



- 9) 2:05 p.m. Legislative Updates.....Michael Drechsel  
(Action)
- 10) 2:35 p.m. Fifth District Report.....Judge John Walton  
(Information) Cade Stubbs
- 11) 2:45 p.m. Committee on Children and Family Law.....Michael Samantha Starks  
(TAB 5 - Action)
- 12) 2:50 p.m. Request to Expand Territorial Jurisdiction.....Jim Peters  
(TAB 6 - Action)
- 13) 2:55 p.m. Request to Certify New Justice Court Judge.....Jim Peters  
(TAB 7 - Action)
- 14) 3:00 p.m. District Court Judge Panels.....Keisa Williams  
(Information) Brody Arishita
- 15) 3:25 p.m. Senior Judge Reappointments.....Neira Siaperas  
(Action)
- 16) 3:30 p.m. Executive Session.....Chief Justice Matthew B. Durrant
- 17) 3:45 p.m. Old Business / New Business.....All  
(Discussion)
- 18) 3:55 p.m. Consent Calendar.....Chief Justice Matthew B. Durrant  
(Action)
- 19) 4:00 p.m. Adjourn.....Chief Justice Matthew B. Durrant

**Consent Calendar**

- 1. Forms  
(TAB 8)

**Tab 1**

**JUDICIAL COUNCIL MEETING  
Minutes**

**February 23, 2026**

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. Rita Cornish  
Hon. Susan Eisenman  
Hon. Michael Leavitt  
Hon. James Gardner  
Hon. Amber Mettler  
Justice Paige Petersen  
Hon. Christine Johnson  
Hon. Chris Bown  
Hon. Brendan McCullagh  
Hon. Jon Carpenter  
Kristin K. Woods

**AOC Staff:**

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

**Presenters:**

Jordan Murray  
Karl Sweeney  
Alisha Johnson  
Mark Urry  
Chris Talbot

**Excused:**

Hon. Samuel Chiara  
Hon. Michael DiReda  
Hon. Angela Fannesbeck

**1. WELCOME AND THE APPROVAL OF MINUTES (Judge David Mortensen):**

Judge David Mortensen welcomed everyone to the meeting and called for any questions or corrections to the January 20, 2026 meeting minutes. None were raised.

**Motion:** Judge Jon Carpenter moved to approve the January 20, 2026 meeting minutes. Judge Amber Mettler seconded the motion, which passed unanimously.

**2. CHAIR’S REPORT (Judge David Mortensen):**

Judge Mortensen noted that the matters referenced in the Chair’s Report would be addressed later in the agenda.

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

Ron Gordon reported on the current legislative budget discussions. He noted that state revenue projections are trending upward, which is encouraging. However, the Legislature continues to consider budget reductions to address funding gaps resulting from recent federal legislation and related shortfalls.

The Criminal Justice Appropriations Subcommittee agreed with the Judiciary’s request to avoid personnel reductions. The subcommittee also reviewed and prioritized all submitted budget requests, ranking the Judiciary’s Core Courthouse compensation request third out of fifty which is consistent with its ranking last year. Of the \$6 million requested, \$3 million was prioritized. While the ranking is favorable, Mr. Gordon reminded Council members that it does not guarantee funding, as final decisions will be made by the Executive Appropriations Committee.

Mr. Gordon further reported that the Legislature has already allocated funding for the new judges and justices authorized under SB 134. He also discussed pending legislation that could impact the Judiciary’s funding requests, including proposals for additional commissioners.

Finally, Mr. Gordon reported that he has met with each member of the appropriations committees. He described the discussions as productive and indicated that members expressed an understanding of the Judiciary’s budget priorities.

**4. COMMITTEE REPORTS:**

**Management Committee:** Nothing to report.

**Budget & Fiscal Management Committee:** Nothing to report.

**Liaison Committee:** Justice Paige Petersen stated the committee has been busy and Michael Drechsel will discuss the work of the committee later in the meeting.

**Policy, Planning, and Technology Committee:** Judge James Gardner reported that a discussion regarding the three-judge panel and a related rule will take place later in the meeting agenda.

He further reported that work continues on developing supplemental rules governing case assignments for each of the districts. The drafting process has been more complex than initially anticipated; however, the committee expects the rules to be finalized by next month, and no later than April.

**Bar Commission:** Katie Woods stated the Executive Director and the Bar President will present to the Council at the Spring Convention in March.

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

Alisha Johnson presented the financial reports.

**FY 2026 Ongoing Turnover Savings as of 02/03/2026- Period 7**

#		Prior Month	Actual	Forecasted	Change in Forecast
		Forecast	Amount YTD	Amount @ YE	Amount @ YE
	Net Carried over Ongoing Savings (finalized from FY 2025)	138,582	138,582	138,582	-
	Ongoing Turnover Savings FY 2026 (actual year-to-date, Salary Differential only)	603,954	649,316	649,316	45,361
1	Ongoing Turnover Savings FY 2026 (forecast \$65,000 / month x 5 months, Salary Differential only)	390,000	-	325,000	(65,000)
	<b>TOTAL SALARY RELATED ONGOING SAVINGS</b>	<b>1,132,537</b>	<b>787,898</b>	<b>1,112,898</b>	<b>(19,639)</b>
	Benefit Differential Savings FY 2026 (will be recognized in this row starting in Q4)	-	-	-	-
	<b>TOTAL SAVINGS</b>	<b>1,132,537</b>	<b>787,898</b>	<b>1,112,898</b>	<b>(19,639)</b>
2	2026 Annual Authorized Hot Spot Raises	(200,000)	(191,455)	(200,000)	-
	<b>TOTAL USES</b>	<b>(200,000)</b>	<b>(191,455)</b>	<b>(200,000)</b>	<b>-</b>
	<b>Total Actual/Forecasted Unencumbered Turnover Savings for FY 2026</b>	<b>932,537</b>	<b>596,443</b>	<b>912,898</b>	<b>(19,639)</b>

## FY 26 Ongoing Funding Net of Commitments/Reserves- Period 7, FY 2026

<b>Funding Sources</b>		
<b>Available Funds</b>		<b>Net Available</b>
Ongoing Turnover Savings carried over from FY 2025		\$ 138,582
Actual Ongoing Turnover Savings from FY 2026 (as of period 6) - Note: Does not include CY benefits differential until Q4 or forecasted amounts		\$ 649,316
<b>Total Available Ongoing Funding - Cash Basis</b>		<b>\$ 787,898</b>
<b>Commitments/Reserves</b>		
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 (including a negative benefit differential) that enable meeting the investing in our People Ongoing Commitment		\$ (100,000)
<b>Total Commitments/Reserves</b>		<b>\$ (670,000)</b>
<b>Net Available Ongoing Funding - Cash Basis (Deficit)</b>		<b>\$ 117,898</b>
<b>Deferred Ongoing Requests</b>		
<i>Requests are deferred until Net Available Ongoing Funding - Cash Basis exceeds these requested amounts</i>		<b>Judicial Council Approved</b>
8th District Probation Training Coordinator - Russ Pearson		\$ 52,500
Juvenile Court ICJ Funding Increase		\$ 7,000
	<b>Subtotal</b>	<b>\$ 59,500</b>

## FY 2026 One Time Turnover Savings- Period 7

#	Description	Funding Type	Actual Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 01/16/2026)	Internal Savings	1,051,991
2	Est. One Time Savings for remaining pay hours (936 @ \$900 / pay hour)	Internal Savings (Est.)	842,400
<b>Total Potential One Time Savings</b>			<b>3 1,894,391</b>
			<i>Prior Report Totals (as of PPE 12/19/2025)</i> 1,862,154
			<i>FY 2025 Final</i> 3,072,760

- Actual per hour turnover savings for the last 4 pay periods (oldest to newest): \$1,007.02, \$252.45, \$1,401.31, and \$1,117.50. The average per hour turnover savings for FY 2026 YTD: \$913.19. Last report's average was \$882.82. We are maintaining the \$900 per pay hour estimate based on the conservative estimate of the variation of + / - 15 FTE vacant FTE and the reduced savings from the expiration of the Social Security cap as of the start of the new calendar year.
- Based on the information above, the forecast was decreased from \$1,200 per hour to \$900 per hour as of the PPE 10/24/2025 report. Actual per hour turnover savings for FY 2025 was \$1,427.
- The decline from FY 25 to FY 26 is primarily due to the decrease in vacant positions which have declined from an average of 25-30 vacant positions between January 2025 & mid-September 2025 to +/- 15 vacant positions since mid-September. Overall, it appears that positions are filling faster when 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. Although this decrease does seem to be rebounding as of PPE 12/19, this impact has flowed through beginning on the next report.

