

**JUDICIAL COUNCIL
MEETING AGENDA**

November 24, 2025

Hybrid Meeting (in person and Webex)

Matheson Courthouse – Council Room

450 S State Street, 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.....Vacant
Policy, Planning, and Technology Committee.....Judge James Gardner
Bar Commission.....Katie Woods, esq.
(TAB 2 - Information)
5. 9:30 a.m. Board of District Judges Report.....Judge Don Torgerson
(Information) Shane Bahr
6. 9:40 a.m. Budget and Grants.....Karl Sweeney
(TAB 3 - Action) Alisha Johnson
7. 9:50 a.m. Justice Court Weighted Caseload Study.....Tucker Samuelsen
(TAB 4 – Action) Jim Peters
Darien Hickey
8. 10:15 a.m. Certification of a Justice Court Judge.....Jim Peters
(TAB 5 – Action)
9. 10:20 a.m. Territorial Jurisdiction of the Holladay Justice Court.....Jim Peters
(TAB 6 – Action)
10. 10:30 a.m. Ability-to-Pay Matrix Revisions.....Michael Drechsel
(TAB 7– Action)

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|-----|------------|-------------------------------------------------------------------------------|-----------------------------------------------------|
| | 10:45 a.m. | Break | |
| 11. | 10:55 a.m. | Salt Lake City Justice Court Request for a New Judge.....
(TAB 8 – Action) | Judge JoJo Liu
Katie Fairchild
Jim Peters |
| 12. | 11:05 a.m. | MUJI (Civil) Annual Report.....
(TAB 9 – Information) | Alyson McAllister
Stewart Harman
Jace Willard |
| 13. | 11:15 a.m. | Forms Committee Annual Report.....
(TAB 10 – Information) | Judge Chelsea Koch
Pleasy Wayas |
| 14. | 11:25 a.m. | Family Treatment Court Certification Checklist.....
(TAB 11 – Action) | Cris Seabury
Katy Erickson |
| 15. | 11:30 a.m. | Weber County Treatment Courts.....
(TAB 12 – Action) | Cris Seabury
Katy Erickson |
| 16. | 11:35 a.m. | Small Claims Debtor Assistance Pilot Program.....
(TAB 13 – Action) | Judge Richard Mrazik
Janine Liebert |
| 17. | 11:50 a.m. | Old Business / New Business.....
(Discussion) | All |
| 18. | 12:00 p.m. | Consent Calendar.....
(Action) | Chief Justice Matthew B. Durrant |
| 19. | 12:05 p.m. | Senior Judge Appointment.....
(Action) | Neira Siaperas |
| 20. | 12:10 p.m. | Executive Session..... | All |
| 21. | 12:35 p.m. | Adjourn..... | Chief Justice Matthew B. Durrant |

Judicial Council Annual Photo (5th Floor Rotunda)

Consent Calendar

1. Rules for Public Comment
(TAB 14)
2. Forms
(TAB 15)

Tab 1

JUDICIAL COUNCIL MEETING

Minutes

October 27, 2025

Hybrid Meeting (in person and Webex)

Matheson Courthouse – Council Room

450 S. State Street Salt Lake City, Utah 84111

Chief Justice Matthew B. Durrant, Presiding

Members:

Chief Justice Matthew B. Durrant,
Chair
Hon. David Mortensen, Vice Chair
Hon. Suchada Bazzelle
Hon. Jon Carpenter
Hon. Samuel Chiara
Hon. Rita Cornish
Hon. Susan Eisenman
Hon. Michael Leavitt
Hon. James Gardner
Hon. Brendan McCullagh
Hon. Amber Mettler
Justice Paige Petersen
Hon. Chris Bown
Hon. Christine Johnson

AOC Staff:

Ron Gordon
Neira Siaperas
Michael Drechsel
Keisa Williams
Nick Stiles
Shane Bahr
James Peters
Brody Arishita
Daniel Meza Rincon

Excused:

Hon. Michael DiReda
Hon. Angela Fannesbeck
Kristin K. Woods

Presenters:

Cris Seabury
Jon Puente
Keri Sargent
Karl Sweeney
Alisha Johnson
Wayne Kidd
Mary-Margaret Pingree
Mary Noonan
Jace Kinder
Taz Hatch
Stacey Snyder
Jason Richards

Guests:

Hon. Thomas Low
Hon. Brian Brower

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

Chief Justice Durrant welcomed everyone to the meeting and called for any questions or corrections to the September 9, 2025 meeting minutes. None were raised.

Motion: Judge Amber Mettler moved to approve the September 9, 2025 meeting minutes. Judge Rita Cornish seconded the motion, which passed unanimously.

2. COUNCIL MEMBERS SERVICE RECOGNITION (Chief Justice Matthew B. Durrant)

Chief Justice Durrant presented service recognition plaques to Judge Thomas Low and Judge Brian Brower in appreciation of their service on the Judicial Council. The Chief Justice and Council members expressed their gratitude for the judges' dedication and commitment throughout their terms.

3. OATH OF OFFICE FOR NEW COUNCIL MEMBERS (Chief Justice Matthew B. Durrant)

Chief Justice Durrant administered the Oath of Office to new Council members, Judge Chris Bown and Judge Christine Johnson, and welcomed them to the Judicial Council.

4. CHAIR'S REPORT (Chief Justice Matthew B. Durrant)

Chief Justice Durrant reported that meetings between legislators and judges have taken place in half of the judicial districts. He noted that the meetings have been productive and have created valuable opportunities for dialogue and relationship-building between the Judiciary and the Legislature.

5. STATE COURT ADMINISTRATOR REPORT (Ron Gordon)

Ron Gordon introduced Daniel Meza Rincon as the new Juvenile Court Administrator. He previously served as Deputy Juvenile Court Administrator and brings many years of experience, deep expertise in juvenile court operations, and a strong reputation as an effective and respected leader.

Mr. Gordon reported that the Judiciary's accountable budget review process is nearly complete, noting that most recommendations are procedural. He expressed confidence in the process and the strong collaboration with legislative staff.

Mr. Gordon briefed the legislative Criminal Justice subcommittee on initiatives to improve training for judicial assistants and court interpreters. The Judiciary continues to partner with higher education leaders, including Dean Elizabeth Kronk Warner of the S.J. Quinney College of Law, to explore ways to align judicial assistant training with legal studies programs. After finalizing core competencies and differentiating classroom learning from on-the-job training, the Judiciary plans to work with Commissioner of Higher Education Geoff Landward to develop certificate-based training pathways that do not require a bachelor's degree.

In partnership with Utah State University, the Judiciary is funding two 50-person cohorts for legal interpreter training program designed to prepare participants for certification exams, with the potential to evolve into a formal certification pathway.

Mr. Gordon also reported that members of the Governor's Office of Planning and Budget toured the Farmington Courthouse to review space and security needs. The Judiciary is pursuing a renovation and expansion plan estimated at just under \$100 million, with alternatives including a new facility at \$160 million or a joint project with the county that could reduce costs through shared funding and surface parking options.

He concluded by thanking everyone involved in the ongoing district meetings between judges and legislators, emphasizing their value in fostering open communication and collaboration. Mr. Gordon expressed appreciation for the Chief Justice's leadership and the participation of all those who contributed to these efforts.

6. COMMITTEE REPORTS:

Management Committee: Nothing to report.

Budget & Fiscal Management Committee: The work of the committee will be discussed later in the meeting.

Liaison Committee: Nothing to report.

Policy, Planning, and Technology Committee: Judge Gardner noted that several rules are scheduled for discussion later in the meeting. The committee has been developing Rule 4-102, which establishes baseline

standards for case assignment and reassignment. The proposed rule creates a uniform foundation for initial case assignments while allowing individual judicial districts to adopt tailored local rules. The committee expects to present the draft for formal discussion and Council consideration at the next meeting.

Bar Commission: The representative was not present.

7. BUDGET AND GRANTS (Karl Sweeney, Alisha Johnson):

Alisha Johnson presented the financial reports.

FY 2025 Ongoing Turnover Savings (as of 7/30/2025 – updated 9/30/2025)

#		Prior Month Forecast	Actual	Forecasted	Change in Forecast
		Amount @ YE	Amount YTD	Amount @ YE	Amount @ YE
	Net Carried over Ongoing Savings (finalized from FY 2024)	140,594	140,594	140,594	-
	Ongoing Turnover Savings FY 2025 (actual year-to-date, Salary Differential only)	903,348	903,348	903,348	-
1	Ongoing Turnover Savings FY 2025 (forecast \$65,000 / month x 0 month, Salary Differential only)	-	-	-	-
	TOTAL SALARY RELATED ONGOING SAVINGS	1,043,942	1,043,942	1,043,942	-
	Benefit Differential Savings FY 2025 (will be recognized in this row starting in Q4)	171,366	201,340	201,340	29,973
	TOTAL SAVINGS	1,215,309	1,245,282	1,245,282	29,973
2	2025 Annual Authorized Hot Spot Raises	(200,000)	(200,000)	(200,000)	-
	TOTAL USES	(200,000)	(200,000)	(200,000)	-
	Total Actual/Forecasted Unencumbered Turnover Savings for FY 2025	959,061	1,045,282	1,045,282	86,221

FY 2026 Carryforward and Ongoing Requests

FY 2026 Carryforward and Ongoing Requests - Period 13, FY 2025

9/30/2025

Funding Sources

	One Time	Ongoing
Ongoing Turnover Savings carried over from FY 2024		\$ 140,594
Forecasted YE Ongoing Turnover Savings from FY 2025		\$ 1,104,688
Subtotal		\$ 1,245,282
Unobligated Fiscal Note Funds - District Court (net)	\$ (10,500)	\$ 20,800
Unobligated Fiscal Note Funds - Juvenile Court	\$ (5,200)	\$ 15,700
Unobligated Fiscal Note Funds - Admin	\$ -	\$ -
Additional Legislative Appropriation	\$ -	\$ 1,000,000
Wellness Council Portion of Carryforward		
Expected Carryforward Amount from Fiscal Year 2025	\$ 3,700,000	\$ -
Total Available Funding	\$ 3,684,300	\$ 2,281,782
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		\$ (200,000)
Less: Director of Finance and State Court Admin. Reserves to meet Investing in our People Commitments	\$ (100,000)	\$ (100,000)
Net Ongoing TOS Available for Use	\$ 3,584,300	\$ 1,981,782

Ongoing Requests

Recommend Approve and Fund Immediately

	Presented	Judicial Council Approved
	One Time	Ongoing
1 Investing in Our People - Ron Gordon and Neira Slaperas		\$ 1,745,900
2 Additional Training Coordinator - 3rd District - Mark Paradise - Fund now		\$ 97,300
Subtotal to Approve and Fund Immediately	\$ -	\$ 1,843,200
Balance Remaining After Judicial Council Approvals		\$ 138,582
Balance Remaining Inclusive of "Presented"	\$ 138,582.18	

Recommend Approve and Defer Funding

(hold until Ongoing Funding net of Commitments / Reserves Exceeds Requested Amounts)

3 8th District Probation Training Coordinator - Russ Pearson	\$ 52,500
4 ICI Expenses - Sonia Sweeney	\$ 7,000
Subtotal to Defer Funding until FY 2026	\$ 59,500

Carryforward One Time Requests

		Presented		Judicial Council Approved	
		One Time	Ongoing	One Time	Ongoing
1	Investing in Our People - Ron Gordon and Neira Siaperas	\$ 1,334,600		\$ 1,334,600	
2*	Courts Eco Pass Program - Karl Sweeney	\$ 60,000		\$ 60,000	
3*	Education Assistance Program - Kelly Moreira	\$ 85,000		\$ 85,000	
4*	HR Applicant Tracking - Jeremy Marsh	\$ 20,900		\$ 20,900	
5*	IT Stipend for Technology Subject Matter Experts - Todd Eaton and Taz Hatch	\$ 65,000		\$ 65,000	
6*	IT Replacement Inventory - Todd Eaton	\$ 200,000		\$ 200,000	
7*	Network / System Maintenance - Staff Augmentation - Todd Eaton and Chris Talbot	\$ 150,000		\$ 150,000	
8*	IT Webex Virtual Hearing Improvement Project - Brody Arishita	\$ 150,000		\$ 150,000	
9*	Retention of Contract Developers - Brody Arishita	\$ 682,000		\$ 682,000	
10*	Base Employee Incentive Awards - Bart Olsen, Erin Rhead, and Alisha Johnson	\$ 280,000		\$ 280,000	
11*	Wellness Program - Tava - Neira Seripas	\$ 103,100		\$ 103,100	
12*	FY 26 Q1/Q2 (paid in 12/2025) Performance Bonus - Bart Olsen and Karl Sweeney	\$ 400,000		\$ 400,000	
13*	Utah Code Purchase - Kaden Taylor	\$ 35,000		\$ 35,000	
X	ICI Expenses - Sonia Sweeney (See ongoing Approve and Defer above)	\$ 7,000		\$ 7,000	
14*	Annual All Rise Outreach - Jonathan Puente	\$ 11,000		\$ 11,000	
Subtotal		\$ 3,583,600	\$ -	\$ 3,583,600	\$ -
Balance Remaining After Judicial Council Approvals				\$ 700	\$ 138,582
+	Balance Remaining Inclusive of "Presented" (for Ongoing net of Presented Fund Immediately)	\$ 700	\$ 138,582.18		

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.

FY 2026 Ongoing Turnover Savings (as of 9/30/2025 – Period 3)

#		Prior Month Forecast	Actual	Forecasted	Change in Forecast
		Amount @ YE	Amount YTD	Amount @ YE	Amount @ YE
	Net Carried over Ongoing Savings (not finalized from FY 2025)	108,609	138,582	138,582	29,973
	Ongoing Turnover Savings FY 2026 (actual year-to-date, Salary Differential only)	77,824	307,372	307,372	229,549
1	Ongoing Turnover Savings FY 2026 (forecast \$65,000 / month x 9 month, Salary Differential only)	715,000	-	585,000	(130,000)
	TOTAL SALARY RELATED ONGOING SAVINGS	901,432	445,954	1,030,954	129,522
	Benefit Differential Savings FY 2026 (will be recognized in this row starting in Q4)	-	-	-	-
	TOTAL SAVINGS	901,432	445,954	1,030,954	129,522
2	2026 Annual Authorized Hot Spot Raises	(200,000)	(169,990)	(200,000)	-
	TOTAL USES	(200,000)	(169,990)	(200,000)	-
	Total Actual/Forecasted Unencumbered Turnover Savings for FY 2026	701,432	275,965	830,954	129,522

FY 2025 One-time Turnover Savings

#		Funding Type	Actual
			Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 09/12/2025)	Internal Savings	482,366
2	Est. One Time Savings for remaining pay hours (1,656 @ \$1,200 / pay hour)	Internal Savings (Est.)	1,987,200
	Total Potential One Time Savings		2,469,566

Prior Report Totals (as of PPE xx/xx/xxxx)

N/A

FY 2026 Year End Request and Forecasted Available One-time funds

Forecasted Available One-time Funds			# One-time Spending Plan Requests	Adjusted Requests Amount	Judicial Council Approved Amount
Description	Funding Type	Amount			
Sources of YE 2026 Funds					
* Turnover Savings as of PPE 09/12/2025	Turnover Savings	482,366			
Turnover savings Estimate for the rest of the year (\$1,200 x 1,656 pay hours)	Turnover Savings	1,987,200			
Total Potential One Time Turnover Savings		2,469,566			
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		(250,000)			
(a) Total Potential One Time Turnover Savings Less Discretionary Use		2,219,566			
Operational Savings From TCE / AOC Budgets - mid-year forecast	Internal Operating Savings	500,000			
Operational Savings from IT Budget - Timing of Contract Renewal Deferred to FY 27	Internal Operating Savings	400,000			
Reserve Balance (balance from FY 2025 Carryforward)	Judicial Council Reserve	700			
Use IT Budget Savings and Operational Savings to Increase Retro YOS Eligibility	Adjustments to CY Operations	(462,000)			
(b) Total Operational Savings, Reserve, Unclaimed Property and Prior Year Adjustments		438,700			
(c) Total of Turnover Savings & Operational Savings = (a) + (b)		2,658,266			
Uses of YE 2026 Funds					
(d) Carryforward into FY 2027 (Anticipate request to Legislature for \$3,200,000)	FY 2027 Carryforward	(2,658,266)			
Total Potential One Time Savings = (c) less Carryforward (d)		-			
Less: Judicial Council Requests Previously Approved					
Less: Judicial Council Current Month Spending Requests					
Remaining Forecasted Funds Available for FY 2026 YE Spending Requests, CCCF, etc.					
<small>Updated 10/01/2025</small>					
			Current Month One-time Spending Requests	-	-
			Previously Approved 1x FY 2025 YE Spending Request	-	-

FY 2026 Ongoing Funding Net of Commitments/Reserves

Funding Sources		Net Available
Available Funds		
Ongoing Turnover Savings carried over from FY 2025		\$ 138,582
Actual Ongoing Turnover Savings from FY 2026 (as of period 3) - Note: Does not include CY benefits differential until Q4 or forecasted amounts		\$ 307,372
Total Available Ongoing Funding - Cash Basis		\$ 445,954
Commitments/Reserves		
1 Judicial Council Delegated to State Court Administrator for Discretionary Use in FY 26		\$ (200,000)
2 Obligated/Committed Funds Needed by June 30, 2026 for use in 7.1.2027 fiscal year for Investing in our People		\$ (370,000)
Director of Finance and State Court Admin. reserves for assumption contingencies that enable meeting the investing in our People		
3 Ongoing Commitment		\$ (100,000)
Total Commitments/Reserves		\$ (670,000)
Net Available Ongoing Funding - Cash Basis (Deficit)		\$ (224,046)
Deferred Ongoing Requests		Judicial Council Approved
Requests are deferred until Net Available Ongoing Funding - Cash Basis exceeds these requested amounts		
8th District Probation Training Coordinator - Russ Pearson		\$ 52,500
Juvenile Court ICJ Funding Increase		\$ 7,000
Subtotal		\$ 59,500

ARPA Expenses as of Year End, FY 2025

	A Judicial Council Approved	B Actual FY 2022 Expended	C Actual FY 2023 Expended	D Actual FY 2024 Expended	E Actual FY 2025 Expended	F Actual FY 2026 Expended	G Total Expended Amount	H Balance Available	I % Obligated
IT Access to Justice - Part I + II	12,373,400	3,042,468	4,613,255	3,075,857	1,090,631	114,540	11,936,750	436,650	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	
TOTAL	15,000,000	3,750,431	5,792,027	3,815,722	1,090,631	114,540	14,563,350	436,650	
<small>Expenditures added since last report:</small>							114,540		

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.

Grants

1. Status of MyCase Development Work (Jordan Murray and Janine Liebert)

Jordan Murray provided an update on the \$205,000 grant awarded by the Bar Foundation to support the continued development of MyCase and MyPaperwork. To facilitate timely use of the funds, the Management Committee approved acceptance of the grant on behalf of the Judicial Council.

2. Request to Accept Funds - Byrne SCIP Grant (Jordan Murray and Amy Hernandez)

Mr. Murray presented a request to formally accept \$500,000 in grant funding from the Commission on Criminal and Juvenile Justice (CCJJ). The funds will support the State Crisis Intervention Program, specifically enhancing protective order record validations and supporting the domestic violence criminal compliance docket. He noted that the Council had approved submission of the grant application in August 2024, and although the award process was delayed, the funds have now been awarded.

Motion: Judge Cornish moved to approve the request to accept grant funding from CCJJ. Judge Jon Carpenter seconded the motion, which passed unanimously.

8. 2025 COURT FEES REPORT (Wayne Kidd)

Wayne Kidd presented the FY2025 Court Fees Report, which is required under House Bill 531 (2023) to evaluate whether court fees generate revenue in excess of associated costs. The review examined 83 court fees, excluding those in justice courts, and found that in nearly all categories, expenses were higher than the revenue collected - by a combined amount of approximately \$55 million. Only two fees generated more revenue than costs. The Petition for At-Risk Noncitizen Children fee exceeded costs by \$6 per filing, totaling \$2,016. The Mandatory Parenting/Orientation Course fee produced \$4,751 in excess revenue, representing an 83 percent decrease compared to 2023. The workgroup recommended reviewing both fees again next year to determine whether adjustments are needed.

Motion: Judge Cornish moved to approve the 2025 Court Fees Report. Judge Mettler seconded the motion, and it passed unanimously.

9. CERTIFICATION OF TREATMENT COURTS (Cris Seabury):

Cris Seabury presented certification recommendations for treatment courts, as required by UCJA Rule 4-409. Site visits, interviews, and document reviews were conducted. The following treatment courts met all certification criteria and were recommended for re-certification:

- Third District – Salt Lake County Adult Recovery Court (Judge Kristine Johnson)
- Fourth District – Utah County Adult Mental Health Court (Judge Denise Porter)
- Fifth District – Iron County Adult Recovery Court (Judge Meb Anderson)
- Fifth District – Iron County Adult Mental Health Court (Judge Matthew Bell)

Motion: Judge Brendan McCullagh moved to approve the certification of these treatment courts as recommended. Judge Cornish seconded the motion, and it passed unanimously.

10. JPEC REPORT (Mary-Margaret Pingree, Mary Noonan):

Mary-Margaret Pingree introduced retired Judge Mary Noonan as the newest JPEC commissioner, noting that she will assist in training juvenile court observers. Judge Noonan emphasized the strength of Utah's judicial selection process and commended JPEC's commissioners and staff as committed, professional, and principled. She highlighted the importance of maintaining a data-driven and well-communicated judicial evaluation process.

Ms. Pingree reported that the recent court staff survey had a 50% response rate, a notable increase from prior years. She also noted that attorney surveys had been distributed and expressed hope for improved participation, given that response rates have historically hovered around 40 %. She further discussed a pilot survey for Court of Appeals judges, stating that about one-third of district and juvenile court judges had responded. Although the results will not be used for the 2026 retention cycle, they will be shared with the appellate judges.

Ms. Pingree then presented proposed updates to JPEC's performance measures, referencing a diagram illustrating current and revised evaluation categories. For example, "Legal Ability" would evolve into "Judicial Competence," incorporating additional elements such as effective use of technology and awareness of community resources. Other changes include separating "Integrity" from "Judicial Temperament" and introducing new categories like "Impartiality" and "Clarity of Communication." Mr. Gordon observed that "Judicial Competence" may be overly broad, and Justice Peterson questioned whether the proposed measures are equally applicable to trial court and appellate judges. Ms. Pingree acknowledged the feedback and said JPEC will consider these and other suggestions in further revisions.

11. CYBERSECURITY AWARENESS (Brody Arishita, Jace Kinder, Taz Hatch):

Brody Arishita, Jace Kinder, and Taz Hatch presented an update on the Judiciary's cybersecurity efforts. Mr. Kinder noted that as cloud-based systems and connected devices continue to expand, the Judiciary's strongest defense against cyber threats remains informed users, as human error accounts for approximately 95 percent of breaches. He identified common vulnerabilities such as phishing, weak passwords, and improper handling of sensitive data. Training results have been strong: since the launch of ArcticWolf's cybersecurity training, employee completion rates have increased from 76 percent to 94 percent, and phishing test click rates have decreased from 30 percent to 9 percent.

Mr. Arishita emphasized the importance of continued awareness, reporting suspicious activity, and treating cybersecurity as a shared responsibility. He referenced recent breaches to illustrate ongoing risks and the necessity of proactive safeguards. He also outlined the Judiciary's breach response protocols, which require detailed incident analysis, remediation efforts, and sustained monitoring before affected systems can be reconnected to the network.

Mr. Hatch reviewed current tools used to mitigate threats and previewed forthcoming enhancements to password reset verification, which will incorporate multi-factor authentication, security questions, or supervisor confirmation. The presenters acknowledged communication gaps regarding how to report cybersecurity concerns and noted that new guidance is being developed to clarify reporting procedures.

Mr. Arishita further highlighted the need for additional cybersecurity resources, including expanded software tools and dedicated staffing to support 24/7 monitoring. Mr. Gordon affirmed the importance of these initiatives, noting that while increased security measures may at times create minor inconvenience, they are essential to safeguarding the Judiciary's systems and data.

12. GAL OVERSIGHT COMMITTEE ANNUAL REPORT (Stacey Snyder, Jason Richards):

Jason Richards, Chair of the Guardian ad Litem Oversight Committee (GALOC), reported that performance measures for GAL attorneys remain strong and that the committee is now fully staffed. He welcomed two new members: Alexa Hudson, Executive Director of the 1999 Collective and an advocate with lived experience in foster care, and Kristen Fidel, a recently retired GAL with extensive field experience. One of the year's most significant accomplishments was achieving salary parity between GAL attorneys and Assistant Attorneys General (AAGs), marking a major milestone for the program.

Stacey Snyder presented proposed amendments to Rule 4-906. The revisions would move the annual GAL report submission to the Council from August to October, clarify how compensation for conflict GAL attorneys is structured, and update the referenced standards from "American Bar Association standards" to broader, current "national standards." These changes are intended to modernize the rule, strengthen oversight, and better support sustainable compensation and training practices.

