

**JUDICIAL COUNCIL
MEETING AGENDA**

September 21, 2026

Hybrid Meeting (in person and Webex)

Matheson Courthouse – Council Room

450 S State Street, Salt Lake City, UT 84111

Associate Chief Justice Jill Pohlman, Presiding

1. 9:00 a.m. Welcome & Approval of Minutes.....Associate Chief Justice Jill Pohlman
(TAB 1 - Action)
2. 9:05 a.m. Chair’s Report.....Associate Chief Justice Jill Pohlman
(Information)
3. 9:10 a.m. State Court Administrator’s Report.....Ron Gordon
(Information)
4. 9:20 a.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 2 - Information)
5. 9:30 a.m. Budget and Grants.....Karl Sweeney
(TAB 3 - Action) Alisha Johnson
6. 9:45 a.m. Committee on Self-Represented Parties Report.....Judge Rich Mrazik
(Information) Janine Liebert
7. 10:00 a.m. Status Update-Statewide Drug Testing Services.....Cris Seabury
(TAB 4 - Action) Katy Erickson
8. 10:10 a.m. Board of Appellate Court Judges Report.....Judge Michele Christiansen Forster
(Information) Nick Stiles
9. 10:30 a.m. HR Policy Amendments.....Bart Olsen
(TAB 5 - Action)
- 10:45 a.m. **Break**
10. 10:55 a.m. Request to Expand Territorial Jurisdiction.....Jim Peters
(TAB 6 - Action)

11. 11:05 a.m. Rules for Final Approval.....Keisa Williams
(TAB 7 - Action)
12. 11:10 a.m. Old Business / New Business.....All
(Discussion)
13. 11:20 a.m. Consent Calendar.....Associate Chief Justice Jill Pohlman
(Action)
14. 11:25 a.m. Executive Session.....All
(Action)
15. 12:15 p.m. Adjourn.....Associate Chief Justice Jill Pohlman

Consent Calendar

1. Rules for Public Comment
(TAB 8)
2. Forms
(TAB 9)
3. Committee on Fairness and Accountability Appointments
(TAB 10)
4. Language Access Committee Appointments
(TAB 11)
5. MUJI (Civil) Reappointment Request
(TAB 12)

Tab 1

**JUDICIAL COUNCIL MEETING
Minutes**

August 21, 2026
Hybrid Meeting (in person and Webex)

**Matheson Courthouse – Large Conference Room A
450 S State Street, Salt Lake City, UT 84111**

Honorable Associate Chief Justice Jill Pohlman presiding

Members:

Chief Justice Matthew B.
Durrant
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. Christine Johnson
Hon. Chris Bown
Hon. Brendan McCullagh
Hon. Jon Carpenter
Hon. Angela Fannesbeck
Kristin K. Woods

AOC Staff:

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

Excused:

Hon. Michael DiReda
Hon. Amber Mettler
Brody Arishita

Presenters:

Dr. Robbi Foxxe
Gary Syphus
Hon. Ryan Peters
Mikelle Ostler
Tucker Samuelson
Karl Seeney
Alisha Johnson
Mary-Margaret Pingree
Madison Klein
Janine Liebert
Jonathan Mark

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 July 27, 2026, meeting minutes. None were raised.

Motion: Judge Rita Cornish moved to approve the July 27, 2026, minutes. Judge David Mortensen seconded the motion, and it passed unanimously.

2. FY 2027 ANNUAL BUDGET PLANNING OVERVIEW (Ron Gordon)

Ron Gordon provided an overview of the budget process and recognized the finance team for their work in preparing for the annual budget meeting. He explained that all requests had been ranked by the Juvenile, District, and Appellate Boards of Judges, as well as the Budget and Fiscal Management Committee (BFMC). The Judicial Council will determine which requests to adopt as priorities for the Judiciary and advance to the Legislature. The prioritized requests will be presented during the 2027

legislative session, with funding effective July 1, 2027 (FY 2028), if approved.

Utah Economic Outlook (Dr. Robbi Foxxe)

Dr. Robbi Foxxe presented an overview of Utah's economic and demographic outlook. She reported slowing population growth, declining fertility rates, an aging population, and changing labor-force participation. Utah continues to compare favorably with national economic indicators, including job growth and economic diversity, but recent trends reflect slower growth and greater household financial pressure.

Dr. Foxxe discussed lower household savings, elevated credit-card delinquency rates, modest increases in unemployment, continued inflation concerns, and the likelihood that interest rates will remain elevated in the near term. She also highlighted housing affordability as a significant challenge, particularly for new homebuyers and employers seeking to recruit workers to Utah. The baseline economic outlook was characterized as continued low growth rather than recession, with Utah remaining comparatively well positioned because of its diverse economy, educated workforce, and other structural strengths.

Legislature's Approach to FY 2028 Budget (Gary Syphus)

Gary Syphus, Legislative Fiscal Analyst, provided an overview of the State budget, the appropriations process, and factors that influence legislative funding decisions. He explained the distinction between discretionary and restricted funding sources and described the competition among agencies and programs for available ongoing and one-time revenue.

Mr. Syphus reviewed the prior session's budget reductions and reallocations, noting that legislative analysts had been directed to identify options totaling five percent of agency budgets. Statewide reductions and reallocations were used to address other priorities and mandatory costs. He also discussed significant statewide pressures, including Medicaid, wildfire costs, public education, employee compensation, infrastructure, housing, and other legislative priorities.

The Judiciary's current budget was described as approximately \$252 million, primarily from the General Fund. Mr. Syphus noted that the courts received significant appropriations during the prior session, including funding for new judicial officers and judicial transparency initiatives, while also experiencing reductions and funding shifts.

