

**JUDICIAL COUNCIL
MEETING AGENDA**

August 21, 2026

Hybrid Meeting (in person and Webex)

Matheson Courthouse

Large Conference Room A, 1st Floor

450 S State Street, Salt Lake City, UT 84111

Associate Chief Justice Jill Pohlman, Presiding

1. 8:30 a.m. Welcome & Approval of Minutes.....Associate Chief Justice Jill Pohlman
(TAB 1 - Action)
2. 8:35 a.m. FY 2028 Annual Budget Planning Overview.....Ron Gordon
- 8:40 a.m. Utah Economic Outlook.....Dr. Robbi Foxxe
*GOBP Chief Economist and Managing
Director of Policy and Economic Analysis*
- 9:20 a.m. Legislature’s Approach to FY 2028 Budget.....Gary Syphus
*Finance Manager, Office of
Legislative Fiscal Analyst*
- 10:00 a.m. Break**
- 10:15 a.m. FY 2026 Filings and Dispositions Count.....Tucker Samuelson
(TAB 2 - Information)
- 11:00 a.m. Introduction to Budget Requests Prioritization Process.....Karl Sweeney

FY 2028 Legislative Budget Requests (reflects the BFMC Prioritized List)

- | | |
|---|----------------------|
| Juvenile Judicial Officers and Support Staff..... | Ron Gordon |
| (TAB 3) | Judge Susan Eisenman |
| | Judge Ryan Peters |
| | Mikelle Ostler |
| District Judicial Officers and Support Staff..... | Ron Gordon |
| (TAB 4) | Shane Bahr |
| Core Courthouse Workforce – Recruit and Retain..... | Ron Gordon |
| (TAB 5) | Bart Olsen |
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- 11:45 a.m. Prioritization of FY 2028 Legislative Budget RequestsAlisha Johnson
(TAB 6 - Action)

12:00 p.m. Break/Lunch

3. 12:30 p.m. Chair's Report.....Associate Chief Justice Jill Pohlman
(Information)
4. 12:35 p.m. State Court Administrator's Report.....Ron Gordon
(Information)
5. 12:45 p.m. Reports: Management Committee.....Associate Chief Justice Jill Pohlman
Budget and Fiscal Management Committee.....Judge Rita Cornish
Liaison Committee.....Judge Brendan McCullagh
Policy, Planning, and Technology Committee.....Judge James Gardner
Bar Commission.....Katie Woods, esq.
(TAB 7 - Information)
6. 12:55 p.m. Budget and Grants.....Karl Sweeney
(TAB 8 - Action) Alisha Johnson
7. 01:10 p.m. JPEC Report.....Mary-Margaret Pingree
(Information)
8. 01:25 p.m. MyCase Notifications Project (Phase 2).....Janine Liebert
(TAB 9 - Action)
9. 01:40 p.m. EOJCC Update.....Michael Drechsel
(Action)
10. 01:55 p.m. Rules for Final Approval.....Keisa Williams
(TAB 10 - Action)
11. 02:00 p.m. Housing and Debt Collection Division Commissioners Selection.....Shane Bahr
(TAB 11 - Action)
12. 02:10 p.m. Old Business / New Business.....All
(Discussion)
13. 02:20 p.m. Consent Calendar.....Associate Chief Justice Jill Pohlman
(Action)
14. 02:25 p.m. Executive SessionAll
15. 02:45 p.m. Adjourn.....Associate Chief Justice Jill Pohlman

Consent Calendar

1. Rules for Public Comment
(TAB 12)

Tab 1

**JUDICIAL COUNCIL MEETING
Minutes**

July 27, 2026

Hybrid Meeting (in person and Webex)

**Matheson Courthouse – Council Room
450 S State Street, Salt Lake City, UT 84111**

Honorable Associate Chief Justice Jill Pohlman presiding

Members:

Associate Chief Justice Jill Pohlman, Chair
Hon. David Mortensen, Vice Chair
Justice Paige Petersen
Hon. Samuel Chiara
Hon. Suchada Bazzelle
Hon. Rita Cornish
Hon. Susan Eisenman
Hon. Michael Leavitt
Hon. James Gardner
Hon. Amber Mettler
Hon. Christine Johnson
Hon. Chris Bown
Hon. Brendan McCullagh
Hon. Jon Carpenter
Hon. Michael DiReda
Hon. Angela Fannesbeck
Kristin K. Woods

AOC Staff:

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

Excused:

Chief Justice Matthew B. Durrant
James Peters

Presenters:

Hon. Rick Westmoreland
Hon. Troy Little
Hon. Kara Petit
Hon. John Luthy
Shonna Thomas
Cris Seabury
Katy Erickson
Cade Stubbs
Jon Puente
Ramon Rudecindo
Matthew Barraza
Morgan Hansen
Emily King
Chris Talbot

1. WELCOME AND APPROVAL OF MINUTES (Associate Chief Justice Jill Pohlman)

Justice Jill Pohlman welcomed everyone to the meeting and asked whether there were any questions or corrections to the June 22, 2026, meeting minutes. Justice Pohlman noted that a duplicate paragraph in the Chair's Report should be removed.

Motion: Judge Amber Mettler moved to approve the June 22, 2026, minutes with the proposed amendment. Judge David Mortensen seconded the motion, and it passed unanimously.

2. CHAIR'S REPORT (Associate Chief Justice Jill Pohlman)

Justice Jill Pohlman reported that the Governor is expected to announce two appointments to the Utah Supreme Court near the end of August. If the timeline remains unchanged, the new justices could join the Court in September or October.

3. STATE COURT ADMINISTRATOR REPORT (Ron Gordon)

Ron Gordon provided an update regarding the ongoing legislative audit. A draft of the audit report is anticipated in late August or early September, with the final report expected to be presented to the Legislature on September 23. The Judiciary will have opportunities to review draft versions, provide input, and submit a response to the final report.

Mr. Gordon reported that the Administrative Office of the Courts continues to explore options for addressing current and future courtroom and facility needs, including the potential use of space in Sandy Justice Court. No decisions have been made. Options will continue to be evaluated in light of increasing space needs and the limited likelihood of obtaining funding for new facilities.

Mr. Gordon reported that the new director position authorized by the Council to lead the Department of Programs and Services is expected to be posted shortly. In addition, the Commissioner position in the Debt Collection and Housing Division will be posted once approved by the Council.

Mr. Gordon also reported on requests from the districts to meet with local legislators and policymakers during years in which statewide district meetings are not organized. The Liaison Committee recommended that local meetings occur only after the Council establishes its budget priorities in August and judges receive guidance at the Annual Conference regarding those priorities and appropriate legislative engagement. Such meetings would not occur during the general legislative session but instead would take place in the fall or after the session.

Michael Drechsel reported that meetings with legislators are valuable and that he will continue to coordinate with the boards of judges to identify judges who can provide legislators with information regarding the anticipated operational impacts of potential policy changes.

4. COMMITTEE REPORTS

Management Committee: Nothing to report.

Budget & Fiscal Management Committee: Judge Rita Cornish reported the work of the committee will be discussed later in the meeting.

Liaison Committee: The Liaison Committee report was incorporated into the State Court Administrator's report.

Policy, Planning, and Technology Committee: Judge James Gardner reported the work of the committee will be discussed later in the meeting.

Bar Commission: Katie Woods reported that the Utah State Bar Summer Convention would be held the following week in Sun Valley, Idaho. Chief Justice Matthew Durrant would receive the Bar's Lifetime Service Award, with Justice Paige Petersen accepting the award on his behalf. Ms. Woods also reported that the Bar exam was scheduled for the following two days, with approximately 300 examinees expected to participate.

5. BOARD OF JUVENILE JUDGES REPORT (Judge Rick Westmoreland, Judge Troy Little and Daniel Rincon)

Judge Rick Westmoreland presented the Board's report and introduced Judge Troy Little, who will

assume the role of Board Chair in October.

Judge Westmoreland reported on the juvenile court's continuing need for law clerk resources and expressed appreciation to the Council for funding two additional law clerk positions. The current ratio is approximately one law clerk for every six juvenile court judges, and the Board intends to seek funding for additional law clerk attorneys in the future.

Judge Westmoreland also discussed concerns regarding judicial workload and burnout. The Board anticipates requesting two additional juvenile court judicial officers, one in the Third District and one in the Fourth District. He identified increases in termination of parental rights trials and transfer cases as significant contributors to judicial workload. Judge Westmoreland reported that the Board is leading an update of the juvenile judicial workload study, last revised in 2021, to better reflect the time required for current case types and judicial responsibilities.

The Board has also received reports from presiding judges regarding conditions in each district and continues to promote professionalism between attorneys and the courts. The Board received 24 applications for positions on the Guardian ad Litem Oversight Committee and submitted its recommended candidates to the Council.

Judge Westmoreland also reported on Opportunity Nights held in the Third District to increase community engagement and understanding of the juvenile courts. He concluded by expressing the juvenile court's willingness to assist the Court of Appeals where legally and operationally appropriate.

6. BUDGET AND GRANTS (Karl Sweeney and Alisha Johnson)

Alisha Johnson presented the financial reports.

FY 2026 Ongoing Turnover Savings- Period 12

#		Prior Month	Forecast	Actual	Forecasted	Change in Forecast
		Amount @ YE	Amount YTD	Amount @ YE	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)	1,106,549	1,187,379	1,187,379		80,830
1	Ongoing Turnover Savings FY 2026 (forecast \$65,000 / month x 0 months, Salary Differential only)	65,000	-	-		(65,000)
	TOTAL SALARY RELATED ONGOING SAVINGS	1,310,131	1,325,961	1,325,961		15,830
	Benefit Differential Savings FY 2026 (will be recognized in this row starting in Q4)	6,137	72,720	72,720		66,583
	TOTAL SAVINGS	1,316,269	1,398,681	1,398,681		82,413
2	2026 Annual Authorized Hot Spot Raises	(200,000)	(200,000)	(200,000)		-
	TOTAL USES	(200,000)	(200,000)	(200,000)		-
	Total Actual/Forecasted Unencumbered Turnover Savings for FY 2026	1,116,269	1,198,681	1,198,681		82,413

FY 2026 One-Time Turnover Savings- Period 12

#		Funding Type	Actual
			Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 06/19/2026)	Internal Savings	1,308,597
2	Est. One Time Savings for remaining pay hours (56 @ \$600 / pay hour)	Internal Savings (Est.)	33,600
	Total Potential One Time Savings	3	1,342,197

FY 2026 Year End Requests and Forecasted Available One-Time Funds- Period 12

Forecasted Available One-time Funds			# One-time Spending Plan Requests	Adjusted Requests Amount	Judicial Council Approved Amount
Description	Funding Type	Amount			
Sources of YE 2026 Funds					
* Turnover Savings as of PPE 06/19/2026	Turnover Savings	1,308,597			
Turnover savings Estimate for the rest of the year (\$600 x 56 pay hours)	Turnover Savings	33,600			
Total Potential One Time Turnover Savings		1,342,197			
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		(250,000)			
(a) Total Potential One Time Turnover Savings Less Discretionary Use		1,092,197			
Operational Savings From TCE / AOC Budgets - mid-year forecast	Internal Operating Savings	649,910			
Expected additional operational savings for balance of fiscal year	Internal Operating Savings	250,000			
Operational Savings from IT Budget - Timing of Contract Renewal Deferred to FY 27	Internal Operating Savings	400,000			
Reserve Balance (balance from FY 2025 Carryforward)	Judicial Council Reserve	700			
Use IT Budget Savings and Operational Savings to Increase Retro YOS Eligibility	Adjustments to CY Operations	(462,000)			
(b) Total Operational Savings, Reserve, Unclaimed Property and Prior Year Adjustments		838,610			
(c) Total of Turnover Savings & Operational Savings = (a) + (b)		1,930,807			
Uses of YE 2026 Funds					
(d) Carryforward into FY 2027 (Anticipate request to Legislature for \$3,200,000)	FY 2027 Carryforward	(1,930,807)			
Total Potential One Time Savings = (c) less Carryforward (d)		-			
Less: Judicial Council Requests Previously Approved		-			
Less: Judicial Council Current Month Spending Requests		-			
Remaining Forecasted Funds Available for FY 2026 YE Spending Requests, CCCF, etc.		-			

Last reported expected carryforward: \$2,010,819

FY 2027 Carryforward and Ongoing Requests - Period 12

	One Time	Ongoing
Ongoing Turnover Savings carried over from FY 2025		\$ 138,582
Forecasted YE Ongoing Turnover Savings from FY 2026		\$ 1,260,099
Unused Ongoing Investing in Our People Comp Track Increase, FY 2026		\$ 126,705
Subtotal		\$ 1,525,386
Unobligated Fiscal Note Funds - District Court (net)	\$ 94,100	\$ 439,900
Unobligated Fiscal Note Funds - Juvenile Court	\$ (3,600)	\$ 3,600
Unobligated Fiscal Note Funds - Admin	\$ -	\$ 10,900
Legislative ongoing cut - reduce ongoing turnover savings		\$ (185,000)
Wellness Council Portion of Carryforward		
Expected Carryforward Amount from Fiscal Year 2026	\$ 1,930,807	\$ -
Total Available Funding	\$ 2,021,307	\$ 1,794,786
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		\$ (200,000)
Net Available for Use	\$ 2,021,307	\$ 1,594,786

Domestic Violence Program VAWA Report (Amy Hernandez)

Amy Hernandez provided the annual update on the STOP Violence Against Women Act (VAWA) grant. Grant funding supported judicial training, domestic violence courts in Grand and Wasatch Counties, and enhanced programming related to protective-order proceedings. The domestic violence courts monitored 68 defendants, and approximately 590 individuals received training.

Justice for Families Training Subaward (Amy Hernandez and Karl Sweeney)

Amy Hernandez requested authorization to accept \$6,000 in grant funding from the Citizens Against Physical and Sexual Abuse (CAPSA) to support training for First District judicial officers provided by the National Council of Juvenile and Family Court Judges.

Motion: Judge Rita Cornish moved to approve the request to accept grant funding from CAPSA, as presented. Judge Michael Direda seconded the motion, which passed unanimously

Bar Foundation Grant for Regulatory Reform Report Design (Nick Stiles and Karl Sweeney)

Nick Stiles requested authorization to pursue \$10,000 in grant funding from the Utah Bar Foundation to retain a graphic designer for the regulatory reform final report. The design work is intended to improve the report's accessibility and presentation.

Motion: Judge Cornish moved to approve the grant application, as presented. Justice Paige Petersen seconded the motion, and it passed unanimously.

State Asset Forfeiture Grant Renewal (Katy Erickson and Karl Sweeney)

Katy Erickson requested authorization to submit a grant renewal application to the Utah Commission on Criminal and Juvenile Justice (CCJJ) for \$50,000 in State Asset Forfeiture Grant (SAFG) funding. The proposed funding would support travel and training costs associated with treatment court conferences during the current fiscal year, as well as additional court-type and role-specific training.

Motion: Judge Cornish moved to approve the grant application, as presented. Judge Amber Mettler seconded the motion, and it passed unanimously.

7. BASIC GUIDELINES GUARDIANSHIP HANDBOOK FOR MINORS (Shonna Thomas)

Shonna Thomas, on behalf of the WINGS Committee, presented the proposed *Basic Guidelines: Serving as Guardian or Conservator of a Minor* handbook. She explained that UCJA Rule 6-501(3)(A) requires prospective guardians and conservators to complete a court-approved educational exam and affirm completion before appointment.

Following the Judicial Council's approval of the updated adult handbook, *Basic Guidelines: Serving as Guardian or Conservator of an Adult*, in December 2025, the WINGS Committee identified the need for a comparable resource addressing guardianships and conservatorships involving minors. The proposed handbook was developed from the adult handbook and revised to reflect statutory requirements and responsibilities specific to appointments involving minors. Ms. Thomas requested the Council's approval to provide the handbook to prospective guardians and conservators.

Motion: Judge James Gardner moved to approve the *Basic Guidelines: Serving as Guardian or Conservator of a Minor* handbook for circulation, as presented. Judge Christine Johnson seconded the motion, and it passed unanimously.

8. CERTIFICATION OF TREATMENT COURTS (Cris Seabury and Katy Erickson)

Cris Seabury and Katy Erickson presented certification recommendations for treatment courts, as required by UCJA Rule 4-409. They reported that site visits, interviews, and document reviews were conducted as part of the evaluation process.

The following courts met all certification criteria and were recommended for recertification:

- Second District - Weber County Adult Mental Health Court - Judge Conklin
- Third District Mental Health Court - Judge Brereton
- Sixth District - Kane County Adult Recovery Court - Judge Goble
- Sixth District - Sanpete County Adult Recovery Court - Judge Keisel
- Seventh District - Emery County Adult Recovery Court - Judge Humes
- Seventh District - San Juan County Adult Drug Court Certification - Judge Torgerson

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

9. DEBT COLLECTION AND HOUSING DIVISION UPDATE (Judge Rita Cornish and Judge Kara Petit)

Judge Rita Cornish and Judge Kara Petit provided an update on the Debt Collection and Housing Division. Judge Cornish reported that the Debt Collection and Housing ad hoc committee has been

meeting regularly since approximately mid-May and anticipates that much of the implementation framework will be established through amendments to the Utah Code of Judicial Administration. Given the January 1, 2027 implementation deadline, the committee is initially focusing on a streamlined operational model that satisfies statutory requirements, with the ability to add services such as mediation, alternative dispute resolution, and additional access-to-justice resources after implementation. The initial model contemplates two commissioners serving statewide, supported by an administrative team.

Judge Petit discussed proposed case assignment procedures, including automatic assignment of qualifying eviction matters and certain consumer debt cases to the division. Districts would retain flexibility regarding which judges participate in the division. Generally, contested cases would be assigned to commissioners after an answer or other response is filed, while default matters would remain primarily with judges because of their volume. Commissioners would manage pretrial proceedings and other authorized matters, with cases returning to judges when judicial action is required. Following implementation, the division's operations and feedback would be reviewed to determine whether adjustments are warranted.

Judge Cornish also discussed the statutory and rule changes necessary to establish a statewide process for selecting, supervising, and reviewing the division's commissioners. The committee recommended that the Board of District Court Judges, or a committee appointed by the Board, oversee the commissioners.

On behalf of the committee, Judge Cornish requested approval to begin recruiting for the two commissioner positions before all related rules are finalized.

Motion: Judge Mortensen moved to approve posting two commissioner positions for the Debt Collection and Housing Division. Judge Susan Eisenmann seconded the motion, and it passed unanimously.

10. LANGUAGE ACCESS COMMITTEE REPORT (Cade Stubbs, Jon Puente, and Ramon Rudecindo)

Cade Stubbs and Jon Puente, on behalf of the Language Access Committee, presented the committee's annual update and introduced the new Language Access Program Manager, Ramon Rudecindo. Mr. Puente reviewed the Utah State University interpreter training partnership. More than 300 individuals applied for the first cohort, with 50 admitted, and a second cohort was scheduled to begin in August. The program is intended to better prepare candidates to successfully complete the interpreter certification examination.

Mr. Puente also reported on implementation of the BoostLingo interpreter scheduling platform. BoostLingo was implemented in district and juvenile courts in April, with implementation in justice courts anticipated in the fall. The statewide platform is intended to improve interpreter scheduling and assignment management, reduce double booking, and streamline invoicing and payment processing. The interpreter program also transitioned from district-based, part-time interpreter coordinators to three full-time regional coordinators.

Mr. Puente reported that proceedings requiring interpreters have approximately doubled since 2022 in most districts. Although the reasons for the increase are unclear, improved reporting may account for a portion of the growth. The Judiciary has added approximately 60 contract interpreters to its roster

and will continue efforts to expand interpreter availability.

Mr. Puente provided an update on the second-language stipend process, which has been streamlined statewide. Employees who receive TCE approval may now initiate testing through a centralized electronic process.

The committee also provided education to judges, staff, and attorneys regarding timely cancellation of interpreter assignments, translated exhibits, pre- and post-hearing meetings with patrons, scheduling practices, and effective courtroom communication.

11. OPEN AND PUBLIC MEETINGS ACT TRAINING (Keisa Williams)

Keisa Williams provided training on the Open and Public Meetings Act, which is intended to promote transparency in the actions and deliberations of state agencies and political subdivisions. She noted that this principle is also reflected in UCJA Rule 2-103 governing Judicial Council meetings.

Ms. Williams explained that although Judicial Council meetings are public, they may be closed for specific purposes and in accordance with established procedures. She reviewed the permissible grounds and procedural requirements for entering a closed session. During a closed meeting, the Council may discuss matters but may not take final action on contracts, appointments, rules, or resolutions. At the conclusion of the closed session, the Council may return to open session by majority vote and may rely on the closed session discussion when taking final action in the open meeting.

12. COURT FACILITIES PLANNING REPORT (Chris Talbot)

Chris Talbot provided the annual Court Facilities Planning Report and reviewed the proposed five-year capital development plan. He noted that projects exceeding \$3.5 million compete with other state agency capital projects for legislative funding. The proposed priorities were:

- Second District Davis County Justice Center
- Fifth District Cedar City Courthouse
- Fourth District Lehi Courthouse
- Seventh District Moab Courthouse
- Sixth District Richfield Courthouse
- Third District West Jordan Courthouse

Mr. Talbot reported that the Davis County Justice Center remains the Courts' highest facility priority, although its estimated cost has increased substantially. The Cedar City Courthouse remains the second priority. He intends to continue pursuing both projects because funding for either would address significant facility needs. Mr. Talbot reviewed the need for each project, presented images of the proposed plans, and discussed anticipated next steps in seeking legislative approval. Mr. Talbot then provided an update on the recently completed law library remodel.

Motion: Judge Cornish moved to approve the Court Facilities priorities as presented. Judge Gardner seconded the motion, and it passed unanimously.

13. **INDIGENT DEFENSE COMMISSION REPORT** (Matthew Barraza)

Matthew Barraza, Executive Director of the Utah Indigent Defense Commission (IDC), provided the Commission's annual update. Mr. Barraza reported that the IDC is marking its tenth year and continues to support indigent defense statewide through grants, training, the Aggravated Murder Defense Fund, and appellate defense services. Over the past ten years, approximately \$48 million has been distributed to counties and cities. The grant program currently serves 24 of Utah's 29 counties, representing approximately 98 percent of district court cases involving appointed public defenders.

Mr. Barraza discussed the IDC's administration of the Aggravated Murder Defense Fund and efforts to strengthen mitigation work in aggravated murder cases. The IDC hired an in-house mitigation specialist to begin mitigation work earlier in cases and coordinate with defense counsel.

He also reported on the expansion of the IDC's training program and substantial growth in the caseload of the Indigent Appellate Defense Division. The division's responsibilities have expanded beyond criminal appeals to include child welfare and post-conviction matters. Staffing has not kept pace with demand, resulting in backlogs and limits on the division's ability to accept post-conviction appointments. The IDC is documenting unmet demand and working with the Legislature to seek additional resources.

The Council expressed appreciation for the IDC's work.

14. **WEIGHTED CASELOADS** (Ron Gordon, Shane Bahr, Daniel Rincon, Morgan Hansen and Emily King)

Ron Gordon provided an overview of district and juvenile court judicial and clerical weighted caseloads in advance of the Council's annual budget meeting. He emphasized that weighted caseload data provides an important foundation for evaluating judicial resource needs but does not capture every aspect of judicial workload. Judicial workload may increase even when raw case filings do not.

Shane Bahr reported that district court weighted caseloads are based on an average of the prior three years and reflect the judicial resources needed to perform the work completed during that period. He noted that the study does not yet account for anticipated workload associated with justice court closures, the Debt Collection and Housing Division, three-judge panels, or other developing changes. The statewide District Court Weighted Caseload Study reflected a shortage of approximately 11.5 judicial officers. When district-specific needs are considered, the anticipated request is approximately 13 judicial officers, plus two additional positions associated with absorbing work from justice court closures.

The Council discussed the need to evaluate the weighted caseload methodology, including the length of the judicial workday, administrative responsibilities, committee assignments, rural travel, and the potential effects of legislation such as speedy-trial requirements.

Daniel Meza Rincon reviewed the juvenile court judicial weighted caseload study, which reflected an overall need for approximately 32.5 judicial officers, compared with approximately 32.1 the prior year. He identified particularly significant workload concerns in the Third and Fourth Districts. Mr. Rincon reported that the juvenile court will also evaluate its weighted caseload methodology.

Mr. Gordon reviewed the clerical weighted caseload study, which reflected an overall need for approximately 42 additional staff positions. He noted that even if all identified judicial positions were

funded, additional clerical staffing needs would remain. Mr. Gordon expressed appreciation to the data and research team for its work on the weighted caseload studies.

Motion: Judge Cornish moved to approve the District and Juvenile Court Judicial Weighted Caseloads as presented. Judge Johnson seconded the motion, and it passed unanimously.

15. RULES FOR FINAL APPROVAL (Keisa Williams)

Keisa Williams presented recommended amendments to CJA Rules 3-306.04 and 3-409. Ms. Williams stated the rules are back from a 45-day public comment period with no public comments received. She recommended that the rules be approved with a November 1, 2026, effective date.

Motion: Judge Brendan McCullagh moved to approve CJA Rules 3-306.04 and 3-409 as recommended, with a November 1, 2026, effective date. Judge Cornish seconded the motion, and it passed unanimously.

16. COURT COMMISSIONER CONDUCT COMMITTEE REPORT (Judge John Luthy and Stacy Haacke)

Judge John Luthy presented the annual Court Commissioner Conduct Committee report. He reported that the Committee reviewed nine complaints during his first year as chair. Most involved factual or legal issues appropriately addressed through the appellate process or allegations of bias stemming from misunderstandings of court procedures.

Judge Luthy reported that most complaints are resolved at the chair-review stage. One complaint during the current year was expected to proceed to full committee review. He also noted that his review of commissioner proceedings indicated that commissioners are generally performing their responsibilities appropriately and that findings of actual bias are uncommon.

17. CONSENT CALENDAR (Associate Chief Justice Jill Pohlman)

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

18. CERTIFICATION OF COURT COMMISSIONERS (Shane Bahr)

A discussion was held in Executive Session.

Motion: Judge McCullagh moved to recertify Commissioner Maran Ito. Judge Direda seconded the motion, and it passed unanimously.

19. GUARDIAN AD LITEM OVERSIGHT COMMITTEE (Daniel Rincon)

A discussion was held in Executive Session.

Motion: Judge Cornish moved to approve the Board of Juvenile Court Judges' recommended appointments to the Guardian ad Litem Oversight Committee, with staggered terms in accordance with the Rules of Judicial Administration. Judge Gardner seconded the motion, and it passed unanimously.

20. OLD BUSINESS/NEW BUSINESS

Mr. Gordon clarified that, although the Legislature funded a significant number of new FTEs during the most recent session, many of those positions are tied to newly imposed statutory responsibilities and therefore do not substantially reduce the approximately 42-position clerical need identified in the weighted caseload study.

21. EXECUTIVE SESSION

Motion: Judge Mortensen made a motion to move into executive session for the purpose of discussing the character and professional competence or physical or mental health of an individual, and litigation. Judge McCullagh seconded the motion, and it passed unanimously.

Justice Pohlman and Justice Petersen recused themselves from the litigation discussion and left the meeting during that portion of the executive session.

22. ADJOURN (Associate Chief Justice Jill Pohlman)

The meeting was adjourned.

Tab 2



Utah State Courts

Caseload Overview

Fiscal 2026

**Tucker Samuelson
Morgan Hansen
Darien Hickey**

August 2026

Supreme Court

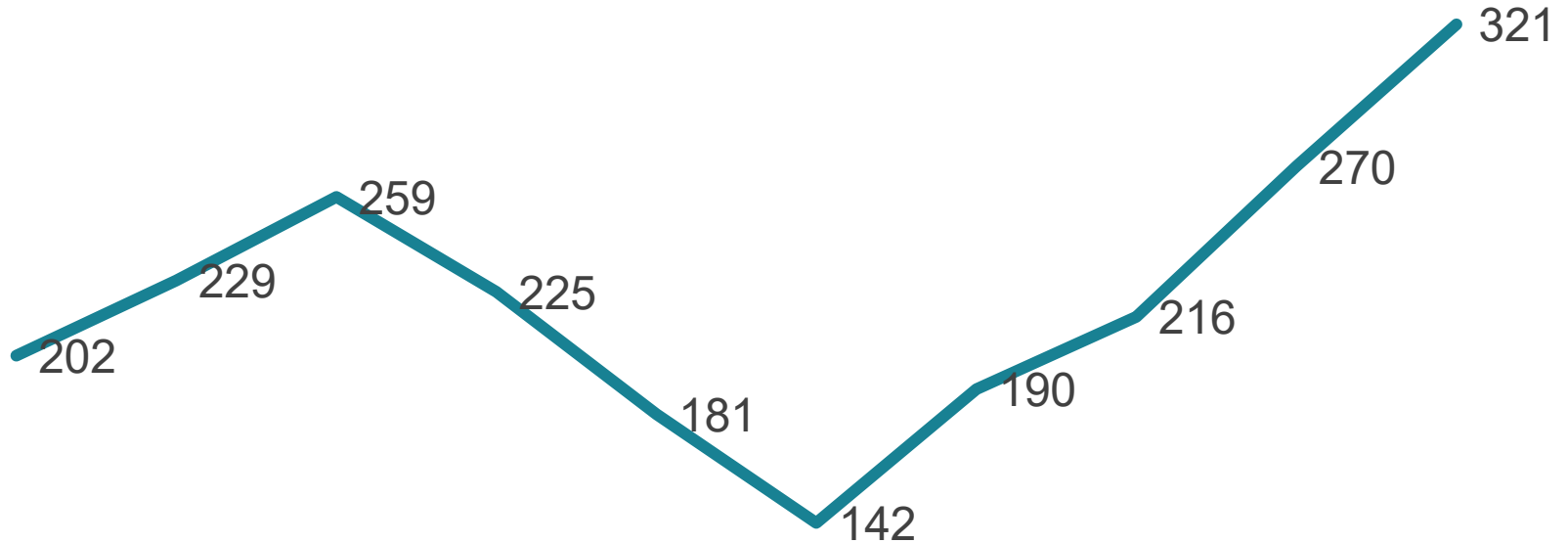
Filing Summary



Supreme Court Filings by Year

Case Type Category	FY24	FY25	FY26	Change	% Change
Administrative Agency	2	3	0	-3	-100%
Admission to the Bar	3	3	2	-1	-33%
Bail Hearings Expedited		1	0	-1	-100%
Bar Discipline	3	3	4	1	33%
Capital Felony		1	1	0	0%
Civil Administrative Agency	1	2	0	-2	-100%
Civil Appeal	18	37	35	-2	-5%
Criminal Appeal	6	11	12	1	9%
Elections	4	2	2	0	0%
Extraordinary Writs	20	29	29	0	0%
Federal Certification	0	0	2	2	--
Judicial Discipline	0	1	4	3	300%
Post Conviction Relief	3	0	2	2	--
Interlocutory Appeals	24	29	29	0	0%
Writ of Certiorari	132	148	199	51	34%
Total	216	270	321	51	19%