Keisa Williams reported that the Policy, Planning, and Technology (PP&T) Committee had previously recommended expedited approval of Rule 4-906, effective October 27, 2025, followed by a 45-day comment period. However, Ms. Snyder stated that expedited approval is no longer necessary.

Motion: Judge Susan Eisenman moved to approve Rule 4-906 to be released for public comment. Judge McCullagh seconded the motion, and it passed unanimously.

13. JUROR DEMOGRAPHIC DATA COLLECTION (Jon Puente, Keri Sargent)

Jon Puente and Keri Sargent provided an update on the initiative to collect demographic information from prospective jurors, which is intended to help identify and address disparities in jury representation. Ms. Sargent explained that the proposed change would add optional demographic questions to the existing juror qualification form. The form's current structure and content would remain largely unchanged, aside from minor readability improvements. Jurors would still have the choice to complete the form either online or by mail. Implementing the changes to the online form is expected to require approximately 80–100 hours of IT development work. Funding options are being explored, including potential support from the Juror Witness Interpreter (JWI) fund.

Ms. Sargent noted that most of the questions on the revised form are already in place, with only the last two questions in Part I being newly proposed. She also confirmed that any demographic data collected would remain confidential and would not be released. The information will be stored within the jury selection system.

Motion: Judge Mettler moved to approve the initiative as presented. Judge McCullagh seconded the motion, and it passed unanimously.

14. AI COMMITTEE REPORT (Brody Arishita)

Brody Arishita presented the proposed AI Framework for the Utah Judiciary, developed by the Judicial Council's AI Subcommittees. The framework establishes a unified approach for the responsible and ethical use of artificial intelligence in court operations. It connects the Judiciary's Vision and Guiding Principles, which explain why AI must support rather than replace human judgment, promote fairness, and uphold public trust, with the Judicial Council Policy on the Use of Generative AI, which outlines appropriate uses, prohibits unverified outputs, and protects confidential information.

Mr. Arishita also reviewed the implementation and training plan. The sequenced AI curriculum incorporates NotebookLM as a key tool for structured research and summarization, with training focused on policy compliance, ethical use, and maintaining human oversight. An AI Resources Hub on the intranet will provide centralized access to approved tools, tutorials, and governance materials.

Council members discussed examples of potential AI-generated fabrications and emphasized the need to verify information produced by AI tools. They also noted the importance of ensuring AI tools can read text from uploaded documents and reviewed how to use Adobe's Optical Character Recognition (OCR) feature to make document text machine-readable.

Motion: Judge Eisenman moved to approve the Judiciary's AI Framework and authorize implementation of the associated training. Judge McCullagh seconded the motion, and it passed unanimously.

15. RULES FOR FINAL APPROVAL (Keisa Williams):

Keisa Williams presented proposed amendments to CJA Rules 3-201, 3-413, and 3-407, noting that no public comments were received. She reported that the PP&T Committee recommended adopting the amendments as final, effective November 1, 2025. The revisions to Rule 3-201 (Court Commissioners) would authorize the Management Committee to approve commissioner selections. Amendments to Rule 3-413 (Judicial Library Resources) would update print publication requirements in response to rising costs and discontinued bulk ordering. Updates to Rule 3-407 (Accounting) would expand the Accounting Manual to apply to justice courts, add two members to the review committee, and incorporate formatting improvements.

Motion: Judge Cornish moved to approve the amendments to Rules 3-201, 3-413, and 3-407 as final, with an effective date of November 1, 2025. Judge Carpenter seconded the motion, and it passed unanimously.

16. CONSENT CALENDAR (Chief Justice Matthew B. Durrant):

Judge Eisenman requested removing three forms from the consent calendar: the Petition to Adopt a Minor by a Relative, the Adoption Decree, and the Findings of Fact and Conclusions of Law on Petition to Adopt a Minor Child by a Relative. She explained that these forms need clarification for use in juvenile court to ensure they reflect the requirement that the child must be legally free for adoption.

Motion: Judge Eisenman moved to approve the consent calendar items with the exception of the three adoption-related forms, which should be returned to the Forms Committee to either develop a separate juvenile court version or clarify the existing forms. Judge Mettler seconded the motion, and it passed unanimously.

17. ADJOURN

The meeting was adjourned.

Tab 2

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

**Minutes
October 6, 2025
Meeting held virtually through WebEx
12:00 p.m. – 1:00 p.m.**

Members Present:

Judge Rita Cornish (Chair)
Kristin Woods
Judge Michael DiReda

Guests:

Brett Folkman, TCE, First District Court
Amy Hernandez
Janine Liebert

Excused:

Judge Susan Eisenman
Karl Sweeney

AOC Staff Present:

Ron Gordan
Neira Siaperas
Shane Bahr
Sonia Sweeney
Erin Rhead
Brody Arishita
Jim Peters
Tina Sweet
Alisha Johnson
Suzette Deans, Recording Secretary

1. WELCOME AND APPROVAL OF MINUTES (Judge Rita Cornish – “Presenter”)

Judge Cornish welcomed everyone to the meeting and asked for a motion to approve the minutes of the August 4, 2025, meeting.

Motion: Judge DiReda moved to approve the minutes as presented. Judge Cornish seconded the motion, and it passed unanimously.

2. FY 2025 Final Ongoing/Period 3 FY 2026 Financials (Alisha Johnson – “Presenter”)

FY 2025 Ongoing Turnover Savings (“OTS”) – Alisha Johnson indicated that when combined with carryover and benefits differential, we have OTS of \$1,245,282 available for use in FY 2026. The total available OTS is reduced by \$200,000 for hot spot raise funds leaving a net total of \$1,045,282 for future use, of which almost all has been pledged to meet Investing in our People commitments for FY 2026.



FY 2025 Ongoing Turnover Savings as of 07/30/2025 (updated 09/30/2025)

#		Prior Month Forecast	Actual	Forecasted	Change in Forecast
		Amount @ YE	Amount YTD	Amount @ YE	Amount @ YE
	Net Carried over Ongoing Savings (finalized from FY 2024)	140,594	140,594	140,594	-
	Ongoing Turnover Savings FY 2025 (actual year-to-date, Salary Differential only)	903,348	903,348	903,348	-
1	Ongoing Turnover Savings FY 2025 (forecast \$65,000 / month x 0 month, Salary Differential only)	-	-	-	-
	TOTAL SALARY RELATED ONGOING SAVINGS	1,043,942	1,043,942	1,043,942	-
	Benefit Differential Savings FY 2025 (will be recognized in this row starting in Q4)	171,366	201,340	201,340	29,973
	TOTAL SAVINGS	1,215,309	1,245,282	1,245,282	29,973
2	2025 Annual Authorized Hot Spot Raises	(200,000)	(200,000)	(200,000)	-
	TOTAL USES	(200,000)	(200,000)	(200,000)	-
	Total Actual/Forecasted Unencumbered Turnover Savings for FY 2025	959,061	1,045,282	1,045,282	86,221

As the FY 2026 YE Carryforward and Ongoing Requests showed, the Judicial Council approved various items that used the vast majority of the \$3.7M in carryforward funds and ongoing funds (inclusive of both turnover and legislative funds) leaving \$138,582 of ongoing funds available.



FY 2026 Carryforward and Ongoing Requests - Period 13, FY 2025

9/30/2025

Funding Sources

	One Time	Ongoing
Ongoing Turnover Savings carried over from FY 2024		\$ 140,594
Forecasted YE Ongoing Turnover Savings from FY 2025		\$ 1,104,688
Subtotal		\$ 1,245,282
Unobligated Fiscal Note Funds - District Court (net)	\$ (10,500)	\$ 20,800
Unobligated Fiscal Note Funds - Juvenile Court	\$ (5,200)	\$ 15,700
Unobligated Fiscal Note Funds - Admin	\$ -	\$ -
Additional Legislative Appropriation	\$ -	\$ 1,000,000
Wellness Council Portion of Carryforward		
Expected Carryforward Amount from Fiscal Year 2025	\$ 3,700,000	\$ -
Total Available Funding	\$ 3,684,300	\$ 2,281,782
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		\$ (200,000)
Less: Director of Finance and State Court Admin. Reserves to meet Investing in our People Commitments	\$ (100,000)	\$ -
Net Ongoing TOS Available for Use	\$ 3,584,300	\$ 1,981,782

Ongoing Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
Recommend Approve and Fund Immediately				
1 Investing in Our People - Ron Gordon and Neira Siaperas		\$ 1,745,900		\$ 1,745,900
2 Additional Training Coordinator - 3rd District - Mark Paradise - Fund now		\$ 97,300		\$ 97,300
Subtotal to Approve and Fund Immediately	\$ -	\$ 1,843,200	\$ -	\$ 1,843,200
Balance Remaining After Judicial Council Approvals				\$ 138,582
Balance Remaining Inclusive of "Presented"		\$ 138,582.18		

Recommend Approve and Defer Funding

(hold until Ongoing Funding net of Commitments / Reserves Exceeds Requested Amounts)

3 8th District Probation Training Coordinator - Russ Pearson	\$ 52,500
4 ICJ Expenses - Sonia Sweeney	\$ 7,000
Subtotal to Defer Funding until FY 2026	\$ 59,500

Carryforward One Time Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
1 Investing in Our People - Ron Gordon and Neira Siaperas	\$ 1,334,600		\$ 1,334,600	
2* Courts Eco Pass Program - Karl Sweeney	\$ 60,000		\$ 60,000	
3* Education Assistance Program - Kelly Moreira	\$ 85,000		\$ 85,000	
4* HR Applicant Tracking - Jeremy Marsh	\$ 20,900		\$ 20,900	
5* IT Stipend for Technology Subject Matter Experts - Todd Eaton and Taz Hatch	\$ 65,000		\$ 65,000	
6* IT Replacement Inventory - Todd Eaton	\$ 200,000		\$ 200,000	
7* Network / System Maintenance - Staff Augmentation - Todd Eaton and Chris Talbot	\$ 150,000		\$ 150,000	
8* IT Webex Virtual Hearing Improvement Project - Brody Arishita	\$ 150,000		\$ 150,000	
9* Retention of Contract Developers - Brody Arishita	\$ 682,000		\$ 682,000	
10* Base Employee Incentive Awards - Bart Olsen, Erin Rhead, and Alisha Johnson	\$ 280,000		\$ 280,000	
11* Wellness Program - Tava - Neira Siaperas	\$ 103,100		\$ 103,100	
12* FY 26 Q1/Q2 (paid in 12/2025) Performance Bonus - Bart Olsen and Karl Sweeney	\$ 400,000		\$ 400,000	
13* Utah Code Purchase - Kaden Taylor	\$ 35,000		\$ 35,000	
X ICJ Expenses - Sonia Sweeney (See ongoing Approve and Defer above)	\$ 7,000		\$ 7,000	
14* Annual All Rise Outreach - Jonathan Puente	\$ 11,000		\$ 11,000	
Subtotal	\$ 3,583,600	\$ -	\$ 3,583,600	\$ -
Balance Remaining After Judicial Council Approvals			\$ 700	\$ 138,582
+ Balance Remaining Inclusive of "Presented" (for Ongoing net of Presented Fund Immediately)	\$ 700	\$ 138,582.18		

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.



FY 2026 Ongoing Turnover Savings as of 09/30/2025 - Period 3

#	Prior Month Forecast		Actual	Forecasted	Change in Forecast
	Amount @ YE	Amount YTD	Amount @ YE	Amount @ YE	Amount @ YE
	108,609	138,582	138,582		29,973
	77,824	307,372	307,372		229,549
1	715,000	-	585,000		(130,000)
	901,432	445,954	1,030,954		129,522
	-	-	-		-
	901,432	445,954	1,030,954		129,522
2	(200,000)	(169,990)	(200,000)		-
	(200,000)	(169,990)	(200,000)		-
Total Actual/Forecasted Unencumbered Turnover Savings for FY 2026					
	701,432	275,965	830,954		129,522

- * 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. Current benefit differential is -\$16,019.38
FY 2025 full year benefit differential (not finalized) was +201,339.72
- * Currently, 15 FTE are vacant.
- 1 Currently estimating \$65,000 of ongoing Salary Differential savings a month for the remainder of the FY; actual run rate is \$307,372 / 3 months = \$102,427 / month
- 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 2026 One-Time Turnover Savings – Alisha Johnson reported that in period 3 our actual YTD 1x TOS is \$2,469,566. [Note: the schedule heading says FY 2025 but this is in error]



FY 2025 One Time Turnover Savings - Period 3

Updated as of Pay Period Ending 09/12/2025 (432 out of 2,088 hours)

#	Funding Type	Actual
		Amount
1	Internal Savings	482,366
2	Internal Savings (Est.)	1,987,200
Total Potential One Time Savings		2,469,566

FY 2026

We are using \$1,200 per pay hour (last year's actual was \$1,427/pay hour) for our period 3 forecast of 1x TOS funds. This produces \$2,469,566 of potential 1x turnover savings. After deducting \$250,000 delegated for discretionary use for one-time pay-related expenses, it leaves \$2,219,566 in discretionary 1x TOS funds. After adding in forecasted operational savings and net reserve sources and uses, the total 1x funds remaining are \$2.658M. This is lower than FY 2025 primarily due to the lack of unclaimed property savings for FY 2026.



FY 2026 Year End Requests and Forecasted Available One-time Funds - Period 3

Forecasted Available One-time Funds			#	One-time Spending Plan Requests	Adjusted Requests Amount	Judicial Council Approved Amount
Description	Funding Type	Amount				
Sources of YE 2026 Funds						
• Turnover Savings as of PPE 09/12/2025	Turnover Savings	482,366				
Turnover savings Estimate for the rest of the year (\$1,200 x 1,656 pay hours)	Turnover Savings	1,987,200				
Total Potential One Time Turnover Savings		2,469,566				
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		(250,000)				
(a) Total Potential One Time Turnover Savings Less Discretionary Use		2,219,566				
Operational Savings From TCE / AOC Budgets - mid-year forecast						
Operational Savings from IT Budget - Timing of Contract Renewal Deferred to FY 27	Internal Operating Savings	500,000				
Reserve Balance (balance from FY 2025 Carryforward)	Internal Operating Savings	400,000				
Use IT Budget Savings and Operational Savings to Increase Retro YOS Eligibility	Judicial Council Reserve	700				
	Adjustments to CY Operations	(462,000)				
(b) Total Operational Savings, Reserve, Unclaimed Property and Prior Year Adjustments		438,700				
(c) Total of Turnover Savings & Operational Savings = (a) + (b)		2,658,266				
Uses of YE 2026 Funds						
(d) Carryforward into FY 2027 (Anticipate request to Legislature for \$3,200,000)	FY 2027 Carryforward	(2,658,266)				
Total Potential One Time Savings = (c) less Carryforward (d)		-				
Less: Judicial Council Requests Previously Approved						
Less: Judicial Council Current Month Spending Requests						
Remaining Forecasted Funds Available for FY 2026 YE Spending Requests, CCCC, etc.						
Updated 10/01/2025						

This following report shows the Actual Commitments/Reserves balances as of period 3 of FY 2026.



FY 26 Ongoing Funding Net of Commitments/Reserves - Period 3, FY 2026

Funding Sources		10/1/2025
Available Funds		Net Available
Ongoing Turnover Savings carried over from FY 2025		\$ 138,582
Actual Ongoing Turnover Savings from FY 2026 (as of period 3) - Note: Does not include CY benefits differential until Q4 or forecasted amounts		\$ 307,372
Total Available Ongoing Funding - Cash Basis		\$ 445,954
Commitments/Reserves		
1 Judicial Council Delegated to State Court Administrator for Discretionary Use in FY 26		\$ (200,000)
2 Obligated/Committed Funds Needed by June 30, 2026 for use in 7.1.2027 fiscal year for Investing in our People		\$ (370,000)
3 Director of Finance and State Court Admin. reserves for assumption contingencies that enable meeting the investing in our People Ongoing Commitment		\$ (100,000)
Total Commitments/Reserves		\$ (670,000)
Net Available Ongoing Funding - Cash Basis (Deficit)		\$ (224,046)
Deferred Ongoing Requests		
Requests are deferred until Net Available Ongoing Funding - Cash Basis exceeds these requested amounts		Judicial Council Approved
8th District Probation Training Coordinator - Russ Pearson		\$ 52,500
Juvenile Court ICJ Funding Increase		\$ 7,000
	Subtotal	\$ 59,500

ARPA total expended amount is \$14,563,350. Currently, we have a balance left of \$436,650 to expend before December 31, 2026.



ARPA Expenses as of 09/30/2025 (period 3 not closed yet)

	A Judicial Council Approved	B Actual FY 2022 Expended	C Actual FY 2023 Expended	D Actual FY 2024 Expended	E Actual FY 2025 Expended	F Actual FY 2026 Expended	G Total Expended Amount	H Balance Available	% Obligated
IT Access to Justice - Part I + II	12,373,400	3,042,468	4,613,255	3,075,857	1,090,631	114,540	11,936,750	436,650	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	
TOTAL	15,000,000	3,750,431	5,792,027	3,815,722	1,090,631	114,540	14,563,350	436,650	

Expenditures added since last report: 114,540

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.

3. Grants(Jordan Murray “Presenter”)

1. Request to Accept Grant Funds – Utah Bar Foundation (Jordan Murray and Janine Liebert “Presenters”)

The Utah Bar Foundation (UBF) has awarded \$205,000 of grant funding in support of strategic enhancements to MyCase and related platforms, MyPaperwork, and the forms engine.

Motion: Judge Cornish motioned to forward this request on to the Judicial Council with a recommendation to approve. Judge DiReda seconded the motion and it passed unanimously.

2. Request to Accept Grant Funds – State Crisis Intervention Program (Jordan Murray and Amy Hernandez “Presenters”)

The Commission on Criminal and Juvenile Justice (CCJJ) has awarded \$500,000 of Byrne State Crisis Intervention Program (SCIP) grant funding to develop an improved protective order records validation process and support the Domestic Violence Criminal Compliance Docket Pilot Program (“DV Docket”)

Motion: Judge Cornish motioned to forward this request on to the Judicial Council with a recommendation to approve. Kristin Woods seconded the motion and it passed unanimously.

4. Proposed 2026 Meeting Schedule

- January 12, 2026.
- February 9, 2026
- March 2, 2026
- April 13, 2026
- May 11, 2026
- June 8, 2026
- July 13, 2026
- August 10, 2026
- September 3, 2026
- September 28, 2026
- November 9, 2026
- December 7, 2026

Motion: Judge Cornish motioned to approve the proposed 2026 meeting schedule. Kristin Woods seconded the motion and it passed unanimously.

5. Old Business/ New Business

None

Next meeting November 17, 2025

Meeting adjourned at 12:25 p.m.

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

Webex video conferencing
October 3, 2025 – 12 p.m.

MEMBERS:

PRESENT

EXCUSED

Judge James Gardner, <i>Chair</i>	✓	
Justice Paige Petersen	✓	
Judge Angela Fonnesbeck	✓	
Judge Jon Carpenter	✓	

GUESTS:

Keri Sargent
Michael Samantha Sparks
Todd Eaton

STAFF:

Keisa Williams
Brody Arishita
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 September 5, 2025 meeting. With no changes, Judge Fonnesbeck moved to approve the minutes as presented. Judge Carpenter seconded the motion. The motion passed unanimously.

(2) Rule back from public comment:

- **CJA 3-407. Accounting**

The proposed amendments to rule 3-407 are back from a 45-day public comment period. No public comments were received.

Following discussion, Judge Gardner moved to recommend to the Judicial Council that rule 3-407 be approved as final with a November 1, 2025 effective date. Judge Carpenter seconded the motion. The motion passed unanimously.

(3) CJA 4-102. Case and calendar assignments (NEW)

CJA 3-104. Presiding Judges:

At the last committee meeting, the committee asked Judge Gardner and Ms. Williams to create or amend a CJA rule establishing a process for case and calendar assignments when judges retire, resign, or recuse. Ms. Williams presented proposed amendments to rule 3-104 and a new rule, 4-102, which gives districts the ability to establish their own case reassignment processes by local supplemental rule.

Currently, most case assignment methods rely on informal local policies or standing orders. The purpose of the new rule is to be more transparent about how those processes work. The committee noted that

each district may have its own unique challenges, and CARE does not have an automated initial case assignment process. Juvenile court assignments and reassignment are very different from other trial courts, primarily because juvenile courts adhere to the one judge, one family principle.

Following discussion, the committee made the following amendments to rule 4-102:

- removed “case” from the heading in paragraph (1) for consistency;
- split paragraph (1) into two subsections to clearly delineate between district and juvenile courts;
- included business and chancery courts in paragraph (1);
- removed “and to the extent possible, involve a randomized process” (lines 22) with respect to reassignment methods in (3);
- modified paragraph (3) (lines 23-25) to read, “Each district must establish a reassignment procedure that is fair and impartial. Procedures must be in a local supplemental rule approved by the Council. Reassignments must be made in accordance with that procedure.”;
- removed paragraphs (2)(A) – (2)(D); and
- removed “the Utah Code” from paragraph (5) (line 26).

Following discussion, the committee made the following amendments to rule 3-104:

- Kept the language “to provide for an equitable distribution of the workload and the prompt disposition of cases” in (3)(F)(ii) (lines 105-106); and
- Added “Business and Chancery court” under Applicability (line 7).

Following further discussion, the committee decided to send rule 4-102 to the District, Juvenile, and Justice Court Boards for review and table amendments to rule 3-104 until after rule 4-102 has been circulated.

Technology report/proposals:

Mr. Arishita reported that the Generative AI rules, guiding principles, and training information are being taken to the next Judicial Council meeting. Mr. Arishita also confirmed that the AI staff group approved all recommendations made by PP&T and noted that they are working on altering the rules to pull the “allowed purposes” list off the main rule sheet. This change would list those purposes on the website, similar to approved tools, allowing for updates without requiring repeated approvals through the committee and Council.

Old Business/New Business: The committee discussed the annual chair election. Judge Gardner has been the chair since October 2024.

Judge Carpenter moved to elect Judge Gardner as Chair for another year and to hold a new election in October 2026. Judge Fannesbeck seconded the motion. The motion passed unanimously.

Adjourn: With no further items for discussion, the meeting adjourned at 12:48 p.m. The next meeting will be held on November 3, 2025, at noon via Webex video conferencing.

Tab 3

**Budget and Grants Agenda
For November 24, 2025
Judicial Council Meeting**

1. Monthly YTD Financials Alisha Johnson
(Information)



FY 2026 Ongoing Turnover Savings as of 11/06/2025 - Period 4

#		Prior Month	Forecast	Actual	Forecasted	Change in Forecast
		Amount @ YE		Amount YTD	Amount @ YE	Amount @ YE
	Net Carried over Ongoing Savings (not finalized from FY 2025)	138,582		138,582	138,582	-
	Ongoing Turnover Savings FY 2026 (actual year-to-date, Salary Differential only)	307,372		418,743	418,743	111,371
1	Ongoing Turnover Savings FY 2026 (forecast \$65,000 / month x 8 month, Salary Differential only)	585,000		-	520,000	(65,000)
	TOTAL SALARY RELATED ONGOING SAVINGS	1,030,954		557,325	1,077,325	46,371
	Benefit Differential Savings FY 2026 (will be recognized in this row starting in Q4)	-		-	-	-
	TOTAL SAVINGS	1,030,954		557,325	1,077,325	46,371
2	2026 Annual Authorized Hot Spot Raises	(200,000)		(191,455)	(200,000)	-
	TOTAL USES	(200,000)		(191,455)	(200,000)	-
	Total Actual/Forecasted Unencumbered Turnover Savings for FY 2026	830,954		365,870	877,325	46,371

- * 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. Current benefit differential is -\$21,080.
FY 2025 full year benefit differential was +\$201,339.
- * Currently, 15 FTE are vacant.
- 1 Currently forecasting \$65,000 of ongoing Salary Differential savings a month for the remainder of the FY; actual run rate is \$418,743 / 4 months = \$104,686 /month
- 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 26 Ongoing Funding Net of Commitments/Reserves - Period 4, FY 2026

11/6/2025

Funding Sources

Available Funds

Ongoing Turnover Savings carried over from FY 2025

Actual Ongoing Turnover Savings from FY 2026 (as of period 4) - Note: Does not include CY benefits differential until Q4 or forecasted amounts

Total Available Ongoing Funding - Cash Basis

Net Available

\$ 138,582

\$ 418,743

\$ 557,325

Commitments/Reserves

1 Judicial Council Delegated to State Court Administrator for Discretionary Use in FY 26

2 Obligated/Committed Funds Needed by June 30, 2026 for use in 7.1.2027 fiscal year for Investing in our People

3 Director of Finance and State Court Admin. reserves for assumption contingencies that enable meeting the investing in our People Ongoing Commitment

Total Commitments/Reserves

\$ (200,000)

\$ (370,000)

\$ (100,000)

\$ (670,000)

Net Available Ongoing Funding - Cash Basis (Deficit)

\$ (112,675)

Deferred Ongoing Requests

Requests are deferred until Net Available Ongoing Funding - Cash Basis exceeds these requested amounts

8th District Probation Training Coordinator - Russ Pearson

Juvenile Court ICJ Funding Increase

Judicial Council Approved

\$ 52,500

\$ 7,000

Subtotal

\$ 59,500



FY 2026 One Time Turnover Savings - Period 4

Updated as of Pay Period Ending 10/24/2025 (672 out of 2,088 hours)

#		Funding Type	Actual Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 10/24/2025)	Internal Savings	562,881
2	Est. One Time Savings for remaining pay hours (1,416 @ \$900 / pay hour)	Internal Savings (Est.)	1,274,400
Total Potential One Time Savings			1,837,281

Prior Report Totals (as of PPE 09/12/2025)

2,469,566

- Actual per hour turnover savings for the last 4 pay periods (oldest to newest) are \$926.96, \$385.33, \$785.64, and \$830.05. The average per hour turnover savings for FY 2026 YTD is \$837.62. Last period's average was \$1,116.
This decline is due to the decrease in vacant positions which have declined from an average of 25-30 vacant positions between January 2025 and mid-September 2025 to +/- 15 vacant positions since mid-September. This latest decrease appears to be related to faster fills when positions become vacant. This decrease from 30 to 15 vacant positions at a loaded rate of ~ \$37.99 / hr equates to ~ \$569.85 per pay hour decrease. This decrease is reconciled in the table below.
- Based on the information above, the forecast was decreased from \$1,200 per hour to \$900 per hour for the balance of the year as of this report. Actual per hour turnover savings for FY 2025 was \$1,427.