Mr. Syphus discussed factors that may be considered when evaluating funding requests, including existing appropriations, implementation progress, outcomes, and operational impacts. He emphasized the importance of framing requests in terms of the effect on the public and constituents, including what a proposed investment would accomplish and the practical consequences if funding is not provided. Mr. Syphus complimented the Judiciary's fiscal-note process and encouraged continued use of clear and concise information about operational impacts. Council members noted the importance of explaining how policy and funding decisions may affect court users, staffing, case processing, and judicial workload.

FY 2026 Filings and Disposition Count (Tucker Samuelsen)

Tucker Samuelsen, Director of Data and Research, presented annual case-filing and workload trends and demonstrated the court statistics dashboard. He reported substantial increases in appellate filings following the pandemic, with Utah's growth exceeding the national trend. Justice Court filings

were generally stable, with traffic and small-claims filings returning near pre-pandemic levels. Juvenile Court data reflected increases in selected delinquency and child-welfare filings, including geographically concentrated increases in misdemeanor filings. The Business and Chancery Court has now been operating long enough to begin developing a workload history and staff anticipate incorporating the court into the next District Court weighted-caseload study.

District Court trends reflected continued high civil workloads. Eviction filings remained near historically high levels, tort filings again reached record levels, and debt-collection filings continued to increase. Search warrants and other high-volume work also remain significant. Mr. Samuelson led a discussion regarding limitations of the current weighted-caseload methodology, including the challenges of capturing case complexity, self-represented litigation, settlement conferences, after-hours work, and the distinction between time currently spent on judicial work and the time reasonably needed to perform that work. Council members asked staff to consider whether future workload studies could include both quantitative data and narrative or qualitative information reflecting practical courtroom realities.

Introduction to Budget Requests Prioritization Process (Karl Sweeney and Ron Gordon)

Karl Sweeney reviewed historical budget request trends. Mr. Gordon noted that Judiciary employees recognize and appreciate the Council's increased focus on employee compensation in recent years. He emphasized that compensation had not been adequately addressed for many years, creating a gap that is difficult to resolve in a single budget cycle. He further noted that inflation and rising living costs continue to significantly affect employees, contributing to some employees seeking secondary employment or considering leaving the Judiciary.

Ron Gordon noted that the Council has directed substantial discretionary resources to employee compensation in recent years and requested flexibility to continue pursuing compensation funding even if not all requested judicial positions are funded. Council members recognized the seriousness of the Judiciary's ongoing recruitment and retention challenges and the importance of continuing to address employee compensation. They also agreed that flexibility in pursuing the Judiciary's budget priorities will be important.

FY2027 Legislative Budget Requests (BFMC – Recommended Priority Order)

Juvenile Court Judicial Officers and Support Staff- \$1,870,00 ongoing

This request focused on additional judicial resources in the Third and Fourth Districts. Judge Susan Eisenman emphasized sustained caseload growth, increasing complexity in child-welfare and delinquency matters, statutory permanency timelines, and the need for timely intervention in juvenile cases. Judge Eisenman additionally noted that the affected districts have operated above capacity for several years and that delayed hearings can negatively affect permanency, reunification, accountability, and recidivism outcomes.

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

District Court Judicial Officers- \$9,502,800 ongoing; \$1,348,900 one-time

This request included ongoing funding for additional judges and support staff to address existing weighted-caseload needs, as well as two additional Third District judges to address the anticipated transfer of Justice Court workload. One-time funding was also requested for courtroom build-out needs associated with additional judicial officers. The Council discussed how impending Justice Court closures could substantially increase Third District workload and the importance of addressing both existing workload and new legislatively driven workload.

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

Core Courthouse Workforce- Recruit and Retain \$5,563.00 ongoing

The Core Courthouse Workforce request focused on recruitment and retention challenges among judicial assistants, probation officers, and other court staff. Shane Bahr reported a continuing decline in average Judicial Assistant tenure and significant numbers of newer employees. The Council discussed the effect of compensation, workload, training costs, turnover, and competition with other employers and state agencies.

Ron Gordon emphasized that the Council has directed substantial discretionary resources to employee compensation in recent years and requested flexibility to continue pursuing compensation funding, even if not all requested judicial positions are funded. Council members recognized the seriousness of employee compensation concerns.

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

Prioritization of FY 2028 Legislative Budget Requests (Karl Sweeney and Alisha Johnson)

The Budget and Fiscal Management Committee's (BFMC) recommendation was presented as a starting point for Council discussion and possible adjustment.

The Council discussed whether judicial-officer requests should be combined or ranked separately, how to account for Justice Court workload transferring to District Court, and how to communicate priorities while preserving flexibility in legislative negotiations. The Council also discussed the importance of describing budget needs in terms of their impact on court users, including delayed trials, delayed family-law decisions, child-welfare timelines, and access to court services.

Motion: Judge Suchada Bazzelle moved to adopt the funding priorities as recommended by the BFMC and authorize Ron Gordon to exercise discretion in legislative negotiations as needed. Justice Paige Petersen seconded the motion, which passed unanimously.

Judicial Council Funding Priorities:

- 1) Juvenile Court Judicial Officers and Support Staff
- 2) District Court Judicial Officers and Support Staff
- 3) Core Courthouse Workforce Recruiting and Retention

3. RECOGNITION OF CHIEF JUSTICE MATTHEW DURRANT (Associate Chief Justice Jill Pohlman)

Chief Justice Matthew Durrant expressed his gratitude to the Council, judicial leaders, and administrative staff for their support during his recent illness and throughout his tenure. He expressed confidence in Justice Paige Petersen and Justice Jill Pohlman, the Council, and the Administrative Office of the Courts, and reflected on the importance of integrity, reasoned discourse, judicial independence, and public service.