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)
Anticipated Turnover Savings per Hour based upon 15 vacant positions:		\$ 857
FY 2026 Forecast for balance of year		\$ 900
(-15 x \$37.99)		

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

## FY 2026 Year end Requests and Forecasted Available One-Time Funds - Period 7

Forecasted Available One-time Funds				One-time Spending Plan Requests		
Description	Funding Type	Amount		Adjusted Requests Amount	Judicial Council Approved Amount	
<b>Sources of YE 2026 Funds</b>						
* Turnover Savings as of PPE 01/16/2026	Turnover Savings	1,051,991				
Turnover savings Estimate for the rest of the year (\$900 x 936 pay hours)	Turnover Savings	842,400				
<b>Total Potential One Time Turnover Savings</b>		<b>1,894,391</b>				
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		(250,000)				
<b>(a) Total Potential One Time Turnover Savings Less Discretionary Use</b>		<b>1,644,391</b>				
Operational Savings From TCE / ADC Budgets - mid-year forecast	Internal Operating Savings	539,910				
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>(b) Total Operational Savings, Reserve, Unclaimed Property and Prior Year Adjustments</b>		<b>478,610</b>				
<b>(c) Total of Turnover Savings &amp; Operational Savings = (a) + (b)</b>		<b>2,123,001</b>				
<b>Uses of YE 2026 Funds</b>						
(d) Carryforward into FY 2027 (Anticipate request to Legislature for \$3,200,000)	FY 2027 Carryforward	(2,123,001)				
<b>Total Potential One Time Savings = (c) less Carryforward (d)</b>		<b>-</b>				
Less: Judicial Council Requests Previously Approved		-				
Less: Judicial Council Current Month Spending Requests		-				
<b>Remaining Forecasted Funds Available for FY 2026 YE Spending Requests, CCCF, etc.</b>		<b>-</b>				

Last reported expected carryforward: \$2,050,854

Karl Sweeney reported that discussions are ongoing with the Legislative Fiscal Analyst (LFA) regarding the Judiciary's budget reductions. He expressed appreciation for the LFA's collaboration and support throughout the process.

Jordan Murray provided an update on the XChange Fee increases. He reported that the mid-year 2026 FY performance data indicate that the updated fee structure is successfully closing the historical gap (which was \$1.6M in FY 2025) between XChange expenses and collections without creating a material surplus of revenue. Therefore, the increases have proven to be a successful strategic adjustment. The AOC Finance team will continue to monitor these figures to ensure the alignment between revenues and expenses is maintained.

Mr. Murray also reported on proposed "judicial transparency" legislation currently under consideration by the Legislature. He noted that, if passed, the bill would carry a significant fiscal note and would be funded through XChange fees.

Mr. Sweeney addressed the impact of phasing out pennies on the Judiciary. He stated that the change has not had a significant effect on court operations. Courts have posted signage in reception areas requesting that patrons provide exact change when conducting transactions.

#### **6. JPEC Report (Mary-Margaret Pingree)**

Mary-Margaret Pingree reported that JPEC has received the survey data and has distributed the first reports to mid-term judges. She noted that overall response rates were strong, with attorney survey response rates remaining stable and court staff response rates increasing by 5%. Ms. Pingree also explained that normalization is now incorporated into the JPEC process and is more clearly outlined in the attached memorandum.

Madison Klein, Business Analyst for the JPEC team, presented the JPEC Judge Portal. She provided an overview of the system, demonstrated how to navigate and use the portal, and invited feedback and recommendations to improve its functionality and user experience.

Judge Mortensen stated that currently only Presiding Judges have access to certain portions of individual judges' evaluations, while Judicial Council members are able to review the reports in their entirety. He encouraged Council members to review the mid-term reports carefully and to notify fellow Council members of any concerns. He noted that the reports would be distributed later in the day by Mr. Gordon.

Judicial Council members expressed appreciation to JPEC for its thorough reports and for the development of the Judge Portal.

#### **7. REQUEST TO FILL COMMISSIONER VACANCY (Mark Urry)**

Mark Urry presented a request to fill the vacancy created by the retirement of Commissioner Marla Snow in the Fourth District Court. He reviewed the commissioner caseload data and the current judicial weighted caseload, noting the district's size and complexity.

**Motion:** Judge Gardner moved to approve filling the commissioner vacancy in the Fourth District. Judge Rita Cornish seconded the motion, and it passed unanimously.

## 8. COURT FACILITIES PLANNING COMMITTEE (Chris Talbot)

Chris Talbot reported that, pursuant to Rule 1-205, the Court Facilities Planning Committee (CFPC) conducted a performance review. He stated that he and the Committee Chair, Judge Michele Christiansen Forster, recommend disbanding the Committee. He explained that quarterly meetings have become brief due to limited new funding activity and that responsibilities could be addressed through an alternative reporting structure.

Mr. Talbot outlined the proposed process:

- Quarterly meetings between the Facilities Director, the State Court Administrator, and the Deputy State Court Administrator, with Council appearances as needed for time-sensitive matters.
- An annual report to the Judicial Council outlining capital priorities, proposed modifications, and project updates.

He stated that the proposed structure would maintain transparency while reducing administrative burden.

**Motion:** Judge Susan Eisenman moved to eliminate the Court Facilities Planning Committee and to amend Rule 1-205 accordingly. Judge Christine Johnson seconded the motion, and it passed unanimously.

## 9. UNIFORM FINE COMMITTEE (Michael Drechsel)

Michael Drechsel reported that the proposed amendment to Rule 1-205 modifying the composition of the Uniform Fine Committee was published for public comment on December 16, 2025. The comment period closed without receiving public comment.

Mr. Drechsel stated that the proposed amendment reduces the membership to one district court judge and two justice court judges and outlined the recommended appointments and terms:

- Appointment of Judge Denise Porter as Chair;
- Reappointment of Judge Barbara Finlinson to a second term as a justice court judge; and
- Appointment of Judge Brook Sessions to a first term as a justice court judge.

**Motion:** Judge Cornish moved to approve the amendment to Rule 1-205 as presented. Judge Brendan McCullagh seconded the motion, and it passed unanimously.

## 10. LEGISLATIVE UPDATES (Michael Drechsel)

Michael Drechsel provided legislative updates and reviewed several bills that may impact the Judiciary. Mr. Drechsel discussed proposed legislation including the assignment of district court judges to cases a municipality files; proposed changes to the structure and function of the Guardian ad Litem program within the juvenile and district courts; legislation related to the selection process for judicial officers; a modification of JPEC's processes; and a bill regarding cases taken under advisement.

Mr. Drechsel reviewed the Judicial Transparency bill and clarified the proposed cooling-off period applicable to retired judges. Justice Petersen noted that the Supreme Court is already in the process of developing rules similar to those outlined in the bill.

Mr. Drechsel also led a discussion regarding the potential fiscal impact of the Transparency bill on the Judiciary. He explained that, if passed, court patrons would have access to free audio transcripts of their

cases. He further stated that the XChange program may need to be restructured to meet the requirements of the bill.

Additionally, Mr. Drechsel clarified that the three-judge district court panel will receive funding for both a Judicial Assistant and a Law Clerk. He then reviewed the Debt Collection and Housing Court bill, as well as the bill proposing the consolidation of all judicial districts into four districts.

Mr. Drechsel outlined the potential operational and procedural impacts of these measures on the courts and noted that the Judiciary will continue to monitor their progress during the legislative session.

#### **11. CERTIFICATION OF JUSTICE COURT JUDGES (Jim Peters)**

Jim Peters presented a request for the certification of Stephen W. Whiting as Justice Court Judge for San Juan County. Mr. Whiting has completed all necessary education hours.

**Motion:** Judge Carpenter moved to approve the certification of Stephen W. Whiting as a Justice Court Judge. Judge Chris Bown seconded the motion, and it passed unanimously.

#### **12. EXPANSION OF TERRITORIAL JURISDICTION (Jim Peters)**

Jim Peters presented a request for the expansion of territorial jurisdiction of San Juan Justice Court. Mr. Peters reported that Monticello City and San Juan County approved an interlocal agreement in January 2026. Mr. Peters requested that the Council approve the territorial jurisdiction of San Juan County be expanded to include Monticello City.

**Motion:** Judge Bown moved to approve the expansion of territorial jurisdiction of San Juan Justice Court to include Monticello City. Judge Cornish seconded the motion, and it passed unanimously.

