members of historically disadvantaged groups.	II.F.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	The Drug Court judge attends current training events on legal and constitutional issues in Drug Courts, judicial ethics, evidence-based substance abuse and mental health treatment, behavior modification, and community supervision.	III.A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	The judge presides over the Drug Court for no less than two consecutive years.	III.B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	The Judge spends an average of at least three minutes with each participant.	III.F.*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7	The Drug Court team relies on expert medical input to determine whether a prescription for an addictive or intoxicating medication is medically indicated and whether non-addictive, non-intoxicating, and medically safe alternative treatments are available.	IV.F.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	Phase promotion is predicated on the achievement of realistic and defined behavioral objectives, such as completing a treatment regimen or remaining drug-abstinent for a specified period of time.	IV.I.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9	Treatment is reduced only if it is determined clinically that a reduction in treatment is unlikely to precipitate a relapse to substance use.	IV.I.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	Testing regimens are not scheduled in seven-day or weekly blocks. The chances of being tested should be at least two in seven every day.	VII.B.*
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11	Drug test results are available within 48 hours.	VII.H.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	Participants are required to deliver a test specimen within 8 hours of being notified that a drug	VII.B.

YES	NO	#	<b>PRESUMED CERTIFICATION CRITERIA</b> <i>There is a presumption that these standards must be met. If your program can show sufficient compensating measures, compliance with the standard may be waived.</i>	BPS
			or alcohol test has been scheduled.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13	Randomly selected specimens are tested periodically for a broader range of substances to detect any new drugs of abuse that might be emerging in the Drug Court population.	VII.D.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	If a participant denies substance use in response to a positive screening test, a portion of the same specimen is subjected to confirmatory analysis using an instrumented test, such as gas chromatography/mass spectrometry (GC/MS).	VII.G.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15	Standardized patient placement criteria govern the level of care that is provided.	V.A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16	Adjustments to the level of care are predicated on each participant's response to treatment and are not tied to the Drug Court's programmatic phase structure.	V.A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17	Participants receive a sufficient dosage and duration of substance abuse treatment to achieve long-term sobriety and recovery from addiction.	V.D.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18	Participants meet with a treatment provider or clinical case manager for at least one individual session per week during the first phase of the program.	V.E.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19	Participants are screened for their suitability for group interventions, and group membership is guided by evidence-based selection criteria including participants' gender, trauma histories and co-occurring psychiatric symptoms.	V.E.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	Treatment providers administer behavioral or cognitive-behavioral treatments that are documented in manuals and have been demonstrated to improve outcomes for addicted persons involved in the criminal justice system.	V.F. VI.G
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21	Treatment providers are proficient at delivering the interventions and are supervised regularly to ensure continuous fidelity to the treatment models.	V.F.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22	Treatment providers are supervised regularly to ensure continuous fidelity to evidence-based practices.	V.H.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23	Before participants enter the peer support groups, treatment providers use an evidence-based preparatory intervention, such as 12-step facilitation therapy.	V.I.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24	Participants prepare a continuing-care plan together with their counselor to ensure they continue to engage in pro-social activities and remain connected with a peer support group after their discharge from the Drug Court.	V.J.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	Where indicated, participants receive assistance finding safe, stable, and drug-free housing beginning in the first phase of Drug Court and continuing as necessary throughout their enrollment in the program.	VI.D.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26	Participants are assessed using a validated instrument for trauma history, trauma-related symptoms, and posttraumatic stress disorder (PTSD).	VI.F.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	27	All Drug Court team members, including court personnel and other criminal justice professionals, receive formal training on delivering trauma-informed services.	VI.F.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28	Participants with deficient employment or academic histories receive vocational or educational services beginning in a late phase of Drug Court.	VI.I.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29	Participants complete a brief evidence-based educational curriculum describing concrete measures they can take to prevent or reverse drug overdose.	VI.L.
<input type="checkbox"/>	<input type="checkbox"/>	30	Clients are placed in the program within 50 days of arrest.	

YES	NO	#	<b>PRESUMED CERTIFICATION CRITERIA</b> <i>There is a presumption that these standards must be met. If your program can show sufficient compensating measures, compliance with the standard may be waived.</i>	BPS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	31	Team members are assigned to Drug Court for no less than two years.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	32	All team members use electronic communication to contemporaneously communicate about Drug Court issues.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	33	Subsequently, team members attend continuing education workshops on at least an annual basis to gain up-to-date knowledge about best practices on topics including substance abuse and mental health treatment, complementary treatment and social services, behavior modification, community supervision, drug and alcohol testing, team decision making, and constitutional and legal issues in Drug Courts.	VIII.F.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	34	New staff hires receive a formal orientation training on the Drug Court model and best practices in Drug Courts as soon as practicable after assuming their position and attend annual continuing education workshops thereafter.	VIII.F.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	35	The Drug Court has more than 15 but less than 125 active participants.	IX.A.*
<input type="checkbox"/>	<input checked="" type="checkbox"/>	36	The Drug Court monitors its adherence to best practice standards on at least an annual basis, develops a remedial action plan and timetable to rectify deficiencies, and examines the success of the remedial actions.	X.A.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	37	New arrests, new convictions, and new incarcerations are monitored for at least three years following each participant's entry into the Drug Court.	X.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38	A skilled and independent evaluator examines the Drug Court's adherence to best practices and participant outcomes no less frequently than every five years.	X.D.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	39	Staff members are required to record information concerning the provision of services and in-program outcomes within forty-eight hours of the respective events.	X.G.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	40	The program conducts an exit interview for self-improvement.	