Supreme Court Filings Over Time



FY17 FY18 FY19 FY20 FY21 FY22 FY23 FY24 FY25 FY26

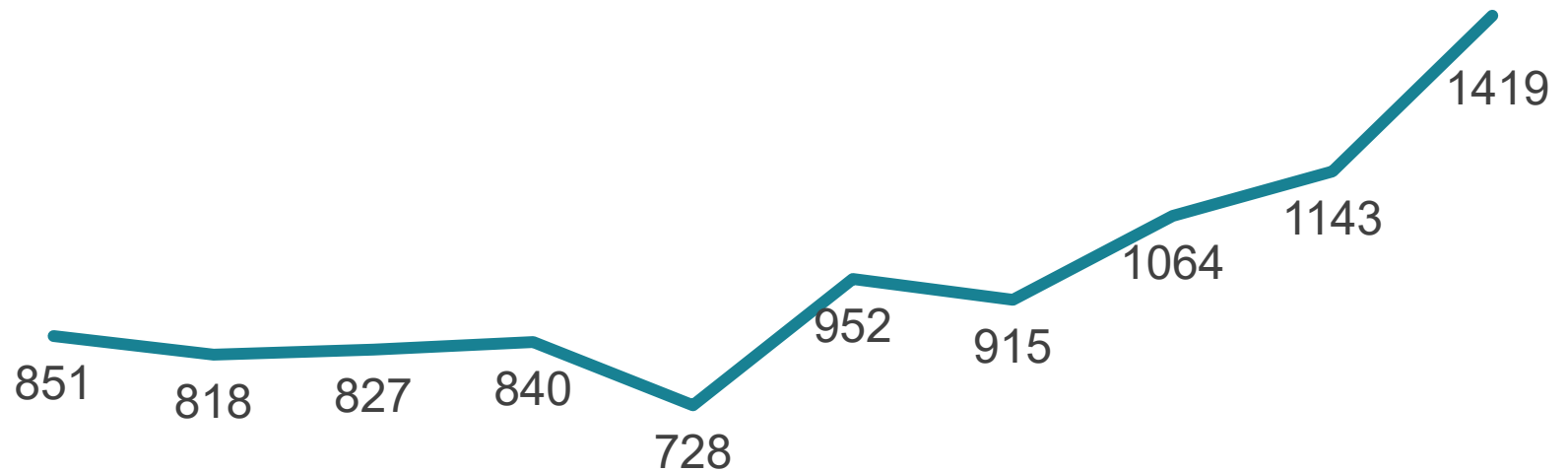
Court of Appeals

Filing Summary

Court of Appeals Filings by Year

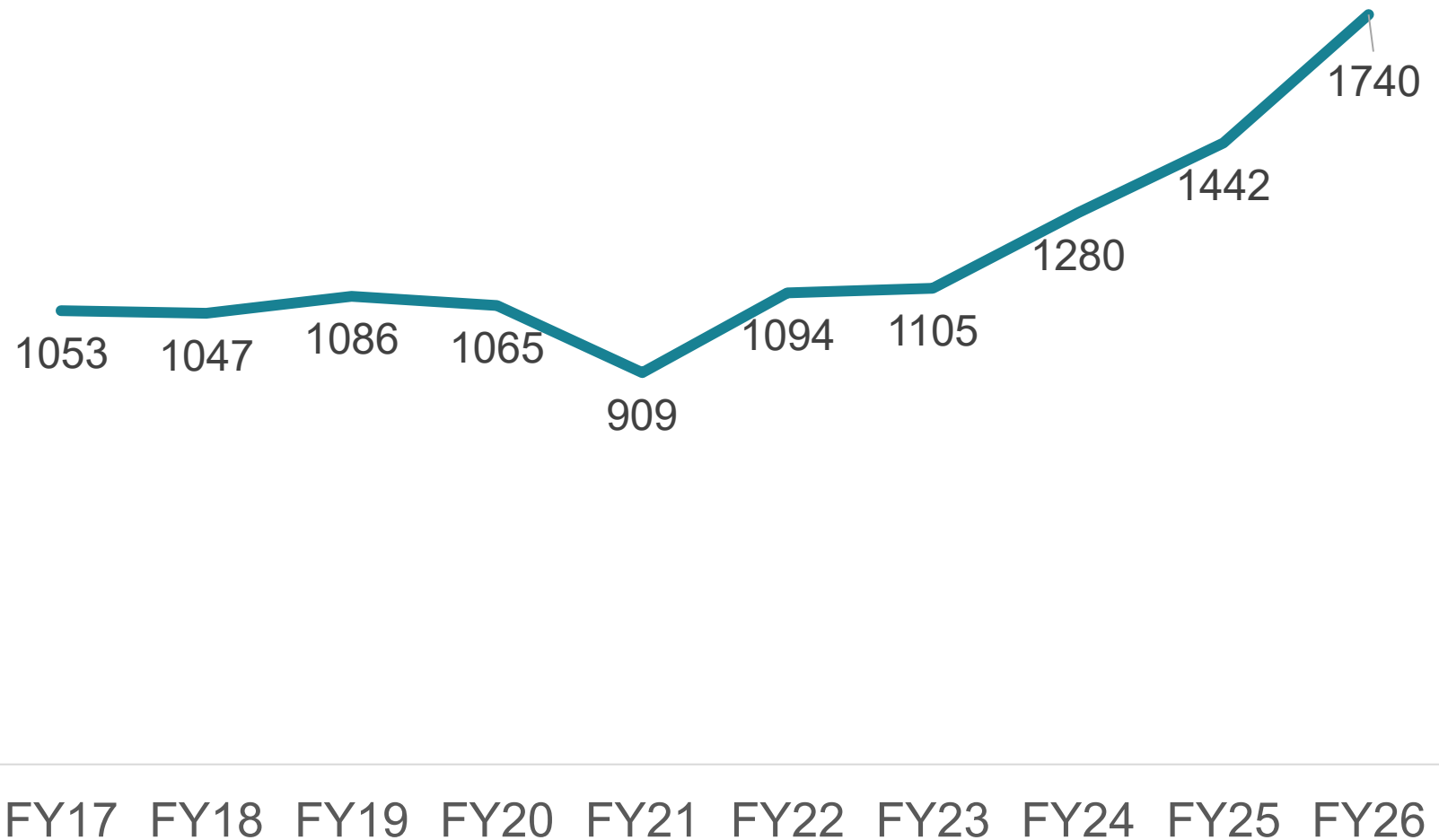
Case Type Category	FY25	FY26	Change	% Change
Administrative Agency	61	89	28	46%
Bail Hearings Expedited	10	6	-4	-40%
Civil Administrative Agency	1	10	9	900%
Civil Appeal	242	327	85	35%
Criminal Appeal	414	509	95	23%
Domestic Civil Appeals	117	143	26	22%
Extraordinary Writs	53	79	26	49%
Juvenile Child Welfare	58	88	30	52%
Juvenile Delinquency	4	6	2	50%
Juvenile Misc	7	7	0	0%
Misc. Petition	0	0	0	--
Post Conviction Relief	19	12	-7	-37%
Post Conviction Relief-Capital	0	0	0	--
Interlocutory Appeals	157	143	-14	-9%
Total	1143	1419	276	24%

Court of Appeals Filings Over Time



FY17 FY18 FY19 FY20 FY21 FY22 FY23 FY24 FY25 FY26

Combined Filings Over Time



Justice Court

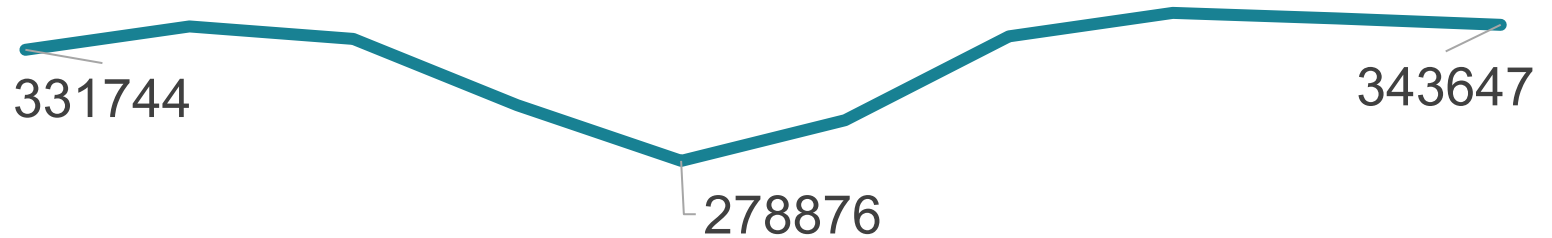
Case Filing Summary

Justice Court Filings by Year - Traffic

Case Type Category	FY25	FY26	Change	% Change
Criminal	62,286	62,717	431	1%
Small Claims	17,866	18,192	326	2%
Traffic	346,583	343,647	-2,936	-1%
Total	426,735	424,556	-2,179	-1%

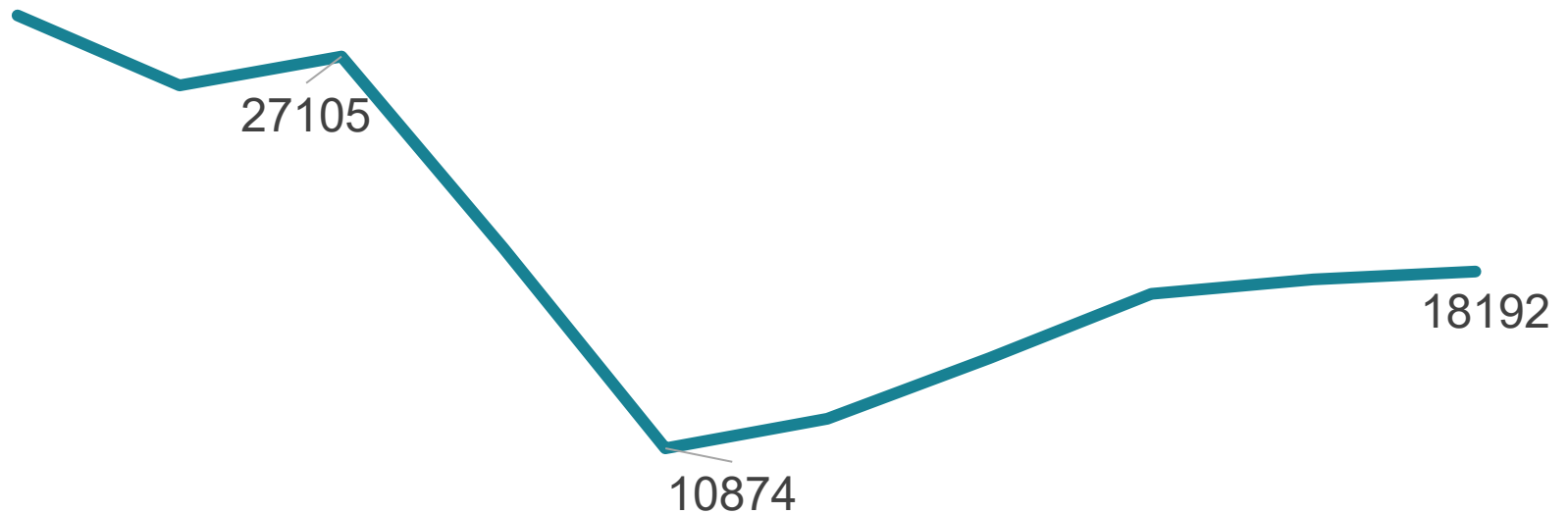


Justice Court Filings by Year - Traffic



2017 2018 2019 2020 2021 2022 2023 2024 2025 2026

Justice Court Filings by Year – Small Claims



2017 2018 2019 2020 2021 2022 2023 2024 2025 2026

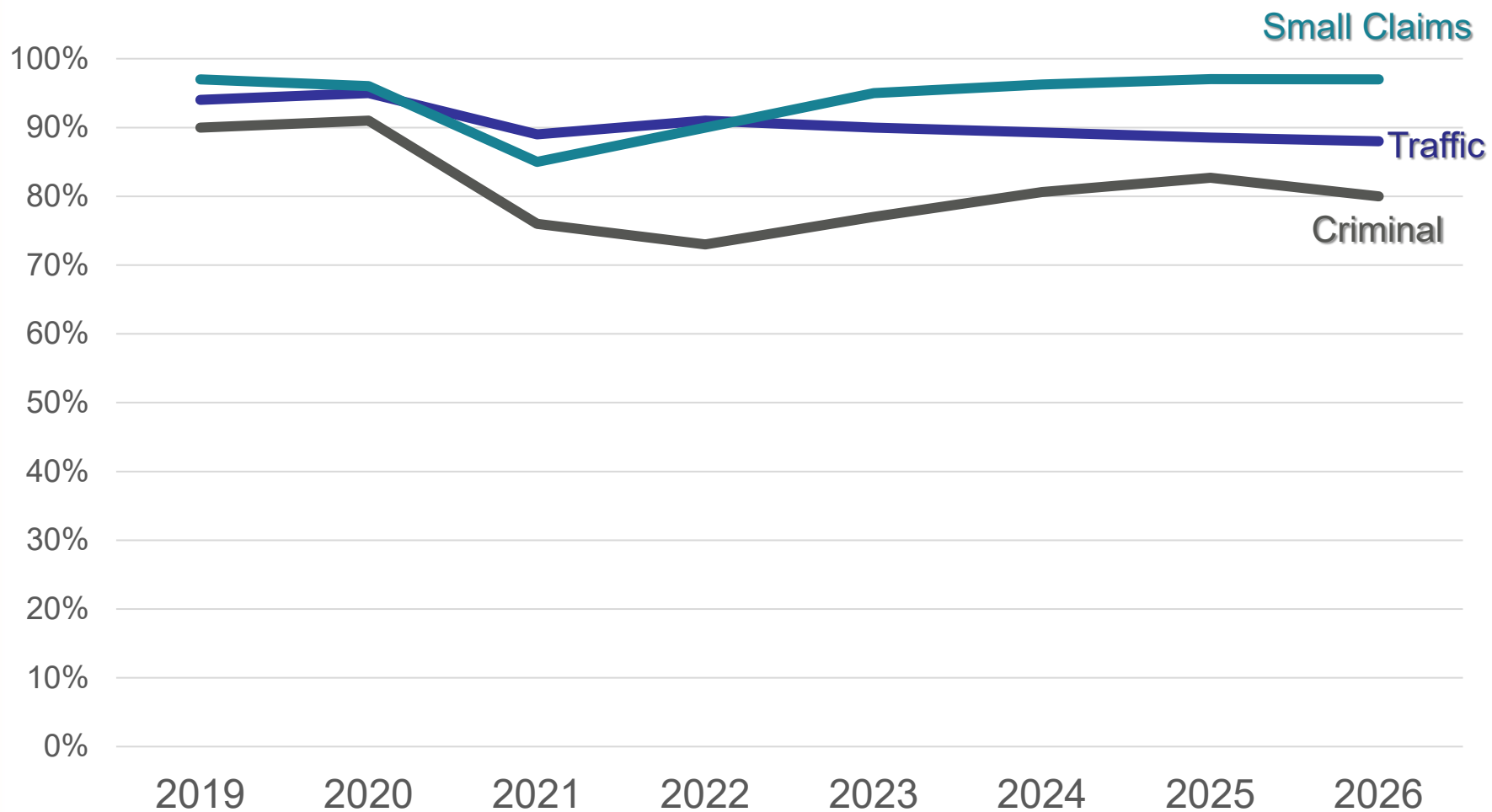


Justice Court Time to Disposition

Activity	Recommended Guideline		FY 2026
	% Disposed	Time Frame	% Disposed within Time Frame
Criminal	95%	6 months	80%
Small Claims	95%	9 months	97%
Traffic	95%	90 days	88%



Justice Court Time to Disposition

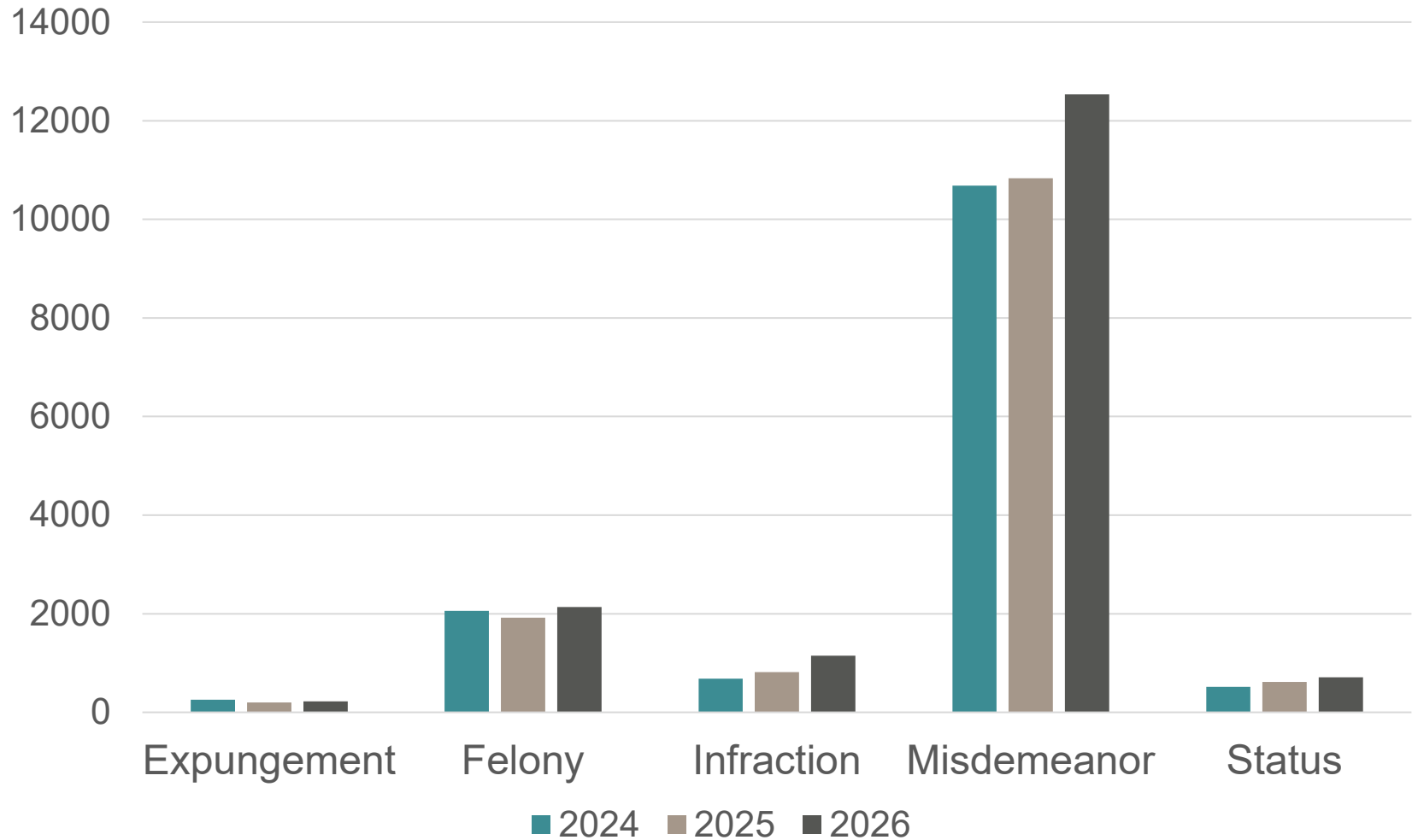


Juvenile Court

Case Filing Summary

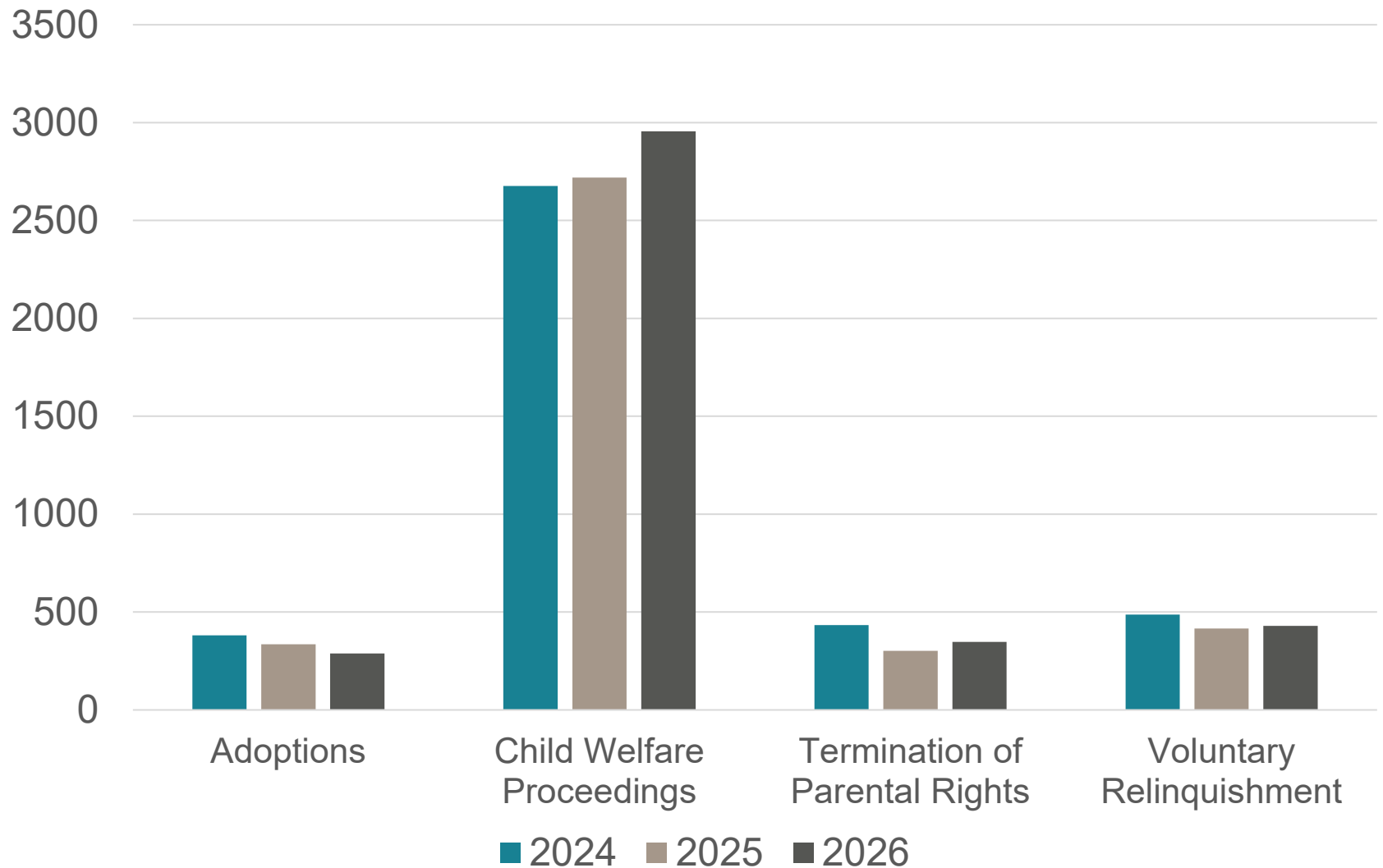


Juvenile Court - Delinquency





Juvenile Court – Child Welfare





Juvenile Court Filings by Year

Case Type Category	FY24	FY25	FY26	Change	% Change
Adult Administrative Review	47	39	80	41	105%
Adult Violation	17	36	45	9	25%
Child Protective Order	1,403	1,595	1,451	-144	-9%
Emancipation	64	53	54	1	2%
Judicial Bypass	19	14	12	-2	-14%
Petition At Risk Noncitizen	156	336	252	-84	-25%
Petition to Marry	26	27	23	-4	-15%

Business and Chancery Court

Case Filing Summary



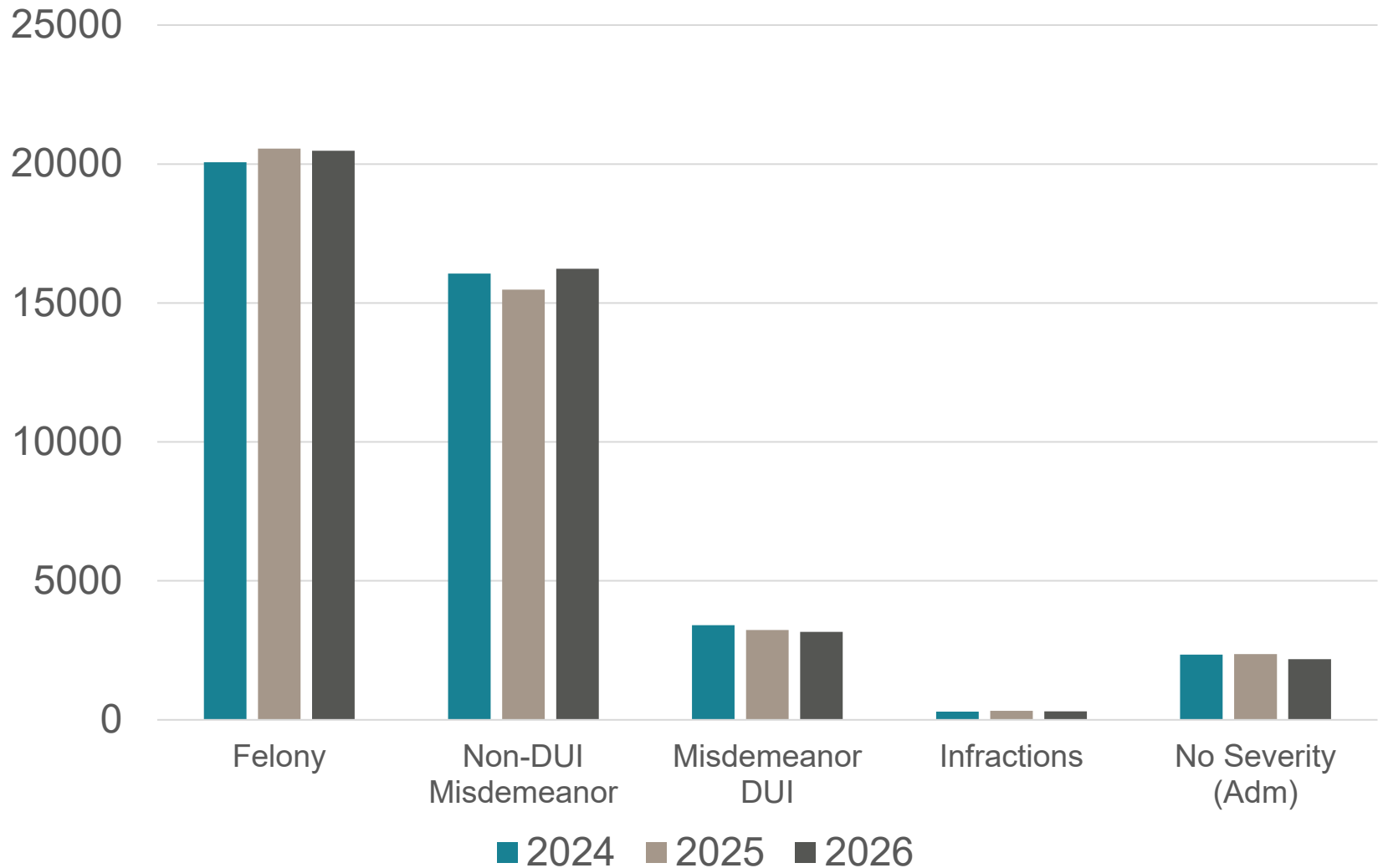
B&C Court Filings by Year

Case Type	FY25	2026
Contract: Employer Discrimination	0	1
Contract: Fraud	7	7
Contracts	35	66
Debt Collection	1	2
Miscellaneous	9	19
Property Rights/Quiet Title	0	1
Intentional Tort	0	1