RECONCILIATION

Per working Hour Δ

FY 2025 Per Hour Turnover Savings:	\$	1,427	
Minus adjustment for decrease from 30 to 15 vacant positions (assumption: ~\$37.99 loaded / hr):	\$	(570)	(-15 x \$37.99)
Anticipated Turnover Savings per Hour based upon 15 vacant positions:	\$	857	
FY 2026 Forecast for balance of year	\$	900	

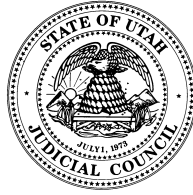
*\$37.99 / hour includes JA base of \$22.39 / hr salary + 28.345% for retirement + \$9.26 for double health / dental.



# One-time Spending Plan Requests		Adjusted Requests	Judicial Council Approved
		Amount	Amount
Current Month One-time Spending Requests		-	
Previously Approved 1x FY 2025 YE Spending Request			-

Updated 11/06/2025

Tab 4



Administrative Office of the Courts

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

October 29, 2025

Ronald Gordon
State Court Administrator
Neira Siaperas
Deputy Court Administrator

MEMORANDUM

TO: Judicial Council

FROM: Tucker Samuelson, Director of Judicial Data and Research

RE: 2025 Justice Court Judicial Weighted Caseload

This memo communicates a proposed new methodology for the Justice Court Weighted Caseload, as recommended by Judicial Data and Research. It includes the process that will be used to calculate the weighted caseload in the future, pending adoption by the Judicial Council.

Below are descriptions of any methodological changes that impacted this year's Weighted Caseload.

Weighted Caseload Overview: The judicial weighted caseload provides an estimate of the amount of judicial officers needed to complete overall judicial workload in each Justice Court. The Justice Court Weighted Caseload is referenced in rule 9-104, where it then serves as the basis for the relative pay ranges for Justice Court judges.

Methodological Adjustments: The formula that creates the Justice Court Weighted Caseload has not been significantly adjusted since 2017. Minor updates were done in 2019 and 2022, but this is the most comprehensive update of the methodology in years.

For the first time, Judicial Data and Research engaged in a time study in which 3,874 Justice Court hearings were individually listened to, and their length tracked. This method is widely recognized as the gold-standard methodology for workload studies. It involved tracking hearings across the entire State of Utah.

The time study estimates were used to supplement a survey that was filled out by Justice Court judges, in which they estimated how much time they spent in hearings, as well as their preparation and memorialization time. This survey had a 55% response rate. The survey and listening projects

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efficient, and independent system for the advancement of justice under the law.

both informed a comprehensive overhaul of the case weights that inform the Weighted Caseload numbers.

Updates to administration time and education time were also made, informed by the survey.

In addition to the update of the case weights, for the first time this Weighted Caseload includes time estimates for probable cause reviews, a judicial practice that was not accounted for in prior weighted caseload studies.

Search Warrants: The recommendation of the Board is to add time to the weighted caseload for search warrants. Many Judicial districts have Justice Court judges as a part of the search warrant rotation, and in the past the time spent on these reviews was added to the District Court weighted caseload, regardless of who actually did the work.

The proposed methodology accounts for the search warrants that are done by each Judge, and then apportions the time to review those warrants to the Court that the judge serves. If the Judge serves multiple courts, the search warrant time would be split out proportionally based on their non-warrant weighted caseload time.

If adopted, this would result in a distinct shift in both the Justice Court and District Court weighted caseloads. Our best estimate is that it adds up to approximately 0.50 FTE worth of work each year, but with a distinct upward trend. This time would be subtracted from the District Court weighted caseload and added to the Justice Court weighted caseload.

Changes in Judicial Need: There is significant variation statewide in terms of how the new methodology affects the need for Justice Court judges. Some case weights were revised upwards and some downwards. Many Courts show additional need for judges, and many show reduced need.

On average, the new methodology results in a reduction in Judicial need by approximately 5% statewide.

UTAH STATE COURTS



Justice Court Weighted Caseload Methodology Update

Judicial Data and Research



Process

- The judicial weighted caseload provides an estimate of the amount of judicial officers needed to complete overall judicial workload in each Justice Court.
- The Justice Court Weighted Caseload is referenced in rule 9-104, where it then serves as the basis for the relative pay ranges for Justice Court judges.
- It has not been significantly updated in years.

Methodological Adjustments – Case Weights

- Time study
 - 3,874 hearings
- Survey
 - 55% response rate
- Time estimate inclusions
 - Infractions
 - Post-disposition work
 - Jury trials
 - Probable cause reviews
 - Search Warrants *

Methodological Adjustments – Case Weights

- Previous Methodology

Case Type	Weight (Minutes)
DV	89
Traffic	24
Misdemeanor DUI	70
Other Misdemeanor	32
Small Claims	23

- Proposed Methodology

Case Type	Weight (Minutes)
DV	79
Infraction/Traffic/Parking	8
Misdemeanor DUI	77
Other Misdemeanor	40
Small Claims	8
Jury Trials	420
Post Disp OSCs	
<i>Infraction/Traffic/Parking</i>	8
<i>Misdemeanor</i>	11
<i>Small Claims</i>	14
Probable Cause	9

* Probable Cause determinations are added for the first time in the new methodology

Methodological Adjustments – Pro Tem

- Previous methodology
 - Small claims work was removed entirely if the Court was listed as using pro tem judges
 - Measure was all-or-nothing
- Proposed methodology
 - Estimate the percentage of time work was done by judges pro tem
 - This led to no change in ~80% of Courts that do not have pro tems, but drops for some

Methodological Adjustments – Training

- Previous methodology
 - Training hours were a flat 40 hours *per court*. Judges with multiple courts were given training hours for each court.
- Proposed methodology
 - Use survey estimates from judges and apply it to the judicial year

Methodological Adjustments – Admin Time

- Previous Methodology
 - Judges were given between 26 hours and 104 hours of admin time per year per court
 - This time was reduced to 0 if they had a court administrator





Methodological Adjustments – Admin Time

- **Proposed methodology**
 - We apply an administrative time multiplier to Courts based on whether or not the Courts have an administrator.
 - This multiplier is applied to their existing caseload
 - This means that it scales up in larger courts, instead of being a flat amount by court level
 - Admin time is applied to Courts, not to the Judge year

Methodological Adjustments – Interpreters

- Previous Methodology: No additional time was given for interpreter cases
- Proposed Methodology: Time will be broken out for interpreter/non-interpreter cases in the future
- This will NOT be done initially due to concerns about data quality

Methodological Adjustments – Search Warrants

- Previous methodology
 - Search warrant time was entirely given to the District Court, and was not included at all
- Proposed methodology *
 - Search warrant time is credited to Justice Court judges who review search warrants
 - It will be credited entirely to their court if they only have one.
 - If they have multiple, it'll be split proportionally with their other WCL hours.



Methodological Adjustments – Search Warrants

- We have shared this proposal with the Board of District Court Judges, who did not register any opposition
- If approved, this time will be subtracted from the District Court Weighted Caseload and added to the Justice Court Weighted Caseload
- We expect it to add to roughly ~0.50 FTE statewide

Next Steps

- If approved, we'd plan to incorporate the new methodology by next spring for the CY25 Weighted Caseloads

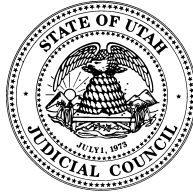


UTAH STATE COURTS



Questions?

Tab 5



Administrative Office of the Courts

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

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

MEMORANDUM

TO: Judicial Council

FROM: Jim Peters, Justice Court Administrator

DATE: October 29, 2025

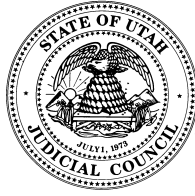
RE: Request to Certify Colt Mund as a New Justice Court Judge

In March of this year, Kevin Christensen resigned his position from the bench in Box Elder County, Garland, Tremonton and Willard. Garland has since discontinued operations, and Dustin Ericson has been appointed to serve as the new justice court judge in Box Elder County and Tremonton. To fill the vacancy in Willard, a nominating commission was convened that vetted applicants interested in filling that position. Ultimately, it forwarded four nominees to the Willard City Mayor for his consideration.

Section 78A-7-202(5) of the Utah Code authorizes the Judicial Council to certify new justice court judges once they have been selected by a city or county and completed an orientation seminar. On October 9, 2025, the Willard City Council ratified Mayor Mote's appointment of Colt Mund from among the four nominees to serve as the city's new judge. By the time the Judicial Council meets on November 24, 2025, it is anticipated that Mr. Mund will have completed the online modules that now constitute the orientation seminar and will have passed the exam administered by the Education Department. At that point, I will be requesting that Mr. Mund be certified as a justice court judge.

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Tab 6



Administrative Office of the Courts

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

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

MEMORANDUM

TO: Judicial Council

FROM: Jim Peters, Justice Court Administrator

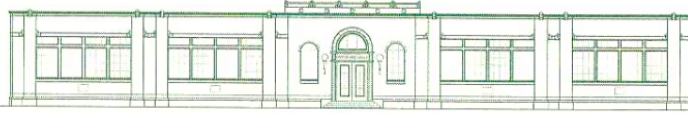
DATE: October 29, 2025

RE: Request to Expand the Territorial Jurisdiction of the Holladay Justice Court

Section 78A-7-102(4)(a) of the Utah Code provides that “A municipality that has a justice court may expand the territorial jurisdiction of the justice court by entering into an agreement under Title 11, Chapter 13, Interlocal Cooperation Act, with one or more other municipalities...” To do so, it must provide timely the Judicial Council, though Section 78A-7-102(5) allows the Judicial Council to “shorten the time required between the municipality’s or county’s written declaration or election to create a justice court and the effective date of the election.”

As the Judicial Council is aware, the Utah Legislature has approved Salt Lake County’s request to dissolve its justice court. In anticipation of that closure, Millcreek contracted with Holladay to provide justice court services. Before doing so, the Judicial Council expanded the territorial jurisdiction of the Holladay Justice Court to make that possible. Brighton now makes a similar request. Attached is a memo from Holladay that includes caseload data and a draft interlocal agreement. If the Judicial Council approves, Holladay would start hearing cases that originate in Brighton as of January 1, 2026.

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efficient, and independent system for the advancement of justice under the law.**



City of Holladay

TO: James Peters, Court Administrator

FROM: Gina Chamness, City Manager

DATE: October 28, 2025

SUBJECT: Request to Consider Expansion of Holladay Justice Court

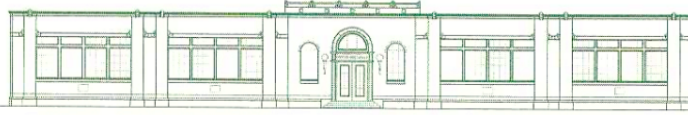
BACKGROUND/SUMMARY:

In the spring of 2025, the Mayor of the Town of Brighton, Dan Knopp, approached the City of Holladay and requested that we consider expanding the territory included in our Justice Court to include Brighton. Both Brighton and Holladay are currently members of the Unified Police Department, and Brighton's law enforcement is managed by same precinct chief that manages Holladay's police precinct.

At our request, Brighton has provided case information for the least several years. This data is summarized in the chart below. You'll see that the overall annual case numbers are equivalent to approximately one month of Holladay's case numbers, excluding cases from Cottonwood Heights and Millcreek. Given that volume and given the fact that most of the cases appear to be associated with traffic and not other types of criminal cases, our Court feels confident we can absorb this caseload with little impact on our existing Court operations.

BRIGHTON CITATIONS				
STATUS	2022	2023	2024	2025 (ytd)
I - Issued	384	107	186	125
V - Void				1
W - Warning	110	78	31	55
TOTAL	494	185	217	181
TICKET OFFENSE	2022	2023	2024	2025 (ytd)
1399-6ASLT-ASSAULT				1
2303-0LARC-SHOPLIFTING				2
2399-0LARC-FREE TEXT	1	1		
2604-0FRAUD-IMPERSONATION		1		
2803-0STOLEN PROP-RECEIVING		2		
3562-0DRUG-MARIJUANA POSSESS	4	2		
5401-0TRAF-HIT AND RUN	1		1	





City of Holladay

4199-0LIQUOR-FREE TEXT		1		
5499-0TRAF-FREE TXT		1		4
5499-44TRAF-ALCOHOL IN OR ABOUT A VEH				2
5499-5TRAF-MOVING TRAFFIC VIOLA	203	83	183	143
5499-6TRAF-NON MOVING TRAFFIC VIOLAT	281	87	22	12
5599-0HEALTH AND SAFETY - FREE TEXT	3	4	10	14
7299-3MORALS-URINATING IN PUBLIC			1	
5707-0PRIV-CRIMINAL TRESPASS		2		3
7399-0PUB ORD-PUBLIC ORDER FREE TEXT		1		
7399-8PUB ORD-MONEY ESCORT	1			
TOTAL	494	185	217	181

Holladay's City Council has favorably discussed this option on two separate occasions and is likely to approve the attached interlocal at its next Council meeting scheduled for November 6.

ATTACHMENTS:

- Proposed Draft Contract between Holladay and Brighton



INTERLOCAL COOPERATION AGREEMENT FOR JUSTICE COURT SERVICES

This Agreement made and entered into this ____ day of October, 2025, by and between the CITY OF HOLLADAY, a municipal corporation organized under the laws of the State of Utah (“Holladay”), and the TOWN OF BRIGHTON, a municipal corporation organized under the laws of the State of Utah (“Brighton”)

RECITALS

This Agreement is made and entered into by and between the parties based upon the following recitals:

- A. Section 78A-7-102, *Utah Code Ann.*, enables Holladay to operate a justice court for public convenience and establish, subject to Judicial Council certification, the appropriate jurisdiction for that court. Accordingly, Holladay has established and operates the City of Holladay Municipal Justice Court (the Court).
- B. Brighton has determined to revise its method of assuming local responsibility for the jurisdiction of its justice court by entering into this Agreement with Holladay; and to adjudicate all matters within the jurisdiction of the Town of Brighton Justice Court in the City of Holladay Municipal Justice Court as more particularly provided herein.
- C. The parties are authorized by the Utah Interlocal Cooperation Act as set forth in Title 11, Chapter 13, *Utah Code Ann.*, to enter into this Agreement for the provision of Justice Court services.
- D. The parties desire to enter into an agreement for the provision of justice court services to both jurisdictions under the terms and provisions of this interlocal cooperation agreement.
- E. Holladay is willing to enter into this Agreement and thereby expand its territorial jurisdiction.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained hereafter, the parties hereto agree as follows:

1. Justice Court Services

Holladay shall provide justice court services, including in both criminal and small claims matters, to Brighton pursuant to Section 78A-7- 204(5), *Utah Code Ann.*, through the Court.

2. Territorial Jurisdiction

The jurisdiction of the Court shall extend into the territory within the corporate limits of Brighton and such other territory as authorized by law.

3. Court Jurisdiction

The Court shall have the jurisdiction granted to it by the applicable laws and rules of the State of Utah and, in particular, those granted by Section 78A-7-106, *Utah Code Ann.* The Court shall have the authority to enforce Brighton's ordinances.

4. Justice Court Judge Authority

The judge of the Court shall have such authority as is granted by State law and applicable rules and, in particular, Section 78A-7-104, *Utah Code Ann.*

5. Place of Holding Court

The Court is currently held in a courtroom in Holladay City Hall located at 4850 South 2300 East, Holladay, Utah. The Court may be held elsewhere within the Court's territorial jurisdiction as may be appropriate and reasonable under the circumstances.

6. Certification

Holladay shall ensure that the Court, at all times, meets the minimum requirements for the certification of a justice court as provided in section 78A-7-103, *Utah Code Ann.*

7. Justice Court Judge

a. The Justice Court Judge has been appointed and confirmed in accordance with law.

b. In accordance with Section 78A-7-203, *Utah Code Ann.*, the Justice Court Judge shall be subject to a retention election in which all registered voters within the territorial jurisdiction of the court may vote.

c. The Justice Court Judge must meet the requirements specified in Section 78A-7-201, *Utah Code Ann.*, for Justice Court Judge eligibility and be certified by the Utah Judicial Council to hold office.

d. The Holladay City Council may appoint another Justice Court Judge to serve as a temporary Justice Court Judge in the absence or disqualification of the Justice Court Judge.

e. In the event of a vacancy in the position of justice court judge, Brighton Town Council shall have the right to provide recommendations to the Holladay City Council in its selection and appointment of a new justice court judge by submitting their respective recommendations before a final appointment is made.

8. Court Hours and Facilities

a. All official court business shall be conducted in the courtroom or an office located

in the Holladay City Hall or at another location which is conducive and appropriate to the administration of justice.

b. The hours of the Court shall be posted conspicuously at the Holladay City Hall and at the Brighton Town Hall.

c. The Court shall have regularly scheduled hours at which the judge of the Court shall be present and the hours that the Court shall be open shall be in compliance with any requirements imposed by either State law or the Utah Judicial Council.

9. Copies of Ordinances and Materials

Holladay shall provide the Court with current copies of the Motor Vehicles Laws of the State of Utah, the *Utah Code Annotated*, the Justice Court Manual published by the State Court Administrator's Office, State laws affecting local government, and all ordinances of Holladay, as well as other legal reference materials as may be determined necessary, including updates and supplements. Brighton shall provide the Court with copies of all current Brighton ordinances to be enforced through the Court.

10. Staff and Expenses

a. Adequate, competent, and appropriate staff shall be provided to the Court by Holladay to conduct the business of the Court.

b. Court clerical personnel shall be deemed employees of Holladay and therefore subject to the selection, supervision, discipline and personnel policies and procedures of Holladay.

c. The cost and expenses for travel and training of clerical personnel and training sessions conducted by the Judicial Council shall be the responsibility of Holladay.

d. Holladay shall continue to assume responsibility for all expenses of the Court. In no event shall the capital or operational costs of the Court be considered as a deduction from the percentage of gross revenues to be allocated to Brighton pursuant to Paragraph 14 below.

11. Records

a. The records of the Court shall be maintained at the office of the Court but shall be made available, as required by law, to parties and the general public in accordance with the Government Records Access and Management Act as well as applicable court rules.

b. Brighton and Holladay shall work together to complete the transfer of such records as are necessary and appropriate from the Salt Lake County Justice Court to the Court to implement this Agreement, including records and files of open cases, collections and other relevant matters.

12. Prosecution

The prosecution of all cases brought before the Court in which Brighton is a party or in which the violation of Brighton ordinances is an issue, as well as all costs associated with providing indigent defense in any such cases, shall be the responsibility of Brighton.

13. Budget

The Holladay City Council shall review, determine and approve the budget for the Court.

14. Distribution of Gross Revenues

The parties have reviewed and considered the various economic benefits and consequences to both parties and other factors in order to determine the full and unique circumstances of the parties as to the appropriate and reasonable allocation of justice court revenues. Based upon this review and consideration, as well as the negotiations involved, the parties have determined that the allocation of Court gross revenues shall be as follows:

- a. The allocation and distribution of the gross revenues of the Court shall be determined and made monthly on the following basis:
 - i. Fifty per cent (50%) of the gross revenues attributable to citations issued by the Utah Highway Patrol, the Unified Police Department and any other agency which occur within the corporate boundaries of Brighton shall be allocated and distributed to Holladay.
 - ii. Fifty percent (50%) of the gross revenues attributable to citations issued by the Utah Highway Patrol, Unified Police Department and any other agency which occur within the corporate boundaries of Brighton, shall be allocated and distributed to Brighton.
- b. In those cases which are opened in the Salt Lake County Justice Court and which are transferred as open cases to the Court, if a fine has been imposed as part of a sentence and funds are continued to be collected on that case, the allocation of the revenues actually collected shall be 50% to Holladay and 50% to Brighton.
- c. “Gross revenues” means, for the purposes of this Agreement, the total of all fines and filing fees actually received by the Court, but does not include any fines, forfeitures, court or other costs assessed against a party, bail, restitution, program fees or costs allocated to Divisions of state government or the Utah State Treasurer under Utah Code 78A-7-120 including r any surcharges received pursuant to Title 51, Chapter 9, Part 4, *Utah Code Ann.*
- d. Holladay shall not be obligated to pay, nor shall Brighton be entitled to receive, any interest on the share of the gross revenues allocated and distributed to Brighton.

15. Reports

In accordance with Section 78 A-7-215, *Utah Code Ann.*, the Justice Court Judge shall file monthly reports with the Office of the Utah State Court Administrator, with copies to Brighton and Holladay. The report shall include, at the least, the number of cases, the dispositions entered, and other information as specified in forms provided by the State Court Administrator's Office. Annually, the Justice Court Judge shall appear before the Holladay City Council, if requested to do so, for the purpose of making a personal report of the Court and its activities as they pertain to the City and to respond to any inquiries of the City Council. Holladay will invite, with reasonable notice, the Brighton Town Council to attend and participate in the meeting at which the report of the Justice Court Judge is to be given.

16. Effective Date

This Agreement shall become effective as of January 1, 2026.

17. Transition

- a. All citations issued on or after January 1, 2026, will be cited and forward to the Court.
- b. All cases that are open on January 1, 2026, shall be transferred to the Court.
- c. Brighton shall notify all agencies which currently cite cases within Brighton's jurisdiction of the transfer of cases to the Court and the requirement that all citations issued on or after January 1, 2026 be cited into the Court.

18. Termination

- a. This Agreement shall continue in effect until terminated by:
 - i. The mutual consent of the parties; or
 - ii. The submission by either party, with or without cause, of a written notice one (1) year prior to the end of the other party's fiscal year.
- b. The termination shall take effect at the end of the noticed party's fiscal year.
- c. In no event shall the term of the Agreement exceed fifty (50) years.

19. Resolutions of Approval

This interlocal cooperation Agreement shall be conditioned upon adoption by resolution of the legislative body of each party in accordance with Section 11-13-202.5, *Utah Code Ann.*

20. Attorney Opinions

This interlocal cooperation agreement shall be conditioned upon the written approval of the authorized attorney of each party approving this Agreement as to its form and compatibility with State law in accordance with Section 11-13-202.5, *Utah Code Ann.*

21. Authorization

The individuals executing this Agreement on behalf of the parties confirm that they are the duly authorized representatives of the parties and are lawfully enabled to execute this Agreement on behalf of the parties.

ATTEST:

CITY OF HOLLADAY
a Utah municipal corporation

Signature: _____
Stephanie Carlson, City Recorder

Signature: _____
Robert Dahle, Mayor

APPROVED AS TO FORM:

Signature: _____
City Attorney

ATTEST:

TOWN OF BRIGHTON
a Utah municipal corporation

Signature: _____
Kara John, City Recorder

Signature: _____
Danial E. Knopp, Mayor

APPROVED AS TO FORM:

Signature: _____
Town Attorney

Tab 7



Administrative Office of the Courts

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

Ronald B. Gordon, Jr.
State Court Administrator

Neira Siaperas
Deputy Court Administrator

MEMORANDUM

To: Judicial Council
From: Michael C. Drechsel, Assistant State Court Administrator
Date: October 30, 2025
Re: Ability-to-Pay Matrix Draft

QUESTIONS FOR DISCUSSION AND ACTION:

- 1) Based upon the following Issue Explanation, should the current ability-to-pay matrix be amended?
- 2) If yes, does the Judicial Council prefer:
 - a) **COLLECTION ONE**, which preserves the current "\$0" recommendations for FTA 1, FTA 2, and FTA 3; or
 - b) **COLLECTION TWO**, which replaces those "\$0" recommendations with actual scaled financial condition amounts?

ISSUE EXPLANATION

The question for consideration is whether the Ability-to-Pay Matrix in the Code of Judicial Administration¹ (attached) should be amended to better assist judicial officers as they determine the amount of a financial condition for pretrial release.

Utah code section 77-20-205(7)(a)² states:

If [a] magistrate or judge determines that a financial condition, other than an unsecured bond, is necessary to impose as a condition of release, the magistrate or judge shall, when determining the amount of the financial condition, refer to the financial condition schedule in Section 77-20-205.5 and consider the individual's risk of failing to appear and ability to pay.