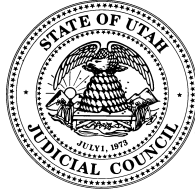
YES	NO	#	<b>NON-CERTIFICATION-RELATED BEST PRACTICE STANDARDS</b> <i>These are best practice standards that research has shown will produce better outcomes. Failure to meet these standards will not result in decertification.</i>	BPS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	The Drug Court offers a continuum of care for substance abuse treatment including detoxification, residential, sober living, day treatment, intensive outpatient and outpatient services.	V.A.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Treatment groups ordinarily have no more than twelve participants and at least two leaders or facilitators.	V.E.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Treatment providers have substantial experience working with criminal justice populations.	V.H.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	For at least the first ninety days after discharge from the Drug Court, treatment providers or clinical case managers attempt to contact previous participants periodically by telephone, mail, e-mail, or similar means to check on their progress, offer brief advice and encouragement, and provide referrals for additional treatment when indicated.	V.J.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Participants are assessed using a validated instrument for major mental health disorders that co-occur frequently in Drug Courts, including major depression, bipolar disorder (manic depression), posttraumatic stress disorder (PTSD), and other major anxiety disorders.	VI.E.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Participants with PTSD or severe trauma-related symptoms are evaluated for their suitability for group interventions and are treated on an individual basis or in small groups when	VI.F.

YES NO

		<b>NON-CERTIFICATION-RELATED BEST PRACTICE STANDARDS</b>		<b>BPS</b>
		#	<i>These are best practice standards that research has shown will produce better outcomes. Failure to meet these standards will not result in decertification.</i>	
			necessary to manage panic, dissociation, or severe anxiety.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7	Female participants receive trauma-related services in gender-specific groups.	VI.F.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	Participants are required to have a stable job, be enrolled in a vocational or educational program, or be engaged in comparable pro-social activity as a condition of graduating from Drug Court.	VI.I.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9	Participants receive immediate medical or dental treatment for conditions that are life-threatening, cause serious pain or discomfort, or may lead to long-term disability or impairment.	VI.J.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	Before starting a Drug Court, team members attend a formal pre-implementation training to learn from expert faculty about best practices in Drug Courts and develop fair and effective policies and procedures for the program.	VIII.F.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	Supervision caseloads do not exceed fifty active participants per supervision officer.	IX.B.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12	Caseloads for clinicians must permit sufficient opportunities to assess participant needs and deliver adequate and effective dosages of substance abuse treatment and indicated complementary services.	IX.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13	The Drug Court continually monitors participant outcomes during enrollment in the program, including attendance at scheduled appointments, drug and alcohol test results, graduation rates, lengths of stay, and in-program technical violations and new arrests or referrals.	X.B.*
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14	Information relating to the services provided and participants' in-program performance is entered into an electronic database. Statistical summaries from the database provide staff with real-time information concerning the Drug Court's adherence to best practices and in-program outcomes.	X.F.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15	Outcomes are examined for all eligible participants who entered the Drug Court regardless of whether they graduated, withdrew, or were terminated from the program.	X.H.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	16	The Drug Court regularly monitors whether members of historically disadvantaged groups complete the program at equivalent rates to other participants.	II.B. X.E.
		17	<u>Clients are placed in the program within 50 days after change of plea, sentencing, or a finding that a probation violation has occurred, or within a short period of time thereafter. The earlier treatment begins, the better the outcomes.</u>	



Tab 10



# Administrative Office of the Courts

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

January 14, 2025

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**

---

The Policy, Planning, and Technology Committee (PP&T) recommends that the following rules be approved for a 45-day public comment period.

### **CJA 4-510.03. Qualifications of ADR providers (AMEND)**

The proposed amendments remove the option for applicants to qualify for inclusion on the Court-Approved Alternative Dispute Resolution roster by completing education, training, or experience requirements not listed in the rule.

### **CJA 1-101. General definitions – Rules of construction (AMEND)**

The proposed amendments clarify and update uniform definitions in the Code of Judicial Administration.

**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 1-101. General definitions** ~~—Rules of construction.~~

2 **Intent:**

3 To establish clear and uniform definitions of words used in this Code.

4 **Applicability:**

5 These definitions shall apply to all rules adopted by the Judicial Council.

6 **Statement of the Rule:**

7 (1) **Definitions.** Unless the context indicates otherwise, as used in this Code:

8 (A) "**Administrative Office**" means the Administrative Office of the State Courts  
9 Administrator.

10 (B) "**Administrative Staff**" means employees of the judiciary who are authorized to  
11 perform ~~and responsible for performing~~ administrative functions.

12 (C) "Administrator" means the State Court Administrator.

13 ~~(D) "Board" means one or more of the Boards of Judges established by this Code.~~

14 ~~(D) "Chair" means the presiding officer of a board of judges.~~

15 (E) "**Code**" means the Code of Judicial Administration and may be cited as CJA.

16 (F) "**Council**" means the Utah Judicial Council as established by Article VIII, Section 12  
17 of the Utah Constitution.

18 (G) "**Court**" means an entire jurisdictional system and not any geographic division  
19 thereof.

20 (H) "Court Level Administrator" means the district, juvenile, appellate, business and  
21 chancery court, or justice court administrator.

22 (I) "**Courts of Record**" means those courts in which the judges have the qualifications  
23 required by Article VIII, Section 7 of the Utah Constitution, are selected in the manner  
24 prescribed by Article VIII, Section 8 of the Utah Constitution, and are retained in the  
25 manner prescribed by Article VIII, Section 9 of the Utah Constitution. The following are  
26 courts of record: the Supreme Court, the Court of Appeals, the district courts, and the  
27 juvenile courts.

28 (J) "**Courts not of Record**" means those courts in which the judges have the  
29 qualifications established by the Legislature and are selected in a manner prescribed by  
30 the Legislature under the authority of Article VIII, Section 11 of the Utah Constitution.  
31 Justice courts are courts not of record.

32 (K) "**Final action**" means the vote of the ~~C~~ouncil adopting, amending, or repealing a  
33 rule or resolution.

34 (L) "**Judge**" includes justices and judges of courts of record and courts not of record.

35 (M) "**Judicial Officer**" means ~~an officer of the court who is a judge, or justice, or court~~  
36 ~~commissioner and has the authority to decide causes or issues between parties and~~  
37 ~~render decisions in a judicial capacity.~~

38 (N) "**Judiciary**" means the entire judicial branch of government in the state of Utah  
39 ~~including justices, judges, court commissioners, referees, hearing officers, court~~  
40 ~~reporters, clerical and administrative staff and central, local, and line staff.~~

41 (O) "**Local Supplemental Rules**" means those rules governing the administration of a  
42 ~~the judiciary which have been adopted by the~~ local courts, which are adopted in  
43 accordance with the provisions of this Code.