District Court

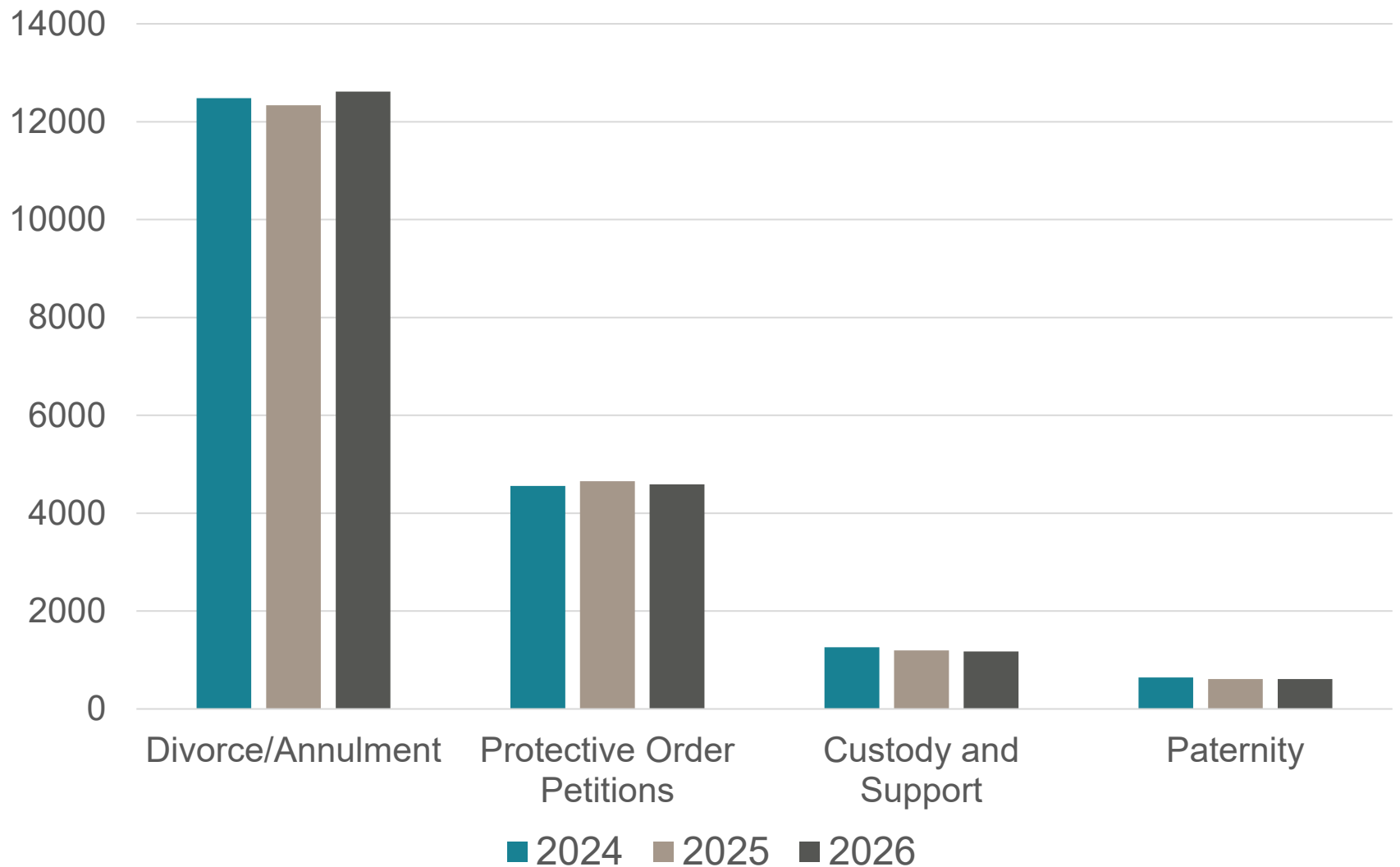
Case Filing Summary

District Court Filings by Year - Criminal



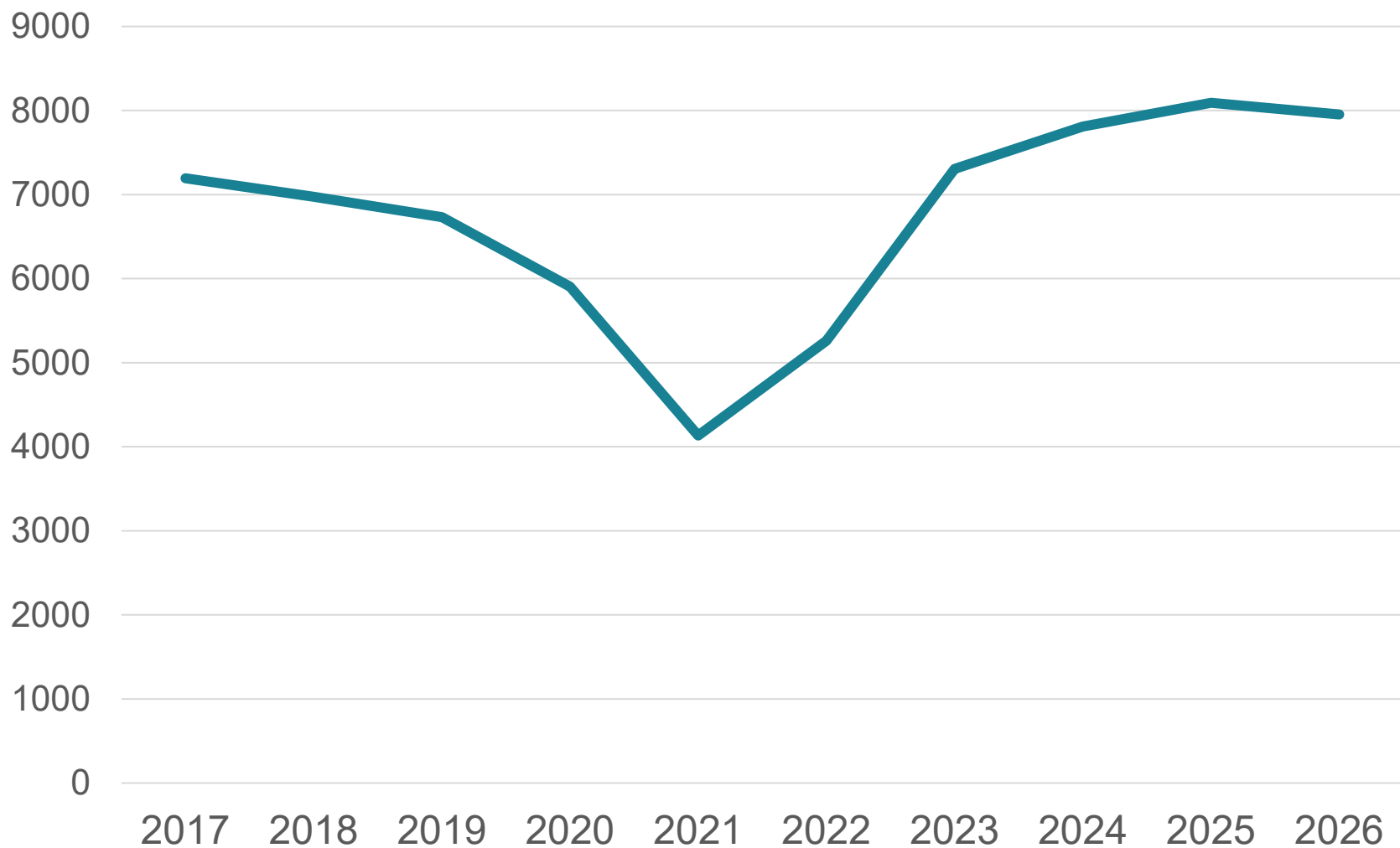


District Court Filings by Year - Domestic



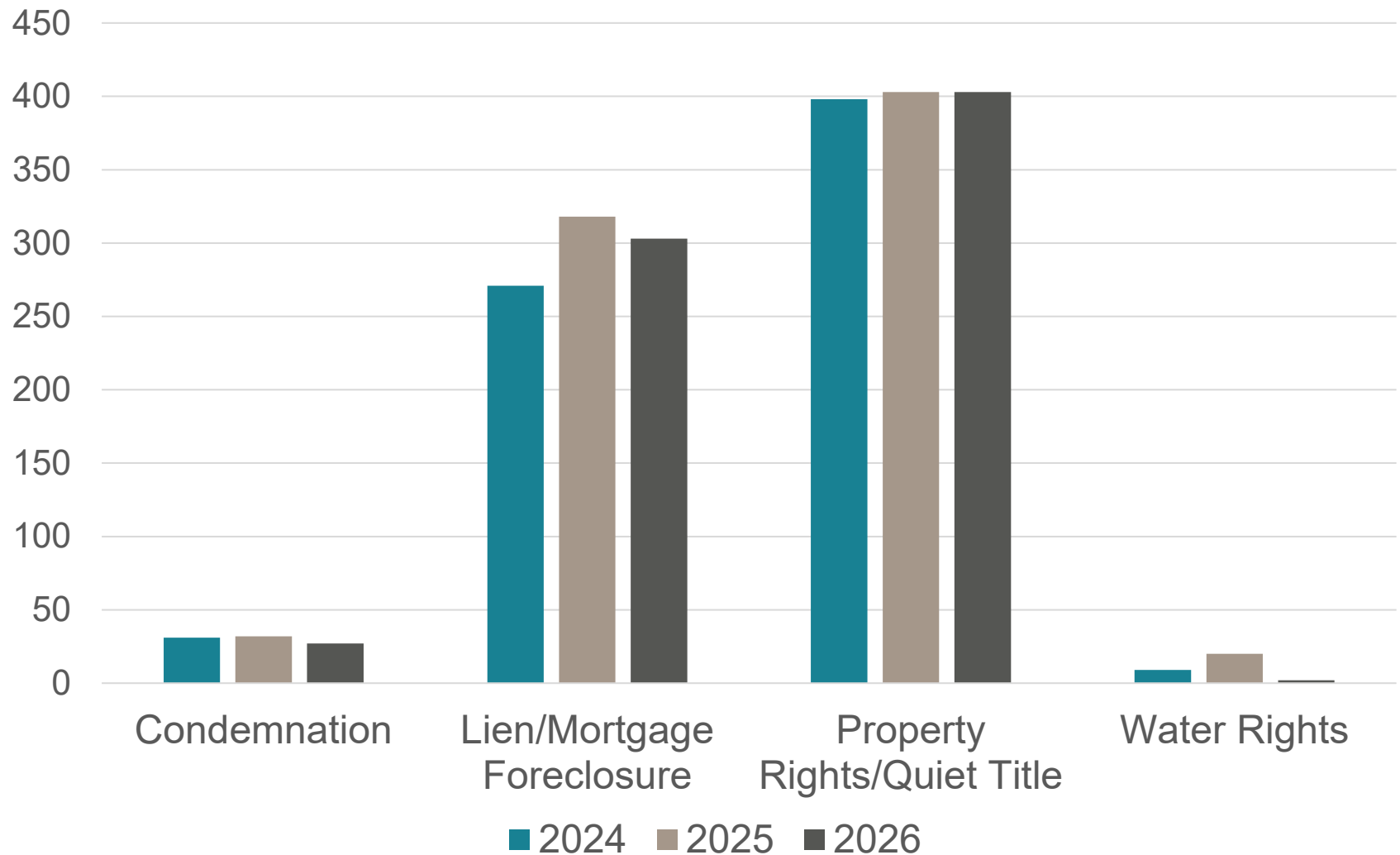


District Court Filings by Year – Eviction



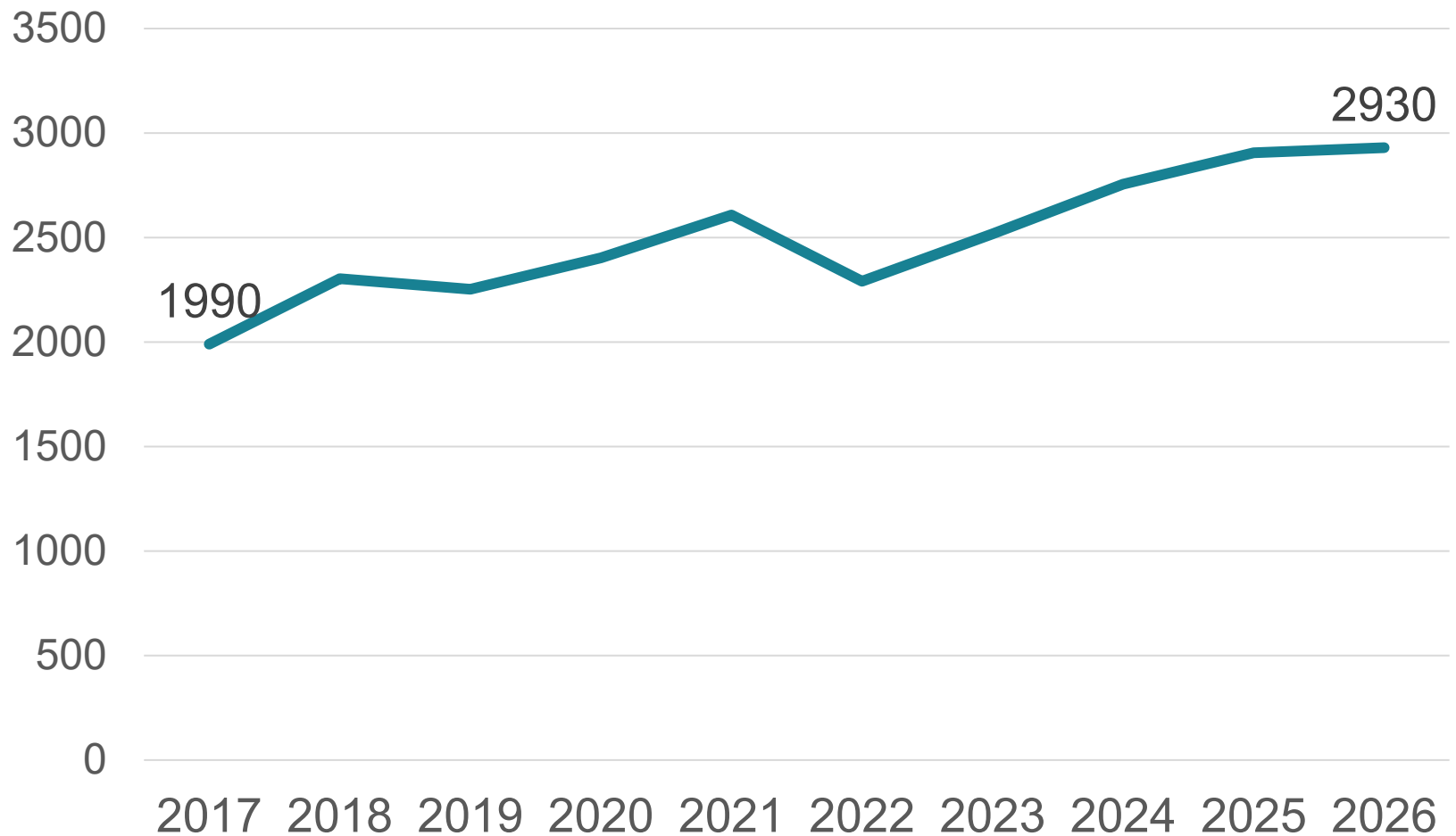


District Court Filings by Year – Property Rights



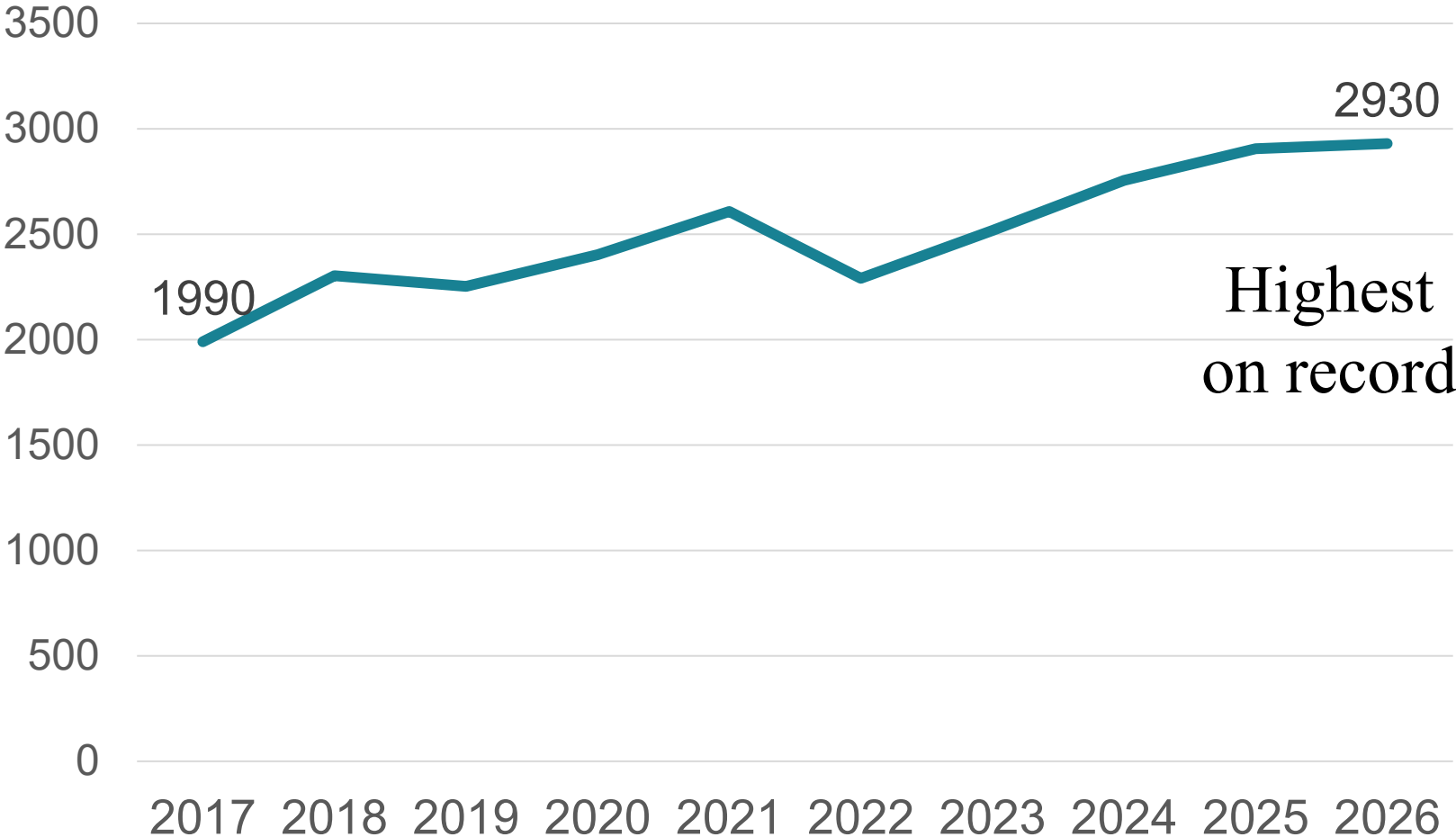


District Court Filings by Year – Torts



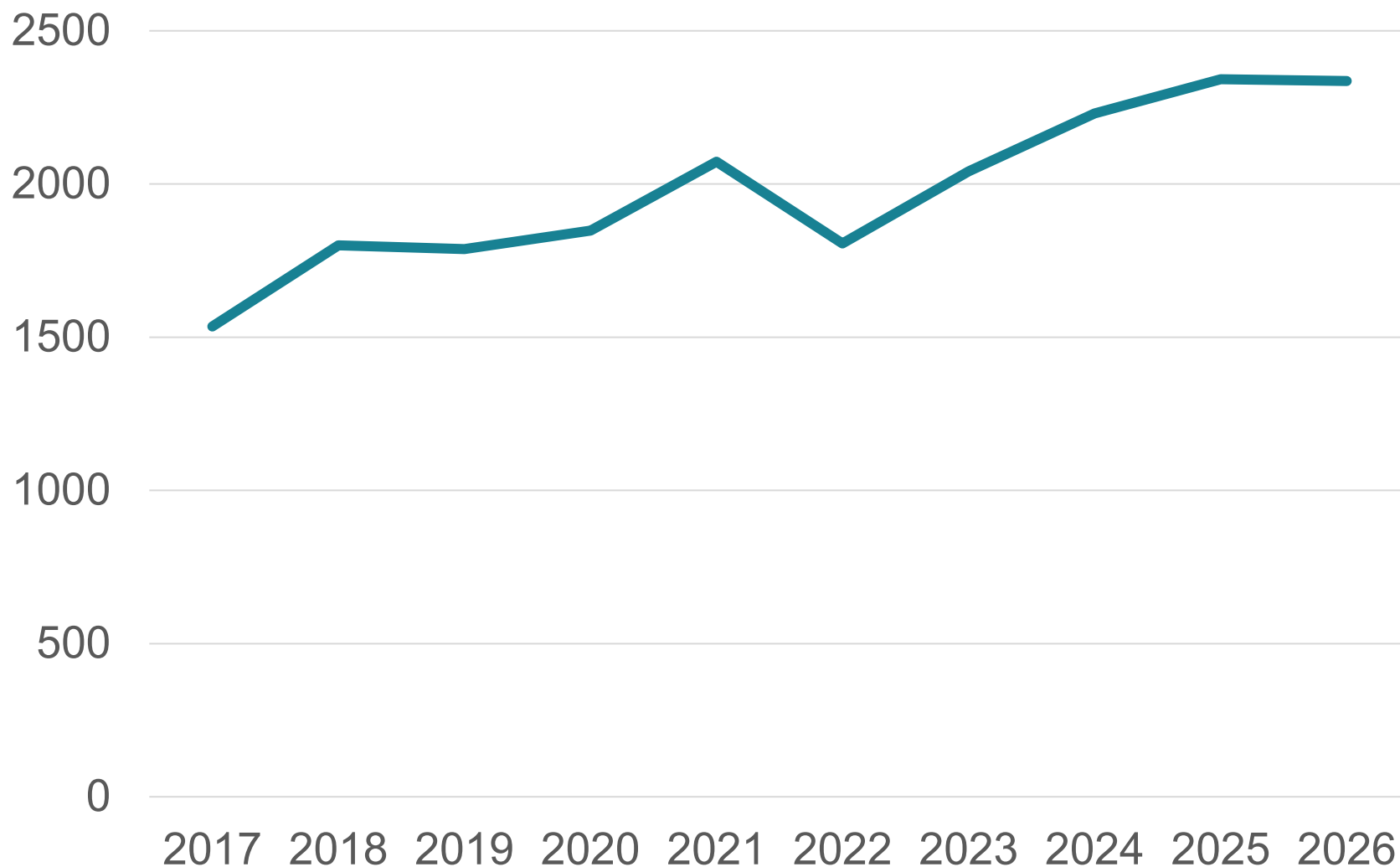


District Court Filings by Year – Torts



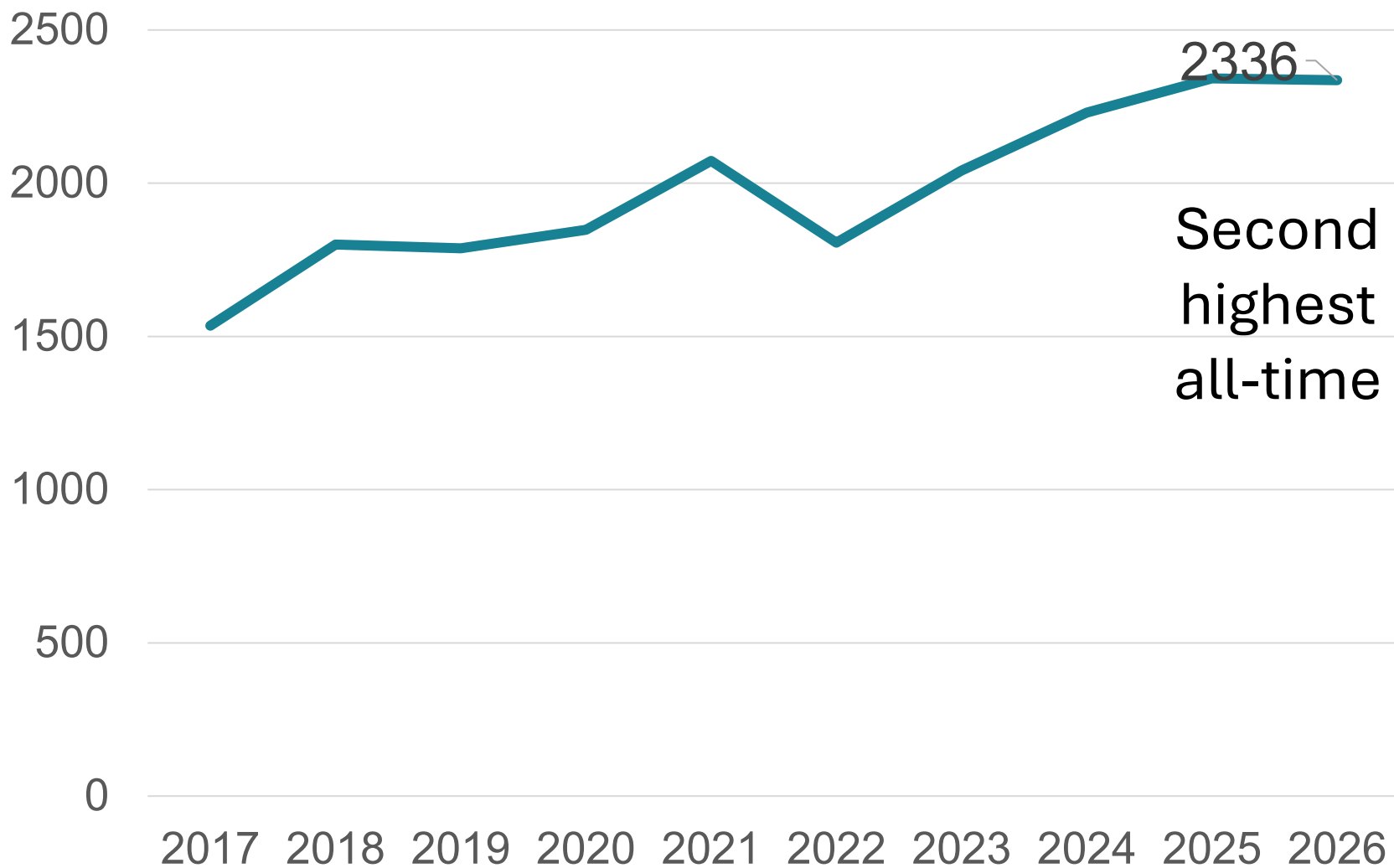


District Court Filings by Year – Auto Tort

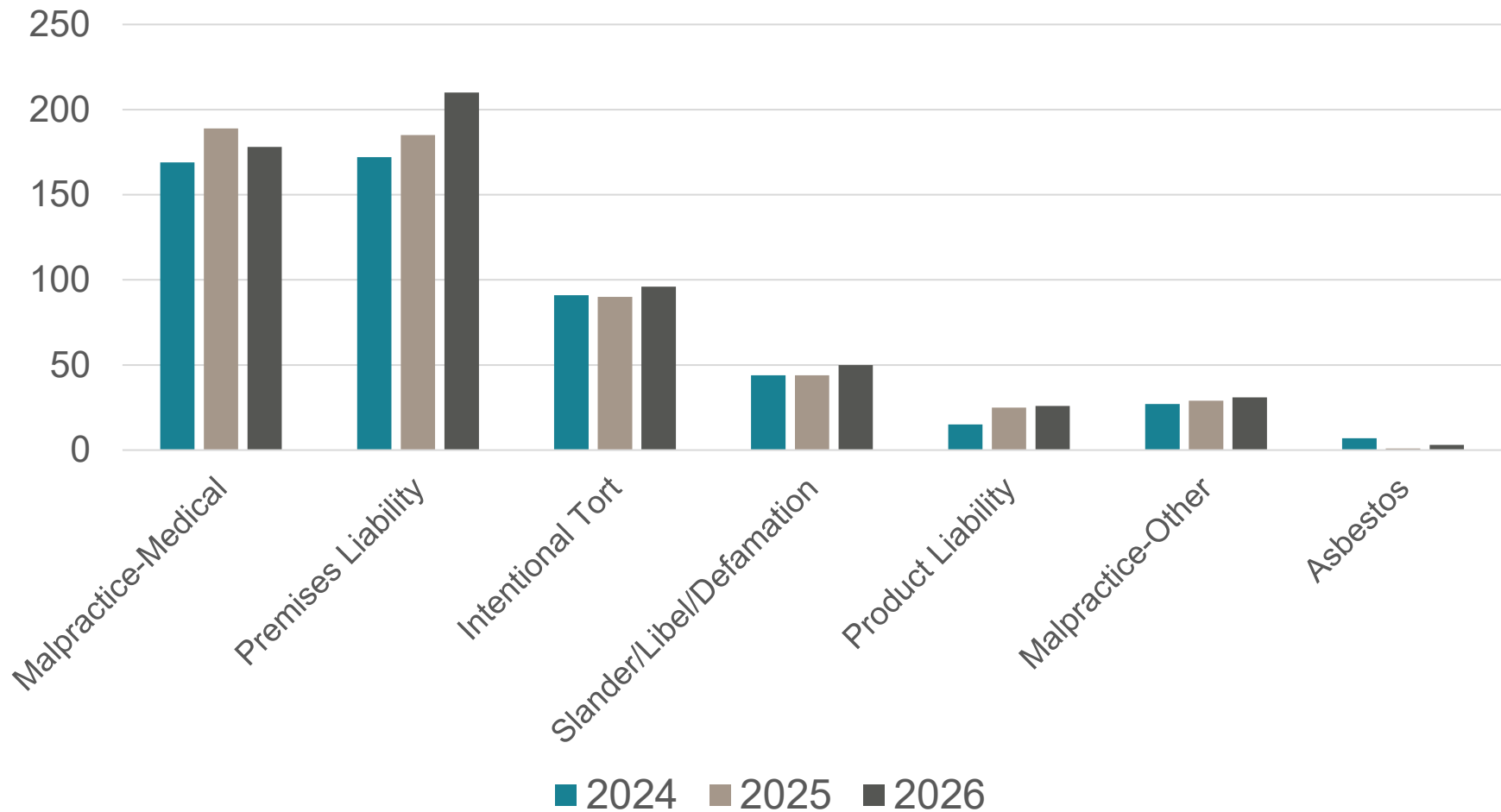




District Court Filings by Year – Auto Tort

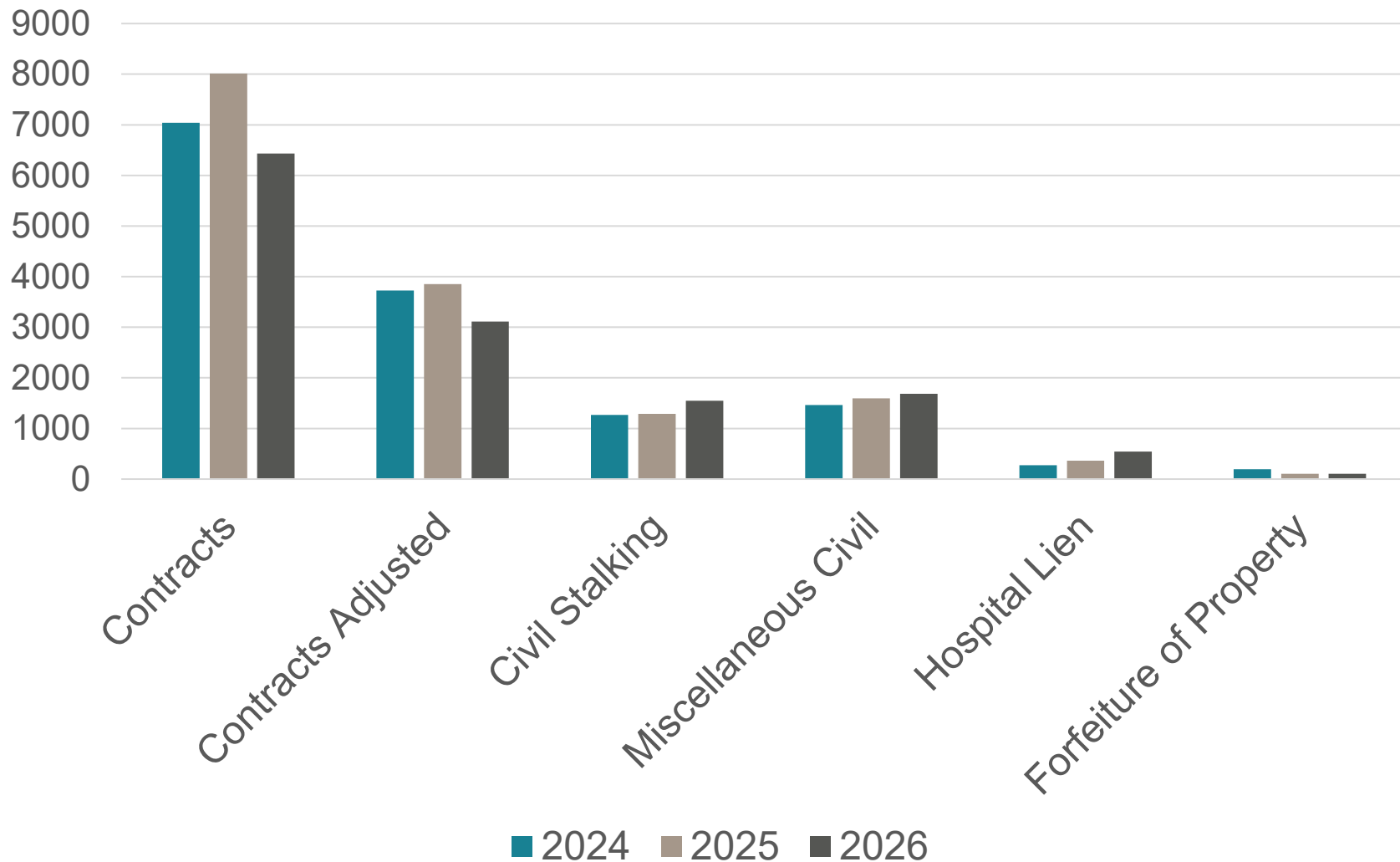


District Court Filings by Year – Torts



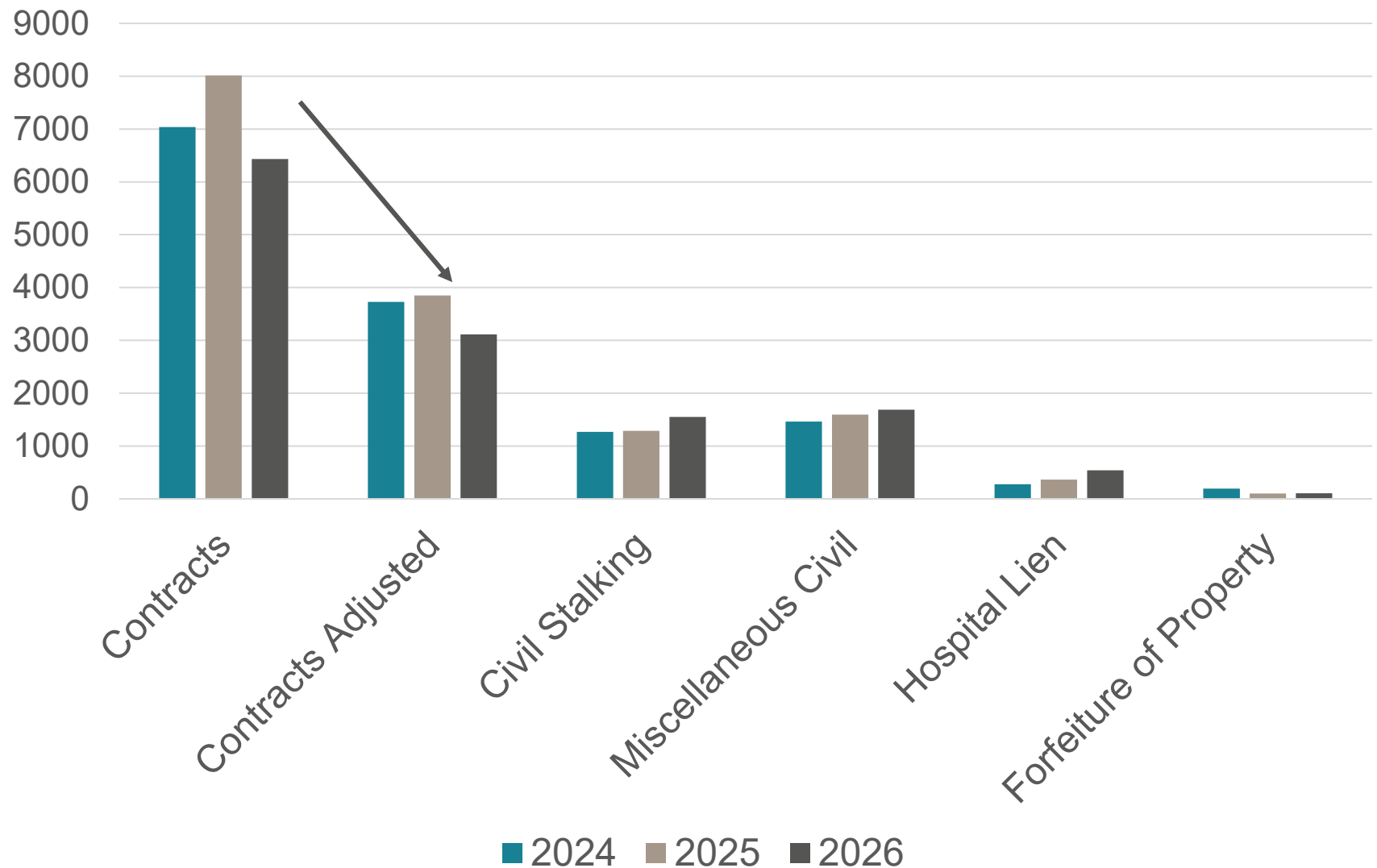


District Court Filings by Year – General Civil



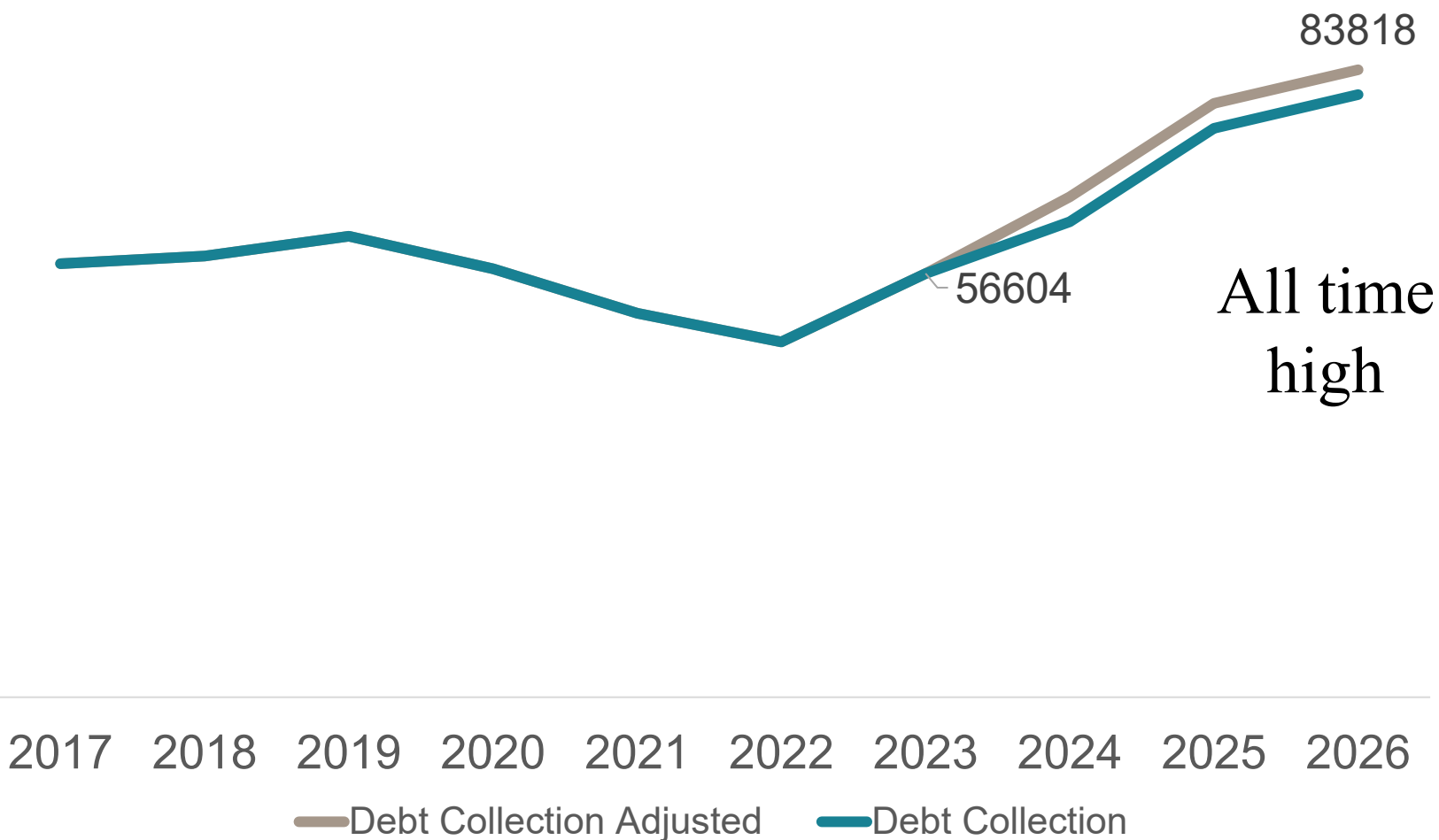


District Court Filings by Year – General Civil



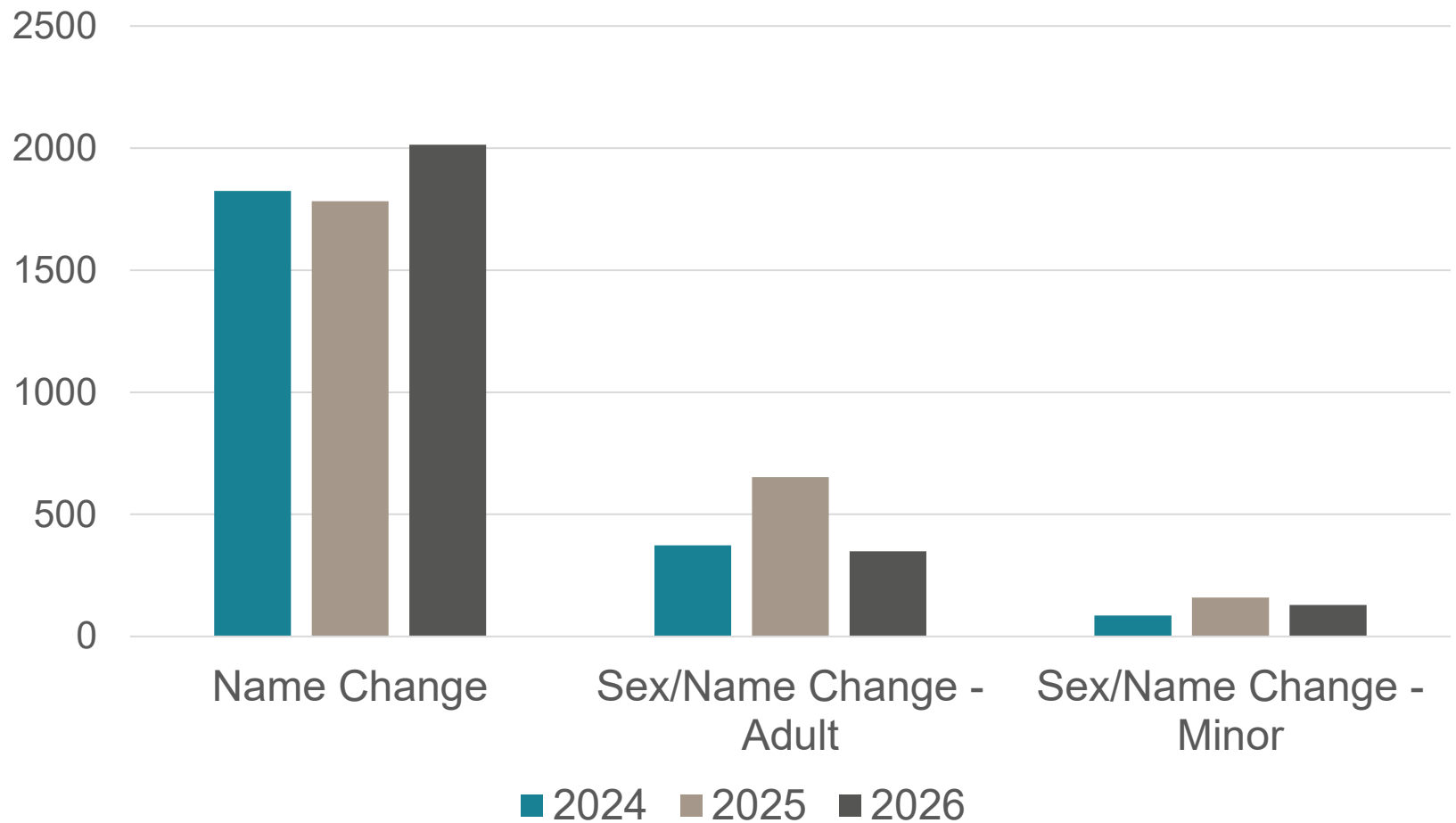


District Court Filings by Year – General Civil Debt Collection



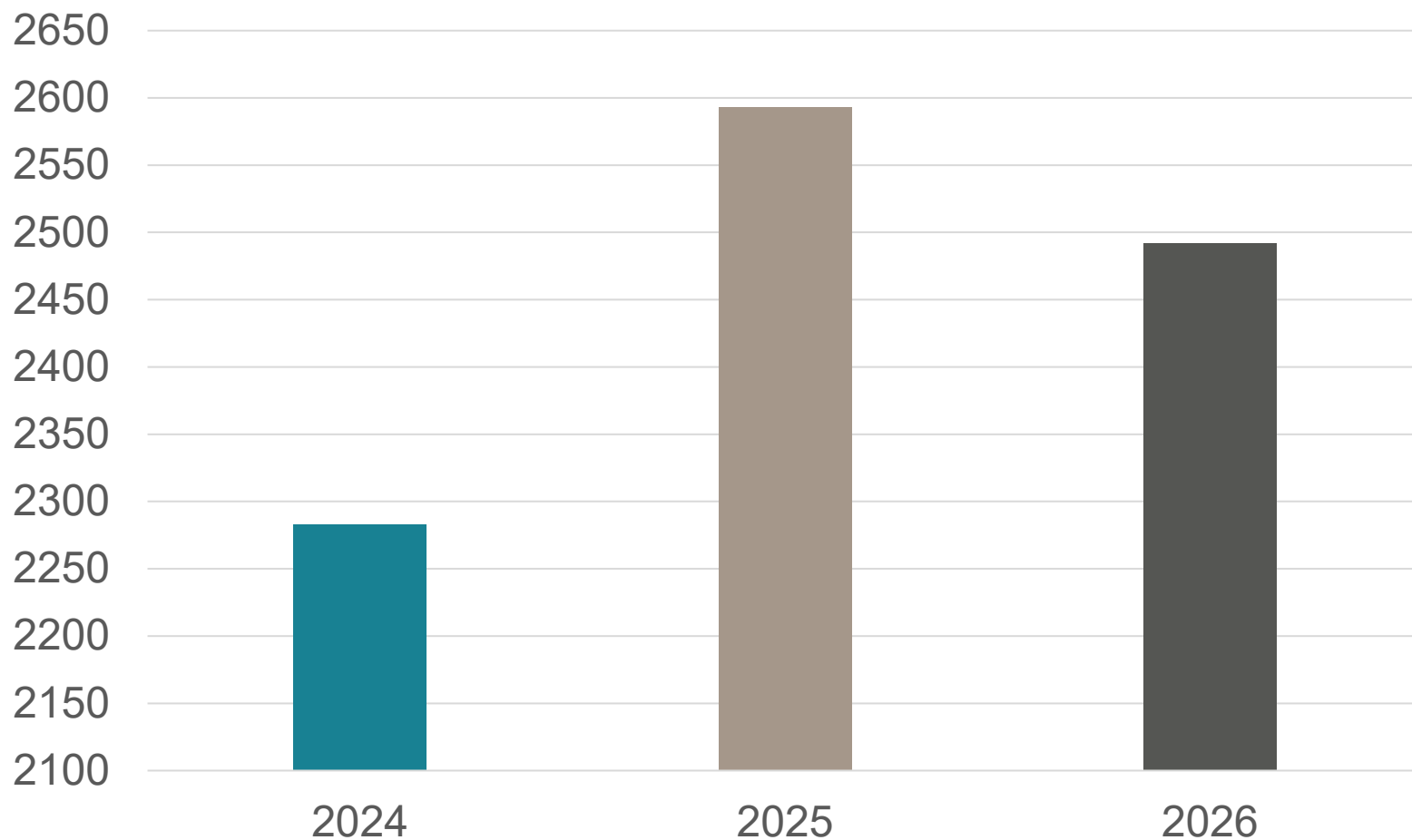


District Court Filings by Year – Probate



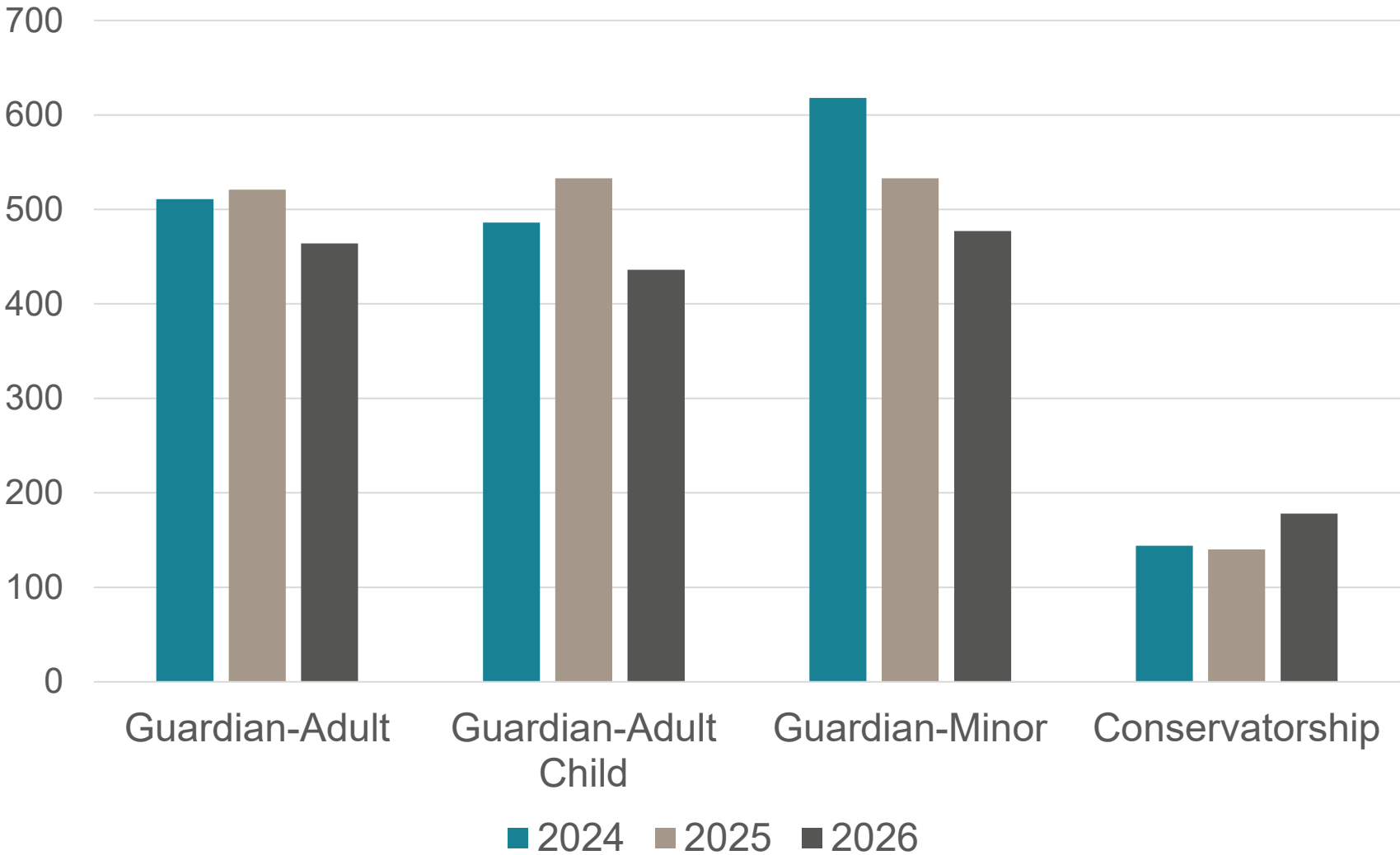


District Court Filings by Year – Sex/Name Change



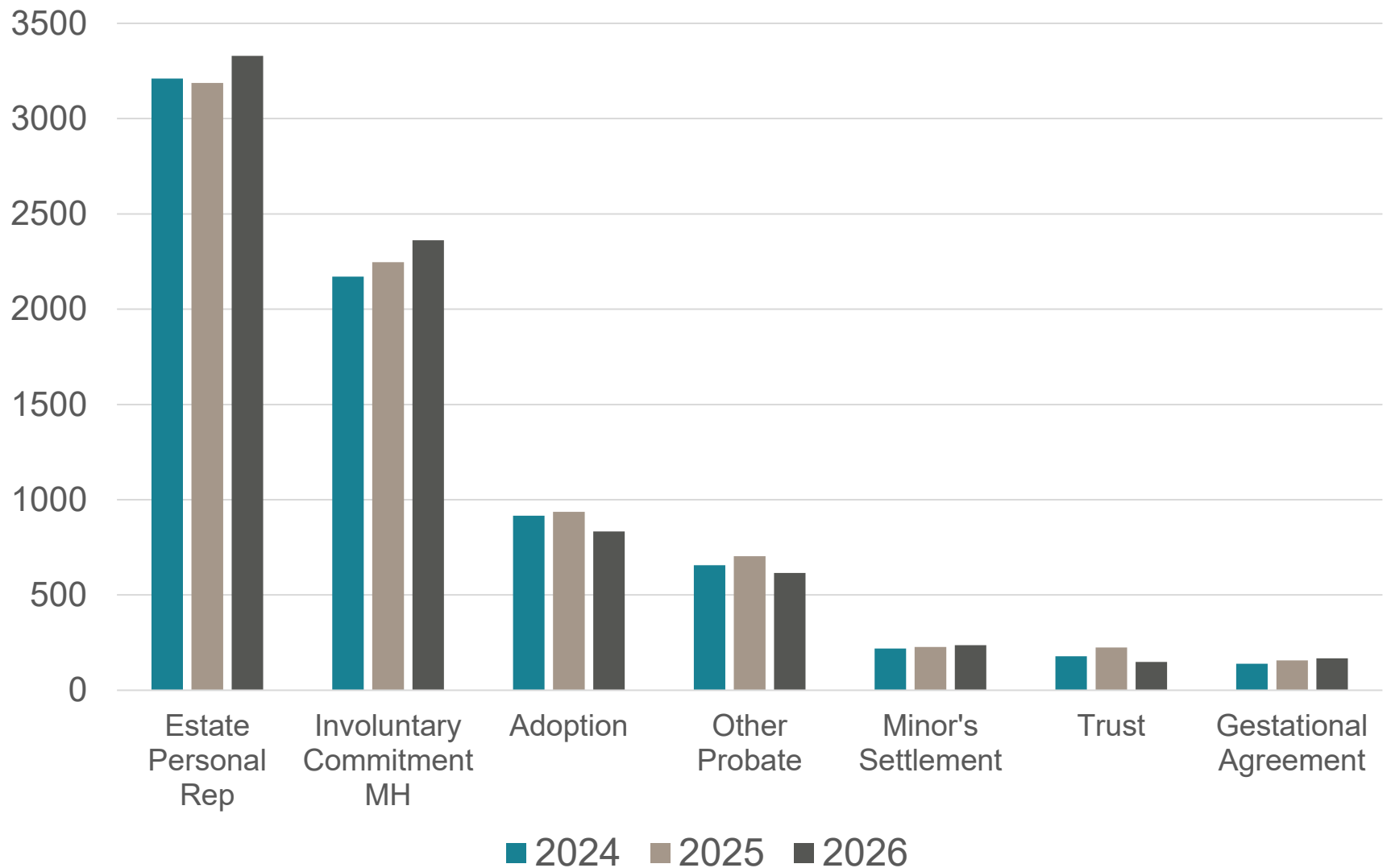


District Court Filings by Year – Probate Guardianship & Conservatorship



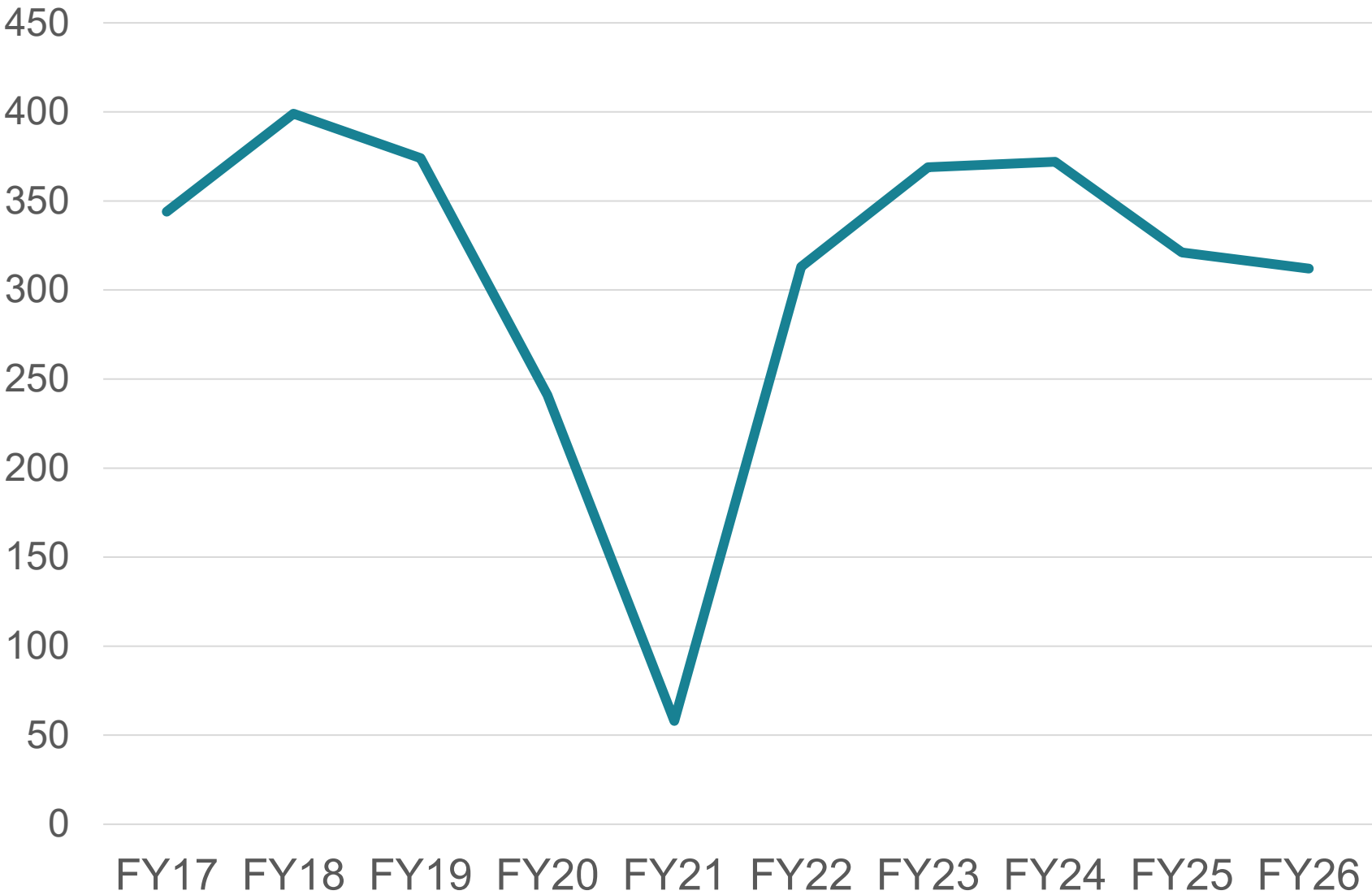


District Court Filings by Year – Probate





District Court Jury Trials – Trial Count

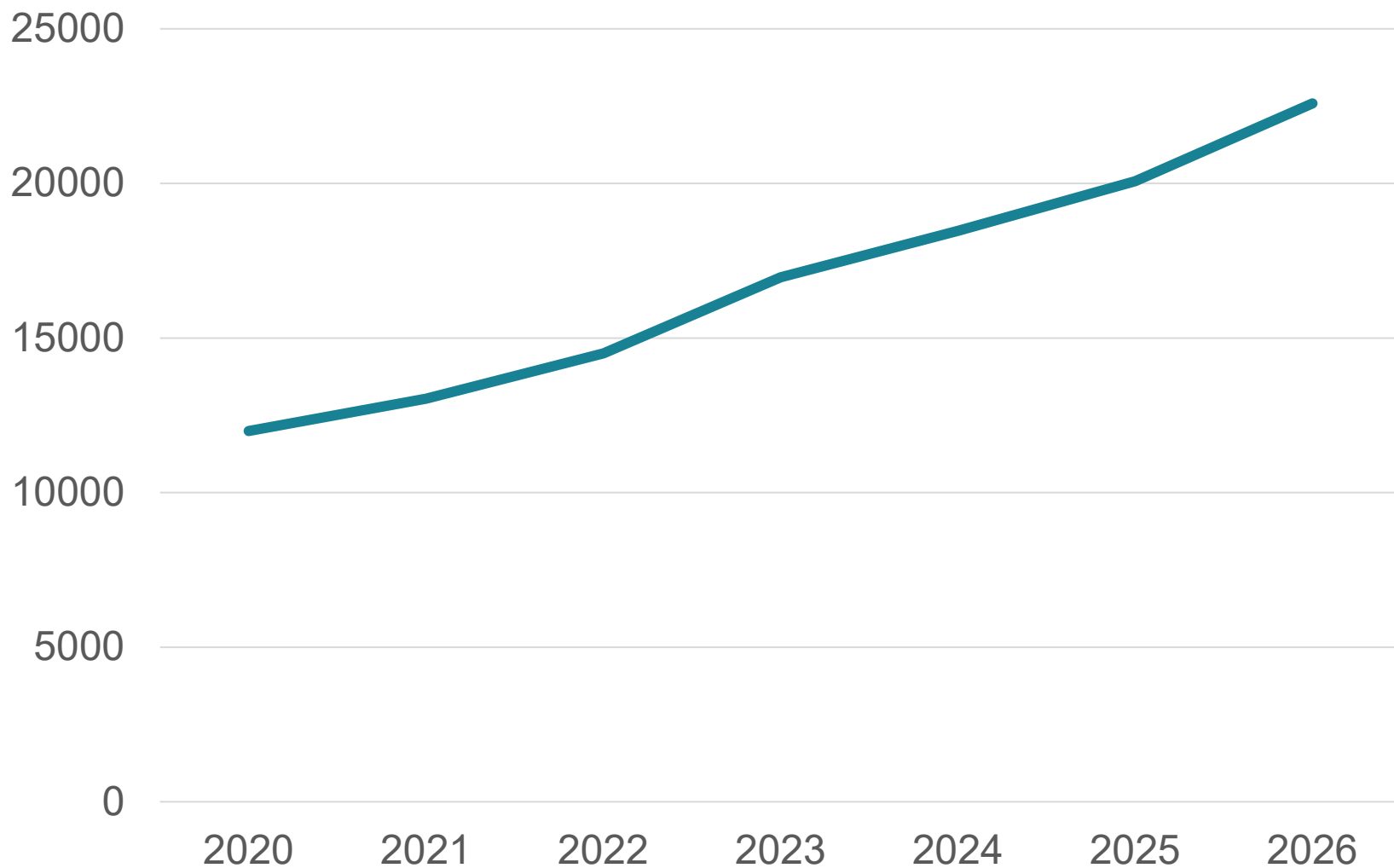


District Court Time to Disposition

Activity	Recommended Guideline ¹		FY2026
	% Disposed	Time Frame	% Disposed within Time Frame
Felonies and Class A Misdemeanors	95%	12 months	90%
All Civil Except Evictions and Small Claims	95%	24 months	94%
Evictions	95%	9 months	92%
Domestic	95%	18 months	94%
Administration of Estates	95%	12 months	97%
Guardian/Conservator: Protected Persons	95%	90 days	55%
Involuntary Civil Commitment	95%	15 days	94%

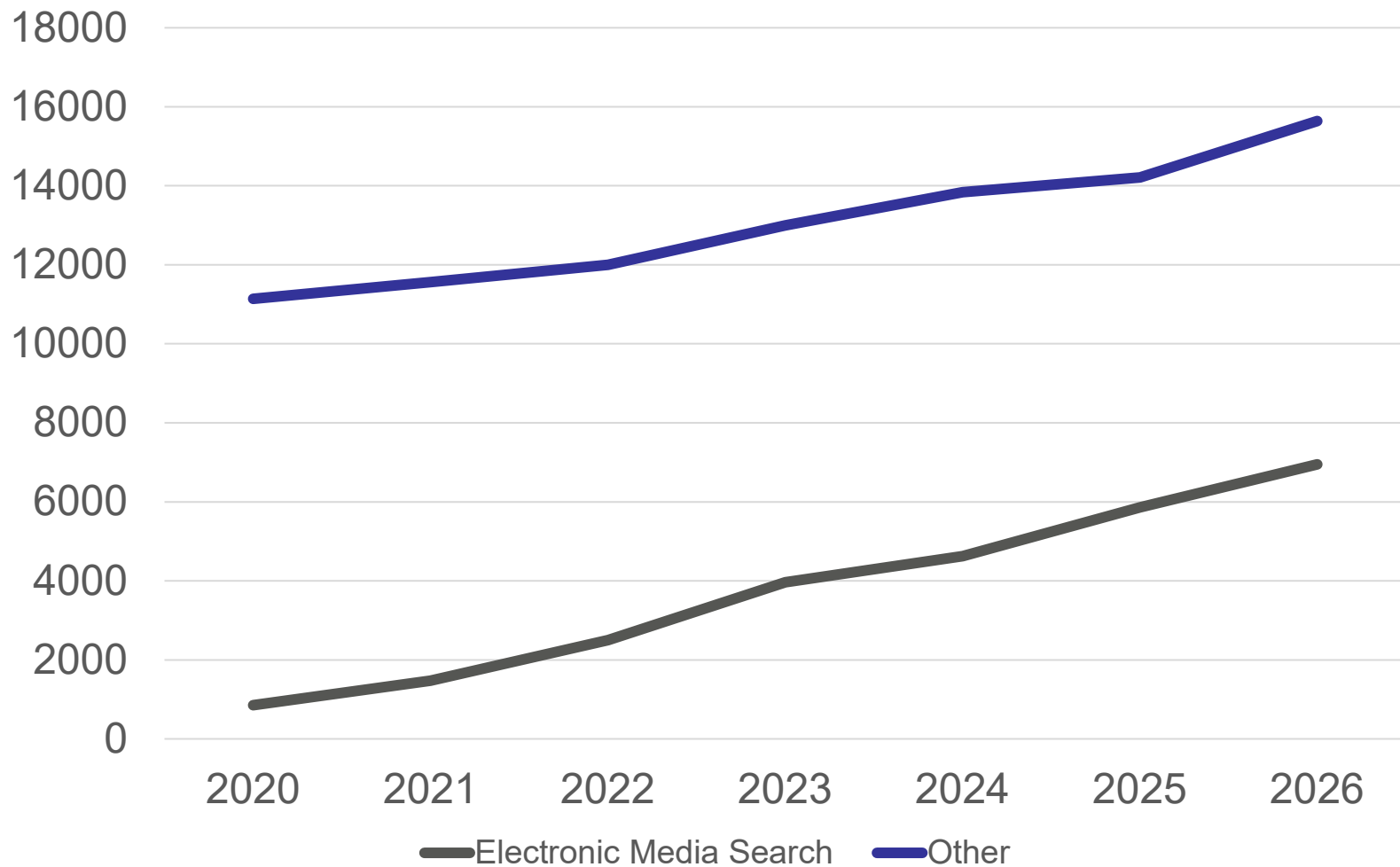


Search Warrants





Search Warrants



Salt Lake Misdemeanors

Court	2024	2025	2026	24-26 % Increase
Salt Lake District Court	5461	5850	6620	21%
Salt Lake City Justice Court	7618	12388	13503	77%
Salt Lake Juvenile Court	1528	1795	2839	86%

District Court Weighted Caseload

Judicial Officers Needed <i>(Total Hrs.Needed / Avail.Hrs. per Judicial Officer)</i>							
District	FY21 (3-yr)	FY23* (3-yr)	FY24 (3-yr)	FY25 (3-yr)	FY26 (3-yr)	Authorized Positions (Jdg & Commis)^	Difference Authorized & Needed
1	4.3	4.8	5.0	5.2	5.2	4.6	-0.6
2	15.7	17.4	17.8	18.3	18.8	16.4	-2.4
3	37.9	40.3	40.7	42.5	44.7	39.0	-5.7
4	15.2	16.3	16.6	17.3	18.6	16.0	-2.6
5	7.0	8.3	8.6	8.6	8.6	8.0	-0.6
6	2.2	2.5	2.6	2.4	2.3	2.0	-0.3
7	2.3	2.6	2.5	2.3	2.3	3.0	0.7
8	3.0	3.4	3.3	3.2	3.0	3.0	0.0
State	87.6	95.6	97.1	99.8	103.5	94.0*	-9.5

District Court Weighted Caseload

Caseload % of Standard

District	FY21 (3-yr)	FY23* (3-yr)	FY24 (3-yr)	FY25 (3-yr)	FY26 (3-yr)	% Change
1	93%	103%	109%	112%	112%	-1%
2	96%	106%	109%	112%	115%	3%
3	105%	112%	107%	112%	114%	2%
4	101%	108%	110%	116%	116%	0%
5	101%	118%	123%	122%	107%	-13%
6	109%	127%	130%	122%	115%	-5%
7	77%	88%	82%	78%	78%	0%
8	101%	114%	111%	105%	99%	-6%
State	101%	110%	109%	112%	112%	0%

Juvenile Court Weighted Caseload

Judicial Officers Needed <i>(Total Hrs.Needed / Avail.Hrs. per Judicial Officer)</i>							
District	FY22	FY23	FY24	FY25	FY26	Authorized Positions (Jdg & Commis)	Difference Authorized & Needed
1	2.3	2.5	2.5	2.3	2.1	2.0	-0.1
2	6.0	6.2	5.5	5.2	5.3	6.0	0.7
3	10.1	10.3	9.5	9.3	9.7	9.0	-0.7
4	6.8	7.9	8.0	8.0	7.8	7.0	-0.8
5	2.5	2.6	2.6	2.6	2.7	3.0	0.3
6	1.5	2.0	2.0	2.0	2.2	2.0	-0.2
7	1.1	1.2	1.2	1.1	1.2	2.0	0.8
8	1.6	1.7	1.7	1.6	1.5	2.0	0.5
State	31.9	34.4	33.0	32.1	32.5	33.0	0.5

Juvenile Court Weighted Caseload

Caseload as % of Standard <i>(Total Hrs.Needed / Total Avail. Hrs.)</i>					
District	FY22	FY23	FY24	FY25	FY26
1	111%	125%	124%	113%	107%
2	98%	104%	91%	87%	89%
3	100%	115%	106%	104%	108%
4	123%	131%	114%	114%	112%
5	81%	87%	87%	87%	90%
6	138%	99%	98%	98%	108%
7	53%	59%	60%	55%	58%
8	82%	87%	86%	82%	75%
State	98%	108%	99%	96%	97%

Conclusion

Questions?

courtdatarequest@utcourts.gov

Tab 3



GOVERNOR'S OFFICE OF PLANNING & BUDGET