#### **13. HUMAN RESOURCES POLICY AMENDMENTS (Bart Olsen)**

Bart Olsen presented a request for amendments of the following Human Resource Policies: HR08-14: Dual State Employment, HR06-6(12) Pay for Performance Salary Increases, HR06-7 Incentive Awards, HR15-3(3) Workplace Harassment Complaint Procedures, HR17-9 Grievance Review Panel Procedures, HR08-22 In-State and Out-of-State Work, HR02-2 Compliance Responsibility, HR07-7 Administrative Leave and Eligibility, and HR07-20 Leave Bank. He referred the Council to detailed reasoning provided in an attached memorandum in the meeting packet materials. He requested that these amendments go into effect March 1, 2026.

**Motion:** Judge Cornish moved to approve the Human Resources Policy Amendments as presented to go in effect March 1, 2026. Judge Eisenman seconded the motion, and it passed unanimously.

Mr. Olsen then informed the Council of two bills moving through the legislative session that would require Human Resource Policy updates, and both bills carried an effective date of May 6, 2026. Mr. Olsen stated this would not allow sufficient time for the standard process through the HR Policy Review Committee; Policy, Planning and Technology Committee (PP&T); and Judicial Council review. Mr. Olsen then asked if an expedited process could be considered should those bills pass.

Judge Gardner, Chair of the PP&T Committee, suggested that those policy amendments could skip his committee's review and go straight to the Judicial Council for approval. Judge Mortensen stated this could go directly into the Council's April meeting agenda.

#### **14. RULES FOR FINAL APPROVAL (Keisa Williams)**

Keisa Williams presented CJA rules 3-101, 3-111, and 4-410 for final approval. No public comments were received on Rules 3-101 or 3-111 and one comment was received on Rule 4-410. Ms. Williams recommended the following rules be adopted as final with a May 1, 2026 effective date:

- 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. To provide clarity for the appellate courts, PP&T amended rule 3-101 (line 52) to include the following: "The case under advisement performance standards for appellate courts in paragraphs (3)(A) and (3)(B) begin with cases submitted after May 1, 2026."
- 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. In response to the public comment on amendments to rule 4-410, PP&T added "as soon as reasonably possible" to line 55 to ensure that a presiding judge is not required to physically travel to a building in dangerous conditions. Under paragraph (7), the Communications Director will immediately inform the media and public of the closure via electronic means.
- 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.

**Motion:** Judge Cornish moved to approve the amendments to CJA rules 3-101, 3-111, and 4-410 as final, with an effective date of May 1, 2026. Judge Mettler seconded the motion, and it passed unanimously.

#### **15. THREE-JUDGE PANELS (Keisa Williams, Judge James Gardner)**

Judge Gardner reviewed proposed Code of Judicial Administration Rule 4-102, which governs the assignment and reassignment of cases in the district, juvenile, and business and chancery courts, as well as the appointment of district court judges to three-judge panels.

**Motion:** Judge McCullagh moved to approve Rule 4-102, effective March 7, 2026. Judge Carpenter seconded the motion, which passed unanimously.

Judge Gardner then led a discussion regarding the process for assigning district court judges to three-judge panels through random selection. He expressed concern that judges from smaller, rural districts could be disproportionately burdened and emphasized the importance of ensuring an equitable distribution of assignments.

Brody Arishita, Chief Information Officer, provided an overview of the proposed District Court Panel randomizer. He demonstrated the available randomization options and explained how the system would operate in compliance with the Code. Mr. Arishita noted that, in addition to facilitating random selection, the tool would maintain accurate records of assignments.

Council members reached a consensus that the randomization process would begin by randomly selecting the first judge. Upon selection, all other judges from that judge's judicial district would be removed from the remaining pool to ensure that no more than one judge from the same district serves on a panel. A second judge would then be selected through the same computer-generated random draw from the updated pool, followed by the same district-based removal process. The process would continue until three judges - each from a different judicial district - have been selected.

Judge Gardner also led a discussion regarding the qualifications for serving on a three-judge panel. Following discussion, Council members reached a consensus that all district court judges are qualified to serve, subject to limited exceptions:

- District court judges will be removed from the panel list during periods of disability or administrative leave.
- District court judges who have announced their retirement will be removed from the panel list six months prior to their retirement date but will remain on any panel to which they have already been appointed until the case is resolved or their retirement date, whichever occurs first.
- Provided it does not violate the 50% rule, district court judges actively serving on a panel may be removed from the panel list while the case is pending.

**Motion:** Judge McCullagh moved to approve the qualifications and criteria for service on a Three-Judge Panel as presented. Judge Cornish seconded the motion, which passed unanimously.

Judge Gardner added that the panel list; information regarding the dates and frequency of judges' panel service; and a detailed explanation of the randomization process and operation of the tool will be posted on the Judiciary's website.

**16. CONSENT CALENDAR** (Judge David Mortensen):

**Motion:** Judge Cornish moved to approve the items on the consent calendar. Judge McCullagh seconded the motion, and it passed unanimously.

**17. ADJOURN**

The meeting was adjourned.

Tab 2

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

**Minutes**

**January 12, 2026**

**Meeting held virtually through WebEx**

**12:00 p.m. – 12:30 p.m.**

**Members Present:**

Judge Rita Cornish (Chair)  
Kristin Woods  
Judge Susan Eisenman  
Judge Michael DiReda

**Guests:**

Brett Folkman, TCE, First District Court  
Mark Urry, TCE, Fourth District Court  
Melissa Kennedy

**Excused:**

**AOC Staff Present:**

Ron Gordon  
Neira Siaperas  
Nick Stiles  
Brody Arishita  
Todd Eaton  
Shane Bahr  
James Peters  
Erin Rhead  
Tina Sweet  
Karl Sweeney  
Jordan Murray  
Kelly Moreira  
Alisha Johnson  
Suzette Deans, Recording Secretary

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## Call to Order and Approval of Prior Minutes

Judge Rita Cornish called the meeting to order and welcomed attendees.

**Motion:** Judge Susan Eisenman made a motion to approve the minutes from the prior meeting. Kristin Woods seconded the motion. With no discussion, nay votes, or abstentions, the prior meeting minutes were unanimously approved.

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## Financial Reports – Year-to-Date Financials

Alisha Johnson presented the year-to-date financials.

### Ongoing Turnover Savings

As of January 5, 2026, ongoing turnover savings reflected a notable increase resulting from multiple retirements and vacancies in higher-level positions. Several of these vacancies were filled internally, which shortened turnaround time and produced stronger-than-anticipated savings during recent pay periods. The forecasted change to ongoing savings increased by \$138,907 bringing the total projected ongoing savings to \$932,537. Ms. Johnson reported that the judiciary currently has 30 vacant full-time equivalent positions, an increase from 18

vacancies reported at the prior meeting, largely attributable to retirements occurring in December. She clarified that retirement-related savings would not be reflected in one-time savings until the next reporting period because the affected employees worked during the current pay period. No questions were raised by committee members regarding the ongoing turnover savings.



**FY 2026 Ongoing Turnover Savings as of 01/05/2026 - Period 6**

#	Prior Month Forecast		Actual	Forecasted	Change in Forecast
	Amount @ YE	Amount @ YE	Amount YTD	Amount @ YE	Amount @ YE
	138,582	138,582	138,582	138,582	-
	400,047	603,954	603,954	603,954	203,907
1	455,000	-	-	390,000	(65,000)
<b>TOTAL SALARY RELATED ONGOING SAVINGS</b>					
	993,629	742,537	742,537	1,132,537	138,907
Benefit Differential Savings FY 2026 (will be recognized in this row starting in Q4)					
	-	-	-	-	-
<b>TOTAL SAVINGS</b>					
	993,629	742,537	742,537	1,132,537	138,907
2026 Annual Authorized Hot Spot Raises					
	(200,000)	(191,455)	(191,455)	(200,000)	-
<b>TOTAL USES</b>					
	(200,000)	(191,455)	(191,455)	(200,000)	-
<b>Total Actual/Forecasted Unencumbered Turnover Savings for FY 2026</b>					
	793,629	551,082	551,082	932,537	138,907

**Ongoing Net of Commitments**

Ms. Johnson next reviewed net commitments related to ongoing savings. She reported that net ongoing savings, including both actual and carryforward amounts, total \$742,537. Previously approved obligations account for approximately \$670,000 of that amount, leaving an available balance of \$72,537. She reminded the committee that several ongoing funding requests totaling \$59,500 had been deferred earlier in the year. Although available funds now exceed the deferred amount and the Judicial Council has already approved these requests, after we notify Judicial Council of this event, if there are no contrary opinions, we will notify the requestors that they may proceed.