44 (P) "**Policy**" means the general principles for the government of the Judiciary.

45 (Q) "**Presiding Officer**" means the chief justice of the Supreme Court as the presiding  
46 officer of the Ccouncil.

47 (R) "**Quasi-judicial Officer**" means court commissioners and court referees.

48 (S) "**Quorum**" means a majority of the members of the ~~Judicial~~ Council, Board,  
49 committee, or other body.

50 (T) "**Resolution**" means a formal statement of the opinion of the Ccouncil.

51 (U) "**Rule**" means a court rule adopted by the Council or Supreme Court standard,  
52 ~~guideline, or directive issued by the council concerning a matter of policy.~~

53 (V) "**Secretariat**" means the clerical and administrative staff to the Council, the Boards  
54 and the Council's executive, ad hoc, and standing committees.

55 (~~WH~~) "**Trial Court Executives**" means the chief administrative officer of the local courts  
56 ~~and the clerks of the appellate courts.~~

57 ~~(2) Unless the context indicates otherwise, singular terms in this Code the singular includes~~  
58 ~~include the plural, and the plural terms include the singular; the masculine includes the~~  
59 ~~feminine, and the feminine the masculine.~~

60 ~~(3) Any rule of the council, insofar as the rule is that is substantively identical to an existing~~  
61 ~~policy of the council, shall will be construed as a continuation of such that policy and not as a~~  
62 ~~new enactment.~~

63 *Effective: ~~January 27, 1997~~ May 1, 2025*

1 **Rule 4-510.03. Qualification of ADR providers.**

2

3 **Intent:**

4 To establish eligibility and qualification requirements for inclusion on the Utah Court Approved  
5 ADR Roster including additional requirements for designation as a Divorce Roster Mediator,  
6 Master Mediator, and Domestic Mentor.

7

8 **Applicability:**

9 This rule applies ~~to~~ in the district courts.

10

11 **Statement of the Rule:**

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

(1) **Application.** To be eligible for the roster, an applicant must:

(1)(A) submit a written application to the Director setting forth:

(1)(A)(i) a description of how the applicant meets, or will meet within a reasonable time, the requirements specified in paragraph (2)(A), if applicable;

(1)(A)(ii) the major areas of specialization and experience of the applicant, such as real estate, estates, trusts and probate, family law, personal injury or property damage, securities, taxation, civil rights and discrimination, consumer claims, construction and building contracts, corporate and business organizations, environmental law, labor law, natural resources, business transactions/commercial law, administrative law and financial institutions law;

(1)(A)(iii) the maximum fees the applicant will charge for service as a provider under the ADR program; and

(1)(A)(iv) the judicial districts in which the applicant is offering to provide services and the location and a description of the facilities in which the applicant intends to conduct the ADR proceedings;

(1)(B) agree to complete and annually complete up to six hours of ADR training as required by the Judicial Council;

(1)(C) submit an annual report to the Director indicating the number of mediations and arbitrations the ADR provider has conducted that year; and

(1)(D) be re-qualified annually.

(2) **Mediator eligibility.** To be included on the roster as a mediator:

(2)(A) **Education and experience.** ~~all n~~New applicants to the court roster must ~~also~~ have successfully completed at least 40 hours of court-approved basic formal mediation training in the last three years. This training ~~shall~~ **must** be under a single training course from a single, court-approved training provider. The applicant must also complete 10 hours of experience in observing a court-qualified mediator conduct mediation, and 10 hours in either conducting mediations singly or co-mediating with a court-qualified

mediator ~~;~~ ~~or meet such other education, training and experience requirements as the Council finds will promote the effective administration of the ADR program;~~

(2)(B) **Examination.** New applicants must successfully pass an examination on the ethical requirements for mediators on the Utah Court Roster ~~;~~

(2)(C) **Pro bono mediation.** New applicants and providers must agree to conduct at least three pro bono mediations each year as referred by the Director ~~;~~ ~~and~~

(2)(D) **Good moral character.** New applicants and providers must be of good moral character in that the provider has not been convicted of a felony, a misdemeanor involving moral turpitude, or any other serious crime, and has not received professional sanctions that, when considered in light of the duties and responsibilities of an ADR provider, are determined by the Director to indicate that the best interests of the public are not served by including the provider on the roster.

(3) **Divorce mediator eligibility.** To be included on the court roster for qualified divorce mediators:

(3)(A) **Training.** ~~All n~~New applicants to the roster of divorce mediators must also have an additional 32 hours of court-approved training specific to the skills, Utah laws, and information needed to conduct divorce mediation. This training shall be under a single training course from a single, court-approved provider.

(3)(B) **Domestic violence training.** ~~All~~New applicants must have a minimum of 6 hours of training specific to domestic violence and screening for domestic violence which may be included in the court-~~approved~~ 32-~~hour~~ training referred to above.

(3)(C) **Experience.** New applicants to the court roster of divorce mediators are required to have acquired experience specific to divorce mediation. This is in addition to the 20 hours of experience required for the court roster of basic mediators. The additional experience includes having observed a minimum of two divorce mediations, co-mediating two divorce mediations, and having been observed conducting two divorce mediations. Each of these includes debriefing and analysis afterward with a mediator who has Domestic Mentor status. The Domestic Mentor may charge a fee for this service.

(3)(D) **List.** The Director will maintain and make available a list of those mediators who have Domestic Mentor status.

(4) **Master Mediator.** To be included on the roster as a Master Mediator, the provider must also have completed 300 hours in conducting mediation sessions.

(5) **Domestic Mentor.** To be included on the roster as a Domestic Mentor, the provider must also have completed 300 hours in conducting mediation in domestic cases and completed a domestic mentor orientation.