BFMC Priority Recommendation #1 FY27 and FY28 State Agency Budget Request Form

REQUEST TITLE	Juvenile Court Judicial Officers Request		
State Agency	Judicial Branch	Request Priority	TBD
Division	Third and Fourth District Juvenile Court	Program	
Primary Contact	Tiffany Power, TCE / Mikelle Ostler, TCE	Email & Phone	tiffanyp@utcourts.gov , mikelleo@utcourts.gov

Amounts Requested: Combine other sources, besides General Fund (GF), Income Tax Fund (ITF), or Uniform School Fund (USF).

SOURCE	FY27 ONE-TIME	FY28 ONGOING	FY28 ONE-TIME	TOTAL REQUEST
GF, ITF, USF	\$0	\$1,870,000	\$0	\$1,870,000
OTHER	\$0	\$0	\$0	\$0
TOTAL	\$0	\$1,870,000	\$0	\$1,870,000
			New FTEs	10

Note: Ensure all responses are concise and directly address each question to facilitate the evaluation process.

SUMMARY

1. In three to five sentences, clearly state the **issue** that requires action and funding; summarize the proposed **solution**; and, highlight anticipated **outcomes**. (*This should be a meaningful paragraph that GOPB can share with the governor, lieutenant governor, legislators, and the public.*)

Based on recent Juvenile Judicial Weighted Caseload studies, Third and Fourth District Juvenile Courts are operating significantly above their judicial caseload standards, ranging from 108% to 112% (see Table 1 below) based on the most recent three-year average, with a judicial need of .7 in the Third District and .8 in the Fourth District (see Table 2 below). When evaluating the most recent fiscal year filings alone, the need surges to 127% of established capacity (see Table 3 below). This caseload is unsustainable, significantly limiting the time available to address urgent matters involving at-risk youth and families and jeopardizing the court's ability to fulfill its statutory mandates.

To address this capacity gap, we respectfully request the addition of two new Juvenile Court Judges, one for the Third District and one for the Fourth District along with corresponding support personnel.

This investment will restore balanced caseload distributions, mitigate delays in critical decisions, and support compliance with statutorily established timeframes in juvenile justice and child welfare proceedings.

Table 1
Three-year Average Caseload

Caseload as % of Standard <i>(Total Hrs.Needed / Total Avail. Hrs.)</i>			
District	FY25	FY26	% Change
1	113%	107%	-6%
2	87%	89%	2%
3	104%	108%	4%
4	114%	112%	-2%
5	87%	90%	3%
6	98%	108%	10%
7	55%	58%	5%
8	82%	75%	-9%
State	96%	97%	1%

Table 2
Three-year Average Judicial Officers Needed

Judicial Officers Needed <i>(Total Hrs.Needed / Avail.Hrs. per Judicial Officer)</i>				
District	FY25	FY26	<i>Authorized Positions (Jdg & Commis)</i>	<i>Difference Authorized & Needed</i>
1	2.3	2.1	2.0	-0.1
2	5.2	5.3	6.0	0.7
3	9.3	9.7	9.0	-0.7
4	8.0	7.8	7.0	-0.8
5	2.6	2.7	3.0	0.3
6	2.0	2.2	2.0	-0.2
7	1.1	1.2	2.0	0.8
8	1.6	1.5	2.0	0.5
State	32.1	32.5	33.0	0.5

Table 3
Single Year Presentation of Caseload and Judicial Officers Needed

Weighted Case - Total Hours Needed (Sum of (Wghts x Refrls. & Events))					
District	FY 24	FY25	FY26	% Change (FY24 - FY25)	% Change (FY25 - FY26)
3	13,361	13,194	17,030	-1%	29%

Caseload as % of Standard (Total Hrs.Needed / Total Avail. Hrs.)					
District	FY 24	FY25	FY26	% Change (FY24 - FY25)	% Change (FY25 - FY26)
3	99%	98%	127%	-1%	29%

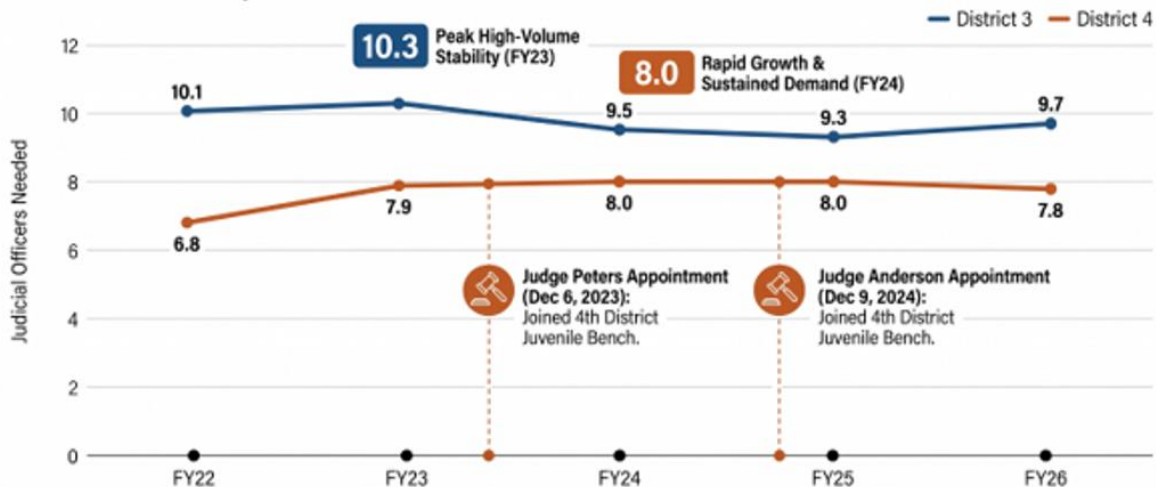
Judicial Officers Needed (Total Hrs.Needed / Avail.Hrs. per Judicial Officer)					
District	FY 24	FY25	FY26	Authorized Positions (Jdg & Commis)	FY2026 Difference Authorized & Needed
3	8.9	8.8	11.4	9.0	-2.4

* The Juvenile Judicial Weighted Caseload is calculated on work that juvenile court judges do in juvenile court only.

Judicial Resource Demands: Districts 3 & 4 Trends (FY22-FY26)

Visualizing fluctuations in judicial officer needs and key personnel additions in high-volume districts.

Based on the Juvenile Judicial Weighted Caseload system, tracking workload-based staffing requirements and new judge additions over five fiscal years.



Third District Juvenile Court currently has 9 judges, Fourth District Juvenile Court currently has 7 judges.

#B: NotebookLI

COST

2. **Itemized Budget:** Provide an itemized budget of how the new funding will be used, including revenue and expenditure sources, and the details of any new FTEs.