**FY 26 Ongoing Funding Net of Commitments/Reserves - Period 6, FY 2026**

		1/6/2026
<b>Funding Sources</b>		
Available Funds		
Ongoing Turnover Savings carried over from FY 2025		\$ 138,582
Actual Ongoing Turnover Savings from FY 2026 (as of period 6) - Note: Does not include CY benefits differential until Q4 or forecasted amounts		\$ 603,954
<b>Total Available Ongoing Funding - Cash Basis</b>		<b>\$ 742,537</b>
<b>Commitments/Reserves</b>		
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 (including a negative benefit differential) that enable meeting the investing in our People Ongoing Commitment	\$ (100,000)
<b>Total Commitments/Reserves</b>		<b>\$ (670,000)</b>
<b>Net Available Ongoing Funding - Cash Basis (Deficit)</b>		<b>\$ 72,537</b>
<b>Deferred Ongoing Requests</b>		
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
<b>Subtotal</b>		<b>\$ 59,500</b>

## One-Time Turnover Savings

Ms. Johnson then addressed one-time savings. She explained that forecasted one-time savings decreased slightly from \$1,911,878 in the prior report to \$1,862,154. This change was attributed to payroll timing variances, the resumption of Social Security contributions for judicial officers, higher-than-usual overtime during one pay period, and final compensation payouts associated with a retiring judicial officer. Since judges first and last pay periods are often more often 4 weeks instead of 2 weeks, both new hires and retirements can temporarily skew results.

Ms. Johnson noted several positive trends, including lower-than-budgeted monthly personnel costs and conservative assumptions used for pay-for-performance and benefit tier estimates. She further reported that a judicial retirement effective February 1, 2026, will result in a vacancy beginning with the pay period ending January 2, 2026, which is expected to positively impact future budget projections until that position is filled.



### FY 2026 One Time Turnover Savings - Period 6

Updated as of Pay Period Ending 12/19/2025 (992 out of 2,088 hours)

#	Description	Funding Type	Actual Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 12/19/2025)	Internal Savings	875,754
2	Est. One Time Savings for remaining pay hours (1,096 @ \$900 / pay hour)	Internal Savings (Est.)	986,400
<b>Total Potential One Time Savings</b>			<b>3 1,862,154</b>

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

Turning to year-end projections, Ms. Johnson reported that projected one-time turnover savings total \$1,862,154. After deducting the \$250,000 in 1x funds for use by the State Court Administrator, projected available funds equal \$1,612,154. Ms. Johnson noted that operational savings forecasts from the Trial Court Executives are still pending and are expected to be presented at the next committee meeting to provide a more refined year-end estimate. Based on current projections and assuming no year-end 1x spending requests, the judiciary anticipates a total carryforward of approximately \$2.05 million into fiscal year 2027.



### FY 2026 Year End Requests and Forecasted Available One-time Funds - Period 6

Forecasted Available One-time Funds			# One-time Spending Plan Requests	Adjusted Requests Amount	Judicial Council Approved Amount
Sources of YE 2026 Funds					
*	Turnover Savings as of PPE 12/19/2025	Turnover Savings			
	Turnover savings Estimate for the rest of the year (\$900 x 1,096 pay hours)	Turnover Savings			
	<b>Total Potential One Time Turnover Savings</b>				
	Less: Judicial Council Delegated to State Court Administrator for Discretionary Use				
(a)	<b>Total Potential One Time Turnover Savings Less Discretionary Use</b>				
	Operational Savings From TCE / AOC Budgets - mid-year forecast	Internal Operating Savings			
	Operational Savings from IT Budget - Timing of Contract Renewal Deferred to FY 27	Internal Operating Savings			
	Reserve Balance (balance from FY 2025 Carryforward)	Judicial Council Reserve			
	Use IT Budget Savings and Operational Savings to Increase Retro YOS Eligibility	Adjustments to CY Operations			
(b)	<b>Total Operational Savings, Reserve, Unclaimed Property and Prior Year Adjustments</b>				
(c)	<b>Total of Turnover Savings &amp; Operational Savings = (a) + (b)</b>				
Uses of YE 2026 Funds					
(d)	Carryforward into FY 2027 (Anticipate request to Legislature for \$3,200,000)	FY 2027 Carryforward			
	<b>Total Potential One Time Savings = (c) less Carryforward (d)</b>				
	Less: Judicial Council Requests Previously Approved				
	Less: Judicial Council Current Month Spending Requests				
	<b>Remaining Forecasted Funds Available for FY 2026 YE Spending Requests, CCCR, etc.</b>				
			Current Month One-time Spending Requests		
			Previously Approved 1x FY 2025 YE Spending Request		

Last reported expected carryforward: \$2,100,578

## ARPA Expenses

As part of the required quarterly update on American Rescue Plan Act funds, Ms. Johnson reported that \$318,798 in additional ARPA expenditures have occurred since the last report. The remaining ARPA balance is approximately \$117,852, all of which is expected to be fully expended prior to the federal deadline of December 31, 2026.



ARPA Expenses as of 01/05/2026 (period 6 not closed yet)

	A	B	C	D	E	F	G	H	
	Judicial Council Approved	Actual FY 2022 Expended	Actual FY 2023 Expended	Actual FY 2024 Expended	Actual FY 2025 Expended	Actual FY 2026 Expended	Total Expended Amount	Balance Available	% Obligated
IT Access to Justice - Part I + II	12,373,400	3,042,468	4,613,255	3,075,857	1,090,631	433,338	12,255,548	117,852	100.00%
Courts Case Backlog - Part I + II	2,302,100	707,963	1,007,135	587,002	-	-	2,302,100	Completed in FY 2024	
Legal Sandbox Response to COVID	324,500	-	171,636	152,864	-	-	324,500	Completed in FY 2024	
<b>TOTAL</b>	<b>15,000,000</b>	<b>3,750,431</b>	<b>5,792,027</b>	<b>3,815,722</b>	<b>1,090,631</b>	<b>433,338</b>	<b>14,882,148</b>	<b>117,852</b>	
									<i>Expenditures added since last report: 318,798</i>

## Legislative Request for Five Percent Budget Reduction

Judge Cornish introduced discussion of the legislature’s request that state entities submit proposals reflecting a five percent budget reduction. Ron Gordon provided background, explaining that such requests are common prior to legislative sessions and are sometimes used as an analytical exercise rather than a directive to implement immediate cuts. He noted, however, that current fiscal conditions and federal tax policy changes increase the likelihood that some level of reduction may be required this year.

Mr. Gordon explained that staff are recommending an approach that relies primarily on revenue enhancements, particularly proposed adjustments to certain court filing and document fees, rather than reductions to programs or operations. Mr. Gordon emphasized that HB 531 reports had given the Courts tools to analyze how much of the all-in costs to provide the services related to each fee were recovered. Our proposal recommended fee increases (but still well below the costs to provide the services) for 4 fees that have a large number of filings each year.

During committee discussion, Judge Michael DiReda raised concerns regarding the potential impact of fee increases on access to justice, particularly for individuals of limited financial means. Mr. Gordon acknowledged that access to justice considerations are always part of the analysis and explained that, even with the proposed adjustments, the judiciary would not fully recover its costs. Judge Cornish added that many of the fees under consideration are filing fees typically paid by institutional or initiating parties, rather than defendants, and therefore are less likely to create barriers for vulnerable court users.

Mr. Gordon further explained that the legislature retains authority to approve most fee changes and may request additional analysis or alternative proposals, including direct budget cuts, if it

determines that the proposed approach is insufficient. He noted that the judiciary has recently undergone a comprehensive budget audit by the legislative fiscal analyst's office which did not identify significant excess funding or opportunities for major reductions, and that this recent review supports the position that there is only limited flexibility for further cuts without affecting operations.

Karl Sweeney provided historical context, noting that the judiciary last implemented widespread fee increases during the 2009 economic downturn, when increases were generally larger than those currently proposed. He explained that the current proposal focuses on high-volume transactions and modest adjustments that are expected to minimize impacts on access to justice while contributing meaningfully to revenue.

### Committee Endorsement and Direction

The committee discussed the nature of the action before it and clarified that it was not being asked to approve budget cuts, but rather to endorse the proposed approach as the judiciary's response to the legislature's request for a five percent reduction scenario. Mr. Gordon requested the committee's endorsement so that staff could proceed with required communications and coordination with management, the Governor's Office, and legislative fiscal analysts.

Judge Cornish asked whether any committee members had concerns with the proposed approach or wished to suggest an alternative. No objections were raised. By consensus, the Budget and Fiscal Management Committee endorsed the proposed strategy emphasizing revenue enhancements over operational cuts and authorized staff to proceed accordingly. Staff will report this endorsement to management and provide the information to the Judicial Council as an informational item.