(6) **Arbitrator eligibility.** To be included on the roster as an arbitrator, the provider must also:

98 (6)(A) **Utah Bar.** ~~h~~Have been a member in good standing of the Utah State Bar for at  
 99 least ten years; ~~or meet such other education, training and experience requirements as~~  
 100 ~~the Council finds will promote the effective administration of the ADR program;~~

101  
 102 (6)(B) **Good moral character.** ~~b~~Be of good moral character in that the provider has not  
 103 been convicted of a felony, a misdemeanor involving moral turpitude, or any other  
 104 serious crime, and has not received professional sanctions that, when considered with  
 105 the duties and responsibilities of an ADR provider are determined by the Director to  
 106 indicate that the best interests of the public are not served by including the provider on  
 107 the roster; and

108  
 109 (6)(C) **Pro bono arbitration.** ~~a~~Agree to conduct at least one pro bono arbitration each  
 110 year as referred by the Director.

111  
 112 (7) **Mediator re-qualification.** To be re-qualified as a mediator, the provider must, unless  
 113 waived by the Director for good cause, demonstrate that the provider has conducted at least six  
 114 mediation sessions or conducted 24 hours of mediation during the previous year.

115  
 116 (8) **Arbitrator re-qualification.** To be re-qualified as an arbitrator, the provider must, unless  
 117 waived by the Director for good cause, demonstrate that the provider has conducted at least  
 118 three arbitration sessions or conducted 12 hours of arbitration during the previous year.

119  
 120 (9) **Sanctions.** A provider may be sanctioned for failure to comply with the code of ethics for  
 121 ADR providers as adopted by the Supreme Court or for failure to meet the requirements of this  
 122 rule or state statute. The ~~Judicial Council's ad hoc committee on ADR ("Committee") shall will~~  
 123 inform the public of public sanctions against a provider promptly after imposing the sanction.

124  
 125 (9)(A) **Public sanctions.** Public sanctions may include singly or with other sanctions:

126  
 127 (9)(A)(i) a written warning and requirement to attend additional training;

128  
 129 (9)(A)(ii) ~~require the mediator to allow the Director or designee to observation by~~  
 130 ~~the Director, or the Director's designee, of~~ a set number of mediation sessions  
 131 conducted by the mediator;

132  
 133 (9)(A)(iii) suspension for a period of time from the court roster; ~~and~~

134  
 135 (9)(A)(iv) ~~removal from the court roster.~~

136  
 137 (9)(B) **Private sanctions.** Private sanctions may include singly or with other sanctions:

138  
 139 (9)(B)(i) admonition; ~~or~~

140  
 141 (9)(B)(ii) ~~a requirement to~~ re-take and successfully pass the ADR ethical exam.

142  
 143 (9)(C) **Procedures.** The ~~C~~committee ~~shall will~~ approve and publish procedures  
 144 consistent with this rule to be used in imposing the sanction.

145  
 146 (10) **Complaints.** The complainant ~~shall must be submitted to the Director in writing file a~~  
 147 ~~written~~ and signed ~~by the complainant with the director.~~ The ~~D~~director ~~shall will~~ notify the  
 148 provider in writing of the complaint and provide an opportunity to respond. The ~~d~~Director may

149 interview the complainant, the provider and any parties involved. Upon consideration of all  
150 factors, the ~~d~~Director may impose a sanction, with notice to ~~and notify~~ the complainant and the  
151 ~~p~~Provider. If the ~~p~~Provider seeks to challenge the sanction, the ~~p~~Provider must notify the  
152 ~~D~~irector within 10 days of receipt of the notification. The ~~p~~Provider may request  
153 reconsideration by the ~~d~~Director or a hearing by the ~~Judicial Council's ad hoc C~~committee ~~on~~  
154 ADR. The decision of the Ccommittee is final.

155

156 *Effective: ~~11/1/2018~~ May 1, 2025*



Tab 11

\_\_\_\_\_  
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 #: \_\_\_\_\_)

Intervenor

Intervenor's Attorney

\_\_\_\_\_  
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

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

(Utah Code 81-6-304 to 305)

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

\_\_\_\_\_  
Judge

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

(name of Respondent)	
Other parties (if any)	

(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:		<b>COMBINED</b>
	(full name: PARENT IN THIS CASE)	(full name: OTHER PARENT)
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	\$	\$

<p>COMBINED amount and enter it in the third column.</p>				
<p>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 81-6-304. 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.</p>			\$	
<p>5. Divide each parent's adjusted monthly gross income in Line 3 by the COMBINED adjusted monthly gross income in Line 3.</p>	%	%		
<p>6. Multiply Line 4 by Line 5 for each parent to obtain each parent's share of the Base Combined Support Obligation.</p>	\$	\$		
<p>7.</p>	<p><b>PARENT’S SHARE OF BASE CHILD SUPPORT AWARD FOR THE CHILDREN IN LINE1.</b> 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 81-6- 205 and 305. 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>		\$	

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Child Support Worksheet - Other Children Present in the Parent's Home 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/MyCase <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/MyCase <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/MyCase <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) Left at home <input type="checkbox"/> (With person of suitable age and discretion residing there.)		

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

---

In the District Court of Utah

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

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

<p>_____</p> <p>Plaintiff/Petitioner</p> <p>v.</p> <p>_____</p> <p>Defendant/Respondent</p>	<p><b>Notice of Judgment from Another State</b> Utah Code 78B-5-301 to 307</p> <p>_____</p> <p>Case Number</p> <p>_____</p> <p>Judge</p> <p>_____</p> <p>Commissioner (domestic cases)</p>
---	--

To Judgment Debtors:

A judgment against you from another state has been filed in Utah under the Utah Foreign Judgment Act.

### Information About Judgment From Other State

Name of judgment, decree, or order:

Name of Court that issued judgment:

Case number from the other state's case: \_\_\_\_\_

### What Happens Next?

You can ask for a copy of the judgment from the court listed at the top of this form. For more information see (short url and QR code).

The court will treat this judgment like a judgment made by a Utah court. The judgment will have the same power and follow the same rules as a Utah judgment. This means:

- It can be enforced in the same way.
- You can use the same defenses against it.
- You can ask to change, cancel, or delay it just like a Utah judgment.

The judgment can be enforced once 30 days have passed from when the judgment was filed.