The Judicial Branch respectfully requests ongoing funding in the total amount of \$1,870,000 to support the addition of these essential personnel across both districts. This request includes funding for two juvenile court judges, judicial support staff, juvenile law clerks, and Guardian ad Litem attorneys.

Ongoing Expenses for New Judge	Cost
(2) Judge base salary + benefits	\$751,000
(1) Team Manager base salary + benefits	\$112,300
(1) Case Manager base salary + benefits	\$105,400
(2) Judicial Assistant base salary + benefits	\$181,200
(2) Law Clerk base salary + benefits	\$290,100
(2) Guardian ad Litem base salary + benefits	\$380,000
Judge travel and other expenses	\$30,000
Judicial support staff travel and other expenses	\$20,000
Total	\$1,870,000

3. **Scalability:** Describe the potential impact if a portion of the request is recommended or scaled over more than one year. What would be the impact of multiple variations of reduced funding (e.g., 10%, 50%), and explain why the request should be funded this budget cycle.

This request is not scalable and it reflects a core operational necessity for both the Third and Fourth Districts, rather than a discretionary program that can be partially implemented or phased in over time. Each requested position is strictly essential to sustaining each court's capacity to manage its caseload and fulfill its statutory mandates. Sitting judges in both districts are already working beyond their established capacities to prevent case backlogs, a level of overextension that places significant strain on the system and is neither sustainable nor consistent with the judiciary's mission. Without full funding in this budget cycle, the courts' ability to adhere to statutory timeframes, provide timely and effective interventions, and ensure equitable access to justice for the rapidly growing populations they serve will be further compromised.

4. **Future Obligations:** What future funding or policy obligations does this request create? (E.g., operations and maintenance, multi-year scale up.)

This request is for ongoing funding and does not create any additional operations and maintenance (O&M) costs or involve a multi-year scale-up. The newly-funded positions are intended to remain in place as long as caseload volumes and judicial workload data substantiate their necessity. To ensure accountability and that staffing levels remain responsive to actual, evolving demands, the Administrative Office of the Courts will maintain its practice of conducting regular judicial weighted workload studies to evaluate future statewide judicial officer resource needs.

5. **Current Resources:** Summarize what the agency has already contributed toward addressing this and related issues. Describe any efforts to create savings to address this issue.

Judicial officers have already maximized the use of existing resources to address increasing caseloads. Judges routinely work extended hours, make use of remote hearings to reduce travel and scheduling inefficiencies, optimize court calendars, and defer administrative and opinion-writing responsibilities in order to prioritize hearings and avoid case backlogs. The judiciary has absorbed this growth through operational efficiencies for several years; however, those efficiencies have now been exhausted.

STRATEGIC ALIGNMENT

6. Explain how this request aligns with the agency's strategic plan or the governor's priorities. Be specific.

This request directly advances the Judicial Branch's core mission to provide an open, fair, efficient, and independent system for the advancement of justice. It is also squarely aligned with Executive and Legislative Branch priorities to strengthen Utah's families, drive efficiency, and promote transparency across state government.

EVIDENCE & ANALYSIS

7. **Issue:** Substantiate the **issue** and justify the proposed **solution** using supporting evidence (e.g., cost-benefit analysis for a procurement, program evaluation for an intervention, or published study for an evidence-based program).

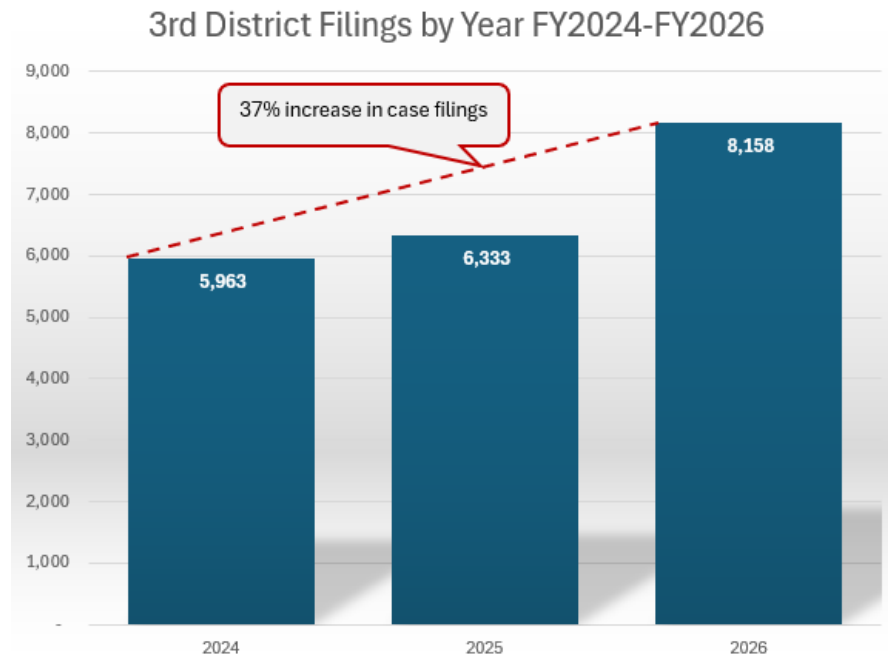
The need for these judicial officers is substantiated by standardized Judicial Weighted Caseload Studies conducted by the Administrative Office of the Courts, alongside compounding district-specific pressures including surging population growth, increasing case complexity, and geographic demands.

Systemic Workload Deficits:

Judicial workload studies show Utah's Third and Fourth Juvenile Courts have operated at over 100% capacity for several years. The FY26 Juvenile Judicial Weighted Caseload indicates these districts are operating at 108% and 112% (see Table 1 above) of the caseload standard, indicating a shortage of 0.7 judicial officers in the Third District and 0.8 in the Fourth District (see Table 2 above). Recent filing data indicates even greater strain, with workloads reaching 127% of capacity in one district (see Table 3 above). These deficits cannot be resolved by reassigning judges from other districts, as no other district has a full judicial position available for reassignment. Ongoing coverage by a judicial officer from outside the district is not a sustainable long-term solution, as it does not provide the additional resources needed to consistently staff an additional courtroom.

Growing Caseloads and Increasing Complexity:

Rapid population growth and rising youth populations have driven significant increases in juvenile filings. In Third District Juvenile Court, for example, filings have increased 37% between FY2024 and FY2026, including a 54% increase in delinquency cases. At the same time, courts are handling a greater share of complex, resource-intensive cases. Violent offenses account for 50–60% of felony filings, and these two districts handle up to 92% of the state's juvenile cases eligible for transfer to district court under Utah Code § 80-6-504. These matters require lengthy hearings, extensive review of evidence, and detailed written rulings.



Operational Challenges:

Court resources are further strained by procedural and demographic factors, including the state's highest petition-to-child ratio, requiring more individual hearings, interpreter use in 16.4% of cases, and significant judicial travel across large geographic districts. Together, these factors reduce available court time and limit the judiciary's ability to absorb additional workload.

Appointing one additional judge in each district would bring these districts closer to workload parity, improve access to timely hearings, and support more meaningful judicial engagement with families and youth. This request reflects an evidence-based response to growing demands and is essential to maintaining the court's ability to meet its rehabilitative mission and statutory obligations.

8. **Performance measures:** How will the agency measure the **value** created for Utah after one year and, if applicable, in future years.

The addition of two juvenile judges will yield significant, measurable improvements for Utah's citizens, including:

1. **Workload Normalization:** Lowering both districts' judicial burdens toward a sustainable 100% capacity benchmark.
2. **Statutory Compliance:** Enhancing the courts' ability to process cases within legally mandated deadlines.
3. **Patron Access and Timeliness:** Decreasing the wait times for families and at-risk youth to appear before a judge and ensuring emergency matters can be scheduled without delays.
4. **Meaningful Engagement:** Fostering the "one-family-one-judge" standard, allowing judges the in-court time necessary to genuinely engage with youth and parents, as well as the off-bench capacity to process exhibits and issue comprehensive decisions.

COLLABORATION

9. Please list other stakeholders or state agencies involved in developing this request.

These proposals were developed by the Board of Juvenile Court Judges in partnership with the Third and Fourth District Juvenile Courts and the Administrative Office of the Courts. While external state agencies did not draft the requests, expanding judicial capacity will create systemic relief for local prosecutors, public defenders, the Division of Child and Family Services, the Division of Juvenile Justice and Youth Services, law enforcement, and local school districts. An additional judge in each district would enable more timely hearings, improve access to expedited hearings, and ensure cases and charges are processed without unnecessary delay.

LEGAL AUTHORITY

10. Provide the statutory and administrative rule references that authorize or require this budget request. If this request requires statute or rule changes, describe them and indicate if the agency has notified the governor's general counsel and senior advisor for legislative affairs and policy.

To effectuate this request, Utah Code § 78A-1-104 must be amended to increase the number of authorized juvenile court judges.

- **Third District:** Amend language from "nine juvenile court judges in the Third Judicial District" to read "ten juvenile court judges in the Third Judicial District."
- **Fourth District:** Amend language from "seven juvenile judges in the Fourth District Juvenile Court" to read "eight juvenile court judges in the Fourth District Juvenile Court."

INTENT LANGUAGE

11. If applicable, enter any necessary intent language. Please note that if this request is for a **grant (i.e., pass-through funding)** it requires intent language in accordance with the provisions of [Utah Code 63G-6b State Grants](#).

Not applicable.

Tab 4



GOVERNOR'S OFFICE OF PLANNING & BUDGET

BFMC Priority Recommendation # 2 FY27 and FY28 State Agency Budget Request Form

REQUEST TITLE	District Court Judicial Officers Request		
State Agency	Judicial Branch	Request Priority	TBD
Division	District Court	Program	
Primary Contact	Shane Bahr, District Court Administrator	Email & Phone	shaneb@utcourts.gov 801-578-3971

Amounts Requested: Combine other sources, besides General Fund (GF), Income Tax Fund (ITF), or Uniform School Fund (USF).

SOURCE	FY27 ONE-TIME	FY28 ONGOING	FY28 ONE-TIME	TOTAL REQUEST
GF, ITF, USF	\$0	\$9,502,800	\$1,348,900	\$10,851,700
OTHER	\$0	\$0	\$0	\$0
TOTAL	\$0	\$9,502,800	\$1,348,900	\$10,851,700
			New FTEs	56.5

Note: Ensure all responses are concise and directly address each question to facilitate the evaluation process.

SUMMARY

1. In three to five sentences, clearly state the **issue** that requires action and funding; summarize the proposed **solution**; and, highlight anticipated **outcomes**. (This should be a meaningful paragraph that GOPB can share with the governor, lieutenant governor, legislators, and the public.)

Based on the FY2026 Judicial Weighted Caseload Study and legislative authorizations to dissolve local justice courts, the Utah District Court faces an urgent shortfall of 15 judicial officer positions. To address this critical deficit, the judiciary requests \$9,502,000 ongoing and \$1,348,900 in one-time funding to complete a shelled courtroom in Tooele. In total, the Judiciary is requesting \$10,851,700.

This request includes:

Ongoing funding

- 9 District Court Judges
- 6 District Court Commissioners
- 3.5 Law Clerks
- 33 Judicial Assistants
- 1 Team Manager
- 4 Case Managers
- Ongoing IT, Operating and Travel Costs

One-time funding

- One-time funding to finish one courtroom shell in the Tooele Courthouse

According to the 2026 Judicial Weighted Caseload Study (JWCS), district court judges are managing an average caseload of 113% of a standard caseload, compared to an average caseload of 101% of the standard caseload just 5 years ago, in 2021. In several judicial districts, the average judicial officer caseload is as high as 116% of the standard. Large caseloads result in longer case resolution time for members of the public.

As of July 1, 2026, there are 92 authorized district court judicial officers serving people across the state of Utah. The 2026 JWCS shows district court needs at least 107 judicial officers to bring judicial caseloads in line with standard caseloads.

Fully funding this request will equip the district courts with the essential personnel and infrastructure required to manage growing caseloads and restore timely case processing. Ultimately, this vital investment protects the constitutional rights of Utah's citizens to swift access to justice without unnecessary delay.

COST

2. **Itemized Budget:** Provide an itemized budget of how the new funding will be used, including revenue and expenditure sources, and the details of any new FTEs.

Ongoing funding will be used for salary, benefits, and operating expenses for the following positions:

- | | | |
|----------------------------------|-----------------------|-------------|
| • 9 District Court Judges | \$375,500 ea. x 9 = | \$3,379,500 |
| • 6 Domestic Court Commissioners | \$288,400 ea. x 6 = | \$1,730,400 |
| • 33 Judicial Assistant FTEs | \$90,600 ea. x 33 = | \$2,989,800 |
| • 4 Case Manager FTEs | \$105,400 ea. x 4 = | \$421,600 |
| • 1 Team Manager FTEs | \$112,300 ea. x 1 = | \$112,300 |
| • 3.5 Law Clerk Attorney FTEs | \$145,050 ea. x 3.5 = | \$507,675 |

SUBTOTAL PERSONNEL	\$9,141,275
Round to	\$9,141,300

- | | | |
|---|----------------------|-----------|
| • 15 Judicial Officer IT, operating,
and travel and training costs | \$7,500 ea. x 15 = | \$112,500 |
| • non-Judicial Officer IT, operating
And travel and training costs | \$6,000 ea. x 41.5 = | \$249,000 |

SUBTOTAL OPERATING =	\$ 361,500
Total Ongoing	\$9,502,800

One-time funding will be used to finish one shelled courtroom located in the Third District, Tooele County Courthouse -

\$1,348,900

Total Ongoing and One-Time \$10,851,700

3. **Scalability:** *Describe the potential impact if a portion of the request is recommended or scaled over more than one year. What would be the impact of multiple variations of reduced funding (e.g., 10%, 50%) and explain why the request should be funded this budget cycle.*

If this request receives reduced funding the court will use all judicial officers and support staff received to their fullest extent, but the court will still be understaffed, and court patrons will pay the price in delays in meeting our Utah constitutional duty for (1) a “speedy trial” (Article 1, Section 12) and (2) access to justice without “unnecessary delay” (Article 1, Section 11).

Because we believe the Utah constitution provides a promise to the people of Utah and receiving anything less than the full request will not meet the needs of Utah’s citizens and will not ensure our judges and staff have reasonable workloads, we do not view this request as scalable. In addition, this request is not scalable because providing an additional judge in one district does not benefit other districts in the state.

4. **Future Obligations:** *What future funding or policy obligations does this request create? (E.g., operations and maintenance, multi-year scale up.)*

All ongoing funds will be needed for judicial officer and court staff salaries and operating expenses.

5. **Current Resources:** *Summarize what the agency has already contributed toward addressing this and related issues. Describe any efforts to create savings to address this issue.*

New Judge positions must be authorized by the legislature. The Judiciary can create commissioner positions but lacks funding resources to fill them without funding appropriated by the Legislature.

Likewise, the Judicial Branch does not have one-time funding available to finish the shelled courtroom in Tooele.

The Utah Constitution is careful to delineate the powers granted to the Judiciary and adding judges is one power that is reserved for the Executive Branch and the Legislature. The Governor chooses those on the Judicial Nominating Commission, and they recommend the slate of candidates for each judgeship that becomes open. The Governor selects the person who will serve as judge and the Senate votes to confirm the selection or not. If the Legislature does not fund any new judge position sought, the position will remain unfilled until it does. (see UCA 78A-10a-101 et seq.)

STRATEGIC ALIGNMENT

6. *Explain how this request aligns with the agency’s strategic plan or the governor’s priorities. Be specific.*

This request furthers the Court’s mission to “provide an open, fair, efficient and independent system for the advancement of justice under the law”.

Funding this request will allow the court to meet our Utah constitutional duty for (1) a “speedy

trial” (Article 1, Section 12) and (2) access to justice without “unnecessary delay” (Article 1, Section 11).

EVIDENCE & ANALYSIS

7. **Issue:** *Substantiate the **issue** and justify the proposed **solution** using supporting evidence (e.g., cost-benefit analysis for a procurement, program evaluation for an intervention, or published study for an evidence-based program).*

The FY2026 JWCS, which is based on a three-year average of court filings, shows a statewide need for 13 additional district court judicial officers. Additionally, the 2025 legislature passed a Senate Joint Resolution (SJR03) Dissolving Salt Lake County Justice Court, which is expected to go into effect no later than June 30, 2027. The closure of the Salt Lake County Justice Court will shift approximately 10,000 cases to the Third District Court. To manage these additional cases, the Third District Court will need 2 additional judicial officers and support staff to process these cases.

After reviewing the FY26 District JWCS and consulting with Presiding Judges and Trial Court Administrators in each of the judicial districts, the Board of District Court Judges is requesting 9 District Court Judges and 6 District Court Commissioners for a total of 15 judicial officers and associated support staff.

This request also includes \$1,348,900 in one-time funding to finish the shelled courtroom located in the Tooele District Courthouse. This is the only unfinished courtroom remaining in the third district, and it will need to be finished to accommodate additional judicial officers in the third judicial district.

District	Current Authorized Judicial Officers (Judges and Commissioners)	Total Weighted Caseload Judicial Officer Need	FY2026 Statewide Judicial Officer Need	Judicial Officer Workload Burden	FY2026 Judicial Officer Request
First	4.6	5.2 (5.4)	-0.8	112%(114%)	1*
Second	16.4	18.8	-2.4	115%	2**
~Third	39.0	44.7 (46.7) ~	-7.7	114%(120%)	8***
Fourth	16.0	18.6	-2.6	116%	2^
Fifth	8.0	8.6	-0.6	107%	1^^
Sixth	2.0	2.3	-0.3	115%	1^^^
Seventh	3.0	2.3	0.7	78%	0
Eighth	3.0	3.0	0.0	99%	0
State Total	92	105.7	-14.4	113%(115%)	15

*The FY26 caseload study does not account for workload associated with the cases shifted to the district court beginning on July 1, 2025, as the result of North Logan and Hyde Park justice courts closing. In FY25 the workload for these two justice courts was 0.19. Adding 0.19 in the 1st district increases their overall need to 0.8 and the judicial officer burden increases to 114% of standard.

**2nd is requesting one judge and one commissioner. A judge position in Ogden is the priority.

~3rd District is requesting 2 judges to manage cases when the Salt Lake County Justice Court

closes by 6/30/27.

*** In addition to requesting 2 judges to manage justice court cases, the 3rd District is requesting three judges and three commissioners to manage the current caseload. The priority for these six judicial officers is: 1-hybrid domestic/criminal commissioner; 2-criminal commissioner; 3- judge; 4-domestic commissioner; 5-6 – judge.

^4th District is requesting one commissioner and one judge. A domestic commissioner position is the priority.

^^5th District is requesting one domestic court commissioner.

^^^ 6th District is requesting one district court judge

Summary of Problem and Solution:

In line with the mission of the Utah judiciary, “to provide the people an open, fair, efficient, and independent system for the advancement of justice under the law”, this funding request is rooted in providing the people access to justice. Delay in case processing has adverse impacts on defendants, their families and on the victims. This is especially true with defendants and victims in criminal cases, and with parents and children’s needs in domestic cases. When the Judicial Branch operates without adequate judicial officers and court staff it takes longer for cases to be processed, access to justice is delayed and therefore denied.

The 2026 JWCS shows an overall need of 103.5 judicial officers, compared to 99.8 in 2025, 97.1 in 2024, and 95.6 in 2023. The overall gap between authorized and needed positions is - 11.5 judicial positions in 2026 compared to the gap of -11.7 in 2025. Despite receiving three new judicial officers from the 2026 legislature, factors impacting judicial officer workload have consumed any gains that were expected from new judicial resources received. Receiving two or three new judicial officers per year will not keep pace with the growing demand for judicial officers and court support staff.

There are several factors that are contributing to the need for additional district court judicial officers and accompanying support staff.

Closure of Justice Courts

When a municipal justice court closes the cases transfer to the County Justice Court. If the County does not have a justice court or closes an existing justice court the cases are then filed in District Court.

First District

A County Justice Court does not exist in Cache County. When municipal Justice Courts within the first district close, cases historically filed in the closing court must be filed in the 1st District Court, Logan Division. As a result of North Logan and Hyde Park justice courts closing on July 1, 2025, approximately 1,300 cases shifted to the First District Court. It takes 0.20 district judges to process these cases. Previous requests for additional resources to manage these cases were submitted and, to date, additional resources have not been allocated. To manage these cases one district court judge spends one full day each week managing cases that have historically been managed by justice court. District court cases that this judge would generally hear on this day are likely delayed.

The 2026 JWCS shows that the First District needs 0.6 to manage district court cases and they need another 0.2 judicial officers to manage the justice court cases that were shifted to the District Court. Ultimately, the First District needs one additional judicial officer to manage the existing caseload.

Third District

The South Jordan Justice Court closed on June 30, 2026. Effective July 1, 2026, all justice court cases from the South Jordan court transferred to the Salt Lake County Justice Court.

The 2025 Utah Legislature passed a Senate Joint Resolution (SJR03) which authorized the Salt Lake County Justice Court to close on or before June 30, 2027. When the Salt Lake County Justice Court dissolves, all class B and C misdemeanors, historically filed in the Salt Lake County Justice Court, will be filed in the Third District Court beginning no later than July 1, 2027.

In FY2026 there were approximately 10,000 cases filed in the Salt Lake County Justice Court and in the South Jordan Justice Court. Post July 1, 2027, these cases will be filed in the Third District Court. The Third District Court must have two additional judicial officers and accompanying support staff to manage the influx of 10,000 cases.

Judicial officer requests typically include two judicial assistant positions. For the two judges requested to manage justice court cases, the number of JAs per judge has been increased to three judicial assistants per judge to account for added work at the front counter and other front office duties.

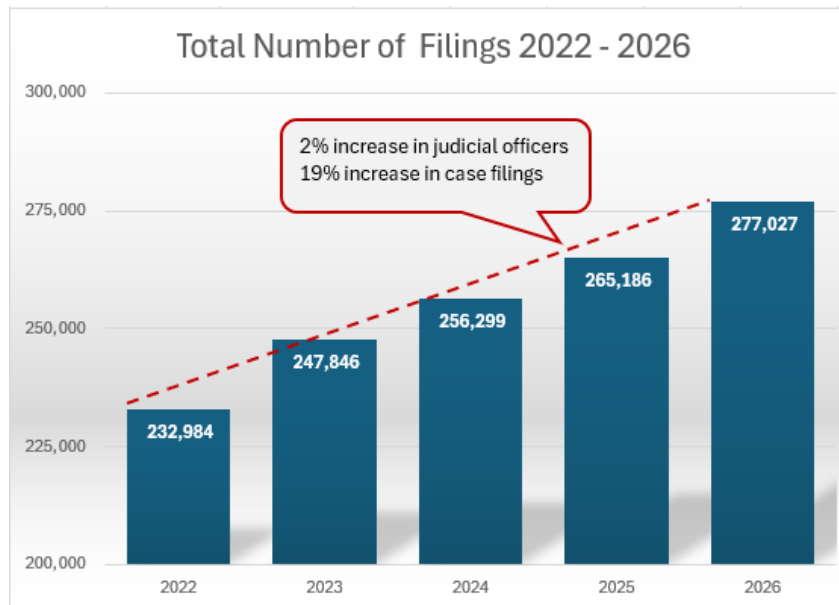
Increased Number of Cases Filed

Of 88 distinct district court case types, 75 increased from 2023 to 2026, while only 10 decreased. The most notable increases were in Debt Collection, Felony, and Non-DUI Misdemeanor cases.

Year	Debt Collection	Felony	Non-DUI Misdemeanor
2023	42,455	15,468	12,310
2026	81,415	21,127	16,430
Increase	38,960	5,659	4,120

The total number of cases filed in District Court has increased from 232,984 in FY 2022 to 277,022 in FY 2026. That's a staggering increase of nearly 44,000 cases.

In 2022 there were 87 judicial officers and on average each judge managed 2,678 cases. In FY 2026 there were 89 judicial officers and on average each judicial officer processed 3,113 cases. On average, judicial officers in 2026 managed 435 more cases than judges in 2022.



Increase in the Number of Court Hearings

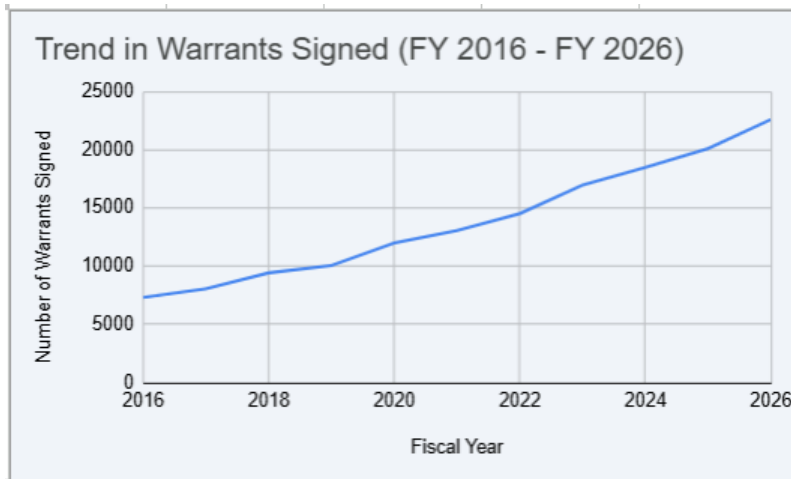
The number of court hearings per year held in district court has gone from 342,623 in FY15 to 415,992 in FY26 (21% increase). That's 73,369 more hearings held in FY26 than were held in FY15. In FY15 there were 81.5 district judicial officers and on average each judicial officer held 4,204 hearings. In FY26 there were 89 district judicial officers (9% increase), and on average each judicial officer held 4,674 court hearings. Judicial officers held 470 more hearings in FY26 than judges held in FY15.

Increase in Warrants to Review

District Court Judges signed 7,299 warrants in 2016. That number increased to 22,587 warrants signed in 2026. That's an increase of 15,288 more search warrants reviewed in 2026 than in 2016.

On average it takes 12 minutes to review a search warrant. With an increase of 15,288 signed search warrants with an average review time of 12 minutes per warrant, this represents an increased workload of 3,058 hours, or the workload equivalent of approximately one and one-half judicial officers.

Warrants are reviewed and signed 24 hours a day, 7 days a week, 365 days a year, and much of this work is done outside of standard court operating hours.



Number of Days Cases are Pending Resolution

In FY2026 the average time to dispose of Criminal, Domestic, General Civil, and Torts was 186 days.

FY 2026

Case Category	Average of Days to Disposition
Criminal	166.15
Domestic	168.07
Gen Civil and Prop Right	222.13
Torts	428.08
Grand Total	186.29

Funding this request for additional judicial officers and support staff will result in fewer days to resolve cases. Without additional resources, the number of pending cases will likely increase.

Legislative Changes

Legislative changes concerning judicial processes are made because legislators want to provide a better service and experience for their constituents in the judicial system. The Judiciary shares that goal. But it sometimes becomes truly counterproductive when legislative changes result in increased demands upon an already overloaded judicial system and are not accompanied by adequate additional judicial resources to do the work better as intended.

When we have nearly every judge in the state running at 10-22% above full capacity, most cases suffer. If the goal is to ensure the process in the judicial system affords prompt, thoughtful attention to each case from our judges, we not only need to have sufficient judicial officers to meet the current demands, but we also need sufficient resources to enable the courts to keep pace with population growth. When we fail to do that and then burden the above capacity system with new types of hearings, new procedural requirements, and other legislative requirements that are well intended, we spread judges even thinner. Constituents now see longer delays and have decisions made by judges with more cases and less time for each.

Courtrooms, Chambers, and Managers

As additional judicial officers and support staff are recognized most of the districts have adequate courtrooms, chambers, judicial assistant workspace and mid-managers for support staff. At the same time there are a few districts that struggle to find facilities to meet the needs of the court and needs of the people. Following is the status of courtrooms, chambers and managers in districts seeking additional resources.

1st District – The First District needs one new Judicial Officer to manage the current district court filings and justice court filings that they inherited when the Hyde Park and North Logan Justice Courts closed on July 1, 2025. There are courtrooms and judicial workspace in both Logan and in Brigham City. A new Judge would likely be stationed in Logan and conduct work in Brigham City as needed. No additional management positions will be needed.

2nd District – The Second District needs two new judicial officers. One district court judge and one domestic court commissioner. There is adequate courtroom and chamber space to accommodate two additional judicial officers. With the addition of two judicial officers, the Second district will also need one additional case manager position to manage the number of new judicial assistants.

3rd District – The Third District needs eight new district judicial officers, and they are seeking five judges and three commissioners, including two judges to manage Justice Court cases. Any new judgeship assigned to the third district will trigger the need to complete the only shell courtroom in the district, which is in Tooele County. The chambers associated with this courtroom are already completed.

The lack of courtroom space in Salt Lake County is very problematic. All courtrooms in the Matheson and West Jordan Courthouses are currently utilized by sitting judges and a long-term plan for additional courtrooms and chambers is being contemplated. In addition to eight judicial positions and the accompanying 16 judicial assistants, two case managers and one additional judicial assistant position will be required to manage additional court staff.

4th District – The Fourth District needs two new district judicial officers, and they are seeking one district judge and one domestic commissioner. The fourth district has courtroom and chambers space in the Provo courthouse to accommodate two new judicial officers. Along with the new judicial officers and accompanying judicial assistants the Fourth District will need one additional case manager position.

5th District – The Fifth District needs one additional judicial officer and is requesting one Domestic Court Commissioner. Presently, the First District does not have a commissioner. A commissioner housed in the Fifth District would meet the district's judicial officer needs. The district has chambers available for one additional judicial officer, but they do not have a courtroom. If the Fifth District receives an additional judicial officer, between hearing matters virtually and sharing courtrooms, they can accommodate one more judicial officer. With an additional judicial officer and accompanying judicial assistants, the Fifth District will also need one Team Manager.

6th District - The Sixth District needs one additional district court judge. The sixth district currently has two district court and two juvenile court judges who share chambers and courtroom space located in Sanpete, Sevier, Piute, Wayne, Garfield, and Kane Counties and additional courtroom and chamber space is not needed. The new judge would be assigned a primary work location and share courtrooms and chambers in the other counties as needed.

System Impact

Judges and court employees are committed to efficient case processing. However, when court resources are lacking, the court cannot keep up with the demand, even when working 22% above the standard workload.

When judges work more hours, so do the other professionals who work in the court such as judicial assistants, attorneys, security officers/bailiffs, court administrators and others. In some instances, court patrons have stayed into the evening, past regular court hours, to have their cases heard. When the judiciary is not adequately staffed with the number of judicial officers needed to process cases in a timely manner, it impacts professionals working in the judicial system. Most importantly, members of our communities are impacted by the effects of an understaffed judiciary.

Performance measures: How will the agency measure the value created for Utah after one year and, if applicable, in future years.

Receiving the judicial officers and support staff asked for in this request will allow the court to meet the needs of court patrons. The FY26 JWCS shows that the Utah Judiciary needs 15 additional district court judicial officers.

The court uses several metrics by which outcomes are measured:

- Age and number of Case Pending Reports
- Time to Disposition Reports
- Backlog Tracking Reports
- Judicial and Clerical Weighted Caseload Studies

COLLABORATION

8. Please list other stakeholders or state agencies involved in developing this request.

The Judicial Council is making this request, which originated with the Board of District Court Judges, in consultation with the Administrative Office of the Courts and all Judicial Districts. Other agencies have not been directly involved, but there are several other State and local agencies that would benefit from the addition of district court judges/commissioners, allowing cases to be heard in a more responsive manner.

As the third branch of government, it is the judiciary's sole responsibility to request judicial officers, court support staff, and other necessary operating expenses from the legislature that exceeds the judiciary's current budget.

LEGAL AUTHORITY

9. Provide statutory and administrative rule references that authorize or require this budget request. If this request requires statute or rule changes, describe them and indicate if the agency has notified the governor's general counsel and senior advisor for legislative affairs and policy.

Utah Code 78A-5-1 Provides the general provisions and jurisdiction of the Utah District Court.

Utah Code 78A-1-103 Number of district judges will need to be changed to reflect the number of district court judges allocated in each judicial district.

INTENT LANGUAGE

10. *If applicable, enter any necessary intent language. Please note that if this request is for a **grant (i.e., pass-through funding)** it requires intent language in accordance with the provisions of [Utah Code 63G-6b State Grants](#).*

Not Applicable.

Tab 5



GOVERNOR'S OFFICE OF PLANNING & BUDGET

BFMC Priority Recommendation # 3 FY27 and FY28 State Agency Budget Request Form

REQUEST TITLE	Core Courthouse Workforce – Recruit and Retain		
State Agency	Judiciary	Request Priority	TBD
Division	Judiciary	Program	Human Resources
Primary Contact	Bart Olsen and Erin Rhead	Email & Phone	

Amounts Requested: Combine other sources, besides General Fund (GF), Income Tax Fund (ITF), or Uniform School Fund (USF).

SOURCE	FY27 ONE-TIME	FY28 ONGOING	FY28 ONE-TIME	TOTAL REQUEST
GF, ITF, USF	\$0	\$5,563,000	\$0	\$5,563,000
OTHER	\$0	\$0	\$0	\$0
TOTAL	\$0	\$5,563,000	\$0	\$5,563,000
			New FTEs	0

Note: Ensure all responses are concise and directly address each question to facilitate the evaluation process.

SUMMARY

- In three to five sentences, clearly state the **issue** that requires action and funding; summarize the proposed **solution**; and, highlight anticipated **outcomes**. (This should be a meaningful paragraph that GOPB can share with the governor, lieutenant governor, legislators, and the public.)*

This request seeks legislative funding to address the increasing instability of the Judiciary's core courthouse workforce. An alarming erosion of institutional knowledge has continued to build steam after years of the same funding request receiving top prioritization from the appropriations subcommittee but failing to receive approval from the Executive Appropriations Committee. The turnover rate for courthouse employees who most frequently interact with the people of Utah has remained steadily above 20% for the past four consecutive years, creating disconcerting risks to efficiency and fairness of the Judiciary's administrative work. Over a single decade, the average tenure of a judicial assistant has plummeted from over 13 years to just over 5 years of experience – nearly half of current judicial assistants in courthouses have been on the job for less than two years. Funding that provides more competitive, livable wages should help stabilize the Judiciary's core workforce enough to provide Utahns acceptable levels of quality in justice services.

COST

2. **Itemized Budget:** Provide an itemized budget of how the new funding will be used, including revenue and expenditure sources, and the details of any new FTEs.

Personnel expenses would be allocated by position as follows and allows roughly \$150K for minor host-spot adjustments if needed.