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### Old Business/New Business

No old business or new business was raised.

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Meeting adjourned at 12:35 p.m.

Next Meeting February 9, 2026

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

**Minutes  
February 09, 2026  
Meeting held virtually through WebEx  
12:00 p.m. – 12:30 p.m.**

**Members Present:**

Judge Rita Cornish (Chair)  
Kristin Woods  
Judge Susan Eisenman

**Guests:**

Mark Urry, TCE, Fourth District Court  
Melissa Kennedy

**Excused:**

Judge Michael DiReda

**AOC Staff Present:**

Ron Gordon  
Neira Siaperas  
Nick Stiles  
Brody Arishita  
Todd Eaton  
Shane Bahr  
James Peters  
Erin Rhead  
Tina Sweet  
Lauren Andersen  
Karl Sweeney  
Jordan Murray  
Kelly Moreira  
Alisha Johnson  
Suzette Deans, Recording Secretary

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## Call to Order and Approval of Prior Minutes

Judge Rita Cornish called the meeting to order and welcomed attendees. Due to the lack of a quorum, Karl Sweeney proposed that the February agenda be changed to make agenda item 3 an information item. With that change, the Committee proceeded to discuss informational items.

**Motion:** Due to the lack of a quorum, Judge Cornish proposed that approval of the January 2026 minutes be postponed until the March BFMC meeting.

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## Financial Reports – Year-to-Date Financials

Alisha Johnson presented the year-to-date financials.

## Ongoing Turnover Savings

Alisha Johnson presented the ongoing turnover savings report for period 7. Current ongoing turnover savings total \$649,316, with an additional forecasted amount of \$325,000 based on a monthly estimate of \$65,000 and \$138,582 carried forward from FY 202, bringing the forecasted total to \$1,112,898. After subtracting authorized hotspot raises, \$912,898 remains available.

Ms. Johnson noted that actual savings for the prior month totaled \$45,361 rather than the projected \$65,000. However, February is currently trending ahead of target. The monthly average savings is \$92,759. The benefit differential remains negative at (\$107,153) and will be included in the chart for the April reporting cycle.

Judge Cornish inquired about job vacancy trends, noting that open positions had previously hovered around 15, increased to 30, decreased to 28.5, and now appear to be returning to approximately 30. Ms. Johnson confirmed that vacancies are currently at +/-30. She explained that year-end retirements and internal promotions contributed to fluctuations, creating secondary vacancies in lower-level positions. Staff will continue monitoring vacancy levels and adjust forecasts accordingly.



### FY 2026 Ongoing Turnover Savings as of 02/03/2026 - Period 7

#	Prior Month Forecast	Actual	Forecasted	Change in Forecast
	Amount @ YE	Amount YTD	Amount @ YE	Amount @ YE
	138,582	138,582	138,582	-
	603,954	649,316	649,316	45,361
1	390,000	-	325,000	(65,000)
	1,132,537	787,898	1,112,898	(19,639)
	-	-	-	-
	1,132,537	787,898	1,112,898	(19,639)
2	(200,000)	(191,455)	(200,000)	-
	(200,000)	(191,455)	(200,000)	-
	932,537	596,443	912,898	(19,639)

### Ongoing Net of Commitments

Ms. Johnson reported that ongoing funding net of commitments and reserves stands at \$117,898, exceeding the \$59,5005 needed to fund two deferred ongoing requests. The Committee is awaiting outcomes from the legislative general session to determine whether our ongoing funds may be subject to budget reductions before releasing the deferred funds.



### FY 26 Ongoing Funding Net of Commitments/Reserves - Period 7, FY 2026

		2/3/2026
<b>Funding Sources</b>		
Available Funds		Net Available
Ongoing Turnover Savings carried over from FY 2025		\$ 138,582
Actual Ongoing Turnover Savings from FY 2026 (as of period 6) - Note: Does not include CY benefits differential until Q4 or forecasted amounts		\$ 649,316
<b>Total Available Ongoing Funding - Cash Basis</b>		<b>\$ 787,898</b>
<b>Commitments/Reserves</b>		
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 (including a negative benefit differential) that enable meeting the investing in our People Ongoing Commitment		\$ (100,000)
<b>Total Commitments/Reserves</b>		<b>\$ (670,000)</b>
<b>Net Available Ongoing Funding - Cash Basis (Deficit)</b>		<b>\$ 117,898</b>
<b>Deferred Ongoing Requests</b>		
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
	<b>Subtotal</b>	<b>\$ 59,500</b>



and non-personnel cuts. He reported that recommendations had been submitted to the Legislative Fiscal Analyst and distributed to the Criminal Justice (CJ) Subcommittee members. While no commitments have been made by the CJ chairs, recent meetings with the subcommittee were described as cordial and constructive.

The Judiciary's approach has been to propose reductions that minimize operational disruption. Reductions discussed included using surpluses in court complex funds, court security funds, jury and witness interpreter funding to contribute toward the general fund and increasing fees in select categories. Efforts remain focused on protecting judicial positions and personnel funding.

### Xchange Fee Increase Update

Jordan Murray provided a status update on the Xchange program following the fee increase implemented July 1 of FY 2026.

In Fiscal Year 2025, the Xchange program generated approximately \$2.4 million in revenue against operational costs exceeding \$4 million, resulting in a deficit of over \$1.6 million. Mid-year actuals now project revenue exceeding \$4.1 million by fiscal year end. Projected IT and program expenses are approximately \$4.4 million.

Mr. Murray noted that under House Bill 531, fee collections may not exceed the cost of operating the program. The current projection places the program in compliance while nearly eliminating the prior deficit. Finance will continue monitoring revenues and expenses to ensure compliance and balance.

Judge Cornish expressed appreciation for the positive financial outcome. No motion was required.

### Accounting Manual Policy – Discontinuation of Pennies

Mr. Sweeney indicated that the accounting manual policy discontinuing acceptance of pennies for cash transactions at the counter and instead requiring exact change, check, or credit card payments requires formal approval by the committee. Judge Cornish directed that this matter be submitted to Committee members for vote by email.

**Email Vote Results:** All committee members approved of the accounting policy.

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### Old Business/New Business

No old business or new business was raised.

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Meeting adjourned at 12:35 p.m.

Next Meeting March 2, 2026

**Tab 3**

**Budget and Grants Agenda  
For March 13, 2026  
Judicial Council Meeting**

1. Monthly YTD Financials ..... Alisha Johnson  
(Item 1 - Information)

- FY 2026 Ongoing Turnover Savings – Per 8
- FY 2026 Ongoing Funds Net of Commitments – Per 8
- FY 2026 One Time Turnover Savings – Per 8
- FY 2026 JC Year End Spending Plan – Per 8

# Item 1



## FY 2026 Ongoing Turnover Savings as of 02/26/2026 - Period 8

#		Prior Month Forecast	Actual	Forecasted	Change in Forecast
		Amount @ YE	Amount YTD	Amount @ YE	Amount @ YE
	Net Carried over Ongoing Savings (finalized from FY 2025)	138,582	138,582	<b>138,582</b>	-
	Ongoing Turnover Savings FY 2026 (actual year-to-date, Salary Differential only)	649,316	857,633	<b>857,633</b>	208,317
1	Ongoing Turnover Savings FY 2026 (forecast \$65,000 / month x 4 months, Salary Differential only)	325,000	-	<b>260,000</b>	<i>(65,000)</i>
	<b>TOTAL SALARY RELATED ONGOING SAVINGS</b>	<b>1,112,898</b>	<b>996,215</b>	<b>1,256,215</b>	<b>143,317</b>
	Benefit Differential Savings FY 2026 (will be recognized in this row starting in Q4)	-	-	-	-
	<b>TOTAL SAVINGS</b>	<b>1,112,898</b>	<b>996,215</b>	<b>1,256,215</b>	<b>143,317</b>
2	2026 Annual Authorized Hot Spot Raises	<i>(200,000)</i>	<i>(191,455)</i>	<b>(200,000)</b>	-
	<b>TOTAL USES</b>	<b>(200,000)</b>	<b>(191,455)</b>	<b>(200,000)</b>	-
<b>Total Actual/Forecasted Unencumbered Turnover Savings for FY 2026</b>		<b>912,898</b>	<b>804,760</b>	<b>1,056,215</b>	<b>143,317</b>

- \* 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 (\$55,192.02). Prior report benefit differential was (107,153.54).  
FY 2025 full year benefit differential was +\$201,339.
- \* Currently, 25.5 FTE are vacant. This is down from the last report where 28.5 positions were vacant.
- 1 Currently forecasting \$65,000 of ongoing Salary Differential savings a month for the remainder of the FY; actual run rate is \$857,633 / 8 months = \$107,204 /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 7, FY 2026