### Creditor Information

Name and Address of Creditor (person who won the judgment):

Name and Address of Creditor's Lawyer (if any)

\_\_\_\_\_ Signature ► \_\_\_\_\_  
Date Printed name of court clerk \_\_\_\_\_

### Clerk's Certificate of Service

I certify that on \_\_\_\_\_ (date) a copy of this Notice of Judgment from Another State was sent to the following people at the following addresses:

\_\_\_\_\_ Signature ► \_\_\_\_\_  
Date Printed name of court clerk \_\_\_\_\_

\_\_\_\_\_  
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 #: \_\_\_\_\_)
- 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

**Child Support Worksheet - Joint Physical Custody**

(Utah Code 81-6-304)

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

\_\_\_\_\_  
Judge

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



<hr/> (name of Respondent)	
<hr/> Other parties (if any)	

(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:			<b>COMBINED</b>
	(full name: PARENT 1)	(full name: PARENT 2)	
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.	-	-	

<p>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.</p>	\$	\$	\$
<p>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 81-6-304. 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.</p>			\$
<p>5. Divide each parent's adjusted monthly gross income in Line 3 by the COMBINED adjusted monthly gross income in Line 3.</p>	%	%	
<p>6. Multiply Line 4 by Line 5 for each parent to obtain each parent's share of the Base Combined Support Obligation.</p>	\$	\$	
<p>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 81-6-206</p>			365
<p>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.</p>	(Name of parent with lesser number of overnights)		
<p>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</p>			

<p>resulting figure and enter in the space to the right.</p>	
<p>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.</p>	<p>\$</p>
<p>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 81-6-206(4) and enter the amount in the space to the right.</p>	<p>\$</p>
<p>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.</p>	
<p>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.</p>	<p>\$</p>
<p>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 81-6-206(4) and enter the amount in the space to the right. Go to Line 10.</p>	<p>\$</p>
<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</p>	<p>\$</p>

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.

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 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.

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 provide the reasons for the different amount.

Parent 1 \$ \_\_\_\_\_

Parent 2 \$ \_\_\_\_\_

Reasons for difference:

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

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Child Support worksheet - Joint Physical Custody 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/MyCase <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/MyCase <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/MyCase <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**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 #: \_\_\_\_\_)
- 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

**Child Support Worksheet - Sole Physical Custody**

(Utah Code 81-6-304 to 305)

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

\_\_\_\_\_  
Judge

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

<hr/> (name of Respondent)	
<hr/> Other parties (if any)	

(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:			<b>COMBINED</b>
	(full name: PARENT 1)	(full name: PARENT 2)	
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 81-6-304. 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 income in Line 3 by the COMBINED adjusted monthly gross income 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 81-6- 205 and 305. 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 provide the reasons for the different amount.

Parent 1 \$ \_\_\_\_\_

Parent 2 \$ \_\_\_\_\_

Reasons for difference:

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 - Sole Physical Custody 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/MyCase <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/MyCase <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/MyCase <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Signature ► \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**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 #: \_\_\_\_\_)
- 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

**Child Support Worksheet - Split Custody**

(Utah Code 81-6-304)

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

\_\_\_\_\_  
Judge

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

_____ (name of Respondent)	
_____ Other parties (if any)	

(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

			<b>COMBINED</b>
Write the names of the parents:			
	(full name: PARENT 1)	(full name: PARENT 2)	
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 81-6-304. 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 income in Line 4 by the COMBINED adjusted monthly gross income 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 provide the reasons for the different amount.

Parent 1 \$ \_\_\_\_\_

Parent 2 \$ \_\_\_\_\_

Reasons for difference:

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 - Split Custody 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/MyCase <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/MyCase <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/MyCase <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

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



\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**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 \_\_\_\_\_

<p>_____ Plaintiff/Petitioner</p> <p>V.</p> <p>_____ Defendant/Respondent</p>	<p><b>Declaration of Filing Judgment from Another State</b> Utah Code 78B-5-301 to 307</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
---	---

1. I am filing a judgment from another state with the court under the Utah Foreign Judgment Act.
2. I am attaching an authenticated copy of that judgment.
3. The judgment creditor's (person who won the judgment) name and last known mailing address is:

4. The judgment debtor's (person who owes the judgment) name and last known mailing address is:

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

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

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

Printed Name \_\_\_\_\_

## Utah District Court Cover Sheet for Civil Actions (Not for Probate and Domestic Relations Cases)

**Interpretation.** If you do not speak or understand English, the court will provide an interpreter. Contact court staff immediately to ask for an interpreter.

**Plaintiff/Petitioner (First)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**First Plaintiff/Petitioner's Attorney or Licensed Paralegal Practitioner\***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Bar Number

**Plaintiff/Petitioner (Second)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**Second Plaintiff/Petitioner's Attorney or Licensed Paralegal Practitioner\***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Bar Number

**Interpretación.** Si usted no habla ni entiende el Inglés el tribunal le proveerá un intérprete. Contacte a un empleado del tribunal inmediatamente para pedir un intérprete.

**Defendant/Respondent (First)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**First Defendant/Respondent's Attorney or Licensed Paralegal Practitioner\***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Bar Number

**Defendant/Respondent (Second)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

**Second Defendant/Respondent's Attorney or Licensed Paralegal Practitioner\***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Bar Number

\*Attorney or LPP addresses provided by Utah State Bar.