Justices Pohlman and Petersen thanked Chief Justice Durrant for his leadership and service to the Utah judiciary. The Council recognized his 29 years of judicial service, including 26 years on the Utah Supreme Court and 14 years as Chief Justice and chair of the Judicial Council. An award honoring his exceptional leadership and dedicated service as chair of the Utah Judicial Council from 2012 through 2026 was presented and will be delivered to him.

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

Chief Justice Jill Pohlman reported that she had no updates at this time.

5. STATE COURT ADMINISTRATOR REPORT (Ron Gordon)

Ron Gordon reported that he had no updates at this time.

6. COMMITTEE REPORTS

Management Committee: Nothing to report.

Budget & Fiscal Management Committee: Nothing to report.

Liaison Committee: Judge Brendan McCullagh reported the work of the committee was discussed earlier in the meeting.

Policy, Planning, and Technology Committee: Nothing to report.

Bar Commission: Ms. Katie Woods reported that the Fall Forum will be held November 19-20, 2026, at the Little America Hotel. She noted that the Utah State Bar's dues increase has been implemented without significant issues and that the summer convention was successful. Judge Gardner and Justice Durrant received awards during the convention. The 2027 Spring Bar Convention in St. George is scheduled for March 10-12, 2027. Ms. Woods noted that the Bar always appreciates the participation of judges and Judicial Council members in the convention.

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

Alisha Johnson presented the financial reports.

FY 2026 Ongoing Turnover Savings- 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)

FY 2027 Carryforward and Ongoing Requests

Ongoing Turnover Savings carried over from FY 2025	One Time	Ongoing
Forecasted YE Ongoing Turnover Savings from FY 2026		\$ 138,582
Unused Ongoing Investing in Our People Comp Track Increase, FY 2026		\$ 1,253,772
Subtotal		\$ 126,705
		\$ 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

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

FY 2027 Onetime Turnover Savings Period 1- Estimated for FY 2027

#	Funding Type	Actual Amount
1	One Time Turnover Savings (no data yet)	-
2	Est. One Time Savings for remaining pay hours (2088 @ \$600 / pay hour)	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 Amount	Judicial Council Approved Amount
Description	Funding Type	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			
Operational Savings From TCE / AOC Budgets - estimate of \$62,500 per period	Internal Operating Savings	750,000			
Legislative 1x Budget Cut - 2026 General Session	Legislative Action	(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	FY 2028 Carryforward	(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.		(267,610)			

Updated 08/12/2026

Last reported expected carryforward: N/A

8. JPEC REPORT (Mary-Margaret Pingree and Madison Klein)

Mary-Margaret Pingree, the Executive Director of the Judicial Performance Evaluation Commission (JPEC) requested Council feedback regarding the study required by SB 233 on whether reversals for abuse of discretion should be included as a judicial performance metric. JPEC reviewed appellate decisions from the applicable retention period and found relatively few abuse-of-discretion reversals, with the reversals broadly distributed among judges rather than concentrated among a small number of judicial officers.

Council members expressed concern that the phrase “abuse of discretion” encompasses a wide range of appellate outcomes and may not reliably measure judicial performance. They noted that reversals may result from insufficient findings, changes in law, differing legal interpretations, or other circumstances that may not be readily apparent to voters. The Council also questioned how a meaningful performance benchmark could be established and generally expressed concern that the proposed metric could be misleading without substantial context.

Madison Klein of JPEC demonstrated the Commission’s updated public website. The revised format places more information on top-level pages, highlights the primary survey categories, provides cumulative information for easier comparison, and uses a more concise narrative format. Council members were invited to provide feedback.

9. MYCASE NOTIFICATION PROJECT (PHASE 2) AND UTAH BAR FOUNDATION GRANT (Janine Liebert, Jonathan Mark and Jordan Murray)

Janine Liebert, Director of the Self-Help Center and Utah State Law Library, introduced Jonathan Mark, MyPaperwork Program Administrator. Ms. Liebert explained that Phase One of the project, funded through a Utah Bar Foundation grant, established the notification platform, including automated hearing reminders by text and email and a tracking dashboard. Phase Two would expand MyCase automated notifications so users could receive informational text or email notices when specified documents are filed. The concept would build on hearing reminders developed in phase one and would link users to existing Self-Help Center information. The Policy, Planning and Technology committee reviewed the proposal and asked that concerns regarding user reliance, unequal access, official notice, and the distinction between legal information and advocacy be addressed.

Council members supported the goal of improving notice to self-represented litigants but expressed concern that document-specific guidance could be perceived as advocacy or could create reliance on selective notifications. The Council discussed a more limited notification approach and emphasized that any substantive notification language should remain neutral and within the courts' role of providing legal information rather than legal advice.

Jordan Murray requested authorization to submit a Phase Two grant application to the Utah Bar Foundation. The initial grant provided \$205,000 and supported seven projects involving MyCase, MyPaperwork, and the forms engine. The proposed continuation would pursue remaining priorities and related projects identified during Phase One.

Motion: Judge Michael Leavitt moved to authorize the MyCase Working Group to pursue grant funding for Phase Two, with the requirement that the Working Group return to the Judicial Council for further review and approval before implementation. Judge Cornish seconded the motion, and it passed unanimously.

10. ELECTED OFFICIAL AND JUDICIAL COMPENSATION COMMISSION (EOCJ) UPDATE (Michael Drechsel)

Michael Drechsel summarized the role of the Elected Official and Judicial Compensation Commission (EOCJ) and recent discussions regarding judicial compensation and the possible expanded use of Senior Judges. The Council discussed judicial salary trends, national and regional comparisons, the number of applicants for judicial vacancies, private-sector legal compensation, and the Legislature's historical practice of extending statewide cost-of-living adjustments to judges.