Job Title	Total Cost
Judicial Assistant	\$2,442,100
Judicial Assistant Team Lead	\$218,500
Training Coordinator	\$159,900
Case Manager	\$580,600
Team Manager	\$158,100
Clerk of Court	\$129,600
Appellate Clerk of Court	\$20,500
Deputy Appellate Clerk of Court	\$17,700
Sr Appellate Asst	\$9,800
Probation Officer	\$939,400
Probation Officer Team Lead	\$56,700
Deputy Probation Officer	\$35,700
Probation Supervisor	\$263,600
Chief Probation Officer	\$131,900
Administrative Assistant	\$118,700
Support Services Coordinator	\$84,800
Legal Secretary	\$24,700
Reference Librarian	\$9,100
Law Librarian	\$11,300
Subtotal	\$5,412,700
Hot Spot Adjustments	\$150,300
Total	\$5,563,000

3. **Scalability:** Describe the potential impact if a portion of the request is recommended or scaled over more than one year. What would be the impact of multiple variations of reduced funding (e.g., 10%, 50%), and explain why the request should be funded this

budget cycle.

In effect, this request has been scaled over the past several years, resulting in unaddressed staff retention challenges that continue to worsen. We expect staff turnover with its crippling loss of institutional knowledge and associated other challenges to positively or negatively correlate with the level at which this request is scaled.

4. *Future Obligations:* *What future funding or policy obligations does this request create? (E.g., operations and maintenance, multi-year scale up.)*

None.

5. *Current Resources:* *Summarize what the agency has already contributed toward addressing this and related issues. Describe any efforts to create savings to address this issue.*

The current budget for the Judiciary's core courthouse workforce is approximately \$75.9M.

For the past decade, the Utah Judiciary has attempted to solve challenges related to the job market pay increases almost exclusively with internally generated ongoing turnover savings. These savings have been limited to approximately \$450,000 per year due to the relatively small size of the Judiciary's ongoing turnover savings. Although these savings have helped the Judiciary successfully address small pockets of pay inequities, it simply does not generate enough funds to make a meaningful statewide remedy when the compensation for the Judiciary's core courthouse function, comprising about two thirds of its entire workforce, falls significantly below market pay.

Furthermore, during the 2026 General Legislative Session, the Utah Legislature determined the Judiciary would give back \$185,000 of its ongoing turnover savings in FY27, hindering the already limited ability the Judiciary had to address low wages for staff in the coming fiscal year.

In contrast, the Legislature did grant a \$3.9M salary increase for Judicial Assistants (JAs) in FY23. The Judiciary attributes the fact that JA annual turnover declined 0.71% in calendar year 2024 to the fact that this request was granted. Additionally, the painfully high average number of vacant JA positions was significantly reduced, and management's average time to fill JA positions was reduced by 19% that year. That funding ultimately proved to be helpful in addressing recruitment (i.e., getting people in the door), but it wasn't adequate to also address retention in a meaningful way (i.e., keeping people with experience). Turnover data from the last four consecutive years continues to top 20% despite the recent salary increases. Coupled with current job market data, this suggests that without additional funding, the Judiciary's already wavering ability to retain its core courthouse personnel will rapidly worsen.

In recent years, the Judicial Branch has attempted several other strategies to attract and retain core courthouse employees. Those strategies include but are not limited to:

- a. Granting rewards that are less costly upfront (a nominal amount of administrative leave, token gift cards, recognition awards for completed years of service, etc.),
- b. Education assistance (tuition reimbursement for external certification/degree pursuits)
- c. Internal education opportunities
- d. Pay for performance bonuses
- e. Application for legislative funding of salary increases

Legislatively funded salary increases have yielded the most apparent positive results in recent years (more detail about this is provided below). Legislative funding has undoubtedly prevented much higher and even more alarming turnover rates in core courthouse jobs. However, despite the Judiciary's intent to continue less costly internal strategies to enhance overall effectiveness, the Judiciary cannot responsibly ignore what has once again become a startling inability to compete with entry-level wages for jobs that are far less stressful and require significantly less in terms of knowledge, skills, and ability in Utah's public sector job market - a theme in comments that repeatedly appears in exit survey data.

STRATEGIC ALIGNMENT

6. *Explain how this request aligns with the agency's strategic plan or the governor's priorities. Be specific.*

Strategic Plan:

This request is essential to the Judiciary's mission to provide "an open, fair, and efficient system for the advancement of justice under the law." Fair and competitive compensation promotes a motivated, equitable workforce. Retaining experienced core staff secures the institutional knowledge necessary to prevent critical errors and deliver justice fairly and impartially.

More than half of judicial assistants in courtrooms statewide have been on the job less than two years. The need to stabilize the workforce and reduce time spent on training and retraining has never been greater or more concerning than it is now. The people of Utah need to be confident they will receive fair and timely services when they find themselves facing legal disputes that can only be resolved within the walls of a courthouse.

Governor's Priorities:

Strengthening Families - The Governor emphasizes that "when families win, we all win — economically as well as socially". Not only do courts play a critical role in domestic and family law cases, but every court patron belongs to a family. Case outcomes inevitably impact not just the patron but the patron's family as well. A stable and experienced courthouse workforce ensures that cases are handled accurately and efficiently, which directly aids in stabilizing and strengthening families in crisis.

A Robust Economy - An experienced judiciary workforce processes cases accurately and promptly, allowing businesses to resolve disputes without costly delays, fostering economic stability and investor confidence. Additionally, high turnover in critical roles needlessly drives

up administrative and training costs; mitigating this through competitive wages translates to more efficient public spending.

Improving Health – “Addressing the social factors that can adversely affect health” is a critical piece to improving health according to the Governor’s Priorities webpage. Efficient and fair courtroom procedures are an important key to addressing such social factors. If divorce cases or custody disputes are adversely impacted due to staffing inefficiencies, the prolonged stress unavoidably contributes to adverse health conditions for Utahns. Adequately funding the judiciary’s core workforce helps cases to proceed without health-harming delays.

Protecting Rural Utah - The Judiciary operates courthouses in all judicial districts, encompassing both urban and rural areas. Neglecting the court system's core workforce will inevitably also neglect those in rural areas, and all too often disproportionately so. Funding this request ensures the state is protecting rural Utah by maintaining reliable, experienced court operations in every community.

Solving and Serving - The Governor emphasizes the need to "build up their communities" and find solutions. In many circumstances, those solutions rely on answers to questions and disputes that Utahns bring to the courts. Utah’s communities need an appropriately compensated and reasonably stable judiciary workforce to provide its people an open, fair, and efficient system of justice that is foundational to the community in which we all live and want to thrive.

EVIDENCE & ANALYSIS

7. **Issue:** Substantiate the **issue** and justify the proposed **solution** using supporting evidence (e.g., cost-benefit analysis for a procurement, program evaluation for an intervention, or published study for an evidence-based program).

Core workforce turnover data is shown below:



Around ten years ago, the average tenure of a judicial assistant was 13.5 years. That average has decreased each year since then, hitting a critical low last year of 7.2 years. Alarming, just one year later, the average years of service for a judicial assistant is just 5.4 years. Nearly half of the judicial assistants in courthouses statewide now have less than two years of experience on the job.

8. *Performance measures:* How will the agency measure the **value created for Utah after one year and, if applicable, in future years.**

Overall, the Judiciary anticipates this core impact: Utah's judicial system will achieve appropriate staffing levels of experienced, knowledgeable and dedicated employees who meaningfully contribute to the fair and efficient resolution of every pending case. When insufficient funding jeopardizes the open nature, fairness, and efficiency of the courts, the success of the entire justice system is placed at too great a risk. The Judiciary anticipates this funding will mitigate the risk of error and delay that result from high turnover of core courthouse employees.

Measurement of outcomes may include:

1. Mitigated levels of turnover in the core courthouse employee job families. Although the funding amount requested is not likely to significantly slow turnover, current HR systems support turnover measurements to demonstrate the impact of funding on turnover rates.
2. Exit survey data indicating the Judiciary's core workforce is leaving for higher paying, lower responsibility jobs in the public sector would likely remain stable.
3. Length of time to fill vacancies should remain stable with added funding and will be demonstrable with existing reporting mechanisms.

Current data available to support these measures:

1. Current HR data systems track and report employee tenure, turnover, job applicant data and time to fill vacant positions data
2. Exit surveys capture themes of why the Judiciary's core courthouse workforce is leaving jobs

COLLABORATION

9. *Please list other stakeholders or state agencies involved in developing this request.*

None.

LEGAL AUTHORITY

10. *Provide the statutory and administrative rule references that authorize or require this budget request. If this request requires statute or rule changes, describe them and*

indicate if the agency has notified the governor's general counsel and senior advisor for legislative affairs and policy.

Utah Code §78A-2-107(1)(d) requires the State Court Administrator to “formulate and administer a system of personnel administration ...” This statute empowers the State Court Administrator to formulate and administer policies and procedures for the efficient operation of the courts. This authority includes the establishment of a compensation system that aligns with the goals and mission of the Judiciary. The Code of Judicial Administration Rule 3-402 provides more detail about the requirement to establish “equitable and adequate compensation based upon current job market data” among other relevant provisions.

INTENT LANGUAGE

11. If applicable, enter any necessary intent language. Please note that if this request is for a **grant (i.e., pass-through funding)** it requires intent language in accordance with the provisions of [Utah Code 63G-6b State Grants](#).

No intent language is necessary as this is not a request to fund with grants.

Tab 6



Legislative GS 2027 FY 27/28 - Judicial Priorities Scoring Worksheet

Judicial Council Ranking	Description	FTE	Ongoing	One-time	BFMC Ranking	Average Board Ranking	BACJ Ranking*	BJCJ Ranking	BDCJ Ranking
			Amount	Amount					
	Juvenile Court Judicial Officers and Support Staff	10	\$1,870,000	\$0	1	2.00	2	2	2
	District Court Judicial Officers and Support Staff	56.5	\$9,502,800	\$1,348,900	2	2.00	2	3	1
	Core Workforce - Recruit and Retain	0	\$5,563,000	\$0	3	1.67	1	1	3

Total Judicial Priority Requests

\$16,935,800

\$1,348,900

* The Board of Appellate Court Judges recommended the two separate judge requests be combined into a single request as we did in the FY 2026-27 Legislative Request.

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

Tab 7

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

Minutes

July 13, 2026

**Meeting held virtually through WebEx
12:00 p.m. – 2:00 p.m.**

Members Present:

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

Guests:

Mark Urry
Brett Folkman
Amy Hernandez
Melissa Kennedy
Katy Erickson
Mikelle Ostler
Cris Seabury
Nicole Bless

AOC Staff Present:

Neira Siaperas
Nick Stiles
Brody Arishita
Shane Bahr
James Peters
Bart Olsen
Erin Rhead
Daniel Meza-Ricon
Sheri Knighton
Karl Sweeney
Alisha Johnson
Jordan Murray
Kelly Moreira
Suzette Deans, Recording Secretary

Excused:

Ron Gordon

Call to Order

Judge Rita M. Cornish called the meeting to order after confirming a quorum was present. Judge Cornish noted that Judge Susan Eisenman had advised the committee she would be arriving a few minutes late due to detention hearings. With Judge Michael DiReda and Attorney Kristin Woods present, the committee had sufficient members to conduct business and proceed with the agenda.

Approval of Previous Meeting Minutes

Judge Cornish asked whether committee members had reviewed the minutes from the previous meeting. Judge Michael DiReda stated that because he had been excused from the prior meeting, he could not comment on the accuracy of the minutes.

Judge Cornish then made a motion to approve the minutes from the previous meeting. Kristin Woods seconded the motion. Judge Cornish called for any abstentions or opposing votes. Hearing none, the motion passed unanimously, and the minutes were approved.

Monthly Year-to-Date Financial Reports

Alisha Johnson presented the monthly financial report, beginning with the ongoing turnover savings report covering activity through 2 July 2026/Period 12/Pay period ending 6/19/2026, as noted on the financial statement.

Ongoing Turnover Savings

Ms. Johnson reported year-to-date ongoing turnover savings totaling \$1,187,379 (inclusive of carryforward from the prior FY). She explained that the figure could still change slightly as payroll entries are finalized for employees hired before July 1. Benefit differential savings also increased to approximately \$72,000 from \$6,000 YTD in the prior period. After adjusting for the \$200,000 authorized annual hotspot salary adjustments which are now fully used, total ongoing turnover savings were projected at \$1,198,681, net, up from \$1,116,269 last period, an increase of approximately \$82,000 from the previous report. No questions were raised regarding the ongoing turnover savings report.



FY 2026 Ongoing Turnover Savings as of 07/02/2026 - Period 12

#		Prior Month	Forecast	Actual	Forecasted	Change in Forecast
		Amount @ YE	Amount @ YE	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)	1,106,549		1,187,379	1,187,379	80,830
1	Ongoing Turnover Savings FY 2026 (forecast \$65,000 / month x 0 months, Salary Differential only)	65,000		-	-	(65,000)
	TOTAL SALARY RELATED ONGOING SAVINGS	1,310,131		1,325,961	1,325,961	15,830
	Benefit Differential Savings FY 2026 (will be recognized in this row starting in Q4)	6,137		72,720	72,720	66,583
	TOTAL SAVINGS	1,316,269		1,398,681	1,398,681	82,413
2	2026 Annual Authorized Hot Spot Raises	(200,000)		(200,000)	(200,000)	-
	TOTAL USES	(200,000)		(200,000)	(200,000)	-
	Total Actual/Forecasted Unencumbered Turnover Savings for FY 2026	1,116,269		1,198,681	1,198,681	82,413

One-time Turnover Savings

Ms. Johnson next reviewed the one-time turnover savings report.

As of the pay period ending 19 June 2026, one-time turnover savings totaled \$1,308,597. With 56 remaining pay hours projected at \$600 per pay hour, estimated year-end one-time turnover savings were projected to total \$1,342,197, down from \$1,472,209 from the previous report. The reduction was primarily attributable to various adjustments to judges' pay (new judges receive 2 pay periods as a catch up as their payments are in advance of hours worked) partially offset by one new judge's salary payment being delayed into the following pay period. In addition, court executives and AOC managers/directors continued to use available incentive award funding before the close of the fiscal year, reducing projected turnover savings. Some of these adjustments were catch-up incentive payments due to issues incident to the new payroll system.

No questions were raised by committee members.



FY 2026 One Time Turnover Savings - Period 12

Updated as of Pay Period Ending 06/19/2026 (2,032 out of 2,088 hours)

#		Funding Type	Actual Amount
1	One Time Turnover Savings (from actual payroll data versus budget as of PPE 06/19/2026)	Internal Savings	1,308,597
2	Est. One Time Savings for remaining pay hours (56 @ \$600 / pay hour)	Internal Savings (Est.)	33,600
Total Potential One Time Savings		3	1,342,197

Prior Report Totals (as of PPE 05/22/2026) 1,472,209
FY 2025 Final 3,072,760

Forecasted Available One-time Funds

Ms. Johnson reviewed the fiscal year-end one-time turnover and operational savings forecast.

Projected operational savings were increased by an additional \$50,000. Based upon updated responses received from trial court executives and Administrative Office directors regarding anticipated fiscal year-end expenditures, staff increased the estimated operational savings from \$200,000 in the prior period to \$250,000 in projected operational savings for the current period – with further upside expected in the July results as we closed the FY 2026 books.

The revised forecast projected one time turnover and operational savings at \$1,930,807 in carryforward funding available for Fiscal Year 2027.

Karl Sweeney asked when final operational savings figures would become available.

Ms. Johnson explained that the fiscal year would not officially close until early August and that finalized figures would likely be reflected in the September financial report.



FY 2026 Year End Requests and Forecasted Available One-time Funds - Period 12

Forecasted Available One-time Funds			# One-time Spending Plan Requests	Adjusted Requests Amount	Judicial Council Approved Amount
Description	Funding Type	Amount			
Sources of YE 2026 Funds					
* Turnover Savings as of PPE 06/19/2026	Turnover Savings	1,308,597			
Turnover savings Estimate for the rest of the year (\$600 x 56 pay hours)	Turnover Savings	33,600			
Total Potential One Time Turnover Savings		1,342,197			
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		(250,000)			
(a) Total Potential One Time Turnover Savings Less Discretionary Use		1,092,197			
Operational Savings From TCE / AOC Budgets - mid-year forecast					
Expected additional operational savings for balance of fiscal year	Internal Operating Savings	649,910			
Operational Savings from IT Budget - Timing of Contract Renewal Deferred to FY 27	Internal Operating Savings	250,000			
Reserve Balance (balance from FY 2025 Carryforward)	Judicial Council Reserve	700			
Use IT Budget Savings and Operational Savings to Increase Retro YOS Eligibility	Adjustments to CY Operations	(462,000)			
(b) Total Operational Savings, Reserve, Unclaimed Property and Prior Year Adjustments		838,610			
(c) Total of Turnover Savings & Operational Savings = (a) + (b)		1,930,807			
Uses of YE 2026 Funds					
(d) Carryforward into FY 2027 (Anticipate request to Legislature for \$3,200,000)	FY 2027 Carryforward	(1,930,807)			
Total Potential One Time Savings = (c) less Carryforward (d)		-			
Less: Judicial Council Requests Previously Approved		-			
Less: Judicial Council Current Month Spending Requests		-			
Remaining Forecasted Funds Available for FY 2026 YE Spending Requests, CCCF, etc.		-			

Updated 07/02/2026

Current Month One-time Spending Requests -

Previously Approved 1x FY 2025 YE Spending Request -

Last reported expected carryforward: \$2,010,819

Carryforward and Ongoing Requests

Ms. Johnson then reviewed the carryforward and ongoing funding report. Following actions taken by the Judicial Council in late June moving the “All Rise Welcome Dinner” funding from one-time funding to ongoing funding and the latest forecasts, we have surplus ongoing savings of \$85,000 and a small deficit of one-time savings of \$37,000/

She explained that several options remained available to bring one-time savings positive with the mostly likely being from operational savings exceeding the forecast for various Districts and AOC departments.



FY 2027 Carryforward and Ongoing Requests - Period 12, FY 2026

7/2/2026

Funding Sources

	One Time	Ongoing
Ongoing Turnover Savings carried over from FY 2025		\$ 138,582
Forecasted YE Ongoing Turnover Savings from FY 2026		\$ 1,260,099
Unused Ongoing Investing in Our People Comp Track Increase, FY 2026		\$ 126,705
Subtotal		\$ 1,525,386
Unobligated Fiscal Note Funds - District Court (net)	\$ 94,100	\$ 439,900
Unobligated Fiscal Note Funds - Juvenile Court	\$ (3,600)	\$ 3,600
Unobligated Fiscal Note Funds - Admin	\$ -	\$ 10,900
Legislative ongoing cut - reduce ongoing turnover savings		\$ (185,000)
Wellness Council Portion of Carryforward		
Expected Carryforward Amount from Fiscal Year 2026	\$ 1,930,807	\$ -
Total Available Funding	\$ 2,021,307	\$ 1,794,786
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		\$ (200,000)
Net Available for Use	\$ 2,021,307	\$ 1,594,786

Ongoing / One Time Requests - Directly from Unobligated Fiscal Note Funds

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
1 Education Judicial Assistant Training Support - Lauren Andersen		\$ 34,000		\$ 34,000
1A 2 Court Visitor Specialist and Pilot Program Attorney - Shonna Thomas, Keri Sargent	\$ 130,000	\$ 108,250	\$ 130,000	\$ 108,250
* 3 Sixth District Clerical Training Coordinator - Linda Ekker		\$ 102,000		\$ 102,000
4 8th District Additional Judicial Assistant FTE - Russell Pearson		\$ 90,600		\$ 90,600
1A 5 Sixth District Clerical Team Manager - Linda Ekker		\$ 112,300		\$ 112,300
Subtotal	\$ 130,000	\$ 447,150	\$ 130,000	\$ 447,150

Ongoing Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
Prior Approved Ongoing Commitments				
Investing in Our People - Ron Gordon and Neira Siaperas		\$ 370,000		\$ 370,000
8th District Probation Training Coordinator - Russell Pearson		\$ 52,500		\$ 52,500
Juvenile Court ICJ Funding Increase - Daniel Meza Rincón		\$ 7,000		\$ 7,000
Ongoing Requests - For Consideration				
1 Two Additional Juvenile Law Clerk Attorneys - Judge Westmoreland, Daniel Meza Rincón		\$ 278,700		\$ 278,700
2 5th District Court Case Manager - Cade Stubbs		\$ 14,800		\$ 14,800
3 Appellate Court Conference Funds - Lauren Andersen, Nick Stiles		\$ 35,000		\$ 35,000
4 Director of Administrative Services- Ron Gordon, Neira Siaperas	\$ 5,000	\$ 190,000	\$ 5,000	\$ 190,000
5 Employee and Judicial Officer Wellness Resources - Tava - Neira Siaperas and Karl Sweeney		\$ 94,600		\$ 94,600
* 6 All Rise Welcome Dinner - Jon Puente		\$ 20,000		\$ 20,000
Subtotal to Approve and Fund Immediately	\$ 5,000	\$ 1,062,600	\$ 5,000	\$ 1,062,600
Balance Remaining After Judicial Council Approvals				\$ 85,036
Balance Remaining Inclusive of "Presented"		\$ 85,036		

Carryforward One Time Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
* 1 Public Transit Reimbursement Program - Suzette Deans, Karl Sweeney	\$ 61,200		\$ 61,200	
* 2 Education Assistance Program - Alisha Johnson	\$ 85,000		\$ 85,000	
* 3 HR Applicant Tracking System - Bart Olsen, Jeremy Marsh	\$ 23,700		\$ 23,700	
* 4 IT Contract Developers - Brody Arishita	\$ 682,000		\$ 682,000	
* 5 IT Network/Systems Maintenance Staff - Todd Eaton/Chris Talbot	\$ 50,000		\$ 50,000	
* 6 IT Replacement Inventory - Todd Eaton	\$ 364,000		\$ 364,000	
* 7 IT Tech Subject Matter Expert Stipend - Todd Eaton/Taz Hatch	\$ 65,000		\$ 65,000	
* 8 Incentive Awards - Bart Olsen, Erin Rhead and Alisha Johnson	\$ 560,000		\$ 560,000	
* 9 Contingent Bridge Funding for Protective Order Program Facilitator - Amy Hernandez	\$ 32,500		\$ 32,500	
1A 10 Tooele Courtroom Funding - Mark Paradise 3rd District TCE	\$ 1,285,000			
Defer #10 past FY 2027 carryforward	\$ (1,285,000)			
Subtotal	\$ 1,923,400	\$ -	\$ 1,923,400	\$ -
Balance Remaining After Judicial Council Approvals			\$ (37,093)	\$ 85,036
Balance Remaining Inclusive of "Presented"	\$ (37,093)	\$ 85,036		

Legislative Budget Requests

Karl Sweeney introduced the committee's first review of the Fiscal Year 2027 legislative budget requests. He emphasized that the requests remained preliminary and would continue to be

presented to the various Boards of Judges before prioritization by the Judicial Council during its August budget meeting.

Core Workforce Compensation Request

Bart Olsen presented the Core Workforce Compensation Request totaling approximately \$5.5 million.

Mr. Olsen explained that the proposal was substantially the same as previous years because the staffing needs continued to exist. Despite implementation of the Investing in Our People initiative during July 2025, turnover among judicial assistants and other critical courthouse positions remained significant. He noted that turnover statistics already reflected the benefits of the salary initiative, suggesting turnover would likely have been even higher without those investments.

Judge Michael DiReda commented that the Judiciary should continue requesting the full amount of funding necessary rather than reducing requests based upon anticipated legislative response. He stated that accurately communicating the Judiciary's needs was more important than attempting to submit smaller requests likely to receive approval.

Karl Sweeney reported that the Juvenile Court Board had expressed similar support for requesting the full amount of needed core workforce funding.

Judge Cornish agreed, stating that the Judiciary remained conservative in requesting additional personnel because positions were typically not requested until workload studies demonstrated significant staffing shortages. She emphasized that increasing caseloads required additional resources simply to maintain current service levels rather than expand operations.

Judge Susan Eisenman joined the meeting during this discussion. Karl Sweeney observed that the Legislature had reduced FY 2027 ongoing funding by approximately \$138,000 while also reducing FY 2027 one-time funding by \$500,000, making future requests even more important.

No action was taken because the request was presented for preliminary review only.

District Court Judicial Resources Request

Shane Bahr presented the District Court legislative request.

Mr. Bahr reported that although three additional district court judges had been authorized during the 2026 Legislative Session, updated weighted caseload studies indicated the courts now required thirteen additional judicial officers instead of twelve requested last year because workload growth continued to exceed staffing increases.

He explained that seventy-five of eighty-eight district court case types had experienced filing increases between 2023 and 2026, with the largest increases occurring in the most time-intensive case categories.

Mr. Bahr further explained that the anticipated closure of the Salt Lake County Justice Court would require the Third District Court to absorb both Salt Lake County and South Jordan Justice Court caseloads, increasing the request to fifteen new judicial officers. The proposal also

included approximately \$1.3M in one-time funding to complete courtroom construction in Tooele and provide courtroom capacity for additional judges.

Judge Cornish asked whether sufficient courtroom space currently existed if new judges were funded. Mr. Bahr explained that several districts retained available courtroom capacity; however, the Third District lacked sufficient space and was exploring temporary leased courtroom facilities in Sandy until permanent facilities became available.

Judge Michael DiReda observed that the Legislature's decision regarding justice court consolidation strengthened the Judiciary's argument because constituents would ultimately experience increased delays unless adequate judicial resources were provided.

Kristin Woods suggested that the Judicial Council consider a public information effort explaining how staffing shortages affect court delays, so the public better understood the relationship between legislative funding decisions and court operations.

No committee action was required at this stage.

Juvenile Court Judicial Resources Request

Judge Susan Eisenman and Mikelle Ostler presented the Juvenile Court request.

Judge Eisenman emphasized that juvenile courts operate under statutory deadlines requiring child welfare cases to be adjudicated within strict timelines. Unlike other courts, juvenile courts cannot simply continue cases because doing so would violate statutory requirements governing child welfare proceedings.

She further noted that the Juvenile Court had not received any new judicial positions during the previous legislative session despite continued workload growth.

Ms. Ostler reviewed the combined Third and Fourth District Juvenile Court request, which included two judicial officers along with supporting staff consisting of guardian ad litem, probation officers, judicial assistants, a Fourth District team manager, and a Third District case manager.

She presented historical workload data demonstrating that both districts had consistently required additional judicial officers for several years. Although the Fourth District had received two judges over the previous three years, workload studies continued to demonstrate the need for an eighth judge. The Third District likewise remained significantly understaffed despite consistently meeting statutory performance requirements.

Ms. Ostler explained that judges were maintaining compliance only by working through lunch hours, arriving early, and remaining late each day.

Judge Cornish indicated that the request appeared well supported and required little revision before continuing through the budget process.

Karl Sweeney informed the committee that the Juvenile Court Board had completed its prioritization process, ranking Core Workforce Compensation first, Juvenile Court requests second, and District Court requests third.

No committee action was required.

Grants

Domestic Violence Programs Annual Report

Jordan Murray introduced the required annual Violence Against Women Act (VAWA) grant report prepared by Amy Hernandez.

Ms. Hernandez highlighted that grant funding had supported judicial education, court staff training, MyCase programming improvements, and domestic violence court operations. Nearly all grant funds had been successfully expended.

Motion: Judge Michael DiReda made a motion to forward the annual report to the Judicial Council. Judge Susan Eisenman seconded the motion. There being no further discussion and no opposing votes or abstentions, the motion passed unanimously.

CAPSA Domestic Violence Judicial Training Grant

Mr. Murray presented a request to accept a \$6,000 federal subaward from CAPSA to support National Council of Juvenile and Family Court Judges training in the First District. Amy Hernandez confirmed the summary and noted that the award required no state match or ongoing obligations.

Motion: Judge Susan Eisenman made a motion to forward to the Judicial Council with recommendation to accept the subaward. Judge Michael DiReda seconded the motion. With no discussion and no opposing votes or abstentions, the motion passed unanimously.

Utah Bar Foundation Grant

Jordan Murray presented a request submitted by Nick Stiles seeking authorization to apply for a \$10,000 Utah Bar Foundation grant supporting preparation of the Utah Supreme Court Regulatory Reform Committee's final Legal Sandbox report.

Mr. Stiles explained that the Utah Bar Foundation had approached the committee and invited the application to enhance publication of the final report.

Motion: Judge Michael DiReda made a motion to forward the grant application to the Judicial Council with a recommendation to approve. Kristin Woods seconded the motion. There being no discussion, abstentions, or opposing votes, the motion passed unanimously.

Treatment Court Asset Forfeiture Grant

Jordan Murray presented Katie Erickson's request to apply for a \$50,000 Fiscal Year 2027 State Asset Forfeiture Grant through the Utah Commission on Criminal and Juvenile Justice. The funding would support annual treatment court conference programming and travel expenses for treatment court personnel. Mr. Murray confirmed that the grant required no state matching funds or ongoing obligations.

Motion: Judge Susan Eisenman made a motion to forward the grant application to the Judicial Council with a recommendation to approve. Judge Michael DiReda seconded the motion. There being no discussion and no opposing votes or abstentions, the motion passed unanimously.

Accounting Manual Policy Updates

Sheri Knighton presented several revisions to the Utah Judiciary Accounting Manual and requested committee approval to publish the revised policies.

Judge Cornish asked whether the policies marked with yellow stars represented the newly added revisions. Ms. Knighton confirmed they did.

Judge Susan Eisenman asked whether the Judiciary anticipated transitioning from paper receipts to electronic receipts in the future.

Karl Sweeney explained that although many organizations had already transitioned to electronic documentation, the courts remained largely paper based. He anticipated a gradual migration toward digital processes over time. He further explained that many policy revisions resulted from changes implemented by State Finance following an IRS audit regarding employee fringe benefits. While State Finance had adopted more restrictive policies in some areas, the Judiciary has attempted to preserve flexibility where IRS guidance allowed, particularly regarding employee morale activities and incentive award purchases such as Judiciary logo apparel.

Judge Cornish commented favorably on revisions permitting meal reimbursement for alternate jurors.

Motion: Judge Cornish made a motion to approve the accounting manual revisions and authorize publication. Kristin Woods seconded the motion. There being no further discussion and no abstentions or opposing votes, the motion passed unanimously.

Old Business and New Business

Judge Cornish asked whether any members had additional old or new business to discuss. No additional items were raised.

Judge Cornish observed that the committee had completed its agenda well ahead of the scheduled adjournment time and thanked everyone for their participation.

Adjournment

Meeting adjourned 12:50

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

Webex video conferencing
July 10, 2026 – 12 p.m.

MEMBERS:

PRESENT

EXCUSED

Judge James Gardner, <i>Chair</i>	✓	
Judge Jon Carpenter	✓	
Judge Angela Fonnesbeck		✓
Judge Christine Johnson	✓	

GUESTS:

Janine Liebert
Jonathan Mark
Stacy Haacke
Michael Samantha Starks
James Peters
Melissa Kennedy
Keri Sargent
Jordan Murray
Wayne Kidd
Jon Puente
Karl Sweeney
Shane Bahr

STAFF:

Keisa Williams
Brody Arishita
Cindy Schut

(1) Welcome and approval of minutes:

Judge Gardner welcomed the committee members to the Policy, Planning, and Technology Committee (PP&T). PP&T considered the minutes from the June 5, 2026 meeting. With no changes, Judge Carpenter moved to approve the minutes as presented. Judge Gardner seconded the motion. The motion passed unanimously.

(2) Rules back from public comment:

- CJA 3-306.04. Interpreter appointment, payment, and fees
- CJA 3-409. Court facilities planning

Rules approved as final May 18, 2026 and back from public comment:

- CJA 4-202.12. Request by victim to use initials rather than name
- CJA 3-110. Judicial officer financial disclosures
- CJA 4.202.02. Records classification
- CJA 3-412. Procurement of goods and services
- CJA 4-102. Case, calendar, and panel assignments
- CJA 1-205. Standing and Ad Hoc Committees

Rules 3-306.04 and 3-409 are back from a 45-day public comment period. No comments were received. They are ready to go to the Judicial Council for final approval. During the May 18, 2026 meeting, the

Judicial Council approved amendments to rules 4-202.12, 3-110, 4-202.02, 3-412, 4-102, and 1-205 on an expedited basis with a May 18, 2026 effective date. The rules also went out for a 45-day public comment period. No comments were received on any rule. Because rules 4-202.12, 3-110, 4-202.02, 3-412, and 4-102 were approved as final, no further action is necessary. Rules 1-205 and 4-202 are on the agenda with requests for new amendments.

After discussion, Judge Johnson moved to recommend to the Judicial Council that rules 3-306.04 and 3-409 be approved as final with a November 1, 2026 effective date. Judge Carpenter seconded the motion. The motion passed unanimously.

(3) CJA 4-405. Juror and Witness Fees and Expenses:

Loni Page was unavailable for the meeting. The committee discussed changing from passive voice to active voice in lines 47, 49, 65, and 78 and hyphenating stale-dated on line 112. The committee deferred further discussion on rule 4-405 until next month's meeting.

No action was taken on CJA 4-405.

(4) CJA 1-302. Board of Judges Membership – Officers Secretariat

CJA 9-101. Board of Justice Court Judges

CJA 9-110. Implementation of Internal Control for Self-Assessment Recommendations

Jim Peters presented three updates proposed by the Board of Justice Court Judges. The proposed amendments to rule 9-101 add the Chair of the Justice Court Judges' Education Committee as a non-voting member of the Board and clarify that the person filling this position and the person sitting on the Judicial Council Education Committee are the same person. The proposed amendments to rule 1-302 move the Board of Justice Court Judges' election cycle to the annual judicial conference to coincide with current practice. The proposed new rule 9-110 outlines the process for implementing the recommendations from an Internal Control Self-Assessment conducted by the AOC's audit department.

The committee discussed the letter of compliance in rule 9-110 and added "to the justice court" on line 41 to clarify who would receive the letter. The committee also removed (ICSA) from the title of the new rule and inserted quotation marks around ICSA in line 6 for consistency.

After discussion, Judge Johnson moved to send rules 1-302, 9-101, and 9-110 to the Judicial Council with a recommendation that they be posted for a 45-day public comment period. Judge Carpenter seconded the motion. The motion passed unanimously.

(5) CJA 1-205. Standing and Ad Hoc Committees:

Previous amendments to rule 1-205 were effective on May 18, 2026. The previous amendments 1) dissolve the Court Facilities Planning Committee, 2) amend the membership of the Uniform Fine Committee and the Committee on Children and Family Law, and 3) amend the membership of and certain provisions regarding the Guardian ad Litem Oversight Committee to coincide with amendments in House Bill 372.