**Total Claim for Damages \$** \_\_\_\_\_ **Jury Demand**  Yes  No **\$250**  Jury Demand

**Schedule of Fees: §78A-2-301** (Choose all that apply. See Page 2 for fees for claims other than claims for damages.)

**CHOOSE ONE:**

- No monetary damages are requested (URCP 26: Tier 2)
- Damages requested are \$50,000 or less (URCP 26: Tier 1)
- Damages requested are more than \$50,000 and less than \$300,000 (URCP 26: Tier 2)
- Damages requested are \$300,000 or more (URCP 26: Tier 3)
- Domestic relations (URCP 26: Tier 4)
- Damages are unspecified.  
Circle one: Tier 1    Tier 2    Tier 3
- This case is exempt from URCP 26. (E)

**— MOTION TO RENEW JUDGMENT —**  
\$45  Damages \$2000 or less

- \$100  Damages \$2001 - \$9,999
- \$187.50  Damages \$10,000 & over
- COMPLAINT OR INTERPLEADER —**
- \$90  Damages \$2000 or less
- \$200  Damages \$2001 - \$9999
- \$375  Damages \$10,000 & over
- \$375  Damages Unspecified
- COUNTERCLAIM, CROSS CLAIM, THIRD PARTY CLAIM, OR INTERVENTION —**
- \$55  Damages \$2000 or less
- \$165  Damages \$2001 - \$9999
- \$170  Damages \$10,000 & over
- \$170  Damages Unspecified

**Choose One**

**Fee Case Type**  
**----- APPEALS -----**

- \$375 [ ] Administrative Agency Review
- Sch [ ] Tax Court (Appeal of Tax Commission Decision)  
Court: Refer to Clerk of Court upon filing.
- \$240 [ ] Civil (78A-2-301(1)(h)) (E)
- \$240 [ ] Small Claims Trial De Novo (E)
- \$80 [ ] Municipal Admin. Determination. (E)

**----- GENERAL CIVIL -----**

- Sch [ ] Civil Rights
- \$0 [ ] Civil Stalking (E)
- \$375 [ ] Condemnation/Eminent Domain
- Sch [ ] Contracts
- Sch [ ] Contract: Employment Discrimination
- Sch [ ] Contract: Fraud
- Sch [ ] Debt Collection
- \$375 [ ] Essential Treatment Intervention (26B-5-503)
- Sch [ ] Eviction/Forcible Entry and Detainer (E)
- \$375 [ ] Extraordinary Relief (URCP 65B)
- \$375 [ ] Forfeiture of Property (E)
- Sch [ ] Interpleader
- Sch [ ] Lien/Mortgage Foreclosure
- Sch [ ] Miscellaneous Civil
- \$375 [ ] Post Conviction Relief: Capital (E)
- \$375 [ ] Post Conviction Relief: Non-capital (E)
- Sch [ ] Property Rights
- \$375 [ ] Registry Removal (Gun/White Collar)
- Sch [ ] Sexual Harassment
- Sch [ ] Water Rights
- \$375 [ ] Wrongful Lien
- Sch [ ] Wrongful Termination

**----- TORTS -----**

- Sch [ ] Automobile Tort
- Sch [ ] Intentional Tort
- Sch [ ] Malpractice-Medical Tort
- Sch [ ] Malpractice-Legal Tort; Other
- Sch [ ] Premises Liability
- Sch [ ] Asbestos
- Sch [ ] Product Liability (NOT Asbestos)
- Sch [ ] Slander/Libel/Defamation

**----- DOMESTIC RELATIONS -----**

Use the **Utah District Court Cover Sheet for Domestic Relations Cases for the following:** Protective Orders, Marriage Adjudication, Divorce/Annulment, Custody/Visitation/Support, Counterclaim: Divorce/Separate Maintenance, Counterclaim: Custody/Visit/Support, Counterclaim: Paternity/Grandparent Visitation,

**Fee Case Type**

Domestic Modification, Counter-petition: Domestic Modification, Grandparent Visitation, Paternity/Parentage, Separate Maintenance, Temporary Separation, Uniform Child Custody Jurisdiction & Enforcement Act (UCCJEA), Uniform Interstate Family Support Act (UIFSA), Expungement Petition – Protective Order

**----- JUDGMENTS -----**

- \$35 [ ] Foreign Judgment (Abstract of) (E)
- \$375 [ ] Foreign Country Judgment (E)
- \$50 [ ] Abstract of Judgment/Order of Utah Court/Agency (E)
- \$30 [ ] Abstract of Judgment/Order of Utah State Tax Commission (E)
- \$35 [ ] Judgment by Confession (E)

**----- PROBATE -----**

Use the **Utah District Court Cover Sheet for Probate Actions for the following:**

Adoptions/foreign adoptions; conservatorships; estate personal rep; foreign probate; gestational agreements; guardianships; minor's settlements; name changes; supervised administration cases; trusts; other probate actions

**----- SPECIAL MATTERS -----**

- \$35 [ ] Arbitration Award (E)
- \$0 [ ] Determination Competency-Criminal (E)
- \$150 [ ] Expungement Petition - Criminal (E)
- \$150 [ ] Expungement Petition – Eviction (E)
- \$0 [ ] Expungement Petition - Civil Protective Order/Civil Stalking Injunction (E)
- \$0 [ ] Hospital Lien (E)
- \$35 [ ] Judicial Approval of Document: Not Part of Pending Case (E)
- \$35 [ ] Notice of Deposition in Out-of-State Case/Foreign Subpoena (E)
- \$35 [ ] Open Sealed Record (E)
- \$50 [ ] Petition for Adjudication of Priority to Funds on Trustee's Sale

**----- OCAP -----**

- (Utah Code §78A-2-501)
- \$35 [ ] Open Sealed Record (E)

**----- BUSINESS AND CHANCERY COURT -----**

Use the **Utah Business and Chancery Court Cover Sheet** for actions in that court. (Utah Code 78A-5A-101 to 302)

Tab 12



# Administrative Office of the Courts

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

January 2, 2025

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

## MEMORANDUM

**TO: Members of the Judicial Council Management Committee**

**FROM: Blake Murdoch, Deputy Juvenile Court Administrator**

**RE: Juvenile Probation - Community Field Visits Policy**

---

### **Juvenile Probation - Community Field Visits**

The Juvenile Probation - Community Field Visits Policy is a new policy that establishes safety standards for probation staff when visiting youth, families, and other individuals in the community.

This proposed policy was first presented to the Probation Chiefs and JTCE groups in July. These groups offered suggested changes that were discussed and then adopted by the Probation Policy Committee. The revised policy proposal was shared again with Probation Chiefs and JTCEs, who have now approved the policy.