¹ The matrix is included in the Code of Judicial Administration as Appendix J., available online at: https://legacy.utcourts.gov/rules/appendices/Appendix_J/Appendix_J.pdf

² Utah Code section 77-20-205: <https://le.utah.gov/xcode/Title77/Chapter20/77-20-S205.html>

The statutory financial condition schedule was created in 2025³ and is located in Utah Code section 77-20-205.5. The schedule outlines a statutory amount for each level of offense, as follows:

LEVEL OF OFFENSE	STATUTORY AMOUNT
First degree felony	\$20,000 <i>\$25,000 if offense includes a minimum mandatory sentence</i>
Second degree felony	\$10,000
Third degree felony	\$5,000
Class A misdemeanor	\$2,000
Class B misdemeanor	\$700 <i>\$150 if local ordinance</i>
Class C misdemeanor	\$350 <i>\$80 if local ordinance</i>
Infraction	\$130 <i>\$25 if local ordinance</i>

In connection with referring to the financial condition schedule, the judicial officer must consider the individual's risk of failing to appear and the individual's ability to pay a financial condition. In addition, Rule 9 of the Utah Rules of Criminal Procedure requires a magistrate to impose the least restrictive reasonably available conditions of release reasonably necessary to ensure appearance, the integrity of the criminal justice process, the safety of any witnesses / victims, and the safety and welfare of the public / community.⁴

In November 2020, the Judicial Council adopted the current ability-to-pay matrix. The matrix provides recommended financial condition amounts based upon federal poverty guideline information and the Public Safety Assessment ("PSA") risk score for failure to appear. Other than annual federal poverty guideline adjustments, the matrix has not been modified since it was adopted in November 2020.

The matrix is incorporated into the electronic probable cause system judicial officers use when reviewing warrantless arrests and setting conditions of release. When the judiciary receives information from law enforcement regarding household size and annual income AND there is a PSA with a FTA risk score, the probable cause system will automatically pre-populate the recommended amount from the matrix into the field in the probable cause system that contains the amount of a financial condition of release that a judicial officer includes in their release order.⁵ The matrix currently contains — and is used to pre-populate — recommended amounts that are markedly different from the amounts outlined in the statutory financial condition schedule.

³ HB0562 is available online at: <https://le.utah.gov/~2025/bills/static/hb0562.html>

⁴ <https://legacy.utcourts.gov/rules/view.php?type=urcrp&rule=9>

⁵ If household size, annual income, or a PSA is not available, the system is unable to pre-populate a financial condition amount from the ability-to-pay matrix. Judges always retain discretion to set a financial condition in an amount they determine to be most appropriate based upon the circumstances of the case.

Staff at the Administrative Office of the Courts has met with the Board of District Court Judges and the Board of Justice Court Judges seeking feedback on whether the matrix should be amended to better assist judicial officers to comply with the requirements of Utah Code section 77-20-205(7)(a). The boards agree that — given the statutory changes that have occurred since 2020, and most recently in 2025 — the matrix is not a useful tool in its current form. The boards also agree that the matrix should be modified to incorporate the requirements of Utah Code section 77-20-205(7)(a).

Based upon that feedback from the boards, staff assembled two different collections of the matrix for the boards to review. Both collections incorporated the statutory financial condition schedule, which resulted in six matrices in each collection — F1, F2, F3, MA, MB, and MC. Each of the six matrices starts by placing the relevant statutory financial condition schedule amount in the lower right-hand corner and then plotting reduced amounts across the remaining cells in the matrix as FTA risk score and ability to pay decrease. The primary difference between the two collections is:

- **COLLECTION ONE** (attached): continues to recommend “\$0” for any individual who has a failure to appear risk score of FTA 1, FTA 2, or FTA 3; and
- **COLLECTION TWO** (attached): eliminates the “\$0” figures from the matrix and recommends some level of financial condition across all risk scores and federal poverty guideline levels.

Elimination of the “\$0” recommendations in Collection Two is the result of data analysis, which indicates that — when imposing a financial condition of release — the decisions of the vast majority of judges do not align with the \$0 recommended amounts indicated on the matrix (see attached district-by-district tables).⁶ It also appears to be the case that the decisions do not generally reflect any meaningful relationship with the FTA risk score.

In October, staff presented these modified matrices to the boards. The Board of District Court Judges expressed a mild preference for Collection One, preserving the \$0 amounts in the current matrix for failure to appear risk scores FTA 1, FTA 2, and FTA 3. This preference results from judges’ experience with setting financial conditions of release, where if the amount is too low, the defendant may be unable to secure a bail bond. Meanwhile, the Board of Justice Court Judges expressed a preference for Collection Two.

⁶ These tables incorporate CY2022 – CY2024 data from the electronic probable cause system. The averages only reference the temporary pretrial status orders that included a financial condition that was \$100 or greater. The data does not include any decisions made outside of the electronic probable cause system (i.e., at initial appearance, etc.). The data is presented by failure to appear risk score (as indicated in the Public Safety Assessment) and by level of offense (being the highest level of offense included in the underlying probable cause submission).

2025 Federal Poverty Guidelines:

ANNUAL INCOME	Poverty Level			
Family Size	≤ 100%	101% - 150%	151% - 199%	200+%
1	\$15,650	\$15,651 - \$23,475	\$23,476 - \$31,299	\$31,300
2	\$21,150	\$21,151 - \$31,725	\$31,726 - \$42,299	\$42,300
3	\$26,650	\$26,651 - \$39,975	\$39,976 - \$53,299	\$53,300
4	\$32,150	\$32,151 - \$48,225	\$48,226 - \$64,299	\$64,300
5	\$37,650	\$37,651 - \$56,475	\$56,476 - \$75,299	\$75,300
6	\$43,150	\$43,151 - \$64,725	\$64,726 - \$86,299	\$86,300
7	\$48,650	\$48,651 - \$72,975	\$72,976 - \$97,299	\$97,300
8	\$54,150	\$54,151 - \$81,225	\$81,226 - \$108,299	\$108,300
9	\$59,650	\$59,651 - \$89,475	\$89,476 - \$119,299	\$119,300
10	\$65,150	\$65,151 - \$97,725	\$97,726 - \$130,299	\$130,300
For each additional person add \$5,500				
78B-22-202				

If monetary bail is deemed a least restrictive, reasonably available condition necessary to ensure appearance, below is the recommended amount:					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$0	\$0	\$0	\$0
	FTA 2 (85%)	\$0	\$0	\$0	\$0
	FTA 3 (80%)	\$0	\$0	\$0	\$0
	FTA 4 (69%)	\$100	\$250	\$750	\$1,000
	FTA 5 (65%)	\$250	\$500	\$1,250	\$2,500
	FTA 6 (60%)	\$500	\$1,000	\$2,500	\$5,000 **

* Average appearance rate for individuals with the same risk score in the PSA validation study.

** Setting monetary bail is a highly fact dependent decision. The recommended amounts do not reflect the maximum amount a judge may order. Judges should ordinarily impose monetary bail based on a person's ability-to-pay. However, judges continue to have the same discretion to deviate from the recommended amounts as they had under the "Uniform Fine and Bail Schedule" provided judges conduct an individualized assessment of ability-to-pay and risk. For example, if the defendant's income is higher than 200% of the poverty level and the circumstances surrounding the arrest or charge indicate a significant flight risk, a judge might determine that a higher monetary amount is necessary to incentivize that particular defendant to appear in court.

NOTES:

[Utah Code § 77-20-205\(7\)\(a\)](#): "If the magistrate or judge determines that a financial condition, other than an unsecured bond, is necessary to impose as a condition of release, the magistrate or judge shall, when determining the amount of the financial condition, refer to the financial condition schedule in Section 77-20-205.5 and consider the individual's risk of failing to appear and ability to pay."

The purpose behind all forms of financial release (secured bond, unsecured bond, cash, etc.) is to incentivize an individual to appear in court. There is no rational relationship between money and public safety, so the criminal activity scores on the PSA are not factored into the recommended dollar amounts. No financial condition is recommended when the FTA score is lower than 4 because the likelihood of appearance for scores 1-3 is very high (FTA 1 = 90%, FTA 2 = 85%, FTA 3 = 80%), compared to a significant drop starting at FTA 4 (FTA 4 = 69%, FTA 5 = 65%, FTA 6 = 60%).

If the individual and/or the circumstances surrounding the case indicate a public safety risk, non-financial conditions should be considered in lieu of or in addition to financial conditions of release. If the individual poses a significant public safety risk, determine whether they are eligible for a no-bail hold under [Utah Code § 77-20-201](#). Judges may delay issuing a pretrial status order if a prosecutor files a motion for detention under [Utah Code §§ 77-20-205\(2\)](#) and [77-20-206](#).

The maximum recommended amount is \$5,000 because:

1. there is a presumption of own recognizance release;
2. the court is directed to determine the "least restrictive" condition necessary to "reasonably ensure" appearance in court;
3. even for those with the highest FTA risk (FTA 6), the likelihood of appearance is still relatively high at 60%;
4. collateral consequences of an over-reliance on money can include loss of housing / jobs / custody, car repossession, interruption in medication and medical care, etc.;
5. holding low-risk defendants for even 2-3 days increases their risk of recidivism by almost 40% compared those held no more than 24 hours; and
6. public safety risk will be considered separately from, and in addition to, failure to appear risk.

The ability-to-pay matrix may be used to determine monetary bail amounts for every financial condition type including cash, credit/debit cards, and secured / unsecured bonds.

COLLECTION ONE

CLASS C MISDEMEANOR					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$0	\$0	\$0	\$0
	FTA 2 (85%)	\$0	\$0	\$0	\$0
	FTA 3 (80%)	\$0	\$0	\$0	\$0
	FTA 4 (69%)	\$175	\$210	\$245	\$280
	FTA 5 (65%)	\$210	\$245	\$280	\$315
	FTA 6 (60%)	\$245	\$280	\$315	\$350

THIRD DEGREE FELONY					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$0	\$0	\$0	\$0
	FTA 2 (85%)	\$0	\$0	\$0	\$0
	FTA 3 (80%)	\$0	\$0	\$0	\$0
	FTA 4 (69%)	\$2,500	\$3,000	\$3,500	\$4,000
	FTA 5 (65%)	\$3,000	\$3,500	\$4,000	\$4,500
	FTA 6 (60%)	\$3,500	\$4,000	\$4,500	\$5,000

CLASS B MISDEMEANOR					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$0	\$0	\$0	\$0
	FTA 2 (85%)	\$0	\$0	\$0	\$0
	FTA 3 (80%)	\$0	\$0	\$0	\$0
	FTA 4 (69%)	\$350	\$400	\$450	\$500
	FTA 5 (65%)	\$450	\$500	\$550	\$600
	FTA 6 (60%)	\$550	\$600	\$650	\$700

SECOND DEGREE FELONY					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$0	\$0	\$0	\$0
	FTA 2 (85%)	\$0	\$0	\$0	\$0
	FTA 3 (80%)	\$0	\$0	\$0	\$0
	FTA 4 (69%)	\$5,000	\$6,000	\$7,000	\$8,000
	FTA 5 (65%)	\$6,000	\$7,000	\$8,000	\$9,000
	FTA 6 (60%)	\$7,000	\$8,000	\$9,000	\$10,000

CLASS A MISDEMEANOR					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$0	\$0	\$0	\$0
	FTA 2 (85%)	\$0	\$0	\$0	\$0
	FTA 3 (80%)	\$0	\$0	\$0	\$0
	FTA 4 (69%)	\$750	\$1,000	\$1,250	\$1,500
	FTA 5 (65%)	\$1,000	\$1,250	\$1,500	\$1,750
	FTA 6 (60%)	\$1,250	\$1,500	\$1,750	\$2,000

FIRST DEGREE FELONY [if offense is subject to minimum mandatory, add \$5,000]					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$0	\$0	\$0	\$0
	FTA 2 (85%)	\$0	\$0	\$0	\$0
	FTA 3 (80%)	\$0	\$0	\$0	\$0
	FTA 4 (69%)	\$10,000	\$12,000	\$14,000	\$16,000
	FTA 5 (65%)	\$12,000	\$14,000	\$16,000	\$18,000
	FTA 6 (60%)	\$14,000	\$16,000	\$18,000	\$20,000

COLLECTION TWO

CLASS C MISDEMEANOR					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$100	\$120	\$140	\$175
	FTA 2 (85%)	\$120	\$140	\$175	\$210
	FTA 3 (80%)	\$140	\$175	\$210	\$245
	FTA 4 (69%)	\$175	\$210	\$245	\$280
	FTA 5 (65%)	\$210	\$245	\$280	\$315
	FTA 6 (60%)	\$245	\$280	\$315	\$350

THIRD DEGREE FELONY					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$1,000	\$1,500	\$2,000	\$2,500
	FTA 2 (85%)	\$1,500	\$2,000	\$2,500	\$3,000
	FTA 3 (80%)	\$2,000	\$2,500	\$3,000	\$3,500
	FTA 4 (69%)	\$2,500	\$3,000	\$3,500	\$4,000
	FTA 5 (65%)	\$3,000	\$3,500	\$4,000	\$4,500
	FTA 6 (60%)	\$3,500	\$4,000	\$4,500	\$5,000

CLASS B MISDEMEANOR					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$200	\$225	\$250	\$300
	FTA 2 (85%)	\$275	\$300	\$325	\$350
	FTA 3 (80%)	\$325	\$350	\$375	\$400
	FTA 4 (69%)	\$350	\$400	\$450	\$500
	FTA 5 (65%)	\$450	\$500	\$550	\$600
	FTA 6 (60%)	\$550	\$600	\$650	\$700

SECOND DEGREE FELONY					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$2,000	\$3,000	\$4,000	\$5,000
	FTA 2 (85%)	\$3,000	\$4,000	\$5,000	\$6,000
	FTA 3 (80%)	\$4,000	\$5,000	\$6,000	\$7,000
	FTA 4 (69%)	\$5,000	\$6,000	\$7,000	\$8,000
	FTA 5 (65%)	\$6,000	\$7,000	\$8,000	\$9,000
	FTA 6 (60%)	\$7,000	\$8,000	\$9,000	\$10,000

CLASS A MISDEMEANOR					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$500	\$550	\$650	\$750
	FTA 2 (85%)	\$550	\$650	\$750	\$1,000
	FTA 3 (80%)	\$650	\$750	\$1,000	\$1,250
	FTA 4 (69%)	\$750	\$1,000	\$1,250	\$1,500
	FTA 5 (65%)	\$1,000	\$1,250	\$1,500	\$1,750
	FTA 6 (60%)	\$1,250	\$1,500	\$1,750	\$2,000

FIRST DEGREE FELONY					
<i>[if offense is subject to minimum mandatory, add \$5,000]</i>					
Poverty Level:		≤ 100%	101% - 150%	151% - 199%	200+%
PSA FTA Risk Score: *	FTA 1 (90%)	\$7,000	\$8,000	\$9,000	\$10,000
	FTA 2 (85%)	\$8,000	\$9,000	\$10,000	\$12,000
	FTA 3 (80%)	\$9,000	\$10,000	\$12,000	\$14,000
	FTA 4 (69%)	\$10,000	\$12,000	\$14,000	\$16,000
	FTA 5 (65%)	\$12,000	\$14,000	\$16,000	\$18,000
	FTA 6 (60%)	\$14,000	\$16,000	\$18,000	\$20,000

FIRST DISTRICT

This table shows CY2022 – CY2024 data for temporary pretrial status orders that included a financial condition. This data does not include any decisions made outside of the electronic probable cause system (i.e., at initial appearance, etc.). The data is presented by failure to appear risk score (as indicated in the Public Safety Assessment) and by level of offense (being the highest level of offense included in the underlying probable cause submission).

	F1		F2		F3		MA		MB		MC		TOTAL	
	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average
FTA 1	4	\$28,125	29	\$10,448	75	\$6,107	78	\$2,823	140	\$1,622	4	\$495	330	\$4,009
FTA 2	16	\$37,192	54	\$8,814	123	\$6,042	187	\$2,849	246	\$1,721	10	\$409	636	\$4,362
FTA 3	7	\$25,000	45	\$8,861	127	\$5,735	143	\$2,520	176	\$1,640	4	\$738	502	\$3,892
FTA 4	5	\$7,700	42	\$9,402	102	\$4,959	156	\$2,735	107	\$1,484	10	\$696	422	\$3,630
FTA 5	1	\$20,000	13	\$10,135	73	\$4,882	118	\$2,724	83	\$1,488	11	\$489	299	\$3,206
FTA 6	1	\$2,500	12	\$11,625	31	\$5,095	92	\$3,580	72	\$2,123	15	\$1,211	223	\$3,589
NO FTA SCORE	7	\$33,929	45	\$9,385	101	\$5,339	142	\$2,734	215	\$1,595	10	\$509	520	\$3,722
DISTRICT TOTALS	41	\$28,807	240	\$9,442	632	\$5,521	916	\$2,815	1,039	\$1,653	64	\$697	2,932	\$3,846
STATE TOTALS	351	\$20,527	4,094	\$6,662	10,024	\$4,821	16,499	\$2,277	21,140	\$1,561	2,318	\$577	54,463	\$2,841

SECOND DISTRICT

This table shows CY2022 – CY2024 data for temporary pretrial status orders that included a financial condition. This data does not include any decisions made outside of the electronic probable cause system (i.e., at initial appearance, etc.). The data is presented by failure to appear risk score (as indicated in the Public Safety Assessment) and by level of offense (being the highest level of offense included in the underlying probable cause submission).

	F1		F2		F3		MA		MB		MC		TOTAL	
	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average
FTA 1			11	\$14,455	36	\$4,132	44	\$1,648	193	\$791	12	\$369	296	\$1,815
FTA 2	5	\$18,000	49	\$5,791	109	\$3,929	147	\$2,145	559	\$1,122	97	\$438	967	\$1,848
FTA 3	11	\$13,545	89	\$6,604	162	\$3,531	237	\$2,094	539	\$1,212	97	\$565	1,135	\$2,214
FTA 4	6	\$4,500	47	\$6,112	163	\$3,567	266	\$1,931	492	\$1,143	79	\$485	1,055	\$1,906
FTA 5	7	\$8,643	68	\$5,695	202	\$3,334	412	\$2,050	648	\$1,056	98	\$599	1,437	\$1,886
FTA 6	8	\$6,875	75	\$6,207	208	\$3,709	522	\$2,260	619	\$1,146	128	\$579	1,561	\$2,086
NO FTA SCORE	7	\$35,000	88	\$6,455	209	\$3,435	335	\$2,300	1,161	\$1,264	144	\$470	1,947	\$1,971
DISTRICT TOTALS	44	\$14,239	427	\$6,413	1,089	\$3,575	1,963	\$2,136	4,211	\$1,153	655	\$520	8,398	\$1,983
STATE TOTALS	351	\$20,527	4,094	\$6,662	10,024	\$4,821	16,499	\$2,277	21,140	\$1,561	2,318	\$577	54,463	\$2,841

THIRD DISTRICT

This table shows CY2022 – CY2024 data for temporary pretrial status orders that included a financial condition. This data does not include any decisions made outside of the electronic probable cause system (i.e., at initial appearance, etc.). The data is presented by failure to appear risk score (as indicated in the Public Safety Assessment) and by level of offense (being the highest level of offense included in the underlying probable cause submission).

	F1		F2		F3		MA		MB		MC		TOTAL	
	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average
FTA 1	25	\$19,640	301	\$6,697	533	\$5,146	462	\$1,990	602	\$1,513	18	\$365	1,941	\$3,651
FTA 2	17	\$10,059	162	\$6,455	400	\$6,715	547	\$2,056	499	\$2,518	20	\$791	1,645	\$3,830
FTA 3	16	\$10,234	236	\$4,397	493	\$6,203	550	\$1,724	385	\$2,671	24	\$706	1,705	\$3,668
FTA 4	15	\$6,733	205	\$3,557	436	\$5,518	567	\$1,747	392	\$2,071	37	\$949	1,653	\$3,069
FTA 5	26	\$9,394	294	\$4,201	561	\$5,005	950	\$1,782	554	\$1,728	64	\$955	2,450	\$2,857
FTA 6	27	\$7,074	538	\$3,952	1,160	\$3,362	1,911	\$1,617	1,097	\$1,460	124	\$679	4,858	\$2,263
NO FTA SCORE	3	\$15,333	110	\$6,132	229	\$11,639	293	\$2,003	459	\$2,003	24	\$1,106	1,119	\$4,396
DISTRICT TOTALS	129	\$10,915	1,846	\$4,802	3,812	\$5,316	5,280	\$1,771	3,988	\$1,877	311	\$792	15,371	\$3,098
STATE TOTALS	351	\$20,527	4,094	\$6,662	10,024	\$4,821	16,499	\$2,277	21,140	\$1,561	2,318	\$577	54,463	\$2,841

FOURTH DISTRICT

This table shows CY2022 – CY2024 data for temporary pretrial status orders that included a financial condition. This data does not include any decisions made outside of the electronic probable cause system (i.e., at initial appearance, etc.). The data is presented by failure to appear risk score (as indicated in the Public Safety Assessment) and by level of offense (being the highest level of offense included in the underlying probable cause submission).

	F1		F2		F3		MA		MB		MC		TOTAL	
	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average
FTA 1	7	\$20,714	152	\$7,212	357	\$4,386	576	\$2,332	1,373	\$1,573	18	\$733	2,484	\$2,545
FTA 2	7	\$16,429	135	\$8,074	355	\$4,396	719	\$2,436	1,238	\$1,633	25	\$618	2,479	\$2,644
FTA 3	10	\$13,250	155	\$8,277	500	\$4,371	831	\$2,485	890	\$1,534	35	\$577	2,424	\$2,909
FTA 4	12	\$10,667	104	\$7,291	391	\$4,462	701	\$2,566	634	\$1,557	41	\$561	1,884	\$2,887
FTA 5	4	\$9,438	105	\$8,386	377	\$4,385	874	\$2,602	713	\$1,651	62	\$791	2,139	\$2,840
FTA 6	3	\$8,333	46	\$9,174	293	\$4,984	969	\$3,125	714	\$1,792	82	\$1,076	2,111	\$2,986
NO FTA SCORE	7	\$36,429	48	\$8,615	136	\$4,065	272	\$2,283	456	\$1,486	41	\$519	964	\$2,637
DISTRICT TOTALS	50	\$16,765	745	\$7,978	2,409	\$4,451	4,942	\$2,607	6,018	\$1,606	304	\$758	14,485	\$2,782
STATE TOTALS	351	\$20,527	4,094	\$6,662	10,024	\$4,821	16,499	\$2,277	21,140	\$1,561	2,318	\$577	54,463	\$2,841

FIFTH DISTRICT

This table shows CY2022 – CY2024 data for temporary pretrial status orders that included a financial condition. This data does not include any decisions made outside of the electronic probable cause system (i.e., at initial appearance, etc.). The data is presented by failure to appear risk score (as indicated in the Public Safety Assessment) and by level of offense (being the highest level of offense included in the underlying probable cause submission).

	F1		F2		F3		MA		MB		MC		TOTAL	
	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average
FTA 1	3	\$23,333	104	\$8,817	219	\$4,289	247	\$2,100	415	\$1,520	19	\$343	1,007	\$3,061
FTA 2	3	\$30,833	83	\$5,861	210	\$4,024	331	\$2,137	470	\$1,713	48	\$330	1,145	\$2,578
FTA 3	11	\$108,409	75	\$7,360	204	\$4,107	298	\$2,283	354	\$1,915	56	\$440	998	\$3,973
FTA 4	5	\$11,000	68	\$5,724	214	\$4,145	293	\$2,234	341	\$1,350	66	\$501	987	\$2,512
FTA 5	1	\$50,000	46	\$8,321	150	\$4,397	227	\$2,378	356	\$1,297	80	\$479	860	\$2,479
FTA 6	2	\$20,000	17	\$7,206	80	\$4,463	200	\$2,879	278	\$1,700	83	\$627	660	\$2,455
NO FTA SCORE	4	\$56,250	98	\$7,054	224	\$3,630	380	\$1,895	694	\$1,566	121	\$521	1,521	\$2,367
DISTRICT TOTALS	29	\$59,483	491	\$7,212	1,301	\$4,104	1,976	\$2,225	2,908	\$1,580	473	\$494	7,178	\$2,763
STATE TOTALS	351	\$20,527	4,094	\$6,662	10,024	\$4,821	16,499	\$2,277	21,140	\$1,561	2,318	\$577	54,463	\$2,841

SIXTH DISTRICT

This table shows CY2022 – CY2024 data for temporary pretrial status orders that included a financial condition. This data does not include any decisions made outside of the electronic probable cause system (i.e., at initial appearance, etc.). The data is presented by failure to appear risk score (as indicated in the Public Safety Assessment) and by level of offense (being the highest level of offense included in the underlying probable cause submission).