The Standing Education Committee would like to change its composition. Historically, the adult educator from higher education has been filled by a Dean of Continuing Education from a local university. As the

last member in that position departed, they shared that because the work of the Standing Education Committee was so internal, it was difficult to determine how their expertise could assist the judiciary. After reflecting on their comment, the Standing Education Committee determined it makes sense to remove the position and if necessary, invite an adult educator from higher education to share his or her expertise on evaluation methods or career enhancement opportunities.

Judge Gardner moved to send rule 1-205 to the Judicial Council with a recommendation that it be posted for a 45-day public comment period. Judge Johnson seconded the motion. The motion passed unanimously.

(6) CJA 3-407. Accounting

The accounting manual was expanded from courts of record to include justice courts by a vote of the Board of Justice Court Judges. Also, the State of Utah Finance Department has withdrawn their representative on the accounting manual committee, but the committee believes it is important to retain an independent voice. The proposed amendment would give the committee more flexibility in filling that role. The committee has invited the finance director for the Utah State Bar to join the committee. The proposed changes were reviewed by the Deputy Justice Court Administrator, Kim Zimmerman, for any changes that would apply to small court situations.

The committee made the following corrections:

- Changed “equivalent” to “similar” in line 40;
- Kept capitalization of Courts of Record and Courts not of Record throughout the rule; and
- Kept capitalization of Judiciary Accounting Manual Review Committee in Line 21.

With no further discussion, Judge Carpenter moved to send rule 3-407 to the Judicial Council with a recommendation that it be posted for a 45-day public comment period. Judge Johnson seconded the motion. The motion passed unanimously.

(7) CJA 4-601. Failure to appear – Notice to surety

Keri Sargent proposed a rule change to ensure bail bond companies and sureties maintain accurate, consistent email addresses for case management system records, which is critical since delivery failures prevent bond forfeiture. While upcoming technical updates will automate sending notices to multiple addresses, a formal rule is needed to require agencies to update their data and reduce manual clerical verification.

The committee made the following changes:

- On lines 12 and 13 added “If applicable, the bond must also include Contact Information for the bail bond agency.”; and
- On lines 16 and 17 added “The surety or surety’s agent have a continuing obligation to notify the Court Clerk of any changes to its Contact Information.”.

With no further discussion, Judge Gardner moved to send rule 4-601 to the Judicial Council with a recommendation that it be posted for a 45-day public comment period. Judge Johnson seconded the motion. The motion passed unanimously.

(8) Request for Guidance: My Case Notifications Project (Phase 2) Policy Considerations

Janine Liebert and Jonathan Mark on behalf of the MyCase Working Group sought policy guidance to launch Phase 2 of the MyCase Notifications Project, which will expand the platform to send automated text or email alerts when specific documents are filed in CORIS. To comply with statute, these automated updates are strictly limited to designated civil case types, such as divorces and evictions, which will also free up court staff to provide more dedicated, one-on-one assistance to non-digital users. While the system provides self-represented parties with direct document links and general self-help resources, it will not track routine deadlines or replace independent case management. To maintain strict administrative boundaries, the group has proposed guardrails, including neutral language drafted by Self-Help Center attorneys and clear disclaimers, to ensure the alerts are never confused with legal advice or formal court notices.

The committee discussed the risk of creating a false sense of security where *pro se* litigants rely solely on automated prompts and miss deadlines. The committee advised adding prominent legal disclaimers stating these are not official notices.

Following a discussion, the committee recommended that the issue be included on the Judicial Council's agenda for broader discussion.

(9) CJA 4-202.02. Records classification

Previous amendments to rule 4-202.02 were effective on May 18, 2026. Those amendments: 1) classify court records identifying a victim by name rather than initials as “private,” if a valid and timely request is made under new CJA rule 4-202.12, and 2) classify unredacted judicial officer financial disclosure forms as “protected records.” The new amendments: 1) classify the names of minors on child protective orders as public in response to House Bill 540 and 2) classify all motions, supporting materials, and records of hearings involving the admissibility of evidence of a victim’s sexual behavior as protected.

Stacy Haacke introduced amendments that explicitly classify minor names on child protective orders as public records to ensure enforceability by law enforcement and consistency across juvenile and district courts. The proposed amendments also align court classification standards with the Rules of Evidence to ensure sexual offense document types are automatically listed as protected and hidden from the public Xchange portal.

Judge Gardner moved to send rule 4-202.02 to the Judicial Council with a recommendation that it be posted for a 45-day public comment period. Judge Johnson seconded the motion. The motion passed unanimously.

(10) CJA 1-101. General definitions – Rules of construction

Ms. Williams provided an update on the Rule 1-101 project to create clearly defined terms and clean up conflicting terminology throughout the CJA. In addition, Mr. Gordon is requesting that PP&T define “employee” or “court employee”. Ms. Williams noted that the “Division Commissioners” definition on lines 46 and 47 is intended to coincide with upcoming proposed rule amendments related to the new debt collection and housing division. The committee asked Ms. Williams to continue working on the definitions and to bring them back to the next PP&T meeting. The committee authorized the use of new or revised definitions not currently in Rule 1-101 while that project is pending.

Following discussion, PP&T took no action on CJA 1-101.

Technology report/proposals:

Brody Arishita reported the Technology Advisory Subcommittee met in June and are reviewing specifications for a digital exhibit portal. Additionally, the annual review of the emergency response plan is underway, introducing pre-approved communication templates to streamline public notifications in the event of a data breach.

Old Business/New Business: The committee discussed next month's meeting which coincides with the Utah State Bar's Summer Convention. Judge Gardner and Judge Johnson may be connecting from Idaho. Judge Carpenter will be prepared to chair the meeting if necessary.

Adjourn: With no further items for discussion, the meeting adjourned at 1:28 p.m. The next meeting will be held on August 7, 2026, at noon via Webex video conferencing.

Tab 8

**Budget and Grants Agenda
For August 21, 2026
Judicial Council Meeting**

1. Monthly YTD Financials Alisha Johnson
(Item 1 - Information)
 - FY 2026 Ongoing Turnover Savings – Per 13
 - FY 2027 Carryforward and Ongoing Turnover Requests – Per 13
 - FY 2027 Ongoing Turnover Savings – Per 1
 - FY 2027 1x Turnover Savings – Per 1
 - FY 2027 YE Requests and Forecasted Available 1x Funds – Per 1

2. Requesting Permission to submit for Utah Bar Foundation Grant Jordan Murray and Janine Liebert
(Item 2 – Action)

Item 1



FY 2026 Ongoing Turnover Savings as of 08/05/2026 - Preliminary Final

#		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	138,582	-
	Ongoing Turnover Savings FY 2026 (actual year-to-date, Salary Differential only)	1,187,379	1,187,379	1,187,379	-
1	Ongoing Turnover Savings FY 2026 (forecast \$65,000 / month x 0 months, Salary Differential only)	-	-	-	-
	TOTAL SALARY RELATED ONGOING SAVINGS	1,325,961	1,325,961	1,325,961	-
	Benefit Differential Savings FY 2026 (will be recognized in this row starting in Q4)	72,720	66,393	66,393	(6,327)
	TOTAL SAVINGS	1,398,681	1,392,355	1,392,355	(6,327)
2	2026 Annual Authorized Hot Spot Raises	(200,000)	(200,000)	(200,000)	-
	TOTAL USES	(200,000)	(200,000)	(200,000)	-
	Total Actual/Forecasted Unencumbered Turnover Savings for FY 2026	1,198,681	1,192,355	1,192,355	(6,327)

- * 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 \$66,393. Prior report benefit differential was \$72,720.
FY 2025 full year benefit differential was +\$201,339.
- 1 Currently forecasting \$65,000 of ongoing Salary Differential savings a month for the remainder of the FY; actual run rate is \$1,187,379 / 12 months = \$98,948/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 2027 Carryforward and Ongoing Requests - FY 2026 (1x Final, Ongoing Not Finalized)

8/12/2026

Funding Sources

	One Time	Ongoing
Ongoing Turnover Savings carried over from FY 2025		\$ 138,582
Forecasted YE Ongoing Turnover Savings from FY 2026		\$ 1,253,772
Unused Ongoing Investing in Our People Comp Track Increase, FY 2026		\$ 126,705
Subtotal		\$ 1,519,059
Unobligated Fiscal Note Funds - District Court (net)	\$ 94,100	\$ 439,900
Unobligated Fiscal Note Funds - Juvenile Court	\$ (3,600)	\$ 3,600
Unobligated Fiscal Note Funds - Admin	\$ -	\$ 10,900
Legislative ongoing cut - reduce ongoing turnover savings		\$ (185,000)
Wellness Council Portion of Carryforward		
Expected Carryforward Amount from Fiscal Year 2026	\$ 2,370,890	\$ -
Total Available Funding	\$ 2,461,390	\$ 1,788,459
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		\$ (200,000)
Net Available for Use	\$ 2,461,390	\$ 1,588,459

Ongoing / One Time Requests - Directly from Unobligated Fiscal Note Funds

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
1 Education Judicial Assistant Training Support - Lauren Andersen		\$ 34,000		\$ 34,000
*^ 2 Court Visitor Specialist and Pilot Program Attorney - Shonna Thomas, Keri Sargent	\$ 130,000	\$ 108,250	\$ 130,000	\$ 108,250
* 3 Sixth District Clerical Training Coordinator - Linda Ekker		\$ 102,000		\$ 102,000
4 8th District Additional Judicial Assistant FTE - Russell Pearson		\$ 90,600		\$ 90,600
*^ 5 Sixth District Clerical Team Manager - Linda Ekker		\$ 112,300		\$ 112,300
Subtotal	\$ 130,000	\$ 447,150	\$ 130,000	\$ 447,150

Ongoing Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
Prior Approved Ongoing Commitments				
Investing in Our People - Ron Gordon and Neira Siaperas		\$ 370,000		\$ 370,000
8th District Probation Training Coordinator - Russell Pearson		\$ 52,500		\$ 52,500
Juvenile Court ICJ Funding Increase - Daniel Meza Rincón		\$ 7,000		\$ 7,000
Ongoing Requests - For Consideration				
1 Two Additional Juvenile Law Clerk Attorneys - Judge Westmoreland, Daniel Meza Rincón		\$ 278,700		\$ 278,700
2 5th District Court Case Manager - Cade Stubbs		\$ 14,800		\$ 14,800
3 Appellate Court Conference Funds - Lauren Andersen, Nick Stiles		\$ 35,000		\$ 35,000
4 Director of Administrative Services- Ron Gordon, Neira Siaperas	\$ 5,000	\$ 190,000	\$ 5,000	\$ 190,000
5 Employee and Judicial Officer Wellness Resources - Tava - Neira Siaperas and Karl Sweeney		\$ 94,600		\$ 94,600
* 6 All Rise Welcome Dinner - Jon Puente		\$ 20,000		\$ 20,000
Subtotal to Approve and Fund Immediately	\$ 5,000	\$ 1,062,600	\$ 5,000	\$ 1,062,600
Balance Remaining After Judicial Council Approvals				\$ 78,709
Balance Remaining Inclusive of "Presented"		\$ 78,709		

Carryforward One Time Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
* 1 Public Transit Reimbursement Program - Suzette Deans, Karl Sweeney	\$ 61,200		\$ 61,200	
* 2 Education Assistance Program - Alisha Johnson	\$ 85,000		\$ 85,000	
* 3 HR Applicant Tracking System - Bart Olsen, Jeremy Marsh	\$ 23,700		\$ 23,700	
* 4 IT Contract Developers - Brody Arishita	\$ 682,000		\$ 682,000	
* 5 IT Network/Systems Maintenance Staff - Todd Eaton/Chris Talbot	\$ 50,000		\$ 50,000	
* 6 IT Replacement Inventory - Todd Eaton	\$ 364,000		\$ 364,000	
* 7 IT Tech Subject Matter Expert Stipend - Todd Eaton/Taz Hatch	\$ 65,000		\$ 65,000	
* 8 Incentive Awards - Bart Olsen, Erin Rhead and Alisha Johnson	\$ 560,000		\$ 560,000	
9 Contingent Bridge Funding for Protective Order Program Facilitator - Amy Hernandez	\$ 32,500		\$ 32,500	
*^ 10 Tooele Courtroom Funding - Mark Paradise 3rd District TCE	\$ 1,285,000			
Defer #10 past FY 2027 carryforward	\$ (1,285,000)			
Subtotal	\$ 1,923,400	\$ -	\$ 1,923,400	\$ -
Balance Remaining After Judicial Council Approvals			\$ 402,990	\$ 78,709
+ Balance Remaining Inclusive of "Presented"	\$ 402,990	\$ -		

LEGEND

Highlighted items are currently being or have been presented to the BFMC

Highlighted items have been previously presented to the BFMC

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

Highlighted items have been previously approved by the Judicial Council.

Highlighted items that are Fiscal Note Funds

* - items have been presented and approved in prior years.

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

^ - Request to Legislature was Not Funded

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

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



FY 2027 Ongoing Turnover Savings as of 08/05/2026 - Period 1

#		Prior Month Forecast	Actual	Forecasted	Change in Forecast
		Amount @ YE	Amount YTD	Amount @ YE	Amount @ YE
	Net Carried over Ongoing Savings (FY 2026, includes \$185,000 ongoing cut from legislature, 2026 GS)		78,709	78,709	78,709
	Ongoing Turnover Savings FY 2027 (actual year-to-date, Salary Differential only)		108,854	108,854	108,854
1	Ongoing Turnover Savings FY 2027 (forecast \$65,000 / month x 11 months, Salary Differential only)		-	715,000	715,000
	TOTAL SALARY RELATED ONGOING SAVINGS		187,563	902,563	902,563
	Benefit Differential Savings FY 2027 (will be recognized in this row starting in Q4)			-	-
	TOTAL SAVINGS		187,563	902,563	902,563
2	2027 Annual Authorized Hot Spot Raises		(45,316)	(200,000)	(200,000)
	TOTAL USES		(45,316)	(200,000)	(200,000)
Total Actual/Forecasted Unencumbered Turnover Savings for FY 2027			142,248	702,563	702,563

- * 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 - \$30,990.96. Prior report benefit differential was not reported for FY 2027.
FY 2026 full year benefit differential is not yet finalized.
- * Currently, 26 FTE are vacant. This is up from the last report where 24 FTE were vacant.
- 1 Currently forecasting \$65,000 of ongoing Salary Differential savings a month for the remainder of the FY; actual run rate is \$108,854 / 1 months = \$108,854/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 2027 One Time Turnover Savings - Period 1

Estimated for FY 2027

			Actual
#		Funding Type	Amount
1	One Time Turnover Savings (no data yet)	Internal Savings	-
2	Est. One Time Savings for remaining pay hours (2088 @ \$600 / pay hour)	Internal Savings (Est.)	1,252,800
Total Potential One Time Savings		3	1,252,800



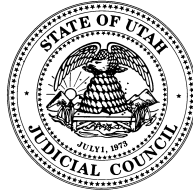
FY 2027 Year End Requests and Forecasted Available One-time Funds - Period 1

Forecasted Available One-time Funds			#	One-time Spending Plan Requests	Adjusted Requests	Judicial Council
					Amount	Approved
Description	Funding Type	Amount				Amount
Sources of YE 2027 Funds						
Turnover Savings as of PPE N/A (not yet reported)	Turnover Savings	-				
Turnover Savings Estimate for the rest of the year (\$600 x 2088 pay hours)	Turnover Savings	1,252,800				
Prior Year Unused 1x Carryforward		402,990				
Total Potential Available from 1x Turnover Savings and Carryforward		1,655,790				
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		(250,000)				
(a) Total Potential One Time Turnover Savings less Discretionary Use		1,405,790				
<i>Operational Savings From TCE / AOC Budgets - estimate of \$62,500 per period</i>	<i>Internal Operating Savings</i>	750,000				
<i>Legislative 1x Budget Cut - 2026 General Session</i>	<i>Legislative Action</i>	(500,000)				
(b) Total Operational Savings, Legislative Actions, and Reserve		250,000				
(c) Total of Turnover Savings & Operational Savings = (a) + (b)		1,655,790				
Uses of YE 2027 Funds						
(d) Assumes carryforward into FY28 is same as actual FY27 requests	<i>FY 2028 Carryforward</i>	(1,923,400)				
Total forecasted One Time Savings Surplus/(Deficit) = (c) less Carryforward (d)		(267,610)				
Less: Judicial Council Requests Previously Approved						
Less: Judicial Council Current Month Spending Requests						
Remaining Forecasted Funds Available for FY 2027 YE Spending Requests, CCCF, etc.						

Last reported expected carryforward: N/A

Updated 08/12/2026

Item 2



Administrative Office of the Courts

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

August 5, 2026

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

MEMORANDUM

TO: Budget & Fiscal Management Committee;
Utah Judicial Council

FROM: Janine Liebert, Director of the Self-Help Center and Utah State Law Library
Brody Arishita, Chief Information Officer

RE: Project Priorities for Next Utah Bar Foundation Grant Application (Phase 2)

The Utah Bar Foundation (UBF) previously authorized a reimbursable grant award of up to \$205,000 for strategic enhancements to MyCase, MyPaperwork, and the forms engine. We fully utilized this initial funding across seven completed projects—building the core MyCase notification system (enabling automated text and email hearing reminders, notification preferences, and an administrative tracking dashboard), automating multi-party document generation for guardianship cases, and creating seamless account handoff links from MyPaperwork to create new MyCase accounts. These completed projects were part of a larger backlog list originally approved by the Judicial Council on August 15, 2025. This memorandum outlines the Courts’ planned Phase 2 application to UBF to fund our remaining backlog projects and closely related enhancements identified during Phase 1 implementation.

We are using upper-bound estimates in this request to ensure any awarded funding is sufficient to cover the full scope of work. Ten of the seventeen projects in this Phase 2 list directly continue the work approved in the August 2025 GAP. The remaining seven are closely related projects reflecting expanded functionality and strategic user enhancements developed as our teams identified opportunities to improve user workflows during Phase 1 implementation. These projects do not represent a change in overall project scope; rather, they focus directly on preventing lost data such as session logouts during form creation, eliminating administrative processing delays for court staff (such as resolving the 4–6 week delay for out-of-state ID verification), and launching MyPaperwork guided interviews directly within MyCase to help users complete court forms.

In addition to the seven projects completed through the initial \$205,000 UBF grant, several projects from the August 2025 GAP list are not included in this request. A portion was funded internally—including providing WebEx hearing links in MyCase and case-initiation

**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.**

functionality (MyPaperwork) for protective orders and small claims (bypassing filing in-person or by email). Others have been deferred for future consideration (such as the MyCase rebrand, accessibility fixes for the forms engine, and Adobe Experience Manager (AEM) updates and enhancements), resolved through administrative workarounds, or left unprioritized for this phase.

UBF specifically asked to see our full backlog of projects to understand the Courts' long-term development goals while encouraging the Courts to pursue the work in smaller, manageable phases. Consistent with that approach, each project in this Phase 2 request has been ranked independently so that if UBF awards partial funding, available dollars can be immediately allocated to our highest-ranked requests first. Our IT contractor (CDW) worked with our team to refine individual project estimates based on functional and technical requirements for Phase 2 implementation. The combined total for all projects included in this Phase 2 grant request is **\$641,830**. The list below is divided into two sections: original projects from the August 2025 Judicial Council request, and related implementation priorities identified during Phase 1 development.

The list below presents the remaining unfunded projects in the priority order reflected in the materials presented to the BFMC and Judicial Council with the October 2025 request to accept the award (Attachment A). Projects that have since been completed, funded through internal allocations, resolved through workarounds, or deferred have been omitted; each project retains its original priority number to show where it appeared in the ranked list:

- **#2. Convert forms engine to Word (Original Estimate: \$31,600 | Updated Estimate: \$48,000):** The forms engine currently generates forms in PDF and fillable formats. Adding the ability to produce forms in Word format as well will make court forms more accessible, as many people find Word documents easier to edit and are more familiar with the format. This functionality is also essential for complying with statutory requirements to provide specific forms in Word format, eliminating the burden on staff who currently generate them manually.
- **#5. MyCase Impersonation (Original Estimate: \$20,000 | Updated Estimate: \$23,474):** Granting court staff read-only access to a user's MyCase account will allow them to quickly view case details and provide better support to users who reference their MyCase account at the self-help center, law library, and filing windows.
- **#6. Forms engine admin access (Original Estimate: \$30,000 | Updated Estimate: \$17,606):** Currently, department managers cannot create account access for new form authors in the forms engine; all user accounts must be created by IT staff. Granting administrative access directly to program managers will allow the department to onboard new authors directly, enabling them to begin building forms immediately without diverting IT staff to routine administrative requests.
- **#8. Streamlined MyPaperwork login (Original Estimate: \$15,000 | Updated Estimate: \$17,606):** The updated login process will prompt returning MyPaperwork users to log in if their email is already tied to their MyPaperwork account. This will eliminate confusion for users who already have an account but need to be prompted to

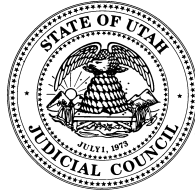
log in with their existing email rather than creating a duplicate account.

- **#9. Eliminate restriction on form names having to be unique in forms engine (Original Estimate: \$10,000 | Updated Estimate: \$17,606):** Directly addresses a system limitation that currently forces every form to have a completely unique name, even when form numbers are distinct. Allowing forms to share the same name while maintaining unique form numbers provides greater administrative flexibility and eliminates the administrative burden of managing workaround naming conventions for forms that share the same title.
- **#12. MyPaperwork banner as a forms engine template / Editable banner (Original Estimate: \$10,000 | Updated Estimate: \$11,737):** The banner above the Drafts table in MyPaperwork is hardcoded and cannot be edited without an IT code change. Integrating the banner as a forms engine template allows administrators like the MyPaperwork Program Administrator to make changes directly to better direct users without relying on IT.
- **#13. Forms engine variable management enhancements (Original Estimate: \$30,000 | Updated Estimate: \$34,800):** Adds a global search capability to the variable management screen within the Form.io authoring environment. This tool scans all form fields and data tokens regardless of location, including variables embedded directly within text blocks and sentences. This enables form authors to quickly locate where variables are defined and referenced, significantly accelerating form publication and updates.
- **#14. Guardianship Reporting: MyPaperwork draft retention 400 days (Original Estimate: \$10,000 | Updated Estimate: \$11,737):** Extending the draft retention period for MyPaperwork guardianship reports to 400 days is essential for fulfilling annual reporting requirements. It allows users to update prior reports rather than starting from scratch, saving user time and minimizing administrative burdens.
- **#23. Forms engine click-through template editing (Original Estimate: \$20,000 | Updated Estimate: \$23,474):** Adds a click-through feature allowing authors to go directly from a form fragment or guided interview on the Form.io Canvas to the underlying template. This gives authors tools to make changes more quickly and accurately to keep forms current.
- **#26. Prevent forms engine session timeout and data loss (Original Estimate: \$10,000 | Updated Estimate: \$23,474):** Prevents users from being automatically logged out of the forms engine and losing entered data. Rebuilding lost forms due to unexpected session logouts is a time-consuming process for court staff; this preventative safeguard increases productivity and supports long-term efficiency as court forms transition into this system.

Related Implementation Priorities & Feature Enhancements (Identified During Phase 1):

- **#1. Forms engine signature modal configuration (\$61,775):** Addresses the issue where the present signature modal assumes the active user is also the signer. Adds a per-form configuration in the Forms Engine ("ask who is signing?" checkbox) prompting the user to select Sign document vs. Leave signature blank when the person preparing the document is not the signing party.
- **#2. Phase 2 MyCase Notifications (\$159,000):** Expands this capability by sending automated email or text alerts to registered MyCase users whenever key documents—such as petitions, answers, or court orders—are entered into CORIS. Notifications log an alert in the user's MyCase account, providing secure direct links to view filed documents alongside relevant self-help resources on the utcourts.gov website.
- **#3. Automate verification for out-of-state IDs (\$55,000):** The MyCase registration workflow currently uses automated identity validation for Utah driver's licenses, but out-of-state IDs must be manually reviewed and processed by law library staff. This manual review process creates a 4–6 week delay for out-of-state users to get their MyCase account. Extending automated identity validation to out-of-state IDs eliminates staff processing time and streamlines account setup for out-of-state MyCase users.
- **#4. Launch MyPaperwork interviews directly from MyCase (\$54,461):** Integrates a guided interview button in MyCase that launches a case-specific helper interview in MyPaperwork, automatically prefiling known case data from MyCase into the interview.
- **#5. MyCase Self-Help Resources section (\$35,211):** Integrates MyCase with Adobe Experience Manager (AEM)—the Courts' website content system—to establish a dedicated panel in MyCase for displaying self-help resources, instructional materials, and legal clinic details.
- **#6. MyPaperwork Multi-Party Signature Workflow (\$41,000):** Allows documents generated through online interviews (such as stipulated divorce decrees) to be routed electronically to other parties for signature before submission to the court.
- **#7. Spanish accent mark functionality in forms engine (\$5,869):** Resolves a system bug to ensure Spanish accent marks and special characters display and print correctly on court forms, preventing misspelled names on official legal records.

Moving forward with this Phase 2 grant request allows us to address closely related implementation needs and feature enhancements identified in Phase 1 while fulfilling the remaining backlog priorities authorized by the Judicial Council. Because each project is structured independently, approved funding can be deployed in priority order if UBF awards partial grant funding. We welcome the BFMC's and Judicial Council's review and guidance before finalizing our submission to the UBF Board, and if there are no corrections or objections, we seek your approval to submit this application to the UBF Board.



Administrative Office of the Courts

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

October 1, 2025

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

MEMORANDUM

TO: Budget & Fiscal Management Committee

FROM: Janine Liebert, Director, Self-Help Center and Law Library
Brody Arishita, Director, Information Technology
Karl Sweeney, Director, Finance Department
Jordan Murray, Financial Manager, Finance Department

RE: Request to Accept Grant Funds – Utah Bar Foundation (\$205,000)

We are pleased to share that the Utah Bar Foundation (UBF) has awarded \$205,000 of grant funding in support of strategic enhancements to MyCase and related platforms, MyPaperwork, and the forms engine. We respectfully request approval to accept the award and proceed with the projects described below.

The grant application proposal (GAP) for this funding opportunity was approved for submission by the Judicial Council on August 15, 2025. The GAP included a broad set of potential projects totaling \$980,430. Following further discussions with UBF, we strategically refined our request to focus on six projects most immediately aligned with UBF's funding priorities for this grant cycle, totaling \$195,000. UBF approved the full amount requested for those six projects, and in addition, awarded \$10,000 for a seventh in-scope project (development of an automatic email functionality for defendants in certain types of civil cases). The projects approved for funding include:

1. **MyCase Hearing Notifications:** Hearing notifications will be enabled for all MyCase users, expanding a capability currently limited to Online Dispute Resolution (ODR) cases. \$15,000
2. **Notifications Preferences in MyCase:** Allowing MyCase users to specify their notification preferences (email/text) will ensure they receive timely and meaningful communication about their case activity, which addresses unequal access to technology. \$20,000

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.

3.	Display Table of Notifications on MyCase Notifications Screen: An enhanced MyCase notifications screen (featuring a visible count of unread messages) making it easier for users to manage communications and stay informed about case activity.	\$40,000
4.	MyCase Notifications Portal: A new administrator portal will provide court staff with full control over user notifications, enabling them to send immediate alerts and automate reminders.	\$65,000
5.	MyPaperwork Flexible Handoff Link for MyCase Access: By automatically pre-filling the case number and court location, the MyPaperwork flexible handoff link seamlessly transitions users to a MyCase account, helping them access their documents and respond to filings.	\$25,000
6.	MyPaperwork Repeating Document Functionality: This project will enable the launch of new, complex case types like guardianship and conservatorship in MyPaperwork by automating the creation of forms, such as a Notice of Right to Object, for each interested person with only their specific details from a single guided interview.	\$30,000
7.	Automatic Email Function for Defendants (new project): An automatic critical notification email will be sent to pro se defendants. The system is strategically focused on high-volume case types, such as evictions and debt collection cases, to address their high rate of default judgments. When the court confirms the defendant has been served, the system will verify pro se status and check for an email address that was voluntarily provided. Eligible parties will receive an email with case information and direct links to MyCase, MyPaperwork, and self-help resources.	\$10,000
Total Award:		\$205,000

We are grateful to have the support of UBF and look forward to utilizing these funds in accordance with the terms outlined in the attached award letter. The projects funded in this cycle represent a critical first phase of the broader vision presented in the GAP, and we are committed to pursuing funding for the remaining projects detailed in our funding request to UBF in future grant cycles.

Thank you.

September 24, 2025

Janine Liebert
Brody Arishita
Ron Gordon
Utah State Courts
Sent via email



Dear Janine, Brody & Ron:

The Utah Bar Foundation Board of Directors is pleased to announce that they have made a reimbursable grant award of up to \$205,000 to complete strategic enhancements and optimizations to MyCase and MyPaperwork and the forms engine as outlined in the grant request dated 9-8-2025 and the supplemental email from Brody on 9-23-2025 for the additional \$10,000 to upgrade the ability to send an auto-email to defendants in certain types of civil cases (debt, small claims, eviction, family law, etc) when a defendant email is provided with the case filing.

Given that the amounts provided for each proposed item in the grant request were presented as cost estimates, the Utah Bar Foundation will pay 50% of the grant award upon signature of the grant acceptance letter and will provide the remaining grant award, up to a total of \$205,000, upon receipt of invoices for work on all proposed items detailed in the grant request and the additional auto-email feature. It is anticipated that all projects will be complete within eight months of acceptance of the grant. If any unexpended grant funds remain upon final invoicing, the Utah Bar Foundation will consider a grant amendment proposal from the Self-Help Center on use of any remaining funds.

Please contact Kim Paulding at kim@utahbarfoundation.org to provide her with the Name, Title and Email address of the person that will sign the Grant Acceptance Letter and the contact information for the best person in the Finance Department for Kim to work with on ACH payment information and financial matters.

A special thanks to Brody and Janine for all of their work to put together this grant request and for making the time to present the project to the Utah Bar Foundation Board. Please don't hesitate to reach out if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Kim Paulding". The signature is written in a cursive, flowing style.

Kim Paulding
Executive Director

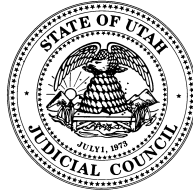
Directors and Officers

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Kim Paulding, Executive Director

Tab 9



Administrative Office of the Courts

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

August 4, 2026

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

MEMORANDUM

TO: Management Committee

FROM: Janine Liebert on behalf of the MyCase Working Group

RE: Request to Place MyCase Notifications Project (Phase 2) on the Judicial Council Agenda

MEMORANDUM

The MyCase Working Group presented several policy considerations regarding Phase 2 of the UBF-funded MyCase Notifications Project to the Policy, Planning & Technology (PP&T) Committee at its July 10, 2026, meeting. PP&T recommended advancing the project to the Judicial Council for further discussion at its August meeting.

Phase 1 of the MyCase Notifications Project was funded by a previous \$205,000 grant from the Utah Bar Foundation and built the core notification system, allowing users to view messages, receive automated hearing reminders by text or email, and giving court staff a dashboard to track activity. Phase 2 will expand this functionality by sending automated notifications to registered MyCase users when specific document types are filed in their cases. When a new petition, answer, or court order is filed and entered into CORIS, CORIS instantly checks for active, registered MyCase users associated with that case. If a matching account is found, it logs a notification in the user's MyCase account and sends an email or text to the user, prompting them to check their account. These automated messages contain secure links to view the document directly alongside links to self-help resources on the utcourts.gov website tailored to the specific case type. While the notification portal is built, grant funding under an upcoming continuation request will be used to program the platform to recognize these document triggers.

When reviewing Phase 2 with PP&T on July 10, the Working Group clarified how these notifications, which are triggered by specific document types in CORIS, differ from electronic service delivered through MyCase as a designated e-service provider under URCP 5. When an attorney e-files a document, MyCase transmits an official electronic service notification that satisfies Rule 5 service requirements. Phase 2 MyCase notifications are information-only

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

messages generated when specific document types are filed, designed to connect self-represented litigants directly with self-help resources on the utcourts.gov website.

When PP&T committee members asked about omitted notifications for Motions for Judgment on the Pleadings and Motions for Summary Judgment, the Working Group added a generic motion notification—as shown in the attached sample notifications document—to cover all motion filings until distinct document types for these two motions are added to CORIS. Long-term, the Working Group will request formal CORE approval and funding to establish document types for these motions in CORIS, enabling Self-Help attorneys to draft tailored notifications for them in future updates.

Additionally, Phase 2 notifications will focus on the primary civil case types designated in the Online Court Assistance Program (OCAP) statute (Utah Code § 78A-2-501): uncontested divorces, enforcement of orders in a decree, landlord-tenant actions, and guardianship actions, while maintaining the flexibility under Subsection (2)(e) to expand to other proceedings approved by the board. Providing self-represented parties with timely document notifications and direct links to self-help resources fulfills the statute's goals to lower litigation costs and help the public navigate the court system.

As noted in the attached memorandum to PP&T, the Working Group proactively raised potential policy risks—specifically that litigants without access to technology or a MyCase account could face a procedural disadvantage, or that self-represented parties might improperly rely on automated notifications instead of official court notices. However, the discussion with PP&T ultimately focused on clarifying distinctions regarding electronic service under Rule 5 and exploring possibilities for including motion filings in the notifications.

To support implementation, the MyCase Working Group proposed four clear operational guardrails regarding all notifications:

- All notification messages will be written directly by Self-Help Center attorneys to ensure the language remains completely neutral, accurate, and distinct from legal advice, drawing strictly from information already provided daily via Self-Help email, phone and text chat.
- Notifications will explicitly state: *“This is an automatic message for information only. This is not an official court notice,”* ensuring alerts are not confused with formal legal service or a formal court notice.
- Notifications will not calculate specific deadlines for parties. Messages will only provide general legal timelines or direct users to public self-help webpages to calculate deadlines independently.
- The Self-Help Center is prepared to utilize an internal review process, inviting collaboration with general counsel and clerical staff to audit notification text. Sample notifications are attached to this memorandum for Committee review.

Pursuant to PP&T's recommendation, the MyCase Working Group requests that the Management Committee place Phase 2 of the MyCase Notifications Project on the agenda for the Judicial Council's August meeting. Specifically, we seek authorization for the Working Group to pursue Phase 2 continuation grant funding and move forward with deployment under these operational guardrails. The memorandum provided to PP&T and sample notifications are attached for review.