Council members did not support pursuing a judicial salary increase beyond the statewide cost-of-living adjustment during the upcoming session, given the Council's other budget priorities. Members were open to targeted use of Senior Judge where a specific need could be efficiently addressed but did not view Senior Judges as a substitute for permanent judicial positions where workload needs are ongoing.

Motion: Judge Susan Eisenman moved to authorize Ron Gordon, Justice Jill Pohlman and Judge David Mortensen to communicate the Council's position at the upcoming EOCJ meeting. Judge Christine Johnson seconded the motion, and it passed unanimously.

11. DEBT COLLECTION AND HOUSING DIVISION- COMMISSIONERS SELECTION (Shane Bahr)

Shane Bahr presented a request from the Debt Collection and Housing Division for a one-time exception to Rule 3-201 and Rule 2-209, the normal commissioner selection process, while related rule amendments remain under review. Two commissioner positions for the Debt Collection and Housing Division have been posted, and the requested exception would allow a selection committee to be formed without delaying recruitment. The proposed exception would place the responsibility to the Board of District Court Judges as follows:

- Authorizing the Chair of the Board of District Court Judges (BDCJ), 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 BDCJ.

- Directing the BDCJ 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 BDCJ the responsibility to provide general supervision, including performance reviews and necessary corrective action, until rule amendments are finalized.

Motion: Judge McCullagh moved to approve a one-time exception to Rules 3-201 and 2-209, allowing the commissioner selection committee to include three judges selected through the Board of District Court Judges, three public members, and the remaining members required for commissioner selection as outlined in the memorandum. Judge Gardner seconded the motion, and it passed unanimously.

12. RULES FOR FINAL APPROVAL (Keisa Williams)

Keisa Williams presented recommended amendments to CJA Rule 3-421. Ms. Williams stated the rule is back from a 45-day public comment period with no public comments received. She recommended that the rule be approved with a November 1, 2026, effective date.

Motion: Judge Mortensen moved to approve CJA Rule 3-421 as recommended, with a November 1, 2026, effective date. Judge McCullagh seconded the motion, and it passed unanimously.

13. CONSENT CALENDAR (Associate Chief Justice Jill Pohlman)

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

14. OLD BUSINESS/NEW BUSINESS

Ron Gordon reminded Council members that the March 2027 Judicial Council meeting will be held on Wednesday in conjunction with the Utah State Bar Convention in St. George to allow members to participate fully in convention programming. Travel and lodging information will be distributed well in advance, and members were encouraged to attend in person. Ms. Katie Woods stated that the Bar is considering a Judicial Council panel or other Council participation in the convention program.

15. ADJOURN (Associate Chief Justice Jill Pohlman)

The meeting was adjourned.

JUDICIAL COUNCIL MEETING
Minutes

August 28, 2026
Webex Meeting

Honorable David Mortensen, Presiding

Members:

Hon. David Mortensen,
Vice Chair
Hon. Suchada Bazzelle
Hon. Rita Cornish
Hon. Susan Eisenman
Hon. James Gardner
Hon. Chris Bown
Hon. Samuel Chiara
Hon. Michael DiReda
Hon. Jon Carpenter
Hon. Christine Johnson

Excused:

Associate Chief Justice Jill
Pohlman, Chair
Justice Paige Petersen
Hon. Michael Leavitt
Hon. Brendan McCullagh
Hon. Angela Fonnesebeck
Hon. Amber Mettler
Kristin K. Woods

AOC Staff:

Ron Gordon
Neira Siaperas
Keisa Williams

Guests:

Dale Wainwright
John Hannon
John Huber

1. WELCOME: (Judge David Mortensen)

Judge David Mortensen welcomed everyone to the meeting.

Justice Jill Pohlman and Justice Paige Petersen were not present for the meeting or the executive session of the meeting.

2. EXECUTIVE SESSION (Judge David Mortensen)

Motion: Judge Rita Cornish made a motion to move into executive session for the purpose of discussing litigation and legal advice of counsel. Judge Michael DiReda seconded the motion, and it passed unanimously.

3. ADJOURN

Following the executive session, the meeting adjourned.

Tab 2

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

**Minutes
August 10, 2026
Meeting held virtually through WebEx
12:00 p.m. – 2:00 p.m.**

Members Present:

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

Guests:

Brett Folkman
Janine Liebert

Excused:

Alisha Johnson
Suzette Deans
Jordan Murray

AOC Staff Present:

Ron Gordon
Neira Siaperas
Nick Stiles
Brody Arishita
Todd Eaton
Shane Bahr
James Peters
Erin Rhead
Daniel Meza-Ricon
Karl Sweeney
Kelly Moreira
Sheri Knighton, Recording Secretary
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Call to Order and Approval of Prior Minutes

Judge Rita Cornish called the meeting to order after confirming a quorum was present.

Motion: Judge Rita Cornish made a motion to approve the July 13, 2026, meeting minutes. Susan Eisenman seconded the motion. With no discussion or opposition, the motion passed unanimously.

Financial Reports

Karl Sweeney presented the monthly and year-to-date financials. He reviewed preliminary year-end turnover savings and explained that Period 13 allows an additional 30 days to close the prior fiscal year.



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

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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	-
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	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)

The carry-forward and ongoing turnover savings remained largely unchanged, with a minor \$6,000 adjustment related to employee benefit selections. Mr. Sweeney reported that one-time carry-forward savings increased by approximately \$383,000 to approximately \$2.313 million, resulting in approximately \$345,000 available for future use – potentially to help offset the \$500,000 required legislative savings.