The Juvenile Probation - Community Field Visits Policy establishes safety measures for conducting field visits. The policy mandates that home visits must involve no fewer than two probation personnel, one of whom has completed all required levels of PO Safety Training. It clarifies that with approval from management, a home visit may be conducted by one probation personnel who has completed all required levels of training if there is a professional partner or a member of an allied agency accompanying them.

The proposed policy also provides specific direction to probation teams regarding visits to professional offices and facilities. It also directs that school visits may be conducted by an individual probation officer, but that discretion should be used to protect privacy and avoid interruption of learning activities.

The Probation Policy Committee is seeking approval of this policy with an effective date of February 1, 2025. Additionally, it is requested that the policy be added to the consent calendar for the Judicial Council to consider during their meeting scheduled for January 21, 2025.

**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.**

## Juvenile Probation - Community Field Visits

---

### Policy:

To establish safety standards and practices for visiting youth, families, and other individuals in the community.

### Scope:

This policy applies to all probation staff of the Utah State Juvenile Court.

### Authority:

- [UCJA Rule 3-414](#)
- [Performance Education for Probation Guide](#)

### Reference:

- [Probation Searches Policy](#)
- [Probation Officer Safety Training - Certification Training Policy](#)

### Procedure:

1. Home Visits
  - 1.1. Safety is paramount when conducting any visit, especially when visiting youth and families in their homes.
    - 1.1.1. A parent or guardian must be present, and give consent, for probation staff to enter the home.
    - 1.1.2. Probation staff shall follow local procedures to document or record their anticipated locations before leaving the office to make field visits.
    - 1.1.3. Visits conducted in the home shall involve no fewer than two probation personnel, (e.g., deputy probation officers, probation officers, probation management, intern or any combination thereof) one of whom has completed all required levels of PO Safety Training.
    - 1.1.4. Home visits conducted by one probation personnel may be done with a member of another allied agency or professional partner if probation personnel have completed all required levels of PO Safety Training as defined in the [Probation Officer Safety Training - Certification Training Policy](#).
      - 1.1.4.1. In these circumstances, the probation officer shall seek approval from probation management.

- 1.1.5. Any searches must be conducted as outlined in the [Probation Officer Safety Training - Certification Training Policy](#) and [Probation Searches Policy](#).
2. Professional Office and Facility Visits
  - 2.1. Professional visits to offices and facilities may be conducted by an individual probation officer.
  - 2.2. As a courtesy, probation staff should coordinate with therapists and program staff ahead of time when they are visiting youth at their office/facility.
3. School Visits
  - 3.1. School visits may be conducted by an individual probation officer.
  - 3.2. Visiting youth in school should be done with discretion to preserve individual privacy and so as not to interrupt school and learning activities. Interrupting a minor in classes for a probation visit should be the exception rather than the rule and have a purpose that is paramount to the minor being in class.
    - 3.2.1. Use incentives for youth who are attending and passing classes.
    - 3.2.2. Any searches must be conducted as outlined in the [Probation Searches Policy](#).
  - 3.3. Use school visits to acquaint yourself with school administrators.
4. Interns and other Court Volunteer staff may attend home visits or field visits when authorized by the Chief Probation Officer, as outlined in their internship agreement, and when accompanied by one fully trained staff.

---

**History:**

Approved by Policy Committee July 18, 2024



## Juvenile Probation - Community Field Visits

---

### Policy:

To establish safety standards and practices for visiting youth, families, and other individuals in the community.

### Scope:

This policy applies to all probation staff of the Utah State Juvenile Court.

### Authority:

- [UCJA Rule 3-414](#)
- [Performance Education for Probation Guide](#)

### Reference:

- [Probation Searches Policy](#)
- [Probation Officer Safety Training - Certification Training Policy](#)

### Procedure:

1. Home Visits
  - 1.1. Safety is paramount when conducting any visit, especially when visiting youth and families in their homes.
    - 1.1.1. A parent or guardian must be present, and give consent, for probation staff to enter the home.
    - 1.1.2. Probation staff shall follow local procedures to document or record their anticipated locations before leaving the office to make field visits.
    - 1.1.3. **Visits conducted in the home shall involve no fewer than two probation personnel, (e.g., deputy probation officers, probation officers, probation management, intern or any combination thereof) one of whom has completed all required levels of PO Safety Training.**
    - 1.1.4. **Home visits conducted by one probation personnel may be done with a member of another allied agency or professional partner if probation personnel have completed all required levels of PO Safety Training as defined in the [Probation Officer Safety Training - Certification Training Policy](#).**
      - 1.1.4.1. **In these circumstances, the probation officer shall seek approval from probation management.**
    - 1.1.5. ~~Home visits with youth and families shall include no fewer than two fully trained probation **no fewer than two people, one being a**~~

~~fully trained probation~~ team members as defined in the [Probation Officer Safety Training – Certification Training Policy](#), (e.g., deputy probation officers, probation officers, probation management, Law Enforcement Personnel, or any combination thereof.)

~~1.1.5.1. Probation staff in training, or others who are authorized to be present, but have not completed the required PO safety training may attend when accompanied by two **one** fully trained probation staff members.~~

~~1.1.5.2. In locations where a second probation staff is not regularly available arrangements for assistance from probation staff should be made with a neighboring office or district.~~

~~1.1.5.3. When arrangements for a second fully trained probation staff **and another person** are not possible, law enforcement may accompany the **a fully trained** probation officer for a necessary home visit.~~

1.1.6. Any searches must be conducted as outlined in the [Probation Officer Safety Training - Certification Training Policy](#) and [Probation Searches Policy](#).

## 2. Professional Office and Facility Visits

2.1. Professional visits to offices and facilities may be conducted by an individual probation officer.

2.2. As a courtesy, probation staff should coordinate with therapists and program staff ahead of time when they are visiting youth at their office/facility.

## 3. School Visits

3.1. School visits may be conducted by an individual probation officer.

3.2. Visiting youth in school should be done with discretion to preserve individual privacy and so as not to interrupt school and learning activities. Interrupting a minor in classes for a probation visit should be the exception rather than the rule and have a purpose that is paramount to the minor being in class.