	F1		F2		F3		MA		MB		MC		TOTAL	
	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average
FTA 1	3	\$16,667	33	\$19,659	62	\$6,090	86	\$2,436	184	\$1,399	13	\$308	381	\$4,061
FTA 2	4	\$22,350	16	\$9,491	44	\$5,061	105	\$2,535	223	\$1,400	26	\$318	419	\$2,508
FTA 3	3	\$18,570	10	\$9,550	54	\$7,426	88	\$2,913	165	\$1,306	47	\$672	367	\$2,876
FTA 4	2	\$23,350	10	\$6,200	30	\$5,974	79	\$2,561	95	\$1,445	26	\$386	242	\$2,635
FTA 5			14	\$7,893	31	\$6,237	47	\$3,176	79	\$1,401	10	\$319	181	\$3,132
FTA 6			3	\$18,333	18	\$7,683	48	\$3,824	51	\$1,142	15	\$353	135	\$3,262
NO FTA SCORE	3	\$13,993	27	\$15,522	57	\$7,699	111	\$2,692	276	\$1,491	27	\$359	502	\$3,237
DISTRICT TOTALS	15	\$18,919	113	\$13,652	296	\$6,591	564	\$2,777	1,073	\$1,401	164	\$439	2,227	\$3,109
STATE TOTALS	351	\$20,527	4,094	\$6,662	10,024	\$4,821	16,499	\$2,277	21,140	\$1,561	2,318	\$577	54,463	\$2,841

SEVENTH DISTRICT

This table shows CY2022 – CY2024 data for temporary pretrial status orders that included a financial condition. This data does not include any decisions made outside of the electronic probable cause system (i.e., at initial appearance, etc.). The data is presented by failure to appear risk score (as indicated in the Public Safety Assessment) and by level of offense (being the highest level of offense included in the underlying probable cause submission).

	F1		F2		F3		MA		MB		MC		TOTAL	
	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average
FTA 1			5	\$12,000	11	\$4,482	35	\$3,234	125	\$1,908	9	\$289	185	\$2,506
FTA 2	2	\$60,000	12	\$14,375	38	\$6,153	74	\$2,722	203	\$1,546	36	\$352	366	\$2,882
FTA 3	3	\$16,667	12	\$13,563	35	\$5,207	57	\$3,121	134	\$1,750	37	\$393	278	\$2,957
FTA 4	1	\$100,000	13	\$17,769	10	\$5,045	50	\$3,123	97	\$1,422	38	\$436	209	\$3,311
FTA 5			6	\$17,500	22	\$11,248	36	\$2,642	57	\$1,648	28	\$599	149	\$3,747
FTA 6	2	\$40,000	9	\$13,244	16	\$8,591	43	\$4,716	52	\$1,404	17	\$816	139	\$4,506
NO FTA SCORE	7	\$50,714	53	\$10,650	77	\$7,292	144	\$3,427	378	\$1,787	26	\$546	685	\$3,889
DISTRICT TOTALS	15	\$47,000	110	\$12,863	209	\$6,996	439	\$3,280	1,046	\$1,690	191	\$478	2,011	\$3,422
STATE TOTALS	351	\$20,527	4,094	\$6,662	10,024	\$4,821	16,499	\$2,277	21,140	\$1,561	2,318	\$577	54,463	\$2,841

EIGHTH DISTRICT

This table shows CY2022 – CY2024 data for temporary pretrial status orders that included a financial condition. This data does not include any decisions made outside of the electronic probable cause system (i.e., at initial appearance, etc.). The data is presented by failure to appear risk score (as indicated in the Public Safety Assessment) and by level of offense (being the highest level of offense included in the underlying probable cause submission).

	F1		F2		F3		MA		MB		MC		TOTAL	
	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average	Count	Average
FTA 1			7	\$10,714	16	\$3,594	25	\$2,588	90	\$1,714	8	\$606	146	\$2,441
FTA 2	3	\$8,333	28	\$11,214	39	\$3,615	53	\$2,379	156	\$1,592	20	\$378	299	\$2,883
FTA 3	9	\$8,333	21	\$5,929	56	\$4,299	80	\$2,865	144	\$1,627	26	\$528	336	\$2,730
FTA 4	6	\$10,417	26	\$6,769	40	\$4,642	59	\$2,730	115	\$1,510	25	\$446	273	\$2,823
FTA 5	6	\$25,833	18	\$5,958	44	\$4,358	70	\$2,799	115	\$1,759	30	\$589	284	\$3,064
FTA 6	2	\$7,500	12	\$5,792	51	\$4,706	93	\$3,235	96	\$1,645	26	\$582	280	\$2,852
NO FTA SCORE	2	\$52,500	10	\$9,500	30	\$4,850	39	\$2,071	141	\$1,652	21	\$452	243	\$2,752
DISTRICT TOTALS	28	\$15,625	122	\$7,879	276	\$4,356	419	\$2,765	857	\$1,638	156	\$510	1,861	\$2,818
STATE TOTALS	351	\$20,527	4,094	\$6,662	10,024	\$4,821	16,499	\$2,277	21,140	\$1,561	2,318	\$577	54,463	\$2,841

Tab 8



Salt Lake City Justice Court

Judge Jojo Liu
Presiding Judge

November 13, 2025

Kate Fairchild
Court Administrator

MEMORANDUM

To: Judicial Council

From: Salt Lake City Justice Court
Jojo Liu, Presiding Judge
Kate Fairchild, Court Administrator

Re: Request for Increased Judicial Capacity

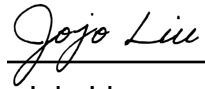
The mission of the Salt Lake City Justice Court ("Justice Court") is to uphold the highest standards of fairness, justice, professionalism, and respect for those we serve. To maintain these standards, the Court must have adequate resources to ensure the efficient administration of justice and the protection of constitutional rights. Over the past two decades, steady population growth throughout the State of Utah has driven consistent increases in Court caseloads. Coupled with caseload increases since December 2025 related to changes in enforcement priorities in Salt Lake City, this growth has placed an unprecedented strain on the Court's limited resources and now limits the ability of the Justice Court to provide timely and equitable access to justice.

During this same period, the Justice Court has seen minimal growth in its judicial capacity, having expanded from four full-time judges and one part-time judge to five full-time judges. Salt Lake City has seen extensive population growth, increased enforcement activity, and greater caseload complexity, yet judicial resources have not kept pace. Over the past decade, the Court's overall caseload has increased by approximately 10% compared to its highest point. Furthermore, the Court's criminal caseload has increased by a staggering 73% in the same timeframe, which accounts for the Court's most complex and time-consuming matters. In addition to these numbers, according to the Administrative Office of the Courts' weighted caseload methodology, the Justice Court now requires 6.31 judges to meet current workload demands.

The Justice Court remains fully committed to the responsible stewardship of judicial resources and as such, in addition to this request, the Court acknowledges that should a current appointed judge retire or vacate their position, the Court will renew its request for a sixth judge to Judicial Council rather than seeking an immediate replacement. This approach ensures that the Council retains the flexibility necessary to evaluate judicial needs at the time.

In support of this request, the Court has attached letters from the Salt Lake City Mayor's Office and Salt Lake City Police Department. These letters reflect unified support across City leadership and underscores the urgent need to align judicial capacity with the needs of the community.

The Justice Court hereby requests authorization for a sixth full-time judgeship to meet the documented workload, to reduce delays, and uphold the level of service expected by the public and required by the Judiciary.

A handwritten signature in cursive script that reads "Jojo Liu".

Jojo Liu
Presiding Judge

A handwritten signature in cursive script that reads "Katherine Fairchild".

Kate Fairchild
Court Administrator



November 15, 2025

Dear members of the Judicial Council,

I write today in support of a sixth judgeship for the Salt Lake City Justice Court. Over the past 23 years, our City's judicial capacity has grown by only half a position while our population, enforcement, and caseload complexity have steadily increased. Our five judges now manage very high-volume, diverse dockets—many involving individuals with needs relating to mental health, substance use, or homelessness that require careful attention. The limitation in judicial capacity directly affects the Court's ability to resolve cases, which in turn negatively impacts our community.

The Administrative Office of the Courts' methodology indicates the Justice Court has a need for 6.31 judges, thereby supporting a sixth judgeship. Additionally, programs like Project CONNECT—our initiative focused on the small number of individuals with the highest contacts with police and courts—depend on sufficient judicial capacity. Project CONNECT seeks to intervene earlier and more effectively for these individuals, but a specialized calendar or dedicated judge cannot be established while judges are stretched across all service demands.

Salt Lake City is fully committed to funding and supporting this additional judgeship responsibly, recognizing the careful stewardship the Court exercises over resources. At the same time, ensuring timely, fair resolution of cases and supporting initiatives like Project CONNECT requires this investment now. Approving a sixth judgeship will stabilize dockets, reduce continuances, allow judges to devote appropriate attention to each case, and strengthen programs that improve outcomes for both individuals and our broader community.

Thank you for your consideration and for your ongoing service to Salt Lake City.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Mendenhall".

Erin Mendenhall
Salt Lake City Mayor

ERIN MENDENHALL
Mayor



POLICE DEPARTMENT

BRIAN REDD
Chief of Police

To the Members of the Judicial Council,

Thank you for your continued collaboration and for revisiting Salt Lake City's request regarding judicial staffing. I appreciate the Council's willingness to consider additional support to the Salt Lake City Justice Court.

Our call volumes and case demands have continued to increase. Any additional support will provide much-needed relief to both the courts and our officers and will improve case processing, reduce bottlenecks, and ensure the community receives efficient and effective service.

Any additional support will make a meaningful difference for the City, the Police Department, and the residents we collectively serve.

Thank you again for your partnership and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Redd", is written above the printed name.

Brian Redd
Chief of Police
Salt Lake City Police Department

Salt Lake City Justice Court (SLCJC)

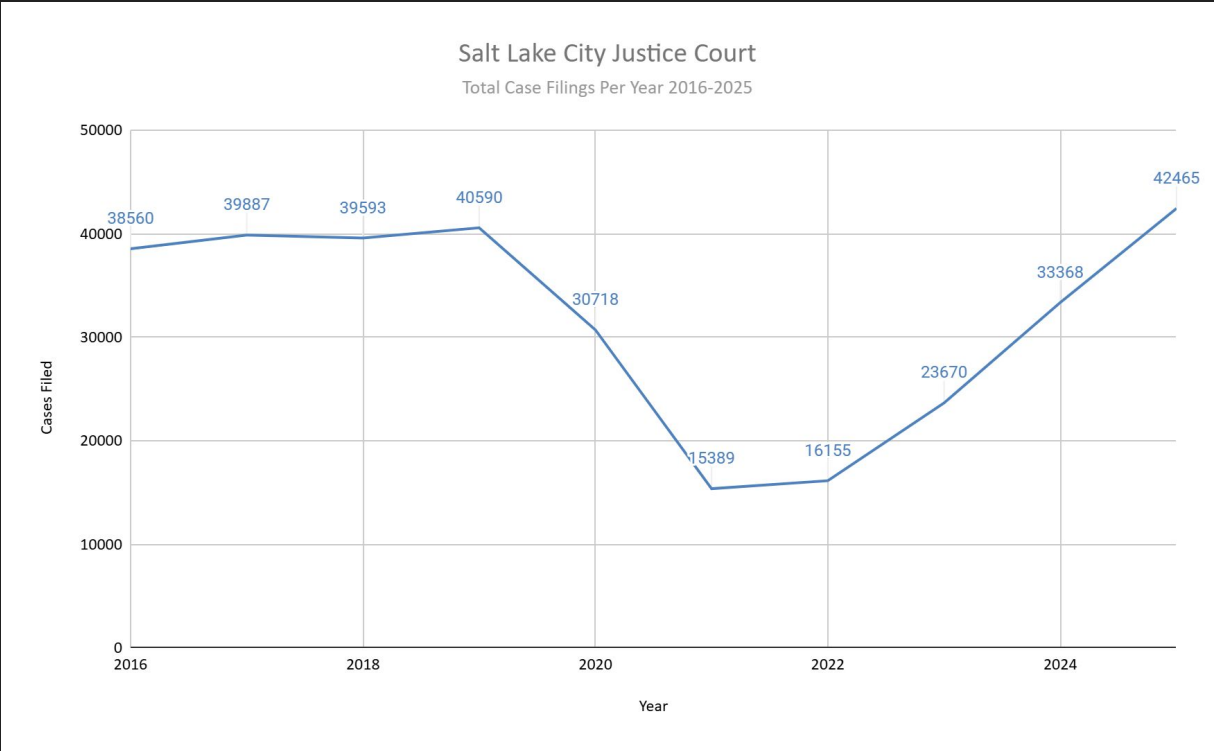
Presented by Kate Fairchild & Judge Jojo Liu

Request for Authorization of Judicial Appointment

The Salt Lake City Justice Court hereby requests approval from the Judicial Council for:

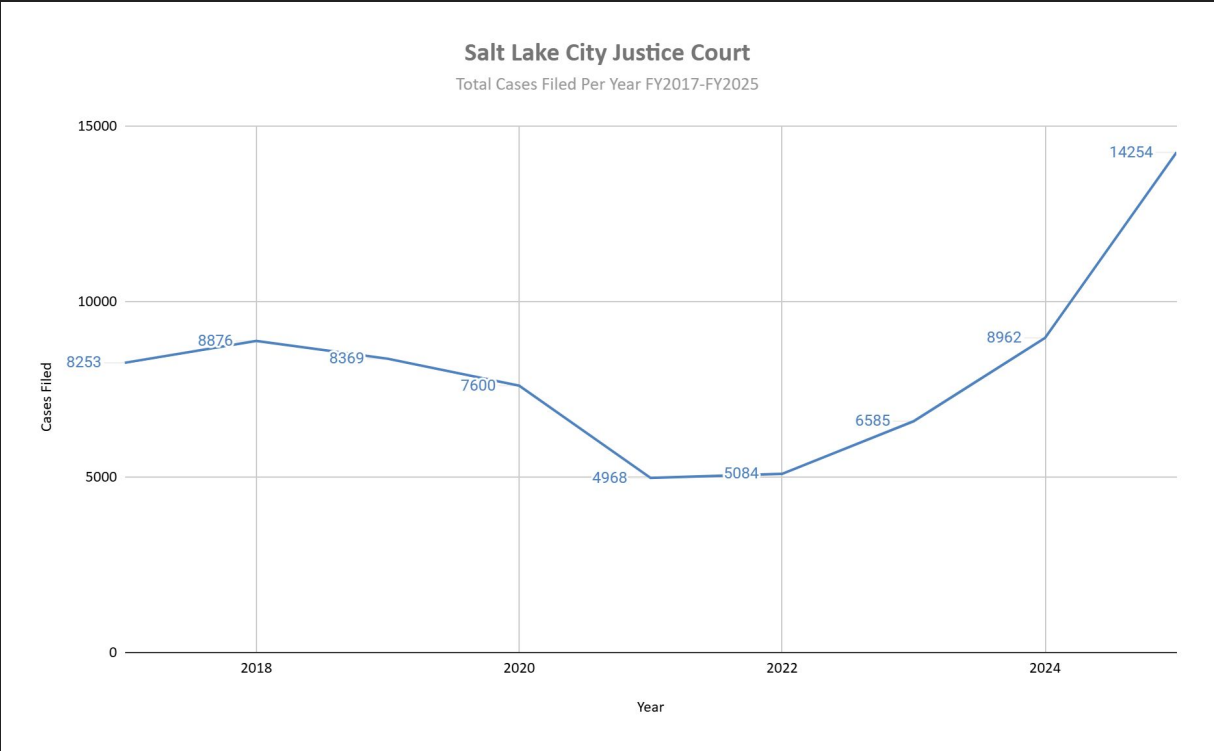
- **A sixth full-time judge**
 - **With the condition that the Justice Court will renew its request to Judicial Council for a sixth judgeship upon the retirement of one of its current judges**
 - **Anticipated retirement is in 2031**

Total Case Filings



*This chart demonstrates a 10% increase in total filings since 2016

Criminal Case Filings Per Year



*This chart demonstrates a 73% increase in criminal filings since 2016

AOC Weighted Caseload Methodology

The Administrative Office of the Courts provided the Justice Court with the results from their weighted caseload methodology.

The methodology evaluates the following:

- Count of work—typically a three-year average of filings and event counts
- Weights—Amount of time needed to complete various case-related tasks
 - Weights are not released publicly
- Standard Year—The amount of time available for judicial officers to perform work

The results from the most recent study included fiscal years **2023, 2024, and 2025**.

At this time, the **AOC recommends 6.31 judges** for the Salt Lake City Justice Court.

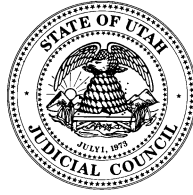
**6.31
Judges**

Thank You

Kate Fairchild
Court Administrator
katief@utcourts.gov

Judge Jojo Liu
Presiding Judge
jjliu@utcourts.gov

Tab 9



Administrative Office of the Courts

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

October 30, 2025

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

MEMORANDUM

TO: The Judicial Council

FROM: Alyson McAllister, Stewart Harman, and Jace Willard

RE: Annual Report on the Model Utah Civil Jury Instructions Committee

The Judicial Council's Standing Committee on the Model Utah Civil Jury Instructions (MUJI-Civil) is comprised of district judges, an equal mix of attorneys primarily representing plaintiffs and attorneys primarily representing defendants, and a linguist. This year, a few changes were made to the membership of the Committee. The Committee has a new vice chair, a new plaintiff's attorney member, a new defense attorney member, and a new recording secretary. The current membership list is as follows:

Last	First	Role
Bolinder	Brian	Judge
Eggington	William	Linguist
Harman	Stewart	Defendant, <i>Vice-Chair</i>
Henderson	Clancey	Recording Secretary
Lichfield	Michael	Defendant
Lusty	Benjamin	Defendant
Macfarlane	John	Plaintiff
McAllister	Alyson	Plaintiff, <i>Chair</i>
North	Kara	Plaintiff
Pacini	Aaron	Defendant
Shelton	Ricky	Plaintiff
Willard	Jace	Staff

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

Utah Code of Judicial Administration [Rule 1-205](#) provides for the establishment of the MUJI-Civil Committee, and [Rule 3-418](#) sets out the Committee's charge. For reference, the Committee's meeting materials are posted [here](#), and the completed instructions are found [here](#). Over the last year, the Committee has discussed several sets of jury instructions including:

- *Present Cash Value*: Having previously amended this instruction to state the relevant law more precisely, the Committee considered a public comment received in response.
- *Assault*: The Committee benefits from a knowledgeable subcommittee that continued their work this year regarding various torts. The subcommittee's first set of draft instructions were for Assault. The Committee approved a final draft of this set of instructions.
- *Malicious Prosecution*: The same subcommittee also presented draft Malicious Prosecution instructions. Following publication, the Committee reviewed and discussed public comments received. The Committee approved a final draft of this set of instructions.
- *False Imprisonment*: That subcommittee also presented a draft False Imprisonment instruction. The Committee approved a final draft of this instruction.
- *Battery*: That subcommittee also presented a draft Battery instruction. The Committee approved a final draft of this instruction.
- *Past Medical Expenses*: Based on legislation passed earlier this year, the Committee approved a new Past Medical Expenses instruction. At its November meeting, the Committee will consider public comments received in response to this instruction.
- *Abuse of Process*: The Committee worked to improve a set of draft Abuse of Process instructions. Revisions on the draft are expected to be finalized by early next year, if not before.

Other instructions are pending in subcommittees. These include draft instructions on Insurance, Wills and Probate, Directors and Officers Liability, and Product Liability. The Linguistics and Law Subcommittee provided an update on its ongoing work. The linguistics professors and attorneys on that subcommittee have used corpus linguistics and surveys, including multiple choice-type exams, to identify words in the most commonly used MUJI2d (Civil) instructions that may be unfamiliar to many jurors. They will report back after receiving further feedback on their work.

The Committee looks forward to continuing its important work in the new year and welcomes any thoughts or guidance from the Council members.

Tab 10



Administrative Office of the Courts

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

November 28, 2025

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

MEMORANDUM

TO: Judicial Council

FROM: Judge Chelsea Koch and Pleasy Wayas, on behalf of the Committee on Court Forms

RE: Forms Committee Annual Report

The Standing Committee on Court Forms (Forms Committee) requests that the Judicial Council review the work of the Forms Committee in the past year, pursuant to CJA 1-205(1)(D)(i).

The Forms Committee is charged, under CJA 3-117, with reviewing the need for court forms and creating forms written in plain language. Court data shows that the overwhelming number of people facing litigation in district courts represent themselves. Without legally accurate and comprehensible forms, these self-represented litigants are largely unable to access the courts.

The Committee receives numerous requests for forms and prioritizes its work as follows:

1. Forms that must be amended or created because of changes in the law.
2. Forms that contain a mistake.
3. Forms that fall within one of the LPP practice areas (CJA Rule 14-802(c)).
4. Forms submitted or requested by one of the boards of judges.
5. Other forms, decided on a case-by-case basis. Requests are evaluated on criteria including:
 - access to justice principles;
 - the mission of the courts;
 - the number of people who are or would be impacted by a form; and
 - fixing a flaw in a court process.

Since our last report to the Council in December 2024, the Committee has:

- worked with the domestic violence program coordinator to update protective order forms and began process of having them translated into Spanish;
- partnered with the WINGS Committee to revise existing forms and add new guardianship forms;
- started a Juvenile Court Forms Subcommittee;
- prepared for the sundown of OCAP in July 2025 by revising forms for the new MyPaperwork interviews or to be available separately on the court website;
- supported MyPaperwork interviews (including the Small Claims ODR facilitator interview) with ongoing form revisions as needed;
- accelerated the process of building forms in the Forms Engine by:
 - securing an in-kind donation of two dedicated interns from the Utah Bar Foundation (UBF), and
 - facilitating the special, temporary assignment of two non-departmental internal court staff;
- created an online form for people to report issues with existing forms or to request new forms;
- maintained current forms consistent with the state of the law;
- met monthly by Webex;
- worked on 153 forms, which included:
 - revising and improving 137 existing forms,
 - drafting 16 new forms,
 - approving the revision of at least 27 commissioner motion forms based on rule changes, and
 - approving the revision of code citations on numerous forms affected by recodifications from the 2025 legislative session.

Looking to the future, the Forms Committee plans to:

- continue to partner with our domestic violence program coordinator to standardize and improve protective order forms and have them translated into Spanish;
- continue to partner with the WINGS Committee to standardize and improve guardianship forms;
- create two new subcommittees (for eviction forms and criminal/justice court forms);
- expand the number of juvenile court forms and criminal case forms available on the court website;
- continue to carefully review family law forms to make them more concise, clear, and accessible;
- revise the Forms Style Guide to incorporate the Forms Engine and user design principles learned over the past year;

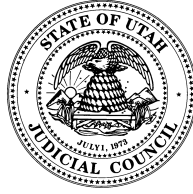
**The mission of the Utah judiciary is to provide an open, fair,
efficient, and independent system for the advancement of justice under the law.**

- recommend forms for translation into other languages; and
- maintain current forms consistent with the state of the law.

The members of the Committee, all of whom have other major responsibilities both within and outside the court system, continue to be dedicated and diligent members of the Committee and deserve a big vote of thanks for their volunteer service.

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

Tab 11



Administrative Office of the Courts

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

November 3, 2025

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

MEMORANDUM

TO: Management Committee, Judicial Council

FROM: Cris Seabury, Statewide Treatment Court Certification Coordinator
Katy Erickson, Statewide Treatment Court Coordinator

RE: Revised Family Treatment Court Certification Checklist

Background

On January 21, 2025, the Statewide Treatment Court Certification Coordinator and the Statewide Treatment Court Coordinator presented a memo to the Judicial Council outlining the mission and purpose of Family Treatment Courts, the distinctions between Family Treatment Courts and Adult Treatment Courts, and the need to revise the existing Family Treatment Court Certification Checklist. It was noted that the current version of the checklist is based on Adult Treatment Court standards and does not adequately reflect the Family Treatment Court Standards that were published in 2019.

Process

Following that presentation, a subcommittee of the Statewide Treatment Court Steering Committee, composed of diverse stakeholders representing the various disciplines involved in Family Treatment Courts, began revising the checklist. The subcommittee worked to ensure the updated checklist aligns with the Family Treatment Court Best Practice Standards and reflects the unique structure and goals of these treatment courts. Revisions were guided by these standards and the Family Treatment Court Best Practice Alignment Tool from the National Family Treatment Court Program to ensure consistency with national practices.

A draft of the revised checklist was distributed to Family Treatment Court Judges and Trial Court Executives (TCEs) for review and feedback. After incorporating their input, a final draft of the Utah Family Treatment Court Checklist was shared with the full Statewide Treatment Court Steering Committee for final comments. The completed draft was then presented to the Board of Juvenile Court Judges for one final review and support.

Recommendation

The Statewide Treatment Court Steering Committee is requesting the approval of the revised

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efficient, and independent system for the advancement of justice under the law.**

Family Treatment Court Certification Checklist. Adoption of the updated checklist will ensure consistency across Family Treatment Courts statewide and alignment with established Family Treatment Court Best Practice Standards.

The Statewide Treatment Court Certification Coordinator and the Statewide Treatment Court Coordinator will provide technical assistance to support the Family Treatment Courts during this transition, helping to ensure the successful implementation of the revised checklist.