FY 2027 Carryforward and Ongoing Requests - FY 2026 (1x Final, Ongoing Not Finalized)

8/5/2026

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	\$ 2,313,174	\$ -
Total Available Funding	\$ 2,403,674	\$ 1,788,459
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		\$ (200,000)
Net Available for Use	\$ 2,403,674	\$ 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 ICI 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			\$ 345,274	\$ 78,709
+ Balance Remaining Inclusive of "Presented"	\$ 345,274	\$ 78,709		

For FY 2027, \$78,709 in ongoing savings was carried forward, with approximately \$180,000 generated in Period 1. Ongoing turnover savings were conservatively forecast at \$65,000 per month, with the combined carryforward, actual and forecast totaling \$902,563 as the forecast for

the FY 2027. After \$200,000 was subtracted for authorized hotspot raises, approximately \$702,000 remained.

Mr. Sweeney reported 26 vacant FTE positions and explained that additional legislatively authorized positions had not yet been included in this total because they had not been posted by HR. Finance will refine its turnover savings forecast by approximately October.



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

Legislative Requests

The committee reviewed three legislative requests: core workforce compensation, district court judicial officers and staff, and juvenile court judicial officers and staff. The workforce request was adjusted to \$5.563 million to account for COLAs that were effective July 1.

The committee discussed whether the district and juvenile court requests should be combined. Judge Susan Eisenman expressed concern that combining them could overshadow the smaller juvenile court request. She emphasized the juvenile court's statutory timelines and failure to receive a new judge in the Spring 2026 legislative session were also important factors to consider.

Ron Gordon explained that the Legislature would likely require the judiciary to identify specific priorities regardless of whether the requests were combined. He supported identifying a limited number of clear priorities. Judge Michael DiReda also emphasized the statutory requirements and resource challenges facing juvenile courts. The committee agreed to retain the three requests separately.

Legislative Request Ranking

The committee discussed the appropriate ranking of the three requests. Judge Cornish and Judge DiReda supported placing the juvenile court request first because the juvenile court had not received additional judges during the prior session but the district and appellate courts had received funding.

Ron Gordon reported that the legislative team was also pursuing the workforce compensation request through the Executive Branch's targeted compensation process. He noted that all three requests were scalable and that the Legislature had historically provided flexibility in determining how judicial officer funding was ultimately allocated.

Motion: Judge Michael DiReda made a motion to prioritize the requests as follows: juvenile court judicial officers and staff first, district court judicial officers and staff second, and the core workforce/staff request third. Judge Susan Eisenman seconded the motion. There were no

abstentions or nay votes, and the motion passed. The ranking will be provided to the Judicial Council as information supporting the committee's prioritization.

Court Grant Request

Janine Liebert presented a request to seek approximately \$641,000 from the Utah Bar Foundation. The request follows the successful completion of Phase One, which included development of notification functionality in MyCase, repeating-document functionality in MyPaperwork, and a handoff between the two systems.

Ms. Liebert explained that the original request was approximately \$900,000, of which approximately \$200,000 was awarded. The new request includes remaining projects from the original proposal and newly identified projects. Each project can be completed independently if only partial funding is awarded.

Motion: Judge Susan Eisenman made a motion to recommend that the Judicial Council authorize applying for the grant. Judge Rita Cornish seconded the motion. There were no abstentions or nay votes, and the motion passed.

Old Business/New Business

No old or additional new business was presented.

Adjournment

The meeting was adjourned at 12:50.

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

Webex video conferencing
August 7, 2026 – 12 p.m.

MEMBERS:

PRESENT

EXCUSED

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

GUESTS:

Loni Page
Michael Samantha Starks
Nick Stiles
Bart Olsen
Jeremy Marsh
Melissa Kennedy
Janine Liebert
Keri Sargent

STAFF:

Keisa Williams
Todd Eaton
Cindy Schut

(1) Welcome and approval of minutes:

Judge Carpenter welcomed the committee members to the Policy, Planning, and Technology Committee (PP&T). PP&T considered the minutes from the July 10, 2026 meeting. With no changes, Judge Johnson moved to approve the minutes as presented. Judge Gardner seconded the motion. The motion passed unanimously.

(2) Rules back from public comment:

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

Rules approved as final June 22, 2026 and back from public comment:

- **CJA 4-906. Guardian ad Litem Office, Oversight Committee, and Director**
- **CJA 4-906.01. GALs, staff, and volunteers**
- **CJA 4-906.02. Private GALs**
- **CJA 4-906.03. Complaints**

Rule 3-421 is back from a 45-day public comment period. No comments were received. It is ready to go to the Judicial Council for final approval. During the June 22, 2026 meeting, the Judicial Council approved amendments to rules 4-906, 4-906.01, 4-906.02, and 4-906.03 on an expedited basis with June 22, 2026 effective date. The rules also went out for a 45-day public comment period. No comments were received. Because rules 4-906, 4-906.01, 4-906.02, and 4-906.03 were approved as final, no further action is necessary.

After discussion, Judge Fennesbeck moved to recommend to the Judicial Council that rule 3-421 be approved as final with a November 1, 2026 effective date. Judge Johnson seconded the motion. The motion passed unanimously.

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

To eliminate the cumbersome process of securing a court order for juror refreshments for every trial, the Clerks of Court proposed removing this requirement. The Trial Court Executives approved the proposal, and the Finance Department made minor adjustments to align with the accounting manual. Additionally, the updated language incorporates amendments previously discussed by the PP&T committee.

After discussion, Judge Fennesbeck moved to send rule 4-405 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.