**2/26/2026**

### *Funding Sources*

**Available Funds**

Ongoing Turnover Savings carried over from FY 2025

Actual Ongoing Turnover Savings from FY 2026 (as of period 6) - Note: Does not include CY benefits differential until Q4 or forecasted amounts

**Total Available Ongoing Funding - Cash Basis**

**Net Available**

\$ 138,582

\$ 857,633

\$ 996,215

**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 (including a negative benefit differential) 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)**

\$ 326,215

### *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**

**Holding any distribution of funding until the finalization of the Legislative Session to take into account any Legislative**



## FY 2026 One Time Turnover Savings - Period 8

**Updated as of Pay Period Ending 02/13/2026 (1,312 out of 2,088 hours)**

#		Funding Type	Actual Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 02/13/2026)	Internal Savings	1,066,682
2	Est. One Time Savings for remaining pay hours (776 @ \$900 / pay hour)	Internal Savings (Est.)	698,400
<b>Total Potential One Time Savings</b>		<b>3</b>	<b>1,765,082</b>

<i>Prior Report Totals (as of PPE 01/16/2026)</i>	1,894,391
<i>FY 2025 Final</i>	3,072,760

- Actual per hour turnover savings for the last 4 pay periods (oldest to newest): \$1,415.78, \$1,105.48, \$710.60, and -\$519.73. The average per hour turnover savings for FY 2026 YTD: \$813.02. Last report's average was \$913.19.

The most recent pay period had a large charge for TX ER Unemployment Tax. This is the Federal Unemployment employer paid tax of .6% on the first \$7,000 of each employee's salary / year.

It appears that, in prior years, this may have been paid at the State level. We are researching with State Finance. We are sure this is, at worst, a 1x payment.

Without this payment, the actual TOS would have been \$1,139,789 and the forecast would have been \$1,838,189.

The per hour turnover savings for the pay period would have been \$394.11.

We are maintaining the \$900 per pay hour estimate based on the conservative estimate of the variation of + / - 15 FTE vacant FTE and the reduced savings from the expiration of the Social Security cap as of the start of the new calendar year.

- Based on the information above, the forecast was decreased from \$1,200 per hour to \$900 per hour as of the PPE 10/24/2025 report. Actual per hour turnover savings for FY 2025 was \$1,427.

- The decline from FY 25 to FY 26 is primarily due to the decrease in vacant positions which have declined from an average of 25-30 vacant positions between January 2025 & mid-September 2025 to +/- 15 vacant positions since mid-September. Overall, it appears that positions are filling faster when 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. Although this decrease does seem to be rebounding as of PPE 12/19, this impact has flowed through beginning on the next report.**

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.



Tab 4



# UTAH JUDICIARY

Trial Court Executive Annual Report to the  
Judicial Council  
March 2026



Input From:  
**Trial Court Executives,  
Clerks of Court  
and  
Chief Probation Officers**

We asked our colleagues about topics from the:

# System Review, Strategic Plan, & Ongoing Statewide Initiatives

# Statewide Mission and Vision

We asked how well staff understand the statewide mission and vision of the courts and how they contribute.

On a scale of 1-10 with 1 meaning not well and 10 meaning very well.

Responses ranged from 6 to 10 with the most frequent answers (63% of the time) being 7 & 8 with 33% of the answers at 9 & 10.

# Implementation of New Technology

We asked leaders to indicate their priorities for implementing:

- Updates to CARE / CORIS
- Remote / Virtual meeting platforms
- Artificial Intelligence tools for transcription / analysis
- Vantage (Payroll)
- Learning Management System

Court leaders prioritize their work with these tools as follows:

1. Vantage
2. Learning Management System
3. Updates to CARE / CORIS
4. Artificial Intelligence Tools for transcription / analysis
5. Remote / Virtual meeting platforms

# We asked:

What is the most significant challenge your district currently faces?

## In no particular order:

- Staffing & Turnover & Mentoring
- Workload, Burnout, & Retention
- Change Fatigue & Training
- Inadequate Compensation
- Lack of interest in leadership positions
- Resources for Members of the Bench
- Relationships with Community Partners
- Geographical Distances & Training for Staff

# We asked:

How important are improvements to staff training and professional development opportunities to the success of your assigned court?  
(Scale of 1 to 5)

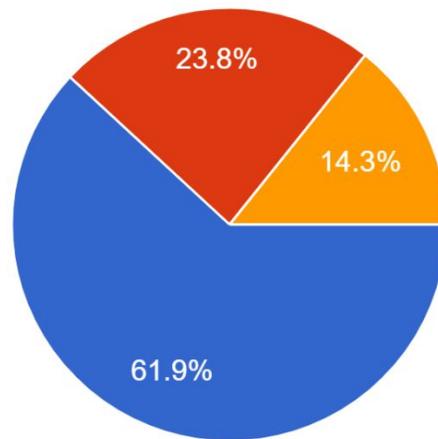
95% of respondents listed quality training and staff development opportunities as 5 (Most Important).

# Court Connect Activities:

We asked how many court leaders have been involved in scheduling at least one Court Connect.

Have you already held or do you presently have at least one Court Connect activity scheduled?

21 responses



- Yes
- Not yet
- At least one has been held, at least one additional court connect is scheduled

# Court Connect Activities:

## **The following events are scheduled:**

1. March 9th, First District
2. March 19th, Second District
3. April 23rd, Fourth District
4. Mid-April, Fifth District
5. May 19th, Sixth District
6. Late March, Eighth District



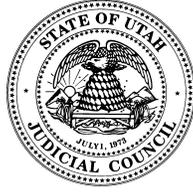
# We asked Court Leaders to rank the following according to time and effort:

1. Employee Recognition
2. Employee Professional Development
3. Recruitment / Retention
4. Community Partner Engagement
5. Local Community Outreach Activities
6. Physical Courthouse Security Risks



**Thank you**

**Tab 5**



# Administrative Office of the Courts

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

February 23, 2026

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

## MEMORANDUM

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

**FROM: Michael Samantha Starks, Deputy District Court Administrator**

**RE: SCCFL Vacant Committee Role Appointments**

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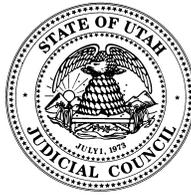
Per UCJA 1-205(1)(B)(v), the Standing Committee on Children and Family Law (SCCFL) has three member vacancies and one co-chair vacancy. The SCCFL and respective Boards recommend the following appointments to the Judicial Council:

- **Professional in Child Development** (UCJA 1-205(1)(B)(v)(h)): The SCCFL voted to appoint Martín Muñoz (Voices for Utah Children) to replace Anna Thomas, who vacated her position in July 2025.
- **District Court Judge** (UCJA 1-205(1)(B)(v)(m)): The Board of District Court Judges recommends Judge Catherine Conklin (2nd District) to replace Judge Sean Petersen. Judge Petersen's first term expired in March 2025 and he elected not to serve a second term.
- **Juvenile Court Judge** (UCJA 1-205(1)(B)(v)(n)): The Board of Juvenile Court Judges recommends Judge Ryan D. Petersen (4th District) to replace Judge Brody Keisel. Judge Keisel's second term expired in January 2026, fulfilling his maximum two consecutive terms per UCJA 1-205(3)(B).
- **Juvenile Court Co-Chair** (UCJA 1-205(1)(B)(v)(o)): Per UCJA 1-205(1)(C), the SCCFL recommends the Judicial Council designate either currently serving Judge David Johnson (3rd District) or newly appointed Judge Ryan D. Petersen (4th District) as the new juvenile court co-chair.

Samantha asks the Management Committee to review these membership recommendations and forward them to the Judicial Council for final appointments. She looks forward to the discussion at the Management Committee's next meeting.

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 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: February 23, 2026

RE: Request to Expand the Territorial Jurisdiction of the Washington Terrace Justice Court

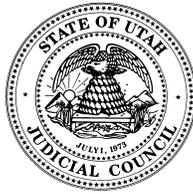
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Section 78A-7-102(4)(a) of the Utah Code provides that “A municipality that has a justice court may expand the territorial jurisdiction of the justice court by entering into an agreement under Title 11, Chapter 13, Interlocal Cooperation Act, with one or more other municipalities...” To do so, it must provide timely notice to 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.”