UTAH JUDICIAL COUNCIL
FAMILY DEPENDENCY COURT CERTIFICATION CHECKLIST
REVISED AND ADOPTED 2020

COURT LOCATION: _____

JUDGE NAME: _____

REVIEW DATE: _____

*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 type="checkbox"/>	<input type="checkbox"/>	1	Eligibility and exclusion criteria are defined and applied objectively.	I.A.
<input type="checkbox"/>	<input type="checkbox"/>	2	Eligibility and exclusion criteria are specified in writing.	I.A.
<input 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 type="checkbox"/>	<input type="checkbox"/>	4	Candidates for the Family dependency 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 type="checkbox"/>	<input type="checkbox"/>	5	Candidates for the Family dependency court are assessed for eligibility using validated clinical-assessment tool that evaluates the formal diagnostic symptoms of substance dependence or addiction.	I.C.
<input 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 type="checkbox"/>	<input type="checkbox"/>	7	Current or prior offenses may not disqualify candidates from participation in the Family dependency court unless empirical evidence demonstrates offenders with such records cannot be managed safely or effectively in a Family dependency court.	I.D.
<input 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 Family dependency court.	I.D.
<input type="checkbox"/>	<input type="checkbox"/>	9	If adequate treatment is available, candidates are not disqualified from participation in the Family dependency 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 type="checkbox"/>	10	The program has a written policy addressing medically assisted treatment.	
<input type="checkbox"/>	<input type="checkbox"/>	11	Participants ordinarily appear before the same judge throughout their enrollment in the Family dependency court.	III.C.
<input 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 Family dependency court team.	III.D.
<input 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	III.E.

YES	NO	#	REQUIRED CERTIFICATION CRITERIA <i>Adherence to these standards is required for certification.</i>	BPS
			other appearances or administrative reviews when the judge is unavailable.	
<input 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	18	The judge makes these decisions after taking into consideration the input of other Family dependency court team members and discussing the matter in court with the participant or the participant's legal representative.	III.H. VIII.D.
<input 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 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 Family dependency court participants and team members.	IV.A.
<input 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 type="checkbox"/>	<input type="checkbox"/>	22	The Family dependency court has a range of sanctions of varying magnitudes that may be administered in response to infractions in the program.	IV.E.
<input 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 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 type="checkbox"/>	<input type="checkbox"/>	25	Drug testing is performed at least twice per week.	VII.A.*
<input type="checkbox"/>	<input type="checkbox"/>	26	Drug testing is random, and is available on weekends and holidays.	VII.B.*
<input 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 type="checkbox"/>	<input type="checkbox"/>	28	Drug testing utilized by the Family dependency court uses scientifically valid and reliable testing procedures and establishes a chain of custody for each specimen.	VII.G.
<input 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	VII.G.*

YES	NO	#	REQUIRED CERTIFICATION CRITERIA <i>Adherence to these standards is required for certification.</i>	BPS
			such conclusions are reached by an expert trained in toxicology, pharmacology or a related field.	
<input type="checkbox"/>	<input type="checkbox"/>	30	Upon entering the Family dependency court, participants receive a clear and comprehensive explanation of their rights and responsibilities relating to drug and alcohol testing.	VII.I.
<input type="checkbox"/>	<input type="checkbox"/>	31	The program requires a period of at least 90 consecutive days drug-free to graduate.	
<input type="checkbox"/>	<input type="checkbox"/>	32	The minimum length of the program is twelve months.	
<input 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 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 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 type="checkbox"/>	<input type="checkbox"/>	36	Participants are not terminated from the Family dependency 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 type="checkbox"/>	<input type="checkbox"/>	37	If a participant is terminated from the Family dependency 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 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 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 type="checkbox"/>	<input type="checkbox"/>	40	Participants regularly attend self-help or peer support groups in addition to professional counseling.	V.I.
<input 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 type="checkbox"/>	<input type="checkbox"/>	42	There is a secular alternative to 12-step peer support groups.	
<input type="checkbox"/>	<input type="checkbox"/>	43	Participants complete a final phase of the Family dependency court focusing on relapse prevention and continuing care.	V.J.
<input type="checkbox"/>	<input type="checkbox"/>	44	Participants are not excluded from participation in Family dependency court because they lack a stable place of residence.	VI.D.
<input type="checkbox"/>	<input type="checkbox"/>	45	Participants diagnosed with mental illness receive appropriate mental health services beginning in the first phase of Family dependency court and continuing as needed throughout their enrollment in the program.	VI.E.*
<input type="checkbox"/>	<input type="checkbox"/>	46	Participants are not required to participate in job seeking or vocational skills development in the early phases of family dependency court.	VI.I.*
<input type="checkbox"/>	<input type="checkbox"/>	47	At a minimum, the prosecutor / assistant attorney general, defense counsel, treatment representative, law enforcement, a guardian ad litem and DCFS caseworker (in family dependency courts), and the judge attend each staffing meeting.	VIII.B.*
<input type="checkbox"/>	<input type="checkbox"/>	48	At a minimum, the prosecutor / assistant attorney general, defense counsel, treatment representative, law enforcement, a guardian ad litem and DCFS caseworker (in family dependency courts), and the judge attend each Family dependency court session.	VIII.A.*

YES	NO	#	REQUIRED CERTIFICATION CRITERIA <i>Adherence to these standards is required for certification.</i>	BPS
<input 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.
<input 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 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 Family dependency court must be reasonably related to the costs of testing or other services.	
<input 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 type="checkbox"/>	53	The Family dependency 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 type="checkbox"/>	<input type="checkbox"/>	54	The Family dependency 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	#	PRESUMED CERTIFICATION CRITERIA <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 type="checkbox"/>	<input type="checkbox"/>	1	Eligibility and exclusion criteria are communicated to potential referral sources.	I.A.
<input type="checkbox"/>	<input type="checkbox"/>	2	The Family dependency court regularly monitors the delivery of incentives and sanctions to ensure they are administered equivalently to all participants.	II.D.
<input type="checkbox"/>	<input type="checkbox"/>	3	Each member of the Family dependency 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 type="checkbox"/>	<input type="checkbox"/>	4	The Family dependency court judge attends current training events on legal and constitutional issues in Family dependency courts, judicial ethics, evidence-based substance abuse and mental health treatment, behavior modification, and community supervision.	III.A.
<input type="checkbox"/>	<input type="checkbox"/>	5	The judge presides over the Family dependency court for no less than two consecutive years.	III.B.
<input type="checkbox"/>	<input type="checkbox"/>	6	The Judge spends an average of at least three minutes with each participant.	III.F.*
<input type="checkbox"/>	<input type="checkbox"/>	7	The Family dependency 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 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 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 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.*

YES	NO	#	PRESUMED CERTIFICATION CRITERIA <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 type="checkbox"/>	<input type="checkbox"/>	11	Drug test results are available within 48 hours.	VII.H.
<input type="checkbox"/>	<input type="checkbox"/>	12	Participants are required to deliver a test specimen within 8 hours of being notified that a drug or alcohol test has been scheduled.	VII.B.
<input 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 Family dependency court population.	VII.D.
<input 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 type="checkbox"/>	<input type="checkbox"/>	15	Standardized patient placement criteria govern the level of care that is provided.	V.A.
<input 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 Family dependency court's programmatic phase structure.	V.A.
<input 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 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	22	Treatment providers are supervised regularly to ensure continuous fidelity to evidence-based practices.	V.H.
<input 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 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 Family dependency court.	V.J.
<input type="checkbox"/>	<input type="checkbox"/>	25	Where indicated, participants receive assistance finding safe, stable, and drug-free housing beginning in the first phase of Family dependency court and continuing as necessary throughout their enrollment in the program.	VI.D.
<input 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 type="checkbox"/>	27	All Family dependency court team members, including court personnel and other criminal justice professionals, receive formal training on delivering trauma-informed services.	VI.F.
<input type="checkbox"/>	<input type="checkbox"/>	28	Participants with deficient employment or academic histories receive vocational or educational services beginning in a late phase of Family dependency court.	VI.I.
<input 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.

YES	NO	#	PRESUMED CERTIFICATION CRITERIA <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 type="checkbox"/>	<input type="checkbox"/>	30	Clients are placed in the program within 50 days of arrest.	
<input type="checkbox"/>	<input type="checkbox"/>	31	Team members are assigned to Family dependency court for no less than two years.	
<input type="checkbox"/>	<input type="checkbox"/>	32	All team members use electronic communication to contemporaneously communicate about Family dependency court issues.	
<input type="checkbox"/>	<input 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 Family dependency courts.	VIII.F.
<input type="checkbox"/>	<input type="checkbox"/>	34	New staff hires receive a formal orientation training on the Family dependency court model and best practices in Family dependency courts as soon as practicable after assuming their position and attend annual continuing education workshops thereafter.	VIII.F.
<input type="checkbox"/>	<input type="checkbox"/>	35	The Family dependency court has more than 15 but less than 125 active participants.	IX.A.*
<input type="checkbox"/>	<input type="checkbox"/>	36	The Family dependency 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 type="checkbox"/>	37	New arrests, new convictions, and new incarcerations are monitored for at least three years following each participant's entry into the Family dependency court.	X.C.
<input type="checkbox"/>	<input type="checkbox"/>	38	A skilled and independent evaluator examines the Family dependency court's adherence to best practices and participant outcomes no less frequently than every five years.	X.D.
<input type="checkbox"/>	<input 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 type="checkbox"/>	40	The program conducts an exit interview for self-improvement.	

YES	NO	#	NON-CERTIFICATION-RELATED BEST PRACTICE STANDARDS <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 type="checkbox"/>	<input type="checkbox"/>	1	The Family dependency 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 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 type="checkbox"/>	3	Treatment providers have substantial experience working with criminal justice populations.	V.H.
<input type="checkbox"/>	<input type="checkbox"/>	4	For at least the first ninety days after discharge from the Family dependency 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 type="checkbox"/>	<input type="checkbox"/>	5	Participants are assessed using a validated instrument for major mental health disorders that co-occur frequently in Family dependency courts, including major depression, bipolar disorder (manic depression), posttraumatic stress disorder (PTSD), and other major anxiety disorders.	VI.E.

YES	NO	#	NON-CERTIFICATION-RELATED BEST PRACTICE STANDARDS <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 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 necessary to manage panic, dissociation, or severe anxiety.	VI.F.
<input type="checkbox"/>	<input type="checkbox"/>	7	Female participants receive trauma-related services in gender-specific groups.	VI.F.
<input 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 Family dependency court.	VI.I.
<input type="checkbox"/>	<input 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 type="checkbox"/>	10	Before starting a Family dependency court, team members attend a formal pre-implementation training to learn from expert faculty about best practices in Family dependency courts and develop fair and effective policies and procedures for the program.	VIII.F.
<input type="checkbox"/>	<input type="checkbox"/>	11	Supervision caseloads do not exceed fifty active participants per supervision officer.	IX.B.
<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	13	The Family dependency 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 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 Family dependency court's adherence to best practices and in-program outcomes.	X.F.
<input type="checkbox"/>	<input type="checkbox"/>	15	Outcomes are examined for all eligible participants who entered the Family dependency court regardless of whether they graduated, withdrew, or were terminated from the program.	X.H.
<input type="checkbox"/>	<input type="checkbox"/>	16	The Family dependency court regularly monitors whether members of historically disadvantaged groups complete the program at equivalent rates to other participants.	II.B. X.E.

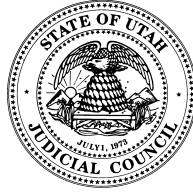
		Utah Judicial Council		
		Family Treatment Court Certification Checklist		
		Court Location:		
		Judge Name:		
		Review Date:		
		<p><i>According to UCJA Rule 4-409 Council Approval of Problem-Solving Courts, each problem-solving court must be considered for certification by the Judicial Council every two years.</i></p> <p><i>This checklist outlines best practices consistent with the Family Treatment Court Best Practice Standards and the updated All Rise Adult Treatment Court Best Practice Standards (Revised July 28, 2025) as approved by the Judicial Council. (Revised and Adopted November 2025)</i></p> <p><i>It is intended to help treatment court programs assess their adherence to nationally recognized standards and guide ongoing efforts for continuous improvement.</i></p> <p><i>Website Link: https://allrise.org/wp-content/uploads/2022/07/Family-Treatment-Court-Best-Practice-Standards_Final2.pdf</i></p>		
Implementation Status	#	REQUIRED CRITERIA (Do No Harm/Minimum) Adherence to these standards is required for certification.	Reference	If not fully implemented, please provide an explanation:
Implemented	1	The core team includes the Judge, Family Treatment Court coordinator, child welfare agency/state's attorney, parent's attorney, child's attorney, guardian ad litem and/or CASA, child welfare caseworker, substance use disorder treatment provider, mental health treatment provider, as well as child and adolescent services providers.	Standard 1	
Partially Implemented	2	All members of the Family Treatment Court team participate in staffing and attend the court hearing.	Standard 1, 2	
Not Implemented	3	The Family Treatment Court, in consultation with the child welfare system and other stakeholders, maintains a written agreement specifying whether a single Judge will preside over both treatment court reviews and dependency proceedings or if responsibilities are divided. When divided, the agreement clearly outlines what information is shared, the timing of sharing, and the discharge decision process.	Standard 1, 7	
	4	The Judge regularly attends pre-court staff meetings to discuss the progress of the participant and the family and to staff responses to behavior, treatment adjustments, and safety concerns. Information shared is deemed necessary for the operational team to monitor and support children, parents, and families toward stable recovery and reunification, permanency, and completion of the child welfare case plan.	Standard 2	
	5	<p>The Operations Manual (Formerly called the Policy and Procedures Manual) details all aspects of the program's operations, including, but not limited to:</p> <ol style="list-style-type: none"> 1. Phase advancement requirements 2. Incentives, sanctions, service adjustments 3. Graduation criteria 4. Behaviors that may lead to termination 5. Shared mission and vision, jointly developed by partner organizations 6. Defines the roles, responsibilities, and expectations of all team members, with mutual agreement and commitment to these standards. 7. Objectively defined and specified eligibility and exclusion criteria that is written, distributed to, and understood by all partners. 8. 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). 9. Written policy on medication-assisted treatment (MAT). Participants are not denied admission, sanctioned, or discharged for the prescribed use of MAT, psychiatric medications, or other medications for diagnosed medical conditions such as pain or insomnia. 	Standard 1, 4	
	6	The Family Treatment Court team conducts an annual review and update of the participant handbook and operations manual to ensure they remain accurate and effective.	Standard 1	
	7	Participants are not excluded from Family Treatment Court solely due to lack of stable housing, unless their circumstances prevent safe or effective management in the community.	Standard 1	
	8	A parent attorney reviews the participation agreement with the applicant to advise on the process and implications of participating in the Family Treatment Court.	Standard 4	
	9	During the intake process, the Family Treatment Court provides participants with a handbook outlining program expectations and reviews its contents.	Standard 1	
	10	The Family Treatment Court uses validated assessment tools to identify participant and family needs and make timely referrals to appropriate services. Referrals connect children, parents, and families to evidence-based treatment that is trauma-informed, culturally responsive, and family-centered, with ongoing assessments addressing barriers to recovery and supporting reunification. These services also promote understanding of substance use disorders and support the development of a stable, recovery-focused lifestyle.	Standard 1, 3, 4, 5, and 6	
	11	The Family Treatment Court treatment providers are licensed, certified, or accredited in accordance with Utah state standards and the requirements of the Department of Human Services or other relevant entities, and have a foundational understanding of the child welfare system, including tribal, state, and federal mandates such as Adoption and Safe Families Act (ASFA), Child Abuse Prevention and Treatment Act (CAPTA), and Indian Child Welfare Act (ICWA).	Standard 1, 5	
	12	The Family Treatment Court meets the child welfare and dependency court mandates to ensure children's safety, well-being, and permanency through whole-family treatment. It assesses safety, risk, need, and protective factors for children, parents, and families throughout the case, not just the parent with the substance use disorder.	Standard 4	
	13	Participants appear before the same Judge throughout their participation in the Family Treatment Court.	Standard 1	
	14	Participants appear no less frequently than twice a month during the first phase of the program. Status hearings are scheduled no less frequently than monthly. In rural areas, allowances may be made for alternative appearances or administrative reviews when the Judge is unavailable.	Standard 1	
	15	The Judge allows participants the opportunity to explain their perspectives regarding the imposition of incentives, sanctions, and service adjustments. The Judge permits the participant's attorney or legal representative to assist in providing such explanations.	Standard 1, 7	
	16	The Judge makes final decisions regarding incentives, sanctions, and service adjustments after considering input from the team. Responses to non-compliant behavior are based upon proximal and distal goals, and the Judge is mindful of the family dynamic when imposing sanctions.	Standard 2	
	17	The Judge and team members engage respectfully with participants and use non-stigmatizing language.	Standard 1, 7	
	18	The Family Treatment Court ensures that parents and children receive frequent, in-person, high-quality parenting and family time at the recommended frequency and duration, and does not use parenting or family time as an incentive or sanction.	Standard 6	
	19	The Family Treatment Court does not apply a rigid set of sanctions for specific types of non-compliance. Responses to non-compliance are trauma-informed, tailored to the individual's unique circumstances and clinical needs, and aligned with evidence-based practices that promote sustained behavior change and recovery.	Standard 3, 7	
	20	Treatment adjustments are based on assessed needs and never used as an incentive or a sanction.	Standard 7	

		Utah Judicial Council		
	21	Jail sanctions are rarely imposed, used only when a participant poses an immediate risk to public safety or when less severe sanctions have failed to address ongoing non-compliance, and never as a substitute for a treatment bed or detoxification service. If the Family Treatment Court imposes a jail sanction, it must strictly adhere to all due process requirements.	Standard 7	
	22	Participants who comply with their treatment and child welfare case plan are not discharged unsuccessfully for continued substance use. If adequate treatment is unavailable despite the team's efforts to secure appropriate services, a neutral discharge is issued. Behaviors contributing to a successful, neutral, or unsuccessful discharge may inform but do not determine the final custody decision.	Standard 7	
	23	Following a discharge, successful, neutral, or unsuccessful, the team ensures participants are connected to appropriate treatment and support resources. Terminology for Team: Successful discharge occurs when a participant achieves key goals, strengthens family and community ties, and reunification happens when appropriate. Neutral discharge is issued when participation is impossible due to circumstances beyond the participant's control, such as loss of court jurisdiction, health issues, or unavailable treatment or interventions necessary for recovery. Unsuccessful discharge happens when a participant repeatedly fails to meet program expectations or engages in behavior that conflicts with the court's mission despite support and interventions.	Standard 7	
	24	The Family Treatment Court creates a coordinated case plan, supporting the child welfare and treatment plans, with active participation from parents, children (when appropriate), and family members, reflecting family needs and strengths while prioritizing child safety.	Standard 6	
	25	The Family Treatment Court utilizes evidence-based or evidence-informed interventions to address the parent's substance use, mental health, and trauma-related needs, and engages parents in a corresponding evidence-based or evidence-informed parenting curriculum. Children receive evidence-based or evidence-informed treatment and developmental/educational interventions that reflect their assessed level of care and other clinical needs.	Standard 1, 5, and 6	
	26	Parents receive support as they work to develop a sustainable, recovery-oriented lifestyle (e.g., self-help groups, various forms of meditation, etc.).	Standard 6	
	27	Participants diagnosed with mental illness receive appropriate mental health services, which continue as needed throughout their participation in the program	Standard 1, 5, and 6	
	28	Participants are not required to participate in job seeking or vocational skills development in the early phases of the program.	Standard 1	
	29	Participation in the Family Treatment Court is intended only when a parent can reasonably benefit from the program, and is not offered as a last-resort option when termination of parental rights is imminent.	Standard 4, 5, and 7	
	30	The Family Treatment Court structures its phases and services to align with child welfare timelines and the Adoption and Safe Families Act (ASFA), with phase advancement based on observable behaviors and achievement of goals that support progress toward longer-term objectives. Advancement is not determined by treatment level, engagement type, program duration, child placement, or parenting arrangements, and participants are not demoted or required to restart a phase for non-compliance.	Standard 7	
	31	The final phase of Family Treatment Court focuses on relapse prevention, continuing care, pro-social activities, and sustained connection to peer support networks, while helping participants plan for successful child welfare case closure and pursue educational and vocational goals to promote long-term recovery, healthy parent-child relationships, and future opportunities.	Standard 3, 5, and 6	
	32	The Family Treatment Court prepares a report of each participant's and child's progress and needs, which is shared with the team prior to staffing. These reports are objective and focus on the participant's compliance with program expectations and progress toward achieving identified goals.	Standard 1	
	33	All Family Treatment Court partners actively engage in fidelity monitoring of evidence-based practices.		
	34	Pre-court staff meetings are presumptively closed to participants and the public unless the court has a compelling reason for a participant to attend discussions related to that participant's case.	Standard 1	
	35	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.	Standard 5, 8	
	36	Program and/or treatment fees are disclosed to participants, set at reasonable rates according to their ability to pay, and reflect the actual costs of testing or other services. Treatment fees follow a sliding scale and are clearly communicated to each participant.	Standard 1, 2	
	37	The parent and children receive case management support to access safe and affordable housing.	Standard 6	
	38	The Family Treatment Court actively partners with pregnant and community agencies to ensure the parents and infants receive all indicated medical care, including the development and support of Plans of Safe Care (POSC) when applicable.	Standard 6	
	39	Drug and alcohol testing employs scientifically valid protocols and ensures reliable procedures, including: 1. Documented chain of custody for each specimen 2. Random collection at least twice a week, including weekends and holidays 4. Witnessed specimen collection is routinely examined for dilution or adulteration 5. Participants receive a written explanation of their rights and responsibilities of drug/alcohol testing.	Standard 5	
Implementation Status	#	PRESUMED CRITERIA Adherence to these standards is required for certification.	Reference	If not fully implemented, please provide an explanation:
	1	The Family Treatment Court team meets regularly, quarterly, biannually, or annually, to address program needs, review data, monitor adherence to best practice standards, and discuss current policies, procedures, and the delivery of incentives and sanctions to ensure they are applied fairly and consistently. These meetings also include developing action plans to address challenges and expand opportunities.	Standard 1, 3	
	2	The Family Treatment Court team members participate in biannual training to deepen their understanding of substance use disorders, mental health conditions, trauma, and stigma, as well as complementary treatment and social services, behavior modification, community supervision, drug and alcohol testing, team decision-making, and constitutional and legal considerations specific to Family Treatment Courts. Trainings also address recognizing implicit cultural biases and correcting disparate impacts for historically disadvantaged groups.	Standard 1, 2, 3, 4, 5, and 6	
	3	The Judge presides over the Family Treatment Court for no less than two consecutive years.	Standard 2	
	4	All team members use electronic Family Treatment Court issues in real-time	Standard 1	
	5	As part of the onboarding process, all new team members review the Operations Manual, Participant Handbook, Participant Agreement, Certification Checklist, and other key documents outlining the structure and expectations of the Family Treatment Court.	Standard 1	
	6	A skilled and independent evaluator examines the Family Treatment Court's adherence to best practices and participant outcomes no less frequently than every five years.	Standard 8	