(4) HR Policies:

- **HR08-3. Lunch, break, wellness release periods**
- **HR06-6(12). Pay for performance increase**
- **HR06-7(4). Performance-based pay bonuses**
- **HR06-7(7). Incentive awards, bonuses, & second language/IT stipends**
- **HR07-19. Leave for time-limited law clerk attorneys**
- **HR13-3. Employee resource group (ERG) participation**

The Human Resources Policy Review Committee approved the proposed amendments to HR policies. The amendments:

- Allow the maximum number of allowed wellness release periods per week to be based on hours worked per week instead of days worked;
- Defines the new hire track vs. the standard track and clarifies eligibility requirements for the Investing in Our People initiative;
- Aligns formal policy with current practice by centralizing interpreter oversight and second language stipend management under the Office of Fairness and Accountability;
- Streamlines leave management for appellate law clerks following the transition to the Vantage payroll system; and
- Clarifies Employee Resource Group scope and purpose, creation and maintenance, funding, and leadership.

The committee did not recommend additional amendments. As the HR policies are internal policies, they do not go out for public comment.

With no further discussion, Judge Johnson moved to recommend to the Judicial Council that HR policies 08-3, 6-6(12), 6-7(4), 6-7(7), 7-19, and 13-3 be approved as proposed. Judge Fennesbeck seconded the motion. The motion passed unanimously.

(5) Rule publication and notice timing:

Nick Stiles discussed consolidating rule publication emails to reduce spam issues for the Utah State Bar while maintaining necessary notifications. Following discussions with the IT department, the Supreme

Court approved a proposal to consolidate non-urgent rule announcements into a single monthly email. Rules would still be posted immediately so that publishers would have the updates needed for their publication schedule. The committee discussed that notices will still be sent immediately when rules take effect on an expedited basis.

Following a discussion, the committee agreed that email notices can be consolidated into a monthly email unless a rule is expedited.

(6) CJA 3-201.01 Statewide court division commissioners

CJA 3-201.02. Court Commissioner Conduct Committee

CJA 3-202. Court referees prohibited

CJA 3-111. Performance evaluation of court commissioners

CJA 6-701. Establishment of Debt Collection or Housing Action Division

CJA 6-702. Debt Collection and Housing Action Commissioners

The S.B. 270 Steering Committee is recommending several new rules and rule amendments to align with S.B. 270's creation of the Debt Collection and Housing Division in lines 28-59 (effective 1/1/27). The new Division Commissioners would have statewide jurisdiction. The committee is also discussing potential 2027 legislative amendments with the bill sponsor.

The Steering Committee recommends adding a new Article under Chapter 6, District Court Operations, titled "Debt Collection or Housing Action Division." Rules 6-701 and 6-702 would fall under that Article.

The committee discussed terminology inconsistencies, jurisdictional scope, and retention procedures for division commissioners. Concerns were raised about clarity and alignment with legislative intent. The committee decided to send the rules back for further refinement and to coordinate with legislative changes before returning for approval.

After further discussion, Judge Foncesbeck moved to recommend that the rules be sent back to the steering committee for further refinement. Judge Johnson seconded the motion. The motion passed unanimously. The proposed amendments will be returned for further consideration at the September 2026 PP&T meeting.

(7) Judicial Officer Financial Disclosure Form

H.B. 540 requires the Judicial Council to adopt annual financial disclosures for judges, post them online, and report to the Legislature by November 1, 2026. The Council fulfilled the initial mandate by adopting Rule 3-110. To refine the disclosure form and define "income", the Council sought input from the boards of judges. Feedback from the Appellate, District, and Juvenile boards emphasized the need for clear statutory definitions that exclude internal judicial salaries, board service, and official stipends related to judicial service.

The committee discussed concerns over privacy and the sensitivity of personal information. Ms. Williams discussed the process of redacting information and handling public records requests, with safeguards in place to protect sensitive data. Ms. Williams will review the notification process regarding records and redaction requests for judicial officer financial disclosure forms and propose a process to route such requests directly to the Management Committee. The committee discussed amendments to CJA 3-110 to

remove (2)(C) and amend (2)(B). The form and rule amendments will be presented to the Council for approval no later than October 2026.

After further discussion, Judge Carpenter moved to send the Judicial Officer Financial Disclosure Form and proposed amendments to CJA 3-110 to the Judicial Council for approval in October 2026. Judge Johnson seconded the motion. The motion passed unanimously.

Technology report/proposals:

Technology updates highlighted the successful Webex migration with minor issues being addressed, development of a custom digital exhibit system, and improvements to cybersecurity communication and service desk portals.

Old Business/New Business:

The committee discussed rescheduling the October meeting due to scheduling conflicts. The October meeting will be set for October 16th.

Adjourn: With no further items for discussion, the meeting adjourned at 1:13 p.m. The next meeting will be held on September 4, 2026, at noon via Webex video conferencing.