Ogden Valley is an area located in eastern Weber County. In November 2024, a vote was held on whether to incorporate much of Ogden Valley. As a result, Ogden Valley was incorporated as a new, independent city effective January 1, 2026. Rather than request to open its own justice court, or continue to have cases originating within its city limits heard in the Roy/Weber Justice Court, Ogden Valley wants to have its cases heard in the Washington Terrace Justice Court. As such, I am requesting that the territorial jurisdiction of the Washington Terrace Justice Court be expanded to include the city of Ogden Valley as March 12, 2026. Thanks for your consideration.

**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 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: Jim Peters, Justice Court Administrator

DATE: February 23, 2026

RE: Request to Certify Wayne D. Jones as a New Justice Court Judge

---

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. Following the resignation of Judge Dow in December, a nominating commission was convened in January to select nominees for his replacement in the Tooele Justice Court. On February 2, the nominating commission forwarded four nominees to the County Manager for his consideration. On February 17, 2026, the Tooele County Council ratified his selection of Wayne D. Jones to serve as the county's new justice court judge.

By the time the Judicial Council meets on March 12, 2026, it is anticipated that Mr. Jones will have completed the online modules that now constitute the orientation seminar and will have passed the exam administered by the Education Department. If I can confirm at that point that Mr. Jones completed the training and passed the exam, I will be requesting that the Judicial Council certify him as a justice court judge. Thanks for your consideration.

**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 8

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

I am  Plaintiff/Petitioner  Defendant/Respondent  Other  
 Plaintiff/Petitioner's Attorney  Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
 Plaintiff/Petitioner's Licensed Paralegal Practitioner  
 Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the  District  Justice Court of Utah

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

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

	<b>Notice of Order on Motion to Consolidate</b> (Utah Rule of Civil Procedure 42)
_____ Plaintiff/Petitioner	_____ Case Number
v.	_____ Judge
_____ Defendant/Respondent	_____ Commissioner (domestic cases)

The Motion to Consolidate filed in case:

\_\_\_\_\_  
(case number)

was (choose one):

granted.

denied.

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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

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

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Notice of Order on Motion to Consolidate on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

I am  Plaintiff/Petitioner  Defendant/Respondent  Other  
 Plaintiff/Petitioner's Attorney  Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
 Plaintiff/Petitioner's Licensed Paralegal Practitioner  
 Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the  District  Justice Court of Utah

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

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

<p>_____ Plaintiff/Petitioner</p> <p>v.</p> <p>_____ Defendant/Respondent</p>	<p><b>Notice of Motion to Consolidate</b> (Utah Rule of Civil Procedure 42)</p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
---	--

I have filed a Motion to Consolidate to combine this case with case:

\_\_\_\_\_  
(case number)

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

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

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

Signature ► \_\_\_\_\_

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

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Notice of Motion to Consolidate on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_ Signature ► \_\_\_\_\_  
 Date \_\_\_\_\_  
 Printed Name \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the [ ] District [ ] Justice Court of Utah

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

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

<p>_____ Plaintiff/Petitioner</p> <p>V.</p> <p>_____ Defendant/Respondent</p>	<p><b>Order on Motion to Consolidate</b></p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
---	---

The matter before the court is a Motion to Consolidate. This matter is being resolved by:  
(Choose all that apply.)

- The default of \_\_\_\_\_ (name).
- The stipulation of the parties.
- The pleadings and other papers of the parties.
- A hearing held on \_\_\_\_\_ (date), notice of which was served on all parties.

Plaintiff/Petitioner

- was present [ ] was not present.
- was represented by \_\_\_\_\_ (name).
- was not represented.

Defendant/Respondent

- was present [ ] was not present.

was represented by \_\_\_\_\_ (name).

was not represented.

Other: \_\_\_\_\_

was present  was not present.

was represented by \_\_\_\_\_ (name).

was not represented.

**The court finds:**

1.  Case number \_\_\_\_\_ and this case involve the same facts and circumstances. All issues of law can be resolved in a single case.

2.  Other:

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

**The court orders:**

3. The Motion to Consolidate is:

denied

OR

granted. Case number \_\_\_\_\_ is consolidated with this case. The case number for all future filings is \_\_\_\_\_.

\_\_\_\_\_ The assigned judge is \_\_\_\_\_.

OR

granted. Although consolidation is appropriate it is not possible. Both cases will be assigned to Judge \_\_\_\_\_.

The cases will be treated for all purposes as if they were consolidated except that the actions will retain their separate case numbers, which must be included on all filings.

4. [ ] Other:

---

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

_____	Signature ▶	_____
Date	Commissioner	_____

_____	Signature ▶	_____
Date	Judge	_____

Approved as to form. (for other parties)

I have reviewed the document above. It correctly shows what we agreed to or what the court decided.

_____	Signature ▶	_____
Date	Printed Name	_____

_____	Signature ▶	_____
Date	Printed Name	_____

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Order on Motion to Consolidate on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

I am  Plaintiff/Petitioner  Defendant/Respondent  Other  
 Plaintiff/Petitioner's Attorney  Defendant/Respondent's Attorney (Utah Bar #: \_\_\_\_\_)  
 Plaintiff/Petitioner's Licensed Paralegal Practitioner  
 Defendant/Respondent's Licensed Paralegal Practitioner (Utah Bar #: \_\_\_\_\_)

In the  District  Justice Court of Utah

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

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

<p>_____ Plaintiff/Petitioner</p> <p>V.</p> <p>_____ Defendant/Respondent</p>	<p><b>Motion to Consolidate</b> (Utah Rule of Civil Procedure 42)</p> <p><b><input type="checkbox"/> Hearing Requested</b></p> <p>_____ Case Number</p> <p>_____ Judge</p> <p>_____ Commissioner (domestic cases)</p>
---	---

1. In this case I am  Plaintiff/Petitioner  Defendant/Respondent.  not a party. I am a party in the other case.
2. There are two cases that involve the same facts and circumstances that should be joined into one case
3. This case was filed first on \_\_\_\_\_-(date)  
The case number for the second case is \_\_\_\_\_ filed on \_\_\_\_\_ (date).

- 4. I ask the court to consolidate the second case with the first case. If consolidation is not possible I ask that both cases be assigned to the same judge.
- 5. I am filing a Notice of Motion to Consolidate in the second case.
- 6.  I request a hearing.  
 I do not request a hearing.

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 \_\_\_\_\_

### **Notice to responding party**

You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:

- within 14 days of this motion being filed, if the motion will be decided by a judge, or
- at least 14 days before the hearing, if the motion will be decided by a commissioner.

In some situations a statute or court order may specify a different deadline.

If you do not respond to this motion or attend the hearing, the person who filed the motion may get what they requested.

See the court's Motions page for more information about the motions process, deadlines and forms:  
[www.utcourts.gov/howto/filing/motions](http://www.utcourts.gov/howto/filing/motions)

### **Finding help**

The court's Finding Legal Help web page ([www.utcourts.gov/howto/legalassist/](http://www.utcourts.gov/howto/legalassist/)) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

### **Aviso para el demandado (o acusado)**

Su tiempo para responder a esta moción es limitado. En la mayoría de casos deberá presentar una respuesta escrita con el tribunal y darle una copia de la misma a la otra parte:

- dentro de 14 días del día que se presenta la moción, si la misma será resuelta por un juez, o
- por lo menos 14 días antes de la audiencia, si la misma será resuelta por un comisionado.

En algunos casos debido a un estatuto o a una orden de un juez la fecha límite podrá ser distinta.

Si usted no responde a esta moción ni se presenta a la audiencia, la persona que presentó la moción podría recibir lo que pidió.

Vea la página del tribunal sobre Mociones para encontrar más información sobre el proceso de las mociones, las fechas límites y los formularios:  
[www.utcourts.gov/howto/filing/motions](http://www.utcourts.gov/howto/filing/motions)

### **Cómo encontrar ayuda legal**

La página de la internet del tribunal Cómo encontrar ayuda legal ([www.utcourts.gov/howto/legalassist/](http://www.utcourts.gov/howto/legalassist/)) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion to Consolidate on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
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\_\_\_\_\_ Signature ► \_\_\_\_\_  
 Date Printed Name \_\_\_\_\_

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

Aviso bilingüe a la parte demandada para un Citatorio fuera del estado para una petición de maltrato, negligencia y/o dependencia (para cumplir con URJP 18)

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

**Read the Verified Petition**

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

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

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

If you do not attend the hearing:

1. The court could make temporary orders regarding custody without you having the chance to tell your side of the story.
2. You must file a written answer within 10 days after the hearing or 30 days after you were served the Verified Petition. Use whichever deadline comes first.