		Utah Judicial Council		
	7	The program ensures that eligibility requirements, exclusion criteria, and referral decisions are clearly communicated to all potential referral sources, and when a referral is denied, the reason for the denial is provided.	Standard 1	
	8	The Family Treatment Court examines program referrals and admissions in relation to the total dependency court filings that meet the programs admission criteria.	Standard 8	
	9	The Family Treatment Court builds relationships through cross-training on tribal, state, and federal mandates such as Adoption and Safe Families Act (ASFA), Child Abuse Prevention and Treatment Act (CAPTA), and Indian Child Welfare Act (ICWA) and/or other relevant child welfare legal standards to help bridge differences in perspectives and approaches.	Standard 1	
	10	The Family Treatment Court seeks participant feedback on policies and practices through procedures such as exit interviews, participant surveys, and focus groups.	Standard 3	
	11	Team members record information concerning the provision of services and in-program outcomes within forty-eight hours of the respective events.	Standard 8	
	12	The Family Treatment Court maintains data in an electronic database.	Standard 8	
	13	Eligible parents are referred to the Family Treatment Court at the dispositional hearing, or within 30 days of the dispositional hearing.	Standard 4	
	14	The Family Treatment Court tracks the time between the case opening and treatment entry to monitor timely access.	Standard 5, 8	
	15	The treatment provider conducts reassessments as needed and may adjust the level of care or change providers based on the participant's clinical response. Treatment decisions follow standardized patient placement criteria to ensure consistency and appropriateness, rather than being determined by the program's phase structure.	Standard 5, 6, and 7	
	16	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.		
	17	The Judge meets with each participant for an average of at least three minutes to build rapport, review treatment progress and compliance, discuss other services essential to recovery and family reunification, and identify needs for additional support.	Standard 2	
	18	Parents, children, and other family members receive counseling, treatment, and reunification services designed to enhance understanding of substance use disorders, strengthen family bonds, and support the development of a stable, recovery-focused, and healthy parent-child relationship.	Standard 1, 5, and 6	
	19	The Family Treatment Court evaluates available resources and program capacity to determine the appropriate number of participants it can effectively serve		
	20	Treatment providers implement structured behavioral and cognitive-behavioral interventions with demonstrated efficacy in improving outcomes for individuals with substance use disorders. Providers maintain proficiency through regular supervision, ensuring continuous fidelity to evidence-based practices.	Standard 6	
	21	The Family Treatment Court connects participants with certified peer support specialists.	Standard 6	
	22	The Family Treatment Court connects participants with recovery groups aligned to their needs, supporting individual goals and creating a community-based recovery network.	Standard 6	
	23	Participants receive a brief, evidence-based educational intervention that provides practical strategies and actionable steps to prevent and reverse opioid overdoses.		
	24	Additional team members may include one or more of the following providers: a public health nurse, pharmacist, early childhood education professional, school social worker, housing provider, or child and adolescent services provider.	Standard 1	
	25	Medication-assisted treatment (MAT) is determined by qualified health professionals, is voluntary, and requires informed consent. Participants who choose MAT must adhere to prescribed protocols. MAT is provided alongside psychosocial supports (e.g., counseling, case management), with the Family Treatment Court ensuring coordinated, comprehensive care.	Standard 5	
	26	Drug test results are available within 48 hours.	Standard 5	
	27	Participants are required to deliver a test specimen within 8 hours of being notified that a drug or alcohol test has been scheduled. Note: This is not referenced in the Family Treatment Court Best Practice Standards, but it is an Adult Treatment Court BPS. See page 97 of the Family Treatment Court Best Practice Standards, <i>"There is currently insufficient research within child welfare populations to make a clear recommendation for drug testing protocols outside those established within the Adult Drug Court Best Practices."</i>	Adult BPS Page 92-109	
	28	Randomly selected specimens are periodically screened for an expanded range of substances to identify emerging substance use trends within the Family Treatment Court population. Note: This is not referenced in the Family Treatment Court Best Practice Standards, but it is an Adult Treatment Court BPS. See page 97 of the Family Treatment Court Best Practice Standards, <i>"There is currently insufficient research within child welfare populations to make a clear recommendation for drug testing protocols outside those established within the Adult Drug Court Best Practices."</i>	Adult BPS Page 92-109	
	29	If a participant denies substance use following a positive screening test, the presumptive result is confirmed using instrumented analysis, such as gas chromatography–mass spectrometry (GC/MS) or liquid chromatography–mass spectrometry (LC/MS-MS), on a portion of the same specimen.	Standard 5	
	30	The Family Treatment Court annually reviews critical program data related to all 5 Rs, program referral, admission, denial, and outcome (successful, unsuccessful, or neutral discharge) through an equity lens (e.g., performance measures are disaggregated by race, ethnicity, gender identity, sexual orientation, physical or mental disability, religion, language preference, citizenship status, and socioeconomic status) to ensure equitable access and outcomes. Recovery (i.e., access to SUD treatment, length of stay, and decreased substance use) and actively seeks to improve related outcomes. Children remaining at home and actively seeks to increase this rate. Reunification and actively seeks to improve the rate. Child repeat maltreatment and actively seeks to reduce the rate. Child reentry into care and actively seeks to reduce the rate.	Standard 8	
	31	As needed, participants are supported in securing safe, stable, and sober housing, beginning in the first phase of Family Treatment Court and continuing throughout their program enrollment.		
Implementation Status	#	NON-CERTIFICATION CRITERIA These standards are grounded in research demonstrating improved outcomes. Compliance is encouraged, but not meeting them will not result in decertification.	Reference	If not fully implemented, please provide an explanation:
	1	The Family Treatment Court provides a continuum of substance use treatment services (e.g., detoxification, residential, sober living, day treatment, intensive outpatient, outpatient). Where family-centered resources are limited, the team prioritizes family-centered assessment and case planning to address needs.	Standard 5	

		Utah Judicial Council		
	2	Clinician caseloads should be maintained at a manageable level to ensure timely and comprehensive assessment of participant needs, and to support the delivery of appropriate, effective substance use treatment and indicated ancillary services	Standard 5	
	3	Treatment groups typically consist of no more than twelve participants and are led by a minimum of two facilitators or group leaders.		
	4	For at least the first ninety days after discharge from the program (successful, neutral, unsuccessful) the 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.	Standard 7, 8	
	6	Information on services provided and participants' in-program performance is recorded in an electronic database. Statistical summaries from the database give staff real-time insight into the Family Treatment Court's adherence to best practices and participant outcomes.	Standard 8	

Tab 12



Administrative Office of the Courts

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

November 3, 2025

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

MEMORANDUM

TO: Management Committee, Judicial Council

FROM: Cris Seabury, Statewide Treatment Court Certification Coordinator
Katy Erickson, Statewide Treatment Court Coordinator

RE: Treatment Court Certification - Update and Recommendations

Background

On August 15, 2025, Judicial Council granted a **90-day Conditional Certification** to both **Second District Weber County Adult Drug Courts** presided over by Judge Jason Nelson and Judge Cristina Ortega due to deficiencies in Required Criteria 1, 2, 8, and 53 of the Adult Treatment Court Certification Checklist.

Process

During the conditional period, the Statewide Treatment Court Certification Coordinator and the Statewide Treatment Court Coordinator met with judges, court staff, public defenders, and the Weber County Prosecutors' Office on September 4 and October 1, 2025, to review and provide guidance on revised referral, legal screening, and admission criteria. In response, the Weber County Prosecutors' Office developed a written policy and procedure for referral, legal screening, and admission of potential treatment court participants. The drug court teams reviewed the draft policy and provided feedback during the October 1 meeting. The teams expressed satisfaction with the proposed updates and will continue to refine the policy as needed.

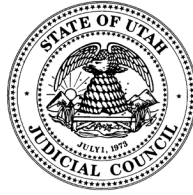
Both Weber County Adult Drug Court teams are registered to attend the Statewide Treatment Court Conference on November 13–14, 2025, which will feature presentations on updated Adult Treatment Court Best Practice Standards and related topics. Following the conference, the teams will reconvene to finalize the policy and procedures. To support ongoing compliance and program improvement, it was recommended that the Weber County Adult Drug Court teams hold quarterly policy meetings to ensure consistent application of objective eligibility criteria.

Recommendation

Based on the revised policies, the Statewide Treatment Court Certification Coordinator recommends the Judicial Council recertify the Second District Weber County Adult Drug Courts.

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 13



Administrative Office of the Courts

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

November 7, 2023

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

MEMORANDUM

TO: Utah Judicial Council

FROM: Judge Rich Mrazik and Janine Liebert

RE: Pilot Program: Roy/Weber County Justice Court and Utah State University (USU) Small Claims Debtor Assistance

We request the Judicial Council's approval to launch a pilot program at the Roy/Weber County Justice Court connecting Small Claims debtors with Community Justice Advocates (CJAs) authorized through the Sandbox to provide limited-scope legal advice in the area of debt collection.

The Community Justice Advocate (CJA) Program is a collaborative initiative aimed at expanding access to justice by training social workers and similar professionals to provide limited legal services to self-represented Utahns facing debt collection issues. The CJAs are trained, certified, and supervised through a partnership between Utah State University's Transforming Communities Institute (USU TCI) and Nonprofit Legal Services of Utah (NLSU). The USU/NLSU partnership is authorized to operate by the Supreme Court's Office of Legal Services Innovation (aka "the Sandbox").

The pilot program's goal is to assist debtors in better representing themselves in the non-ODR Small Claims process. Leveraging their certification, the CJAs will provide assistance focused on: legal rights, options, and processes; explaining court papers; gathering and preparing evidence; preparing for hearings; and facilitating negotiations with creditors.

If approved, the pilot program will follow these steps:

1. A payday loan/lender plaintiff files a claim.
2. A flyer listing the CJA services is included by the lender plaintiff with the case information when the defendant/debtor is served. A copy of the flyer is attached.¹

¹ The attached flyer is not used in just small claims cases. It is also used related to cases filed in district court. Accordingly, it references preparation and filing of an answer—a topic not relevant to small claims cases.

3. Roy/Weber County Justice Court clerks provide a list of cases and defendant/debtor contact information to the CJAs each week.
4. CJAs proactively contact defendants/debtors to offer educational assistance to help them better represent themselves in the lawsuit, negotiate with creditors, and prepare for a hearing.

Judge Nelson of the Roy/Weber County Justice Court and his team are supportive of the pilot and are comfortable with the attached flyer.

We are optimistic that implementation of this CJA pilot program will materially increase effective self-representation and participation for debtors in the Roy/Weber County Justice Court. We appreciate your consideration of this exciting pilot project.



GET FREE LEGAL SUPPORT

A VOLUNTEER COMMUNITY JUSTICE ADVOCATE CAN HELP

Nonprofit Legal Services of Utah has volunteer Community Justice Advocates (CJAs) ready to offer free legal support to help you understand and respond to your debt lawsuit.

How can a CJA Help?

CJAs can help you better represent yourself in legal challenges related to debt by:

- ✓ Providing you with options and building a legal strategy
- ✓ Supporting you in negotiating a settlement
- ✓ Drafting and helping you file an answer to a lawsuit
- ✓ Preparing you for court proceedings
- ✓ Answering your questions and explaining legal processes

Questions?

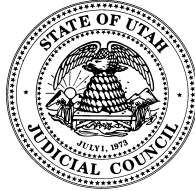
Contact Emma at
emma.blanscett@nonprofitlegalservices.com

Connect with a CJA

bit.ly/CJAhelp



Tab 14



Administrative Office of the Courts

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

November 13, 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 recommends that CJA rules 3-101, 3-111, and 4-410 be approved for a 45-public comment period.

CJA 3-101. Judicial performance standards (AMEND)

The proposed amendments modify the case under advisement performance standards for appellate court judges from a fixed number to a percentage-based standard.

CJA 3-111. Performance Evaluation of Court Commissioners (AMEND)

The proposed amendments remove language allowing court commissioners to exclude an attorney from a certification performance survey because that provision no longer applies.

CJA 4-410. Courthouse closure (AMEND)

The proposed amendments: 1) clarify the sequence of designated authority for signing courthouse closure orders; 2) add cybersecurity and court operations throughout the rule; and 3) modify the language to include a provision for physical building closure, as well as operational closure.

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

Rule 3-101. Judicial performance standards.**Intent:**

To establish performance standards upon which the ~~Judicial~~ Council will certify judicial compliance to the Judicial Performance Evaluation Commission ("JPEC").

Applicability:

This rule applies to all justices and judges of the courts of record and not of record.

Statement of the Rule:

(1) **Performance standards.** The ~~Judicial~~ Council will certify to JPEC judicial compliance with the following performance standards: cases under advisement, education, and physical and mental competence.

(2) Definition of case under advisement.

(2)(A) A case is considered to be under advisement when the entire case or any issue in the case has been submitted to the judge for final determination. For purposes of this rule, "submitted to the judge" or "submission" is the last of the following:

(2)(A)(i) When a matter requiring attention is placed by staff in the judge's personal electronic queue, inbox, personal possession, or equivalent;

(2)(A)(ii) If a hearing or oral argument is set, at the conclusion of all hearings or oral argument held on the specific motion or matter; or

(2)(A)(iii) If further briefing is required after a hearing or oral argument, when all permitted briefing is completed, a request to submit is filed, if required, and the matter is placed by staff in the judge's personal electronic queue, inbox, personal possession, or equivalent.

(2)(B) A case is no longer under advisement when the trial court judge makes a decision on the issue that is under advisement or on the entire case. The final determination occurs when the trial court judge resolves the pending issue by announcing the decision on the record or by issuing a written decision, regardless of whether the parties are required to subsequently submit a final order memorializing the decision for the judge's signature.

(3) Case under advisement performance standards.

(3)(A) **Supreme Court justice.** A justice of the Supreme Court demonstrates satisfactory performance by circulating not more than 25% ~~three of their~~ principal opinions per calendar year more than ~~six months~~ 150 days after submission, not more than 10% of their principle opinions per calendar year more than 210 days after submission, and by circulating all principal opinions within one year of submission.

(3)(B) **Court of Appeals judge.** A judge of the Court of Appeals demonstrates satisfactory performance by:

~~(3)(B)(i) circulating not more than 25% of their principal opinions per calendar year more than 120 days after submission, circulating not more than 10% of their principal opinions per calendar year more than 180 days after submission, and by circulating all principal opinions within 270 days after submission. circulating not more than three principal opinions per calendar year more than six months after submission; and~~

~~(3)(B)(ii) achieving a final average time to circulation of a principal opinion of not more than 120 days after submission.~~

(3)(C) **Trial court judge.** A trial court judge demonstrates satisfactory performance by holding:

(3)(C)(i) not more than three cases per calendar year under advisement more than two months after submission; and

(3)(C)(ii) no case under advisement more than six months after submission.

(4) **Case under advisement performance standards—compliance.** A judge or justice ~~shall~~ must decide all matters submitted for decision within the applicable time periods in paragraph (3), unless circumstances causing a delayed decision are beyond the judge's or justice's personal control.

(5) **Judicial education performance standard.**

(5)(A) **Education hour standard.** Satisfactory performance is established if the judge or justice annually obtains 30 hours of judicial education subject to the availability of in-state education programs.

(5)(B) **Education hour standard—compliance.** A judge or justice ~~shall~~ must obtain the number of education hours prescribed by this rule, unless circumstances preventing the judge from doing so are beyond the judge's or justice's personal control.

(6) **Physical and mental competence performance standard.** Satisfactory performance is established if the response of the judge or justice demonstrates physical and mental competence to serve in office and if the Council finds the responsive information to be complete and correct. The Council may request a statement by an examining physician.

(7) **Reporting requirements.**

(7)(A) **Reporting term.** For purposes of this rule, the reporting term for new justices and judges begins on the date the Utah Senate confirms their appointment. The reporting term for retained justices and judges begins the day after they submit the report in (7)(B). The reporting term for all justices and judges ends on August 1st of the year preceding the next general election in which the judge or justice is standing for retention.

(7)(B) **Reporting requirement.** Within 14 calendar days following the end of a reporting term, justices and judges ~~shall~~ must report to the ~~Judicial~~ Council their compliance or non-compliance with the performance standards in this rule during that reporting term. Reports ~~shall~~ will be submitted in accordance with policies established by the ~~Judicial~~

Council. If non-compliance is due to circumstances beyond the justice's or judge's personal control, the judge or justice must provide an explanation of the circumstances and may submit supporting documentation.

(8) Judicial Council certification.

(8)(A) As to the performance standards in this Rule, the ~~Judicial~~ Council ~~shall~~ will certify to JPEC that each judge or justice standing for retention is:

(8)(A)(i) Compliant;

(8)(A)(ii) Compliant with explanation, meaning that the ~~Judicial~~ Council has received credible information that non-compliance was due to circumstances beyond the personal control of the judge or justice; or

(8)(A)(iii) Non-compliant, which may include a judge or justice who has certified his or her own compliance but the ~~Judicial~~ Council has received credible information inconsistent with that certification.

(8)(B) The ~~Judicial~~ Council will transmit its certification to JPEC by the deadline established in the Utah Administrative Code.

(8)(C) All material relied upon by the ~~Judicial~~ Council in making a certification decision or explanation ~~shall~~ will be forwarded to JPEC and ~~shall~~ will be made public to the extent that the information is not confidential personal health information.

Effective: ~~5/1/2024~~ May 1, 2026

Rule 3-111. Performance evaluation of court commissioners.**Intent:**

To establish a performance evaluation, including the criteria upon which court commissioners will be evaluated, the standards against which performance will be measured and the methods for fairly, accurately, and reliably measuring performance.

To generate and provide to court commissioners information about their performance.

To establish the procedures by which the Council will evaluate and certify court commissioners for reappointment.

Applicability:

This rule ~~shall apply~~ applies to presiding judges, the Council, and court commissioners.

Statement of the Rule:**(1) Performance evaluations.**

(1)(A) On forms provided by the Administrative Office, the presiding judge of a district of which a court commissioner serves ~~shall~~ will complete an evaluation of the court commissioner's performance by July 1 of each year. If a commissioner serves multiple districts or court levels, the presiding judge of each district ~~shall~~ will complete an evaluation.

(1)(B) The presiding judge(s) ~~shall~~ will survey judges and court personnel seeking feedback for the evaluation. During the evaluation period, the presiding judge(s) ~~shall~~ will review at least five of the commissioner's active cases. The review ~~shall~~ will include courtroom observation.

(1)(C) The presiding judge(s) ~~shall~~ will provide a copy of each commissioner evaluation to the Council. Copies of plans under paragraph (3)(G) and all evaluations ~~shall~~ will also be maintained in the commissioner's personnel file in the Administrative Office.

(2) Evaluation and certification criteria. Court commissioners ~~shall~~ must be evaluated and certified upon the following criteria:

(2)(A) demonstration of understanding of the substantive law and any relevant rules of procedure and evidence;

(2)(B) attentiveness to factual and legal issues before the court;

(2)(C) adherence to precedent and ability to clearly explain departures from precedent;

(2)(D) grasp of the practical impact on the parties of the commissioner's rulings, including the effect of delay and increased litigation expense;

(2)(E) ability to write clear judicial opinions;

- (2)(F) ability to clearly explain the legal basis for judicial opinions;
- (2)(G) demonstration of courtesy toward attorneys, court staff, and others in the commissioner's court;
- (2)(H) maintenance of decorum in the courtroom;
- (2)(I) demonstration of judicial demeanor and personal attributes that promote public trust and confidence in the judicial system;
- (2)(J) preparation for hearings or oral argument;
- (2)(K) avoidance of impropriety or the appearance of impropriety;
- (2)(L) display of fairness and impartiality toward all parties;
- (2)(M) ability to clearly communicate, including the ability to explain the basis for written rulings, court procedures, and decisions;
- (2)(N) management of workload;
- (2)(O) willingness to share proportionally the workload within the court or district, or regularly accepting assignments;
- (2)(P) issuance of opinions and orders without unnecessary delay; and
- (2)(Q) ability and willingness to use the court's case management systems in all cases.

(3) Standards of performance.

(3)(A) **Survey of attorneys.** ~~(3)(A)(i)~~ The Council ~~shall~~ will measure satisfactory performance by a sample survey of the attorneys appearing before the court commissioner during the period for which the court commissioner is being evaluated. The Council ~~shall~~ will measure satisfactory performance based on the results of the final survey conducted during a court commissioner's term of office, subject to the discretion of a court commissioner serving an abbreviated initial term not to participate in a second survey under ~~Section-paragraph~~ (3)(A)(~~v~~i) of this rule.

(3)(A)(~~i~~ii) **Survey scoring.** The survey ~~shall~~ must be scored as follows.

(3)(A)(~~i~~ii)(a) Each question of the attorney survey will have six possible responses: Excellent, More Than Adequate, Adequate, Less Than Adequate, Inadequate, or No Personal Knowledge. A favorable response is Excellent, More Than Adequate, or Adequate.

(3)(A)(~~i~~ii)(b) Each question ~~shall~~ must be scored by dividing the total number of favorable responses by the total number of all responses, excluding the "No Personal Knowledge" responses. A satisfactory score for a question is achieved when the ratio of favorable responses is 70% or greater.

(3)(A)(ii)(c) A court commissioner's performance is satisfactory if:

(3)(A)(ii)(c)(1) at least 75% of the questions have a satisfactory score; and

(3)(A)(ii)(c)(2) the favorable responses when divided by the total number of all responses, excluding "No Personal Knowledge" responses, is 70% or greater.

(3)(A)(iii) **Survey respondents.** The Administrative Office ~~shall~~must identify as potential respondents all lawyers who have appeared before the court commissioner during the period for which the commissioner is being evaluated.

(3)(A)(iii) **Exclusion from survey respondents.** ~~(3)(A)(iv)(a)~~ A lawyer who has been appointed as a judge or court commissioner ~~shall~~must not be a respondent in the survey. A lawyer who is suspended or disbarred or who has resigned under discipline ~~shall~~must not be a respondent in the survey.

~~(3)(A)(iv)(b) With the approval of the Management Committee, a court commissioner may exclude an attorney from the list of respondents if the court commissioner believes the attorney will not respond objectively to the survey.~~

(3)(A)(iv) **Number of survey respondents.** The Surveyor ~~shall~~must identify 180 respondents or all attorneys appearing before the court commissioner, whichever is less.

(3)(A)(v) **Administration of the survey.** Court commissioners ~~shall~~will be the subject of a survey approximately six months prior to the expiration of their term of office. Court commissioners ~~shall~~will be the subject of a survey during the second year of each term of office. Newly appointed court commissioners ~~shall~~will be the subject of a survey during the second year of their term of office and, at their option, approximately six months prior to the expiration of their term of office.

(3)(A)(vi) **Survey report.** The Surveyor ~~shall~~will provide to the subject of the survey, the subject's presiding judge(s), and the Council the number and percentage of respondents for each of the possible responses on each survey question and all comments, retyped and edited as necessary to redact the respondent's identity.

(3)(B) **Case under advisement standard.**

(3)(B)(i) A case is considered to be under advisement when the entire case or any issue in the case has been submitted to the court commissioner for final determination. For purposes of this rule, "submitted to the court commissioner" or "submission" is defined as follows:

(3)(B)(i)(a) When a matter requiring attention is placed by staff in the court commissioner's personal electronic queue, inbox, personal possession, or equivalent;

(3)(B)(i)(b) If a hearing or oral argument is set, at the conclusion of all hearings or oral argument held on the specific motion or matter; or

(3)(B)(i)(c) If further briefing is required after a hearing or oral argument, when all permitted briefing is completed, a request to submit is filed, if required, and the matter is placed by staff in the court commissioner's personal electronic queue, inbox, personal possession, or equivalent.

(3)(B)(ii) A case is no longer under advisement when the court commissioner makes a decision on the issue that is under advisement or on the entire case.

(3)(B)(iii) The Council ~~shall~~will measure satisfactory performance by the self-declaration of the court commissioner or by reviewing the records of the court.

(3)(B)(iv) A court commissioner in a trial court demonstrates satisfactory performance by holding:

(3)(B)(iv)(a) no more than three cases per calendar year under advisement more than two months after submission; and

(3)(B)(iv)(b) no case under advisement more than 180 days after submission.

(3)(C) **Compliance with education standards.** Satisfactory performance is established if the court commissioner annually complies with the judicial education standards of this Code, subject to the availability of in-state education programs. The Council ~~shall~~will measure satisfactory performance by the self-declaration of the court commissioner or by reviewing the records of the state court administrator.

(3)(D) **Substantial compliance with Code of Judicial Conduct.** Satisfactory performance is established if the response of the court commissioner demonstrates substantial compliance with the Code of Judicial Conduct, if the Council finds the responsive information to be complete and correct and if the Council's review of formal and informal sanctions lead the Council to conclude the court commissioner is in substantial compliance with the Code of Judicial Conduct.

(3)(E) **Physical and mental competence.** Satisfactory performance is established if the response of the court commissioner demonstrates physical and mental competence to serve in office and if the Council finds the responsive information to be complete and correct. The Council may request a statement by an examining physician.

(3)(F) **Performance and corrective action plans for court commissioners.**

(3)(F)(i) The presiding judge of the district a court commissioner serves ~~shall~~will prepare a performance plan for a new court commissioner within 30 days of the court commissioner's appointment. If a court commissioner serves multiple districts or court levels, the presiding judge of each district and court level ~~shall~~will prepare a performance plan. The performance plan ~~shall~~must communicate the expectations set forth in paragraph (2) of this rule.

(3)(F)(ii) If a presiding judge issues an overall “Needs Improvement” rating on a court commissioner’s annual performance evaluation as provided in paragraph (1), that presiding judge ~~shall~~will prepare a corrective action plan setting forth specific ways in which the court commissioner can improve in deficient areas.

(4) Judicial Council certification process

(4)(A) **July Council meeting.** At its meeting in July, the Council ~~shall~~will begin the process of determining whether the court commissioners whose terms of office expire that year meet the standards of performance provided for in this rule. The Administrative Office ~~shall~~must assemble all evaluation information, including:

(4)(A)(i) survey scores;

(4)(A)(ii) judicial education records;

(4)(A)(iii) self-declaration forms;

(4)(A)(iv) records of formal and informal sanctions;

(4)(A)(v) performance evaluations, if the court commissioner received an overall rating of Needs Improvement; and

(4)(A)(vi) any information requested by the Council.

(4)(B) **Records delivery.** Prior to the meeting the Administrative Office ~~shall~~must deliver the records to the Council and to the court commissioners being evaluated.

(4)(C) **July Council meeting closed session.** In a session closed in compliance with rule 2-103, the Council ~~shall~~will consider the evaluation information and make a preliminary finding of whether a court commissioner has met the performance standards.

(4)(D) **Certification presumptions.** If the Council finds the court commissioner has met the performance standards, it is presumed the Council will certify the court commissioner for reappointment. If the Council finds the court commissioner did not meet the performance standards, it is presumed the Council will not certify the court commissioner for reappointment. The Council may certify the court commissioner or withhold decision until after meeting with the court commissioner.