Administrative Office of the Courts

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

August 3, 2026

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

MEMORANDUM

TO: Policy, Planning & Technology Committee

FROM: Janine Liebert on behalf of the MyCase Working Group

RE: Request for Guidance: MyCase Notifications Project (Phase 2) Policy Considerations

MEMORANDUM

The MyCase Working Group seeks policy guidance regarding Phase 2 of the MyCase Notifications Project. Supported by a prior \$205,000 Utah Bar Foundation grant, Phase 1 built the MyCase notification system, allowing MyCase users to receive automated hearing reminders, view messages, and choose whether to get alerts by text or email, while providing court staff with a dashboard to monitor activity.

Phase 2 expands this functionality by sending automated notifications to registered MyCase users when specific documents are filed in their cases. When a new petition, answer, or court order is filed and entered into CORIS, the court platform instantly checks for active, registered MyCase users associated with that case. If a matching account is found, it logs an alert in the user's MyCase account and sends an email or text to the user, prompting them to check their account. These automated messages contain secure links to view the document directly alongside procedural information on general next steps and self-help resources tailored to the specific case type, such as divorce, eviction, or guardianship actions.

While the notification portal itself is complete, a new round of funding is required to program the platform to recognize these CORIS document triggers. The MyCase Working Group members seek guidance on several key policy areas.

The MyCase Working Group evaluated how to keep Phase 2 strictly within the scope of the Online Court Assistance Act (Utah Code § 78A-2-501). To do so, the system limits automated alerts to the specific civil case types designated by the Legislature: uncontested divorces, enforcement of orders in a decree, landlord-tenant actions, and guardianship actions. By providing self-represented parties with tailored and timely document notifications and links to

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

self-help resources, the system supports the statutory purpose of the Online Court Assistance Program (OCAP) to "minimize the costs of civil litigation" and ensure the "informed use of the courts."

The MyCase Working Group evaluated potential notification variations because alerts are restricted to active MyCase accounts. While automated updates are unavailable to non-users, there is no cost to register for MyCase; furthermore, automating these high-volume alerts systematically reduces the routine burden on clerical staff and the Self-Help Center. Ultimately, the system automates routine work and discovery of legal procedure information for individuals with technology access, allowing staff statewide to provide dedicated, one-on-one assistance to individuals facing language barriers, disabilities, or a lack of computer literacy or Internet access.

The MyCase Working Group also evaluated the risk that if the court automates notifications for specific events, users may rely on the system and fail to independently track their own cases or deadlines. Limiting the system strictly to specific document triggers (such as petitions, answers, and orders) within the case types identified in the Online Court Assistance Program (OCAP) statute sets a clear operational boundary, preventing users from relying on the program to track every routine event or deadline.

The MyCase Working Group proposes the following guardrails for consideration:

- All notification messages will be written directly by Self-Help Center attorneys to ensure the language remains completely neutral, accurate, and distinct from legal advice, drawing strictly from information already provided daily via Self-Help email, phone and text chat.
- Notifications will explicitly state: *"This is an automatic message for information only. This is not an official court notice,"* ensuring alerts are not confused with formal legal service or a formal court notice.
- Notifications will not calculate specific deadlines for parties. Messages will only provide general legal timelines or direct users to public self-help webpages to calculate deadlines independently.
- The Self-Help Center is prepared to utilize an internal review process, inviting collaboration with general counsel and clerical staff to audit notification text. Sample notifications are attached to this memorandum for Committee review.

The Working Group believes these proposed operational guardrails address the core administrative considerations associated with automated notifications. We seek guidance on whether these safeguards sufficiently resolve these policy questions, authorizing the Working Group to pursue Phase 2 funding with a clear path to deployment.

Example Notifications

Template

Each notification follows this template:

1. Subject
2. Body
 - a. What happened
 - b. What this means
 - c. What to do next
 - d. Learn more (link to specific Self Help page, if applicable)
 - e. MyPaperwork (login, if applicable)

Example 1: Papers Need to Be Served in Divorce

Recipient: **Petitioner**

Document filed: Petition (Doc code)

Case types: Divorce

SUBJECT

You must arrange for delivery (service) of your initial documents

BODY

What happened

You filed a Petition in your divorce case case: [case title] [case number]

What this means

This started your divorce case.

What to do next

You must arrange for delivery (formal service) of the following paperwork you filed with the court:

- Summons
- Verified Petition for Divorce
- Doc3
- Doc4
- etc.

You cannot give the paperwork to the defendant yourself.

Learn more

[Learn how to serve papers.](#)

Example 2: Papers Need to Be Served in Parentage cases

Recipient: **Petitioner**

Document filed: Petition

Case types: parentage

SUBJECT

You must arrange for delivery (service) of your initial documents

BODY

What happened

You filed a Petition in your custody (parentage) case case: [case title] [case number]

What this means

This started your custody case.

What to do next

You must arrange for delivery (formal service) of the following paperwork:

- Summons
- Verified Petition for Parentage
- Doc3

- Doc4
- etc.

You cannot give the paperwork to the defendant yourself.

Learn more

[Learn how to serve papers.](#)

Example 3: Papers Need to Be Served in Small claims

Recipient: Petitioner

Document filed: Petition

Case types: Small claims

SUBJECT

You must arrange for delivery (service) of the Affidavit and Summons

BODY

What happened

You filed an Affidavit and Summon in your small claims case: [case title] [case number]

What this means

This started your small claims case.

What to do next

You must arrange for delivery (formal service) within 120 days of the date you filed the **Affidavit and Summons**. You cannot give the **Affidavit and Summons** to the defendant yourself.

Learn more

[Learn how to serve papers.](#)

Example 4: Papers Need to Be Served in an Eviction

Recipient: **Petitioner**

Document filed: Petition (doc code)

Case types: Eviction

SUBJECT

You must arrange for delivery (service) of your initial documents.

BODY

What happened

You filed a Complaint for Unlawful Detainer (Eviction) in your eviction case: [case title]
[case number]

What this means

This started your eviction case.

What to do next

You must arrange for delivery (formal service) of the following paperwork in this order:

- Summons (Eviction Cases)
- Complaint for Unlawful Detainer (eviction)
- Doc3
- Doc4
- etc.

You cannot give the paperwork to the defendant yourself.

Learn more

[Learn how to serve papers.](#)

Example 5: Answer Filed in Divorce

Recipient: **Petitioner**

Document filed: Answer

Case types: Divorce

SUBJECT

An Answer was filed in your divorce case

BODY

What happened

The other party filed an Answer in your divorce: [case title] [case number]

What this means

An Answer tells the court whether the other party agrees or disagrees with parts of the petition.

What to do next

Review the Answer carefully. You do not need to file anything in response to the Answer unless the other party also filed a counterpetition.

Review the divorce roadmap for the next steps in divorce cases.

Learn more

[Divorce roadmap](#)

Example 6: Answer Filed in Custody (parentage)

Recipient: Petitioner

Document filed: Answer

Case types: Parentage

SUBJECT

An answer was filed in your custody case

BODY

What happened

The other party filed an Answer in your custody (parentage) case: [case title] [case number]

What this means

An Answer tells the court whether the other party agrees or disagrees with parts of the petition.

What to do next

Review the Answer carefully. You do not need to file anything in response to the Answer unless the other party also filed a counterpetition.

Review the custody roadmap for the next steps in custody (parentage) cases.

Learn more

[Custody roadmap](#)

Example 7: Counterpetition Filed in a domestic case

Recipient: Non-filing party

Document filed: Counterpetition

Case types: Divorce, Custody

SUBJECT

A Counterpetition was filed in your case

BODY

What happened

The other party filed a Counterpetition in [case title] [case number].

What this means

A counterpetition means the other party is asking the court to make orders in their favor, not just responding to your petition.

What to do next

If you disagree with the counterpetition, you can file an Answer to Counterpetition. Your deadline depends on when you were served.

Learn more

[Calculate your deadline to respond to a Counterpetition](#)

MyPaperwork

You can use MyPaperwork to create an Answer to Counterpetition

[Log in to MyPaperwork](#)

Example 8: Proposed Order (all case types)

Recipient: Non-filing party

Document filed: Proposed order

Case types: all

SUBJECT

A proposed order was filed in your case

BODY

What happened

A proposed order was filed in **[case title]**, **[case number]**.

What this means

The proposed decree contains the terms the parties submitted for the judge's review. Filing the proposed order does not mean the judge has signed it or that the order is final.

What to do next

No action is required unless the court contacts you or asks for more information.

Watch for another notification telling you whether the judge signed the order. The order is not final until the judge signs the order and it is entered by the court.

Example 9: Court Signed an Order (domestic)

Recipient: All parties

Document filed: Order

Case types: Divorce, Parentage

SUBJECT

The court signed an order in your case

BODY

What happened

The judge signed an order in your case: [case title] [case number]

What this means

The order is now an official court order. Everyone named in the order must follow it unless the court changes it.

What to do next

Read the entire order carefully. Check for:

- things you must do or stop doing;
- deadlines or payment requirements;
- scheduled hearings; and
- any other instructions from the court.

Keep a copy of the order for your records.

Example 10: Court Signed an Order

Recipient: All parties

Document filed: Order

Case types: All case types

SUBJECT

The court signed an order

BODY

What happened

The judge signed an order in your case: [case title] [case number]

What this means

A signed order is a court order. You must follow it unless the court changes it.

What to do next

Read the order carefully. Pay attention to any deadlines, hearings, payment requirements, or other instructions.

Example 11: MyPaperwork reminder (Divorce)

Recipient: All parties

Document filed: Petition + 30 days

Case types: Divorce

SUBJECT

Check your next steps in MyPaperwork

BODY

What happened

A Petition for Divorce was filed in your divorce case [case title] [case number]

What this means

There may be additional steps to complete before the court can finalize the divorce. The steps depend on what has happened in the case and whether the parties agree.

What to do next

Return to the MyPaperwork guided interview you used to create your initial documents and answer a few questions about the current status of your case. MyPaperwork can help you identify possible next steps and prepare new documents based on your answers.

You may also need to complete required divorce education classes. Check your class status and review the court's information about divorce requirements.

Learn More

[Learn more about required classes in divorce](#)

MyPaperwork

You can use MyPaperwork to create your final documents

[Log in to MyPaperwork](#)

Example 12: Responding to a Motion

Recipient: Non-filing party

Document filed: Motion (any)

Case types: All

SUBJECT

The other side filed a motion. You can respond.

BODY

What happened

A motion was filed in your case [case title] [case number].

What this means

A motion asks the court to make a decision in your case.

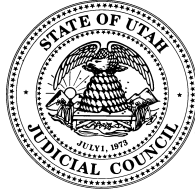
What to do next

There is a deadline to file a response to a motion. If you do not file a response, the court can make a decision without hearing your side.

Learn More

[Learn more about filing a response to a motion](#)

Tab 10



Administrative Office of the Courts

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

August 13, 2026

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

MEMORANDUM

TO: Management Committee / Judicial Council
FROM: Keisa Williams
RE: Rule for Final Approval

Proposed amendments to CJA rule 3-421 are back from a 45-day public comment period. No public comments were received.

CJA 3-421. Working Interdisciplinary Network of Guardianship Stakeholders (WINGS) (Amend)

To provide greater flexibility, community stakeholder members serving on the WINGS committee may be exempt from standard term limits.

The Policy, Planning and Technology Committee recommends that the rule above be adopted as final with a *November 1, 2026 effective date*.

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

Rule 3-421. Working Interdisciplinary Network of Guardianship Stakeholders (WINGS).**Intent:**

To establish a committee of stakeholders from various disciplines to improve the state's guardianship and conservatorship services and processes.

Applicability:

This rule ~~shall apply~~applies to all members of the WINGS committee.

Statement of the Rule:

(1) Objectives. The WINGS committee ~~shall~~will provide leadership to identify the needs in guardianship and conservatorship matters and to secure and coordinate resources to meet those needs.

(2) Responsibilities. The WINGS committee ~~shall~~will:

(2)(A) assess available services, forms, and rules for guardianship and conservatorship and gaps in those services, forms, and rules;

(2)(B) recommend measures to the ~~Judicial~~ Council, the Utah State Bar, and other appropriate institutions for improving guardianship and conservatorship processes;

(2)(C) support policy initiatives for the enhancement of guardianship, conservatorship, and related infrastructure;

(2)(D) identify and develop education and outreach opportunities regarding guardianships, conservatorships, and their alternatives;

(2)(E) provide training and support to those engaging with the guardianship/conservatorship system;

(2)(F) promote high standards for guardians and conservators;

(2)(G) promote collaboration between WINGS committee members and other stakeholders;

(2)(H) regularly evaluate the needs and priorities of the WINGS committee's efforts; and

(2)(I) strive to maintain interdisciplinary representation of members drawn from the organizations, entities, and individuals related to guardianship and conservatorship matters.

(3) **Chair.** The Chair of the WINGS committee ~~shall~~will be a ~~Utah D~~istrict ~~c~~Court judge.

44
45 (4) **Executive Committee.** The WINGS ~~e~~Executive ~~c~~Committee ~~shall~~will consist of the ~~Utah~~
46 WINGS committee chair, the Guardianship Reporting and Monitoring Program
47 ~~(GRAMP)~~GRAMP ~~c~~Coordinator, the Court Visitor Program specialist~~Coordinator~~, a staff
48 attorney from the Administrative Office ~~of the Courts~~, and up to three members of the Utah
49 WINGS committee, as determined by the WINGS committee chair.

50
51 (5) **Community stakeholder termss.** One of the purposes of the WINGS committee is to
52 receive regular input from community stakeholder organizations and individual community
53 representatives who have ongoing and historical knowledge of guardianship and
54 conservatorship matters. ~~→~~ If approved by the WINGS committee chair, community stakeholder
55 ~~organizational~~and individual community representatives appointed to the WINGS committee in
56 accordance with Rule 1-205 are ~~(Rule 1-205(1)(B)(xv)(b)) will be designated by their~~
57 ~~organizations and~~ not subject to the term limits at established in that rule. ~~ions of Rule 1-~~
58 ~~205(3)(B).~~

59
60 *Effective: ~~November 1, 2022~~November 1, 2026*

Tab 11

MEMORANDUM

TO: The Judicial Council

FROM: Debt Collection and Housing Action Division Steering Committee

RE: One-time exception to UCJA Rule 3-201

The SB270, Debt Collection and Housing Division steering committee is requesting a one-time exception to Rule [3-201](#) under Rule [2-209](#).

Background

During the 2026 legislative session the legislature passed [SB270](#) – State Court Amendments, which establishes the Debt Collection and Housing Action Division (Division) of the District Courts. Earlier this summer, the Judicial Council formed a Steering Committee to organize and assemble the Division.

The legislature allocated funds for two commissioner positions and associated staff to help process debt collection and housing actions statewide. On July 27, 2026, pursuant to UCJA 3-201(2)(A), the Council approved hiring these two commissioners to serve all districts statewide. , Because the Division Commissioners will serve all eight judicial districts, Rule [3-201](#) requires presiding judges from each district, or their designee, to participate on the Commissioner Nominating Committee; the Rule states:

the presiding judge(s) of the district(s) the commissioner will serve, will form a committee for the purpose of nominating candidates. The committee will consist of the presiding judge(s) or designee(s) from each ... judicial district that the commissioner will serve, three lawyers, and two members of the public. Committee members will be appointed by the presiding judge(s) of the district court of each judicial district.

To simplify the appointment process for commissioners that will serve all eight judicial districts, the Steering Committee, and the Council's PP&T Committee, are working on new rules for the nomination and supervision of statewide commissioners. However, the new rules will not be finalized before the nomination process begins.

The Steering Committee discussed the nomination process under existing Rule 3-201, and recommended each presiding judge could designate the Chair of the Board of District Court Judges as their designee for the two new statewide commissioners. Thus, the issue was not brought to the Council's attention at the July meeting. Since then, AOC Counsel has advised they interpret the Rule as requiring individuals from each of the eight districts to be on the Commissioner Nominating Committee, and that the process approved by the Steering Committee would violate the Rule.

Therefore, AOC counsel recommended the Steering Committee request the Council approve a one-time exception under UCJA Rule 2-209.

Request

Consistent with AOC Counsel's recommendation, until rule changes are formally adopted, the steering committee is asking the Judicial Council for a one-time exception to the current UCJA Rule [3-201](#) under Rule [2-209](#).

The one-time exception removes the recruitment, nomination, and supervisory responsibilities from the eight presiding judges and places the responsibility with the Board of District Court Judges by:

- Authorizing the Chair of the Board of District Court Judges, or a designee, to form a nominating committee and to select a chair of the committee.
- Increasing the number of judges on the nominating committee from one to three.
- Directing the committee chair to present names applications, and the results of background investigations of the nominees to the Board of District Court Judges.
- Directing the Board of District Court Judges to select one of the nominees.
- Directing the Board Chair, or designee, to present the selected nominee to the Management Committee to vote on the selection.
- Allowing the BDCJ the ability to select another nominee if the Management Committee does not concur.
- Giving the Chair of the Board of District Court Judge the responsibility to provide general supervision, including performance reviews and necessary corrective action, until rule amendments are finalized.

The attached redline version of Rule 3-201 reflects the recommended one-time exceptions.

Rule 3-201. Court Commissioners.

Effective: 11/1/2025 (One-time exception presented to the Judicial Council – 08/21/2026)

Intent:

To define the role of court commissioner.

To establish a term of office for court commissioners.

To establish uniform administrative policies governing the qualifications, appointment, supervision, discipline and removal of court commissioners.

To establish uniform administrative policies governing the salaries, benefits and privileges of the office of court commissioner.

Applicability:

This rule applies to all trial courts of record.

Statement of the Rule:

(1) **Definition.** Court commissioners are quasi judicial officers established by the Utah Code.

(2) Qualifications.

(2)(A) Court commissioners must be at least 25 years of age, United States citizens, Utah residents for three years preceding appointment and residents of Utah while serving as commissioners. A court commissioner will reside in a judicial district the commissioner serves.

(2)(B) Court commissioners must be admitted to practice law in Utah and exhibit good character. Court commissioners must possess ability and experience in the areas of law in which the court commissioner serves.

(2)(C) Court commissioners will serve full time and will comply with Utah Code Section 78A 2 221.

(3) Appointment - Oath of office.

(3)(A) Selection of court commissioners will be based solely upon consideration of fitness for office.

(3)(B) When a vacancy occurs or is about to occur in the office of a court commissioner, the Council will determine whether to fill the vacancy. The Council may determine that the court commissioner will serve more than one judicial district.

(3)(C) After the determination required by paragraph (3)(B), ~~the chair of the Board of District Court Judges ("Board"), or designee, presiding judge(s) of the district(s) the commissioner will serve,~~ will form a committee for the purpose of nominating candidates. The committee will consist of ~~three district court judges, presiding judge(s) or designee(s) from each court level and judicial district that the commissioner will serve~~ three lawyers, and two members of the public. Committee members will be appointed by the ~~Board chair or designee, presiding judge(s) of the district court of each judicial district. The Board chair, or designee, presiding judge(s)~~ will designate a chair of the committee. All members of the committee will reside in ~~Utah the judicial district(s).~~ All members of the committee will be voting members. A quorum of one half the committee members is necessary for the committee to act. The committee will act by the concurrence of a majority of the members voting. When voting upon the qualifications of a candidate, the committee will follow the procedures established in the commissioner nominating manual.

(3)(D) No member of the committee may vote upon the qualifications of any candidate who is the spouse of that committee member or is related to that committee member within the third degree of relationship. No member of the committee may vote upon the qualifications of a candidate who is associated with that committee member in the practice of law. The committee member will declare to the committee any other potential conflict of interest between that member and any candidate as soon as the member becomes aware of the potential conflict of interest. The committee will determine whether the potential conflict of interest will preclude the member from voting upon the qualifications of any candidate. The committee will record all declarations of potential conflicts of interest and the decision of the committee upon the issue.

(3)(E) The administrative office of the courts will advertise for qualified applicants and will remove from consideration those applicants who do not meet minimum qualifications of age, citizenship, residency, and admission to the practice of law. The administrative office of the courts will develop uniform guidelines for the application process for court commissioners.

(3)(F) The nominating committee will review the applications of qualified applicants and may investigate the qualifications of applicants to its satisfaction. The committee will interview selected applicants and select the three best qualified candidates. All voting will be by confidential ballot. The committee will receive public comment on those candidates as provided in paragraph (4). Any candidate may be reconsidered upon

motion by a committee member and upon agreement by a majority of nominating committee members.

(3)(G) When the public comment period as provided in paragraph (4) has closed, the comments will be given to the nominating committee. If any comments would negatively affect the committee's decision on whether to recommend a candidate, the candidate will be given all comments with the commenters' names redacted and an opportunity to respond to the comments. If the committee decides not to recommend a candidate based on the comments, the committee will select another candidate from the interviewed applicants and again receive public comment on the candidates as provided in paragraph (4).

(3)(H) The chair of the nominating committee will present the names, applications, and the results of background investigations of the nominees to the Board ~~judges of the courts the court commissioner will serve~~. The committee may indicate its order of preference.

(3)(I) The Board ~~will judges of each court level the court commissioner will serve will together~~ select one of the nominees by a concurrence of a majority of judges voting. ~~If the commissioner will serve more than one judicial district, the concurrence of a majority of judges in each district is necessary for selection.~~

(3)(J) The Board chair, or designee, ~~presiding judge of the district the court commissioner will primarily serve~~ will present the name of the selected candidate to the Management Committee. The selection will be final upon the concurrence of two-thirds of the members of the Management Committee. The Management Committee will vote upon the selection within 45 days of the selection or the concurrence of the Management Committee will be deemed granted.

(3)(K) If the Management Committee does not concur in the selection, the Board ~~judges of the district~~ may select another of the nominees or a new nominating process will be commenced.

(3)(L) The appointment will be effective upon the court commissioner taking and subscribing to the oath of office required by the Utah Constitution and taking any other steps necessary to qualify for office. The court commissioner will qualify for office within 45 days after the concurrence by the Management Committee.

(4) Public comment for appointment and retention.

(4)(A) Final candidates for appointment and court commissioners who are up for retention will be subject to public comment.

(4)(B) For final candidates, the nominating committee will be responsible for giving notice of the public comment period.

(4)(C) For court commissioners, the district in which the commissioner serves will be responsible for giving notice of the public comment period.

(4)(D) The nominating committee or district in which the commissioner serves will:

(4)(D)(i) email notice to each active member of the Utah State Bar including the names of the nominees or court commissioner with instructions on how to submit comments;

(4)(D)(ii) issue a press release and other public notices listing the names of the nominees or court commissioner with instructions on how to submit comments; and

(4)(D)(iii) allow at least 10 days for public comment.

(4)(E) Individuals who comment on the nominees or commissioners should be encouraged, but not required, to provide their names and contact information.

(4)(F) The comments are classified as protected court records and will not be made available to the public.

(5) **Term of office.** The court commissioner will be appointed until December 31 of the third year following concurrence by the Council. At the conclusion of the first term of office and each subsequent term, the court commissioner will be retained for a term of four years unless the judges of the courts the commissioner serves vote not to retain the commissioner in accordance with paragraph (8)(B) or unless the Judicial Council does not certify the commissioner for retention under rule 3-111. The term of office of court commissioners holding office on April 1, 2011 will end December 31 of the year in which their term would have ended under the former rule.

(6) **Court commissioner performance review.**

(6)(A) **Performance evaluations and performance plans.** The Board chair, or their designee, presiding judge of each district and court level the commissioner serves will prepare an evaluation of the commissioner's performance and a performance plan in accordance with Rule 3-111. Court commissioners will comply with the program for judicial performance evaluation, including expectations set forth in a performance plan.

(6)(B) **Public comment period results.** When the public comment period for a commissioner provided in paragraph (4) closes, the comments will be given to and reviewed by the Board chair, or their designee, presiding judge of each district and court level the commissioner serves. If there are any negative comments, the negative

comments will be provided to the commissioner with the commenters' names redacted and the commissioner will be given an opportunity to respond to the comments.

(7) Corrective action or removal during a commissioner's term.

(7)(A) Corrective action.

(7)(A)(i) The Council may take corrective actions as the result of a complaint filed under rule 3-201.02.

(7)(A)(ii) If the commissioner's performance is not satisfactory, corrective actions may be taken in accordance with paragraph (7)(A)(iii) by the Board chair, or their designee, ~~presiding judge, or presiding judges if the commissioner serves multiple districts or court levels~~, with the concurrence of a majority of the Board judges in either district or court level the commissioner serves.

(7)(A)(iii) Corrective actions may include but are not limited to private or public censure, restrictions in case assignments with corresponding reduction in salary, mandatory remedial education, suspension without pay for a period not to exceed 60 days, and removal under (7)(B)(i)(c).

(7)(B) Removal.

(7)(B)(i) **Removal by Judicial Council.** During a commissioner's term, the court commissioner may be removed by the Council:

(7)(B)(i)(a) as part of a reduction in force;

(7)(B)(i)(b) for failure to meet the evaluation requirements; or

(7)(B)(i)(c) as the result of a complaint filed under rule 3-201.02 upon the concurrence of two-thirds of the Council.

(7)(B)(ii) Removal by District or Court Level.

(7)(B)(ii)(a) During a commissioner's term, if the commissioner's performance is not satisfactory, the commissioner may be removed by the Board chair, or their designee ~~presiding judge, or presiding judges if the commissioner serves multiple districts or court levels~~, only with the concurrence of a majority of the Board, ~~in each district or court level the commissioner serves~~.

~~(7)(B)(ii)(b) If the commissioner serves multiple districts or court levels and one district or court level contests a commissioner removal decision made by the other district or court level, the Management Committee will review the decision, with final determination by the Judicial Council.~~

(7)(C) **Review of District or Court Level Decisions.** If the commissioner disagrees with the Board chair's, or their designee, decision ~~a district or court level's decision~~ to remove the commissioner or take corrective actions, the commissioner may request a review of the decision by the Management Committee of the Council.

(8) Retention.

(8)(A) The Council shall review materials on the commissioner's performance prior to the end of the commissioner's term of office and the Council will vote on whether the commissioner is eligible to be retained for another term in accordance with rule 3-111.

(8)(B) At the end of a commissioner's term, the judges of each district and court level the commissioner serves may vote not to retain the commissioner for another term of office. The decision not to retain is without cause and will be by the concurrence of a majority of the judges in each district and court level the commissioner serves. A decision not to retain a commissioner under this paragraph will be communicated to the commissioner within a reasonable time after the decision is made, and not less than 60 days prior to the end of the commissioner's term.

(9) Salaries and benefits.

(9)(A) The Council will annually establish the salary of court commissioners. In determining the salary of the court commissioners, the Council will consider the effect of any salary increase for judges authorized by the Legislature and other relevant factors. Except as provided in paragraph (6), the salary of a commissioner will not be reduced during the commissioner's tenure.

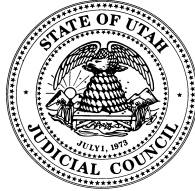
(9)(B) Court commissioners will receive annual leave of 20 days per calendar year and the same sick leave benefits as judges of the courts of record. Annual leave not used at the end of the calendar year will not accrue to the following year. A commissioner hired part way through the year will receive annual leave on a prorated basis. Court commissioners will receive the same retirement benefits as non-judicial officers employed in the judicial branch.

(10) Support services.

(10)(A) Court commissioners will be provided with support personnel, equipment, and supplies necessary to carry out the duties of the office as determined by the presiding judge.

(10)(B) Court commissioners are responsible for requesting necessary support services from the presiding judge.

Tab 12



Administrative Office of the Courts

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

August 13, 2026

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

MEMORANDUM

TO: Management Committee / Judicial Council
FROM: Keisa Williams
RE: Rule for Public Comment

The Policy, Planning, and Technology Committee (PP&T) recommends that CJA rule 4-405 be approved for a 45-day public comment period.

CJA 4-405. Juror and Witness Fees and Expenses (AMEND)

The proposed amendments remove the requirement that a court order is necessary to provide juror refreshments and make non-substantive formatting changes.

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

Rule 4-405. Juror and ~~w~~Witness ~~f~~Fees and ~~e~~Expenses.**Intent:**

To develop ~~a~~-uniform proceduress for payment of juror and witness expenses.

Applicability:

This rule ~~shall apply~~applies to juvenile and district courts. ~~all trial courts of record~~.

Statement of the Rule:**(1) Fees.**

(1)(A) The ~~C~~ecourts ~~shall~~will pay the fee established by statute for all jurors, ~~of the courts of record. The courts shall~~will pay the fee established by statute for witnesses subpoenaed by the prosecutor or by an indigent defendant in criminal cases, ~~in the courts of record and in~~ actions in ~~the~~ juvenile court. The ~~C~~ecourts ~~shall~~will not pay ~~no~~ a fee to a witness appearing for a hearing that was canceled or postponed with at least 24 hours' notice to the parties, excluding Saturdays, Sundays, and holidays. The parties ~~shall~~will notify witnesses when a hearing is canceled or postponed. Upon request, a civil witness's necessary and reasonable parking expenses ~~shall~~will be reimbursed by the attorney who issued the subpoena.

(1)(B) ~~A~~-"Subsequent day of attendance"in Utah Code section 78B-1-119 means-~~shall be:~~

(1)(B)(i) for a witness, attendance on a subsequent day of the hearing regardless of whether the hearing is continued to a contiguous business day, but only if the hearing was actually called on the first day; and

(1)(B)(ii) for a juror, attendance on a subsequent day during the juror's term of availability, as defined in Rule 4-404~~(2)(B)~~, regardless of whether attendance is for the same trial.

(1)(C) A witness requesting payment ~~shall~~must present a subpoena ~~on which appears~~bearing the certification of the attorney general, county attorney, district attorney or legal defender of the number of days the witness attended court, ~~as defined in subsection (1)(B).~~

(2) Mileage. The ~~C~~ecourts ~~shall~~will reimburse the cost of travel at the rate established by statute for those jurors and witnesses to whom the ~~C~~ecourt pays a fee. A witness in a criminal case or juvenile court case traveling from out of state to whom the ~~C~~ecourt pays a witness fee ~~shall~~will be reimbursed the cost of round-trip airfare or round-trip travel at \$.20 per mile, as determined by the ~~C~~ecourt.

(3) **Meals and refreshments.**

(3)(A) The Court ~~Meals for jurors shall~~ will provide meals for jurors ~~be provided~~ if the case has been submitted to the jury and the jury is in the process of deliberating the verdict or if the jury is sequestered. A lunch meal may be provided to jurors impaneled to try a case if it is anticipated that the matter will not be concluded by 2:00 p.m. on the final day of trial and the trial judge finds that provision of a lunch meal will assist in expediting the conclusion of the trial.

(3)(B) A witness in a criminal case or a juvenile court case traveling from outside the county to whom the Court pays a witness fee may be reimbursed for meals.

(3)(C) Payment for meals for jurors and eligible in-state witnesses ~~shall~~ must not exceed the rates ~~adopted by the Department of Administrative Services~~ found on the U.S. General Services Administration website for the city in which the meal was provided.

(3)(D) Refreshments may be provided to a jury during the course of trial, ~~upon order of the judge.~~ Payment for refreshments ~~shall~~ must not exceed the per diem per day break rates found in Section 07-03.00 of the Accounting Manual ~~State Department of Finance per diem rate per person per day.~~

(4) **Lodging.** The Court will pay for jurors' ~~Lodging for jurors shall~~ will be paid if the judge orders the jury sequestered, if the juror must travel more than 100 miles one-way from the juror's residence to the courthouse and the judge orders that lodging be paid, or if the judge orders that lodging be paid due to inclement weather. A witness in a criminal case or juvenile court case to whom the court pays a witness fee traveling from outside the county ~~shall~~ will be provided lodging only upon a determination by the Trial Court ~~E~~xecutive that returning to the point of origin on the date in question places a hardship upon the witness or that the reimbursement for travel for repeat appearances is greater than the cost of lodging. Unless unavailable, lodging costs ~~shall~~ must not exceed the rates found on the U.S. General Services Administration website for the city in which the lodging was provided ~~adopted by the Department of Administrative Services.~~

(5) **Method and record of payment.**

(5)(A) The Court will ~~payment of~~ juror and witness fees and mileage ~~shall be~~ by check made payable to the individual, or ~~the court~~ may reimburse the county or municipal government for the payment of the fee or mileage allowance.

(5)(B) The Court ~~shall~~ will pay eligible juror expenses ~~of jurors~~ directly to the vendor. Jurors ~~shall~~ will not be required to incur the expense and seek reimbursement. The Court may pay ~~the~~ eligible witness expenses ~~of witnesses~~ directly to the vendor or may reimburse the witness or the county or municipal government for the expense.

(5)(C) **Jurors.** Jurors must present a summons for payment for the first day of service. If a juror does not present a summons, the ~~clerk-Court~~ may certify that the juror was summoned. The ~~Court clerk-shall~~must file the summons and ~~shall~~ record the attendance of jurors for payment, including subsequent days of service.

(5)(D) **Witnesses in criminal cases and juvenile court cases.** Witnesses in criminal cases and juvenile court cases must present a subpoena for payment. If the subpoena is issued on behalf of an indigent defendant, it ~~shall~~must bear the certificate of defense counsel that the witness has appeared on behalf of the defendant at state expense, regardless of the number of days for which the witness is eligible for payment. If the subpoena is issued on behalf of the prosecution, the prosecutor ~~shall~~must certify the number of days and the number of miles for which the witness is eligible for payment. The ~~clerk-Court~~shall must file the subpoena and record of attendance. If a witness does not present a subpoena, the ~~clerk-Court~~ may record the witness' attendance and mailing address that is certified by the prosecutor or defense counsel.

(5)(E) The ~~Court Clerk-of-the-court~~, or designee, ~~shall~~must enter the payment due the witness in the ~~sState aAccounting sSystem (FINET)~~ within 10 business days after receipt of certification.

(5)(F) The ~~Court Clerk-of-the-court~~, or designee, ~~shall~~must enter the payment due the juror into the ~~jJury mManagement sSystem~~ within 10 business days from the last court date served.

(5)(G) The ~~Court Clerk of-court-shall~~must maintain both a list of undeliverable juror and witness checks and the checks. State Finance reports all state-~~dated~~ checks to the Unclaimed Property Division and the ~~Ce~~ourt destroys the checks.

(6) **Audit of records.** The Administrative Office ~~of the Courts~~-audit program ~~shall~~must include an audit of juror and witness payments within the scope of their regularly scheduled audits.

Effective: ~~May 1, 2019~~November 1, 2026