Se ha programado una audiencia sobre los menores enumerados en la Petición Verificada. El juez tomará una decisión sobre sus derechos de custodia. Usted debe asistir a la audiencia. La fecha, hora y lugar de la audiencia están en el Citatorio. La audiencia puede llevarse a cabo en persona o a distancia. Lea el Citatorio cuidadosamente.

**Lea la Petición Verificada**

La Petición Verificada ha sido presentada ante el tribunal de menores. Esta explica lo que la fiscalía o la otra parte reclama y solicita que el juez ordene. Lea la Petición Verificada cuidadosamente.

**¿Cómo le hago saber al juez mi versión de los hechos?**

- Asista a la audiencia. Dígame al juez si está de acuerdo o en desacuerdo con la Petición Verificada, O
- Asista a la audiencia y presente una respuesta por escrito antes de la audiencia.

Si usted no asiste a la audiencia:

1. El juez podría dictar órdenes temporales sobre la custodia sin que usted tenga la oportunidad de dar su versión de los hechos.
2. Usted debe presentar una respuesta por escrito dentro de 10 días después de la audiencia o 30 días después de que le entregaron formalmente la Petición Verificada. Use la fecha límite que se cumpla primero.

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

Aviso bilingüe a la parte demandada para un Citatorio fuera del estado para una petición de maltrato, negligencia y/o dependencia (para cumplir con URJP 18)

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

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

**You can have a lawyer represent you**

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

**Learn more**

For More Information Regarding Child Welfare Click Here

<http://utcourts.gov/welfare>



Scan QR code to visit page

**¿Qué pasa si ignoro estos documentos?**

Si usted no asiste a la audiencia ni presenta una respuesta, otra parte puede pedir que se dicte un fallo por incumplimiento. Esto quiere decir que el juez decidirá que las cosas en la Petición Verificada son verdaderas. Usted no tendrá la oportunidad de dar su versión de los hechos. El juez podría dictar órdenes que afecten sus derechos de custodia y de visitas.

**Usted puede tener un abogado que lo represente**

Usted puede tener un abogado en esta audiencia y en todas las demás audiencias de este caso. Si no puede pagar un abogado, puede solicitar uno. El juez le pedirá que llene algunos documentos detallando sus ingresos. Si es elegible, el juez ordenará que un abogado lo represente de forma gratuita.

**Obtenga más información**

Para obtener más información, vea este video:

<http://utcourts.gov/welfare-span>



Para acceder esta página escanee el código QR



قم بالمسح الضوئي للرمز لزيارة الصفحة

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

توجد نسخة عربية من هذه الوثيقة على موقع المحكمة على الإنترنت:

[utcourts.gov/arabic-abuout](http://utcourts.gov/arabic-abuout)

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

Aviso bilingüe a la parte demandada para un Citatorio fuera del estado para una petición de maltrato, negligencia y/o dependencia (para cumplir con URJP 18)

A Simplified Chinese version of this document is available on the court's website:

本文件的简体中文版可在法院网站上找到：

[utcourts.gov/chinese-abuout](http://utcourts.gov/chinese-abuout)



请扫描QR码访问  
网页

A Vietnamese version of this document is available on the court's website:

Một bản tiếng Việt của tài liệu này có sẵn trên trang web của tòa:

[utcourts.gov/viet-abuout](http://utcourts.gov/viet-abuout)



Xin vui lòng quét mã  
QR (Trả lời nhanh) để  
viếng trang



# Administrative Office of the Courts

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

March 4, 2026

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

## MEMORANDUM

TO: Forms Committee

FROM: Pleasy Wayas

RE: Adding Certificates of Service to Small Claim Forms

---

Most small claims forms on the website that require a certificate of service include one. However, we have learned that the following forms do not:

- [Notice of Removal from Justice Court](#)
- [Notice of Removal to District Court](#)

We ask the Committee to approve adding certificates of service to these forms and to authorize adding them to any other similar small claims forms that should include a certificate of service but currently do not.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

In the Juvenile Court of Utah

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

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

State of Utah, in the interest of  _____ Last name, first name  _____ Date of birth	<p style="text-align: center;"><b>Ex Parte Motion to Appoint Counsel and Declaration of Financial Status</b> (Utah Code 78B-22-202 and 78B-22-203)</p> _____ Case Number  _____ Judge
---	---

This document must be filed with the juvenile court.

1. I am (Choose one.):
  - The parent or legal guardian of a minor in juvenile court, and
    - I am requesting a court-appointed attorney for myself in a child welfare case or a case where my parental rights could be terminated or restored.
    - I am requesting a court-appointed attorney to represent me in my child welfare appeal.
    - I am providing a declaration of financial status as requested by the court.
  - An adult being charged with a criminal offense in the juvenile court.

I understand the court may require me to reimburse fees for a court-appointed attorney.
2. I say the following (Choose all that apply.):
  - I can't afford an attorney.
  - An attorney has been appointed for my child and I am required to fill this out by court order.

3. The following people depend on me for support.

Number of adults (including yourself)		Number of children under 18	
---------------------------------------	--	-----------------------------	--

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

**5. Monthly Income**

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

**6. Monthly Expenses**

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

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

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

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

Asset	Value	Balance Owing
Other (describe)	\$	\$

**8. Other**

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_ Signature ► \_\_\_\_\_

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

\_\_\_\_\_



# Administrative Office of the Courts

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

November 10, 2025

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

## MEMORANDUM

TO: Forms Committee

FROM: Pleasy Wayas, with approval of Family Law Forms Subcommittee

RE: Adjudication of paternity language for divorce pleadings in MyPaperwork

---

Under [Utah Code 81-5-204](#) a man is presumed to be the father of a child if he is married to the child's mother when the child is born, or if the child is born within 300 days after the marriage ends. In some cases, this presumption must be rebutted, and a court must adjudicate non-parentage at the time of divorce ([Utah Code 81-5-607](#)).

Currently, the divorce pleadings in MyPaperwork only allow users to indicate either that there are no children or to identify children and include provisions for custody, parent-time, and child support. We propose adding an option to identify a child of the marriage who is not a spouse's biological child and to request an adjudication of non-parentage.

If approved, this language would appear as needed in divorce petitions, counterpetitions, stipulations, findings, and decrees generated through MyPaperwork.

### Proposed language for petition, stipulation, and findings:

\_\_\_\_\_ (child's name) was born on \_\_\_\_\_ (child's birthdate) during the parties marriage. \_\_\_\_\_ (name) should be determined not to be the child's father based on one or more of the following: (check all that apply)

parties separated prior to conception of the child

parties did not have sexual intercourse during the period when the child could have been conceived

genetic testing shows he is not the father

Other: \_\_\_\_\_

The Office of Vital Records and Statistics should be ordered to remove \_\_\_\_\_ (father's name) from the birth record/certificate of \_\_\_\_\_ (child's name). The child's name should be changed to \_\_\_\_\_.

**Proposed language for divorce decree: (essentially the same just with “is” instead of “should be”)**

\_\_\_\_\_ (child’s name) was born on \_\_\_\_\_ (child’s birthdate) during the parties marriage. \_\_\_\_\_ (name) is determined not to be the child’s father based on one or more of the following: (check all that apply)

parties separated prior to conception of the child

parties did not have sexual intercourse during the period when the child could have been conceived

genetic testing shows he is not the father

Other: \_\_\_\_\_

The Office of Vital Records and Statistics is ordered to remove \_\_\_\_\_ (father’s name) from the birth record/certificate of \_\_\_\_\_ (child’s name). The child’s name is changed to \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

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

In the District Court of Utah

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

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

In the Matter of (select one)

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

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

and

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

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

**Declaration of Jurisdiction and Grounds for Divorce**

(Uah Code Title 81, Chapter 4, Part 4; 81-1-202(1), and Utah Rule of Civil Procedure 104)

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

\_\_\_\_\_  
Judge

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

1. My name is: \_\_\_\_\_.
2. This case was filed in \_\_\_\_\_ County, Utah  
on \_\_\_\_\_ (date).

When the case was filed: (Choose one.)

the following people were residents of this county and had been residents for at least 90 days before that date. (Choose all that apply.)

Petitioner

Respondent

OR

neither party resided in this county. One or both of us were not physically present in Utah at the time of the marriage. We consented to Utah jurisdiction and to the jurisdiction of this county by signing the affidavit to get a marriage license. (Utah Code 81-4-402)

3. We were married on

\_\_\_\_\_ (date), in  
\_\_\_\_\_ (county and state).

4.  We separated on \_\_\_\_\_ (date).

5. The grounds for divorce are stated in the Petition for Divorce.

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 \_\_\_\_\_

### Certificate of Service

I certify that I filed with the court and am serving a copy of this Declaration of Jurisdiction and Grounds for Divorce on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

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