(4)(E) **Overcoming presumptions.** A presumption against certification may be overcome by a showing that a court commissioner’s failure to comply with paragraphs (3)(B) and (3)(C) were beyond the court commissioner’s personal control. A presumption in favor of certification may be overcome by:

(4)(E)(i) reliable information showing non-compliance with a performance standard, except as otherwise provided in paragraph (4)(E); or

(4)(E)(ii) formal or informal sanctions of sufficient gravity or number or both to demonstrate lack of substantial compliance with the Code of Judicial Conduct.

254 (4)(F) **August Council meeting.** At the request of the Council the court commissioner
255 challenging a non-certification decision ~~shall~~will meet with the Council in August. At the
256 request of the Council the presiding judge(s) shall report to the Council any meetings
257 held with the court commissioner, the steps toward self-improvement identified as a
258 result of those meetings, and the efforts to complete those steps. Not later than 5 days
259 after the July meeting, the Administrative Office ~~shall~~must deliver to court commissioner
260 being evaluated notice of the Council's action and any records not already delivered to
261 the court commissioner. The notice ~~shall~~must contain an adequate description of the
262 reasons the Council has withheld its decision and the date by which the court
263 commissioner is to deliver written materials. The Administrative Office ~~shall~~must deliver
264 copies of all materials to the Council and to the court commissioner prior to the August
265 meeting.
266

267 (4)(G) **August Council meeting closed session.** At its August meeting in a session
268 closed in accordance with Rule 2-103, the Council ~~shall~~will provide to the court
269 commissioner adequate time to present evidence and arguments in favor of certification.
270 Any member of the Council may present evidence and arguments of which the court
271 commissioner has had notice opposed to certification. The burden is on the person
272 arguing against the presumed certification. The Council may determine the order of
273 presentation.
274

275 (4)(H) **Final certification decision.** At its August meeting in open session, the Council
276 ~~shall~~will approve its final findings and certification regarding all court commissioners
277 whose terms of office expire that year.
278

279 (4)(I) **Communication of certification decision.** The Council ~~shall~~will communicate its
280 certification decision to the court commissioner and to the presiding judge(s) of the
281 district(s) the commissioner serves.
282

283 *Effective: May ~~130~~, 20264*

Rule 4-410. Courthouse closure.**Intent:**

To establish protocols surrounding the closure of a court's physical building or operations in the event that extreme weather, cybersecurity, or other emergency situation prevents the safe arrival to, or the ability to safely conduct business in, the courthouse, or the operational integrity of court systems.

Applicability:

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

Statement of the Rule:**(1) Definitions.****(1)(A) C~~l~~o~~s~~e~~d~~i~~n~~gcorts of record.:**

(1)(A)(i) "Presiding J~~j~~udge" refers to the judge who presides over the district or court level.

(1)(A)(ii) "Court E~~e~~xecutive" ~~refers to the trial court executive in the district and juvenile courts and the Appellate Court Administrator in the appellate courts~~ means the same as that term is defined in Rule 1-101.

(1)(B) C~~l~~o~~s~~e~~d~~i~~n~~gcorts not of record.:

(1)(B)(i) "Presiding J~~j~~udge" refers to the local justice court presiding judge, not the district level justice court presiding judge.

(1)(B)(ii) "Court E~~e~~xecutive" refers to the local justice court administrator.

(2) Core mission. In the event the P~~p~~residing J~~j~~udge determines that a courthouse is not safe or is not capable of supporting the core mission of the court due to extreme weather conditions or other emergency situation, the P~~p~~residing J~~j~~udge has the discretion to determine, in consultation with the C~~e~~court executive, court security, and authority responsible for the building~~court~~'s operation and maintenance, how to continue supporting the core mission of the court.

(3) Closure order. The P~~p~~residing J~~j~~udge(s) may order:

(3)(A) the time-limited partial closure of the courthouse or court operations;

(3)(B) the time-limited complete closure of the courthouse or court operations; or

(3)(C) the indefinite complete closure of the courthouse or court operations.

(4) Alternate location. If the Presiding Judge orders a complete or partial building or operational closure that in any way affects the public's ability to conduct court business in that location, ~~(4)(A)~~ the Presiding Judge may order that operations resume in an alternate location; ~~and~~

~~(54)(B)~~ Public notice. ~~T~~he Presiding Judge ~~must~~shall ensure that notice of a closure is posted in at least two conspicuous places informing the public of:

~~(54)(A)(i)~~ the building's physical or operational closure;

~~(54)(B)(ii)~~ the anticipated length of time the building will be closed or operations may be suspended; and

~~(54)(C)(iii)~~ the procedures for conducting court business, including where cases will be heard and how to file court documents.

~~(65)~~ Communication of decision to close the courthouse or court operations.

~~(65)(A)~~ C~~in courts of record~~. ~~T~~he Presiding Judge ~~shall~~will, as soon as possible, inform the State Court Administrator, the ~~Chief Justice~~Presiding Officer, the Court Communications Director, the Court Security Director, the Court Facilities Director, the Chief Information Officer, the Sheriff whose jurisdiction covers the affected courthouse, and ~~the~~ other organizations or lessees occupying the building, of the Presiding Judge's decision to close the courthouse.

~~(65)(B)~~ C~~in courts not of record~~. ~~T~~he Presiding judge ~~shall~~will, as soon as possible, inform the State Court Administrator, the Presiding Officer, the C~~ourt~~ E~~xecutive~~, the Justice Court Administrator, the Court Communications Director, the Court Security Director, the Chief Information Officer, the law enforcement agency whose jurisdiction covers the affected courthouse, and ~~the~~ other building occupants, of the Presiding Judge's decision to close the courthouse.

~~(76)~~ Communications Director. The Court Communications Director ~~shall~~will immediately inform the media and public of the closure.

~~(87)~~ Extensions. If the Presiding Judge determines that there is a need to extend a court closure order, the Presiding Judge ~~shall~~will so order and the steps in~~ef~~ paragraphs (1) through (4) ~~shall~~will repeat.

(98) **Consensus.** For all courthouses that house more than one level of court, the ~~P~~presiding ~~J~~judges of each court level ~~shall~~will confer and come to a consensus ~~decision~~ regarding action pursuant to ~~subsection~~paragraph (3) above.

(98)(A) In the event that a closure is ordered by consensus, the ~~P~~presiding ~~J~~judges of the closed courthouse ~~shall~~will ~~all~~ sign the closure order.

(98)(B) In the event there is not a consensus among the ~~P~~presiding ~~J~~judges, the Presiding Officer ~~Chief Justice~~ ~~shall~~will determine whether to issue and sign the closure order.

(109) **Retention.** Each ~~P~~presiding ~~J~~judge and the Administrative Office ~~of the Courts~~ ~~shall~~will retain a copy of the order.

(11) Availability.

(11)(A) **Courts of record.** In the event the Presiding Judge is not available during an emergency, the associate presiding judge will make any determinations as provided for in this Rule. In the event the Presiding Judge and the associate presiding judge are not available, the most senior judge available will make any determinations as provided for in this Rule.

(11)(B) **Courts not of record.** In the event the Presiding Judge is not available during an emergency, a judge of the local court, which may include a designee or senior judge, will make any determinations as provided for in this Rule. In the event the Presiding Judge and a judge of the local court are not available, the district level justice court presiding judge, or associate presiding judge, will make any determinations as provided for in this Rule.

Effective: ~~4/27/2020~~May 1, 2026

Tab 15

Name

Address

City, State, Zip

Phone

Email

I am the ☐ Appellant

☐ Attorney for the Appellant and my Utah Bar number is _____

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

In the Matter of (select one)

☐ the Marriage of (for a divorce with or without children, annulment, separate maintenance, or temporary separation case)

☐ the Children of (to establish custody, parent-time or child support)

☐ the Parentage of the Children of (for a paternity case)

(name of Petitioner)

and

(name of Respondent)

Other parties (if any)

Notice of Appeal

District Court Case Number

Judge

Commissioner

1. _____ (name) appeals the final order or judgment in this case to the:

☐ Utah Supreme Court, which has authority for this type of case under Utah Code Section 78A-3-102.

[] Utah Court of Appeals, which has authority for this type of case under Utah Code Section 78A-4-103.

2. The appeal is taken from the order or judgment entered on _____ (date).

Date

Signature ►

Printed Name

Certificate of Service

I certify that I filed with the court and am serving a copy of this Notice of Appeal 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

Due to feedback from the Judicial Council, the Forms Committee removed the option to file this form in Juvenile Court and made slight edits to the form so it will work in District Court only. Separate forms for Juvenile Court will be developed at a later date.

Name

Address

City, State, Zip

Phone

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

Email

I am ☐ Petitioner ☐ Petitioner's Attorney (Utah Bar #:_____)

In the District Court of Utah
Judicial District _____ County

Court Address _____

In the Matter of the Adoption of

(name of person being adopted)

**Verified Petition to Adopt a Minor
Child by a Relative**
(Utah Code 81-13-101 to 501)

Case Number

Judge

Commissioner

1. My full name is (full name) : _____

I was born in (city, state and country): _____

☐ The co-petitioner is my spouse. The co-petitioner's full name is: (full name):

The co-petitioner was born in (city, state and country):

2. We are asking to adopt the child (the person being adopted) listed below:

(child's complete name)	
----------------------------	--

(child's date of birth)	
(child's city and state of birth)	

3. I am related to (choose one):

☐ the child.

☐ the parent who has custody of the child,

_____ (custodial parent's name).

4. I am related to the person I marked in paragraph 3 above because I am their (choose one):

☐ aunt or uncle

☐ first cousin

☐ grandparent

☐ sibling

☐ stepparent

5. There are no open juvenile court cases involving this child

6. Utah has jurisdiction in this case. (Utah Code 81-13-102). The case is filed in the right court because (Choose one.)

☐ I live in this judicial district.

OR

☐ I do not live in Utah but (Choose all that apply.)

☐ the child was born in this judicial district.

☐ the child lives in this judicial district.

☐ a birth parent of the child lives in this judicial district. The adoption is in the best interests of the child because: (Explain how the adoption is best for the child's health, safety, welfare and moral climate.)

7. I am (choose one):

☐ married.

☐ single and a relative of the child.

8. I am (choose one):

☐ at least 10 years older than the child.

☐ not at least 10 years older than the child, but my spouse who is also adopting is at least 10 years older than the child

9. The child was born (choose one):

☐ in Utah.

☐ in a state other than Utah. The requirements of Utah Code 80-2-901 to 910 Title, Interstate Compact on Placement of Children, have been complied with.

10. The child has lived with me in my home for at least 90 days.

11. The child is not an Indian child as defined in 25 U.S. Code, Section 1903.

12. The child is (choose one):

☐ at least 16 years of age.

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

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

13. The pre-placement and post-placement adoptive evaluations are (choose one):

☐ being filed with this petition.

☐ not required under Utah Code 81-13-403 and 404 because:

- one of the child's current legal parents has legal custody of the child; and
- the petitioner is related to the child or the parent.

14. I have attached a criminal history investigation, based on fingerprint identification, from the Federal Bureau of Investigation, the Utah Bureau of Criminal Identification, or the Utah Department of Health and Human Services for: (choose all that apply)

☐ myself

☐ the co-petitioner

☐ other adults living in our home: _____ (list names)

15. I have not been convicted of, pleaded guilty to, or pleaded no contest to a disqualifying offense under Utah Code 81-13-203.

☐ The co-petitioner has not been convicted of, pleaded guilty to, or pleaded no contest to a disqualifying offense under Utah Code 81-13-203.

16. I have attached a report from the Division of Child and Family Services about whether there are any reports or investigations of child abuse, neglect, and dependency for: (choose all that apply)

☐ myself

☐ the co-petitioner

☐ other adults living in our home: _____ (list names)

17. ☐ I have attached or will file a certificate of search of paternity registry and birth certificate registry from the Office of Vital Records and Statistics.

WAIVER OF RIGHTS – CONSENT REQUIRED

18. The child (choose one):

☐ agrees to this adoption and waives notice. (File the agreement separately or at time of hearing.)

☐ cannot agree because the child is less than 12 years old.

☐ cannot agree because the child lacks the mental capacity to agree.

19. The child's mother: (Choose one.)

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

☐ agrees to this adoption and waives her rights. (File the agreement separately or at time of hearing.)

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

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

20. The child's father: (Choose one.)

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

☐ has agreed to this adoption and waives his rights. (File the agreement separately or at time of hearing.)

- ☐ has not agreed to this adoption and will be served with Notice of Petition to Adopt and Notice of Rights.
- ☐ does not have any legal right to contest or agree because his parental rights have been terminated. (Attach the order terminating parental rights.)
- ☐ does not have any legal right to contest or agree because the child was conceived as a result of a sexual offense by the father. Utah Code 81-13-201 and 207
- ☐ does not have any legal right to contest or agree because (All must apply.):
 - he has not fully and strictly complied with the requirements of Utah Code 81-13-213; and
 - he has not been determined by a court to be the child's biological father before the mother agreed to the adoption or relinquished the child for adoption; and
 - he did not sign and file a voluntary declaration of paternity with the state registrar of vital statistics before the mother agreed to the adoption or relinquished the child for adoption.

21. ☐ The petitioner's spouse: (Choose one.)

- ☐ has agreed to this adoption and waives their rights. (File the agreement separately or at time of hearing.)
- ☐ is a co-petitioner asking to adopt the child.
- ☐ has not agreed to this adoption and will be served with Notice of Petition to Adopt and Notice of Rights.

CHILD'S GUARDIAN

22. The child(choose one):

- ☐ does not have a guardian.
- ☐ has guardians and the guardians (choose one):
 - ☐ are the petitioners.
 - ☐ have authority to agree, have agreed to this adoption, and waive their rights. (File the agreement separately or at time of hearing.)
 - ☐ do not have a legal right to contest or agree, but have waived their right to notice and to intervene. (File the waiver separately or at time of hearing.)
 - ☐ have not agreed or waived their rights to notice, and will be served with Notice of Petition to Adopt and Notice of Rights.

WAIVER OF RIGHTS – CONSENT NOT REQUIRED

23. The child: (Choose one.)

☐ does not have a custodian.

☐ has a custodian and the custodian (Choose one.)

☐ is the petitioner.

☐ has waived their rights. (File the waiver separately or at time of hearing.)

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

REQUEST

24. I ask that an Adoption Agreement be executed before this court and that the court issue an Adoption Decree ordering that:

- the child is adopted by _____ (petitioner)
☐ and _____ (co-petitioner) and is their child. They have all the rights and duties of the relationship of child and parent;
- all rights, duties and responsibilities, including residual parental rights, of any person who
 - agreed to this adoption,
 - relinquished the child for adoption,
 - was served with notice of this adoption, or
 - was not entitled to agree to or notice of this adoptionare terminated, and they have no further rights to the child;

☐ the name of the child be changed to:

First name	
Middle name	
New last name	
Married last name (if any)	

Petitioner

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 _____

Co-petitioner (if applicable)

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

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

Date
Signature ► _____
Printed Name _____

Attorney of record (if applicable)

Date
Signature ► _____
Printed Name _____

Due to feedback from the Judicial Council, the Forms Committee removed the option to file this form in Juvenile Court and made slight edits to the form so it will work in District Court only. Separate forms for Juvenile Court will be developed at a later date.

Name(s)

Address

City, State, Zip

Phone

Email

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

In the District Court of Utah

Judicial District _____ County

Court Address _____

In the Matter of the Adoption of

(name of person being adopted)

**Findings of Fact and Conclusions of
Law on Petition to Adopt a Minor
Child by a Relative**

Case Number

Judge

Commissioner

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

The Court Finds:

1. The Petitioner, _____
(full name of adopting relative), was born in: (city, state and country):

_____.

[] The co-petitioner, who is the spouse of the petitioner, (full name)
_____, was born in in (city, state and
country): _____.

They want to adopt the following minor:

(Child's complete name)	
----------------------------	--

(Child's date of birth)	
(Child's city and state of birth)	

2. ☐ The Petitioner wants the name of the child changed to:

First name	
Middle name	
New last name	
Married last name (if any)	

3. Utah has jurisdiction in this case. (Utah Code 81-13-102). The case is filed in the right court because

This a district court. There are no open juvenile court cases involving this child.

And (Choose one).

☐ Petitioners live in this judicial district.

OR

☐ Petitioners do not live in Utah but (Choose all that apply.)

☐ the child was born in this judicial district.

☐ the child lives in this judicial district.

☐ the child's parent lives in this judicial district

4. Adoption serves the child's health, safety, welfare and moral climate and will promote the child's best interests because:

5. The Petitioner is the _____ (relationship) of _____ (child's current name or name of custodial parent).

6. Petitioner is:

☐ legally married.

☐ single and a relative of the minor.

7. Petitioner is (Choose on.):

- ☐ at least 10 years older than the child.
- ☐ not at least 10 years older than the child, but petitioner's spouse who is also adopting is 10 years older than the child.
8. The child was born: (Choose one.)
- ☐ in Utah.
- ☐ in a state other than Utah and the requirements of T Utah Code 80-2-901 to 910 Title, Interstate Compact on Placement of Children, have been complied with.
9. The child has lived in the adopting parent's home for at least 90 days.
10. The child is not an Indian child as defined in 25 U.S. Code Section 1903.
11. The child is: (Choose one.)
- ☐ 16 years of age or older.
- ☐ under 16 and is considered a citizen or national of the United States by the United States Citizenship and Immigration Services.
- ☐ under 16 years of age and is not considered a citizen or national of the United States by the United States Citizenship and Immigration Services.
12. The pre-placement and post-placement adoptive evaluations are:
- ☐ filed with the court.
- ☐ not required under Utah Code 81-13-404 and 405 because a pre-existing parent has legal custody of the minor and the petitioner(s) are related to the minor or the parent.
13. The Federal Bureau of Investigation, the Utah Bureau of Criminal Identification, or the Utah Department of Health and Human Services has conducted a criminal history investigation, based on fingerprint identification, about the adopting parents and other adults living in the home, which is on file with this court.
14. The adopting parents have not been convicted of, pleaded guilty to, or pleaded no contest to a disqualifying offense under Utah Code 81-13-203.
15. The Division of Child and Family Services has investigated all reports and investigations of child abuse, neglect, and dependency about the adopting parents and other adults living in the home, which is on file with this court.
16. A certificate of search of paternity registry and birth certificate registry from the Office of Vital Records and Statistics is on file with this court.

WAIVER OF RIGHTS - CONSENT REQUIRED

17. The child: (Choose one.)
- ☐ has agreed to this adoption and waived notice.
 - ☐ cannot agree because the child is less than 12 years old.
 - ☐ cannot agree because the child lacks the mental capacity to agree.
18. The child's mother: (Choose one.)
- ☐ has died.
 - ☐ agrees to this adoption and waives her rights.
 - ☐ has not agreed to this adoption, was served with Notice of Petition to Adopt and Notice of Rights, and did not file a Motion to Intervene within the time allowed.
 - ☐ is not entitled to agree because her parental rights have been terminated.
19. The child's father: (Choose one.)
- ☐ has died.
 - ☐ has agreed to this adoption and waives his rights.
 - ☐ has not agreed to this adoption, was served with Notice of Petition to Adopt and Notice of Rights, and did not file a Motion to Intervene within the time allowed.
 - ☐ does not have any legal right to contest or agree because the child was conceived as a result of a sexual offense (by the father). Utah Code 81-13-201 and 207
 - ☐ does not have any legal right to contest or agree because (All must apply.):
 - he has not fully and strictly complied with the requirements of Utah Code 81-13-213; and
 - he has not been determined by a court to be the child's biological father before the mother agreed to the adoption or relinquished the child for adoption; and
 - he did not sign and file a voluntary declaration of paternity with the state registrar of vital statistics before the mother agreed to the adoption or relinquished the child for adoption.
23. ☐ The petitioner's spouse: (Choose one.)
- ☐ has agreed to this adoption and waives their rights. (File the agreement separately or at time of hearing.)
 - ☐ is a co-petitioner asking to adopt the child.

☐ has not agreed to this adoption, was served with Notice of Petition to Adopt and Notice of Rights, and did not file a Motion to Intervene within the time allowed.

ADOPTEE'S GUARDIAN

20. The child:

☐ does not have a guardian.

OR

☐ The minor's guardians: (Choose one.)

☐ are the petitioners.

☐ have authority to agree, have agreed to this adoption, and waive their rights.

☐ do not have a legal right to contest or agree, but have waived their right to notice and to intervene.

☐ have not agreed or waived their rights to notice, were served with Notice of Petition to Adopt and Notice of Rights, and did not file a Motion to Intervene within the time allowed.

WAIVER OF RIGHTS; CONSENT NOT REQUIRED

21. The child: (Choose one.)

☐ does not have a custodian

☐ has a custodian and the custodian (Choose one.)

☐ is the petitioner.

☐ has waived their rights.

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

The Court Concludes:

22. The requirements of the Utah Adoption Act in Utah Code 81-13-101 to 505, have been met.

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

Date

Signature ►

Judge

Due to feedback from the Judicial Council, the Forms Committee removed the option to file this form in Juvenile Court and made slight edits to the form so it will work in District Court only. Separate forms for Juvenile Court will be developed at a later date.

Name

Address

City, State, Zip

Phone

Email

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

In the District Court of Utah of Utah

_____ Judicial District _____ County

Court Address _____

In the Matter of the Adoption of

(name of person being adopted)

Adoption Decree – Minor Child by a Relative

Case Number

Judge

The matter before the court is the Verified Petition to Adopt a Minor Child by a Relative.
This matter is being resolved by (Choose all that apply.):

A hearing held on _____ (date).

Petitioners

☐ were present

☐ were not present

☐ were represented by _____

☐ were not represented.

Child being adopted

☐ was present

☐ was not present.

There ☐ was ☐ was not an Intervenor: _____

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

The Court Orders:

1. The child listed below is adopted by the petitioner,

(full name of adopting relative), who was born in: (city, state and country):

_____.

[] And the co-petitioner, who is the spouse of the petitioner, (full name)

_____, who was born in in (city, state and country): _____.

(Child's complete name)	
(Child's date of birth)	
(Child's city and state of birth)	

2. The child and adopting parents have all the rights and duties of the relationship of child and parent;

3. All rights, duties and responsibilities, including residual parental rights, of any person who:

- agreed to this adoption,
- relinquished the child for adoption,
- was served with notice of this adoption, or
- was not entitled to agree to or notice of this adoption

are terminated, and they have no further rights to the child minor.

4. [] The child's name is changed to:

First name	
Middle name	
New last name	
Married last name (if any)	

5. The Department of Vital Records and Statistics is ordered to issue a new birth certificate for the child that lists the child's new name and lists the petitioners as the child's parents.

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

	Signature ►	
Date	Judge	

Name

Address

City, State, Zip

Phone

Email

I am ☐ Plaintiff ☐ Defendant
☐ Plaintiff's attorney ☐ Defendant's attorney (Utah Bar #: _____)
☐ Plaintiff's Licensed Paralegal Practitioner
☐ Defendant's Licensed Paralegal Practitioner (Utah Bar #: _____)

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

<p>_____ Plaintiff</p> <p>v.</p> <p>_____ Defendant</p>	<p>Request for Community Court Hearing (Debt Collection or Eviction Cases)</p> <p>_____ Case Number</p> <p>_____ Judge</p>
-----------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

1. My debt collection or eviction case is in the Salt Lake District Court.
2. I want to have a hearing at Community Court for my case. I understand that Community Court:
 - is at the Kearns Public Library, located at 4275 W 5345 S, Kearns, UT 84118 (not the courthouse).
 - is the third Tuesday of each month between 4:00 pm - 7:00 pm. (If the court grants your request for a hearing at Community Court, you will be told the time of your hearing.)
 - does not guarantee that my request will be granted.

3. I understand that Community Court is only available if I receive notice from the court that my hearing has been scheduled with Community Court. Otherwise I need to attend my normally scheduled hearing.
4. I ask for a Community Court hearing because: (choose one)
- ☐ A hearing has been scheduled at the courthouse. I want the hearing changed to Community Court instead.
- ☐ No hearing has been scheduled yet. I need a hearing to: (choose all the apply)
- ☐ decide who has the right to live in the property now.
- ☐ decide the money part of this case.
- ☐ other reasons: (explain)

5. The other parties: (choose one)
- ☐ Agree to have the hearing at Community Court
- ☐ Do not agree to have the hearing at Community Court.
- ☐ I do not know if they agree or not.

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

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

Date

Signature ► _____
Printed Name _____

Attorney or Licensed Paralegal Practitioner of record (if applicable)

Date

Signature ► _____
Printed Name _____

The Certificate of Service proves you gave copies of this document to everyone involved in your case. It is saying, "I gave everyone the papers they need to see." (Utah Rule of Civil Procedure 5)

1. Fill out the sections below: Write the information for each person you are sending a copy to. You have space to include two people and may add more pages if needed.
2. **Serve it:** You need to give a copy of the document including the certificate of service page to the other person. Give it to them on or before the day you give the document to the court.
3. **File it:** You need to give this document including the certificate of service page to the court. Make sure you also keep a copy for yourself.

Certificate of Service

I confirm that I provided a copy of this Request to the following people.

I provided a copy to Name of Person	I provided the copy by [x]check one	I provided the copy to this address (based on ← option checked)	I provided the copy on Date
1.	<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.)		
2.	<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.)		

Your
Signature ►

Date
(when you filled this out)

Your Printed
Name