3.2.1. Use incentives for youth who are attending and passing classes.

3.2.2. Any searches must be conducted as outlined in the [Probation Searches Policy](#).

3.3. Use school visits to acquaint yourself with school administrators.

4. Interns and other Court Volunteer staff may attend home visits or field visits when authorized by the Chief Probation Officer, as outlined in their internship agreement, and when accompanied by ~~two~~ one fully trained staff.

---

**History:**

Approved by Policy Committee July 18, 2024

OLD VERSION WITH EDITS

## **Juvenile Probation - Courteous and Safe Field Visits Proposed Update for Policy**

### **1. Comment/Theme:**

- ❖ **The word "Courteous" probably does not need to be in the title because courteous conduct by court employees is more than adequately covered by HR policy, and there is nothing in this policy that mentions courteous behavior. Hopefully, our POs do not need a reminder to be courteous.**
  - **Policy Committee Response: We appreciate your suggestion.**
  - **Policy Committee Decision: The title has been updated to Community Field Visits.**

### **2. Comment/Theme:**

- ❖ **Just a suggestion: add law enforcement to paragraph 1.1.3 and then remove paragraph 1.1.3.4. At that point the only thing that would remain in paragraph 1.1.3.4 is the statement that home visits without another person "is not permitted." That directive is adequately noted in paragraph 1.1.3.**
  - **Policy Committee Response: This suggestion helps consolidate the information.**
  - **Policy Committee Decision: We made this change to the policy.**

### **3. Comment/Theme:**

- ❖ **At 2.1 there is no need for a capital V for the word "visit."**
  - **Policy Committee Response: This has been updated.**
  - **Policy Committee Decision: The change was made.**

### **4. Comment/Theme:**

- ❖ **4) Just a concern: in some rural districts, where POs are sometimes alone it seems like there may be incidents where a home visit might be warranted, but another PO or law enforcement might not be available. For example, the court might require a time sensitive form to be signed by a youth and their parents, who do not have transportation, and there may not be anyone else around except a clerk. I think that it would be reasonable for a PO to travel to a home with a clerk for the sole purpose of having the form signed. There are probably more examples. Granted, those scenarios**

would be few and far between. Nonetheless, I cannot help but wonder if the committee should consider language like, "Any deviation from this policy shall be approved by a probation supervisor or court administrator." That way there is a workaround, should the need arise. Just an idea. I would be happy to approve this policy regardless of what the committee does with my suggestions. Thanks!

- **Policy Committee Response:** This has been vetted out through several groups and the decision was made that safety is paramount and having 2 fully trained staff is needed.
- **Policy Committee Decision:** After discussion with Chief's and JTCE's the policy was updated to reflect no fewer than two probation personnel, one of whom has completed all required levels of PO Safety Training.

#### **5. Comment/Theme:**

- ❖ **In the section under Home Visits 1.1.3- it says "fully trained probation..." I think you should spell out what is "fully trained" Do you mean career track? or I think you mean current on the PO safety certified, meaning they have had all 3 classes (first timers) OR they are current with the booster. OR at least refer back and reference the PO safety policy specifically.**
  - **Policy Committee Response:** Fully trained is defined in the Probation Officer Safety - Certification Training policy.
  - **Policy Committee Decision:** Clarification was added to 1.1.3 and a hyperlink to the policy was added.

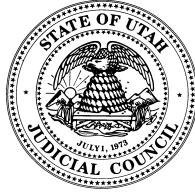
#### **6. Comment/Theme:**

- ❖ **On 3.2.3 : I agree that urine samples at schools should be avoided but I wonder if DSI and other day treatment programs should be considered an exception? Not that they should happen there regularly either - but we tend to visit those locations more regularly to support the youth.**
  - **Policy Committee Response:** DSI is addressed under 2.2. The decision to add reference to drug testing in 3.2.3 was to be clear not to drug test youth at school. It is felt that 3.2.3 is better addressed in the drug testing policy addendum on how to conduct drug testing.
  - **Policy Committee Decision:** The 3.2.3 wording to avoid drug testing at school has been removed from this policy.

## **7. Comment/Theme:**

- ❖ **I was told we could do home visits alone in a home with parents present when a collateral agency was present with us. (ie.Families First) Is that still a thing?**
  - **Policy Committee Response: This policy outlines having no fewer than two fully trained probation team members or law enforcement. A Families First specialist does not have the same training and probation officers should not do a home visit alone with a Families First specialist.**
  - **Policy Committee Decision: No change was made to the policy.**

Tab 13



# Administrative Office of the Courts

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

January 6, 2025

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

## MEMORANDUM

**TO: Management Committee of the Judicial Council**

**FROM: Pleasy Wayas, on behalf of the Forms Committee**

**RE: Committee membership**

---

The Management Committee is asked to approve four new members to serve on the Forms Committee, consistent with the composition requirements detailed in CJA 1-205(1)(B)(xi). Approval is sought, pursuant to CJA 1-205(3)(A)(i)(d), for the following individuals:

- Janine Liebert, Self-Help Center representative
- Commissioner Michelle Blomquist, as court commissioner
- Judge Meb Anderson, as district court judge
- Jonathan Wayas, as LPP administrator

Current membership of the Forms Committee is detailed on the following page, with changes highlighted.

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



<b>Name</b>	<b>Position</b>	<b>Comment</b>
Hon. Chelsea Koch	District court judge and chair	
Hon. Meb Anderson	District court judge	If approved
Hon. Michelle Blomquist	Court commissioner	If approved
Hon. Brent Bartholomew	Juvenile court judge	
Hon. Randy Birch	Justice court judge	Term has ended, TBD
Guy Galli	Court clerk	
Bret Hayman	appellate court staff attorney	
Janine Liebert	Self-Help Center representative	If approved
Kaden Taylor	State Law Librarian	
Keri Sargent	District court administrator	
Stewart Ralphs	Rep from a legal serv org that serves low-inc. clients	
Amber Alleman	Paralegal	
Jacqueline Morrison	One educator from a paralegal program or law school	
LaReina Hingson	person skilled in linguistics or communication	
David Head	Representative of Utah State Bar	
Jonathan Wayas	LPP administrator	If approved