Tab 3

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

1. Monthly YTD FinancialsAlisha Johnson
(Item 1 - Information)

- FY 2026 Ongoing Turnover Savings – Per 13 updated
- FY 2026 Carryforward into FY 2027 and Ongoing Requests – Per 13 updated

- FY 2027 Ongoing Turnover Savings – Per 2
- FY 2027 1x Turnover Savings – Per 2
- FY 2027 YE Requests and Forecasted Available 1x Funds – Per 2

2. 2027 YE 1x and 2026 Ongoing Requests Karl Sweeney
(Item 2 – Action)

2026 Ongoing Savings Funds

7. Payroll Specialist for HR Team..... Ron Gordon and Bart Olsen

2027 YE One-time Funds

1. Funding Time-Limited Auditor PositionWayne Kidd

Item 1



FY 2026 Ongoing Turnover Savings as of 08/25/2026 - 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)	66,393		129,083	129,083	62,690
	TOTAL SAVINGS	1,392,355		1,455,044	1,455,044	62,690
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	1,192,355		1,255,044	1,255,044	62,690



FY 2027 Carryforward and Ongoing Requests - FY 2026 (1x Final, Ongoing Not Finalized)

8/25/2026

Funding Sources

	One Time	Ongoing
Ongoing Turnover Savings carried over from FY 2025		\$ 138,582
Forecasted YE Ongoing Turnover Savings from FY 2026		\$ 1,316,462
Unused Ongoing Investing in Our People Comp Track Increase, FY 2026		\$ 126,705
Subtotal		\$ 1,581,749
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	\$ 2,373,404	\$ -
Total Available Funding	\$ 2,463,904	\$ 1,851,149
Less: Judicial Council Delegated to State Court Administrator for Discretionary Use		\$ (200,000)
Net Available for Use	\$ 2,463,904	\$ 1,651,149

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

Prior Approved Ongoing Commitments	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
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				
Two Additional Juvenile Law Clerk Attorneys - Judge Westmoreland, Daniel Meza Rincón		\$ 278,700		\$ 278,700
5th District Court Case Manager - Cade Stubbs		\$ 14,800		\$ 14,800
Appellate Court Conference Funds - Lauren Andersen, Nick Stiles		\$ 35,000		\$ 35,000
Director of Administrative Services- Ron Gordon, Neira Siaperas	\$ 5,000	\$ 190,000	\$ 5,000	\$ 190,000
Employee and Judicial Officer Wellness Resources - Tava - Neira Siaperas and Karl Sweeney		\$ 94,600		\$ 94,600
All Rise Welcome Dinner - Jon Puente		\$ 20,000		\$ 20,000
Payroll Specialist for HR Team - Bart Olsen and Ron Gordon		\$ 130,700		
Subtotal to Approve and Fund Immediately	\$ 5,000	\$ 1,193,300	\$ 5,000	\$ 1,062,600
Balance Remaining After Judicial Council Approvals				
Balance Remaining Inclusive of "Presented"		\$ 10,699		\$ 141,399

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			\$ 405,504	\$ 141,399
Balance Remaining Inclusive of "Presented"		\$ 405,504	\$ 10,699	

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 08/27/2026 - Period 2

#		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	10,699	10,699	(68,010)
	Ongoing Turnover Savings FY 2027 (actual year-to-date, Salary Differential only)	108,854	180,058	180,058	71,204
1	Ongoing Turnover Savings FY 2027 (forecast \$65,000 / month x 11 months, Salary Differential only)	715,000	-	650,000	(65,000)
	TOTAL SALARY RELATED ONGOING SAVINGS	902,563	190,757	840,757	(61,807)
	Benefit Differential Savings FY 2027 (will be recognized in this row starting in Q4)	-	-	-	-
	TOTAL SAVINGS	902,563	190,757	840,757	(61,807)
2	2027 Annual Authorized Hot Spot Raises	(200,000)	(46,005)	(200,000)	-
	TOTAL USES	(200,000)	(46,005)	(200,000)	-
Total Actual/Forecasted Unencumbered Turnover Savings for FY 2027		702,563	144,752	640,757	(61,807)

- * 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 \$5,246.54. Prior report benefit differential was - \$30,990.96.
FY 2026 full year benefit differential is not yet finalized.
- * Currently, 28 FTE are vacant. This is up from the last report where 26 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 \$180,058 / 2 months = \$90,029 / 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 2

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 @ \$675 / pay hour)	Internal Savings (Est.)	1,409,400
Total Potential One Time Savings			1,409,400



# One-time Spending Plan Requests		Adjusted Requests	Judicial Council Approved
		Amount	Amount
1	Time Limited Auditor Position - Wayne Kidd	\$ 112,700	
Current Month One-time Spending Requests		112,700	
Previously Approved 1x FY 2027 YE Spending Request			-

(d) Assuming FY 2027 into FY 2028 requests are similar in \$ to FY 2026 into FY 2027 requests, adjusted for items not repeating and assumption that \$200K of additional 1x TOS will come from a combination (1) higher per hour 1x TOS than forecasted above and/or (2) converting some portion of historical 1x carryforward requests to ongoing funds at YE 2027.

Item 2

2027 YE 1x and 2026 Ongoing Requests

2026 Ongoing Savings Funds

7. FY 2027 Ongoing Funds Spending Request – Payroll Specialist for HR Team

The Judicial Council approves uses of Ongoing Turnover Savings. This is a request to the Budget and Fiscal Management Committee and the Judicial Council to allocate the use of some of the FY 2026 Ongoing Turnover Savings for ongoing personnel and operational needs that will be funded in FY 2027 (or FY 2028 if sufficient funds are not available in FY 2027).

Date: 8/26/2026

Department or District: Administrative Office of the Courts - HR

Requested by: Ron Gordon and Bart Olsen

Request title: Human Resources Staffing - Payroll

Amount requested: Ongoing \$ 130,700

Purpose of funding request: Hire one additional staff member in HR to provide the capacity to transition the payroll processing function from Finance to HR and address surging HR workload demands, driven primarily by the Vantage system and compensation-related employee relations issues. The transition of payroll from Finance to HR will also make existing Finance staff available to address workload issues that have long existed there.

Executive summary (include background/history, expected outcomes, relation to performance measures and court mission). Attach supporting data or documents.

The launch of the Vantage payroll system in March 2026 introduced substantial system inefficiencies. Many system automations, built over multiple decades, were baked into tried and true processes the Judiciary has relied upon for many years. After the Vantage launch, the Executive Branch's Government Operations teams witnessed firsthand what many organizations tend to experience from off-the-shelf technology solution providers: the vendor quickly scaled back its support to the Vantage team and to state agency users, transitioning the state quickly into a post-implementation client maintenance status.

We have learned it is highly unlikely we will see any significant system improvements or resolution of technical gaps in the foreseeable future. Rather than relying on technological fixes, procedural improvements and cultural expectations have to be adjusted in order to find viable solutions to the problems introduced. Consequently, the HR and Finance Departments have experienced an ongoing, dramatic spike in workload related to time and attendance reporting policies, timecard entries and approvals, questions and concerns about payroll deductions for benefits and leave administration, and other general pay and benefits related matters.

Beyond the operational strain resulting from Vantage payroll, the HR Department is navigating an unprecedented volume of reports of employee misconduct that rise to the level of potential workplace harassment or abusive conduct. The previous record number of such complaints in a calendar year has already been shattered with four months still remaining in the calendar year. Each report of this kind requires a formal, often labor-intensive fact-finding investigation to arrive at a written report containing well-informed, balanced and unbiased findings and conclusions. Because these reports carry weighty, lasting impacts for all parties involved, the process is inevitably complex and time-consuming.

7. FY 2027 Ongoing Funds Spending Request – Payroll Specialist for HR Team

Despite these compounding challenges, HR is confident in its ability to successfully transition the payroll function into its Department, maintain operational integrity and service standards, and continue to successfully navigate the employee relations matters with the addition of one dedicated resource for workload capacity.

The itemized estimated annual cost is \$130,200, which includes salary (\$78,300), Tier 2 Retirement (\$14,900), family benefits (\$29,000), and employer SS/401k/Life insurance (\$8,000).

Alternative funding sources, if any: AOC Finance strongly recommends use of FY 2026 ongoing funds due to the urgent need to make this transition and not wait until June 2027 to ask for FY 2027 ongoing funds. Fortunately, the FY 2026 ongoing funds available have increased from approximately \$78,000 at the end of June 2026 to approximately \$141,000 today due to additional ongoing savings from 2026 hires selecting benefits packages with lower costs than their predecessor. We expect this trend to continue through the 90-day cut off to select benefits which ends in late September.

If this request is not funded at this time, what are the consequences or is there an alternative strategy?

Without this position, the HR department would not have capacity to assume the payroll function. Numerous inefficiencies on matters that are inherently related between payroll and human resources would remain problematic. Needless bifurcated services to judicial officers and staff would continue to run interference with what should be smoothly functioning court operations.

2027 YE One-time Funds

1. FY 2027 YE Spending Request – Funding Time-Limited Auditor Role

The Judicial Branch receives budget funds through the Legislative appropriations process. Funds appropriated for FY 2027 are to be spent between July 1, 2026 and June 30, 2027; however current spending forecasts indicate the Courts may not fully expend our appropriations by June 30, 2027 even after reserving +\-\$2.0M for carryforward use. This is a request to the Budget and Fiscal Management Committee/Judicial Council to allocate the use of some of these anticipated surplus 1x funds for **one-time projects that could be delivered prior to June 30, 2027.**

Date: August 25, 2026

Department or District: AOC Audit Department

Requested by: Wayne Kidd, Internal Audit Director

Request title: Time Limited Employee

Amount requested: \$114,200

One-time Turnover Savings funds

Total commitment (to be funded 1 year at a time) is for 2 years for \$266,450 to be funded as follows:

- FY 2027: \$114,200
- FY 2028: \$152,250

Purpose of funding request:

The AOC Audit Department (department) has the need for additional funds to hire an additional auditor. This hire is a request for a time limited auditor position that would become a permanent position when a current auditor for the state courts is expected to retire in approximately two years.

The department has one auditor for all the state courts (Appellate, District, and Juvenile), and it will take two years to train a new auditor on the department's audit processes and learn the individual systems (AIS, CARE, and CORIS) and processes for each court level. It will take about a year for the new auditor to experience the audit process from beginning to end for just one audit for each court level and become familiar with the limited audit process. It will take another year for the new auditor to learn to conduct the audits on their own without a mentor.

Importantly, the Institute of Internal Auditors ("IIA") has recently revised their auditing standards, which the department is required to follow according to ***Utah Code*** 63I-5-102(9)(c). The IIA now requires audit functions to conform with mandatory topical requirements in addition to the *Global Standards*. The topical requirements establish minimum baselines and criteria for assessing governance, risk management, and controls in specific high-risk areas such as cybersecurity, third-party risk and organizational resilience. New topical requirements are published periodically. Also, the Office of the Legislative Auditor released in April 2026 *The Best Practice Handbook Maximizing the Value and Independence of Internal Audit*. The handbook lists 26 best practices for audit functions and organizations. While the department conforms to most of the best practices, the audit function needs to develop a comprehensive enterprise risk management (ERM) plan for the Utah Judiciary, which is also required by the *Global Standards*.

The department has three staff auditors, one for the state courts and two for justice courts. Overall, the justice courts have many significant risks, and two auditors are critically needed to help improve justice

1. FY 2027 YE Spending Request – Funding Time-Limited Auditor Role

court operations.¹ **The department's current workload exceeds its capacity to conduct the audits needed and concurrently implement (1) the topical requirements and (2) an ERM plan. This time-limited position would enable us to complete the IIA and Legislative Audit requirements.**

Hiring an additional auditor would provide the staff needed to help prepare the department for the 2029 audit requirement—to ensure the department is following the *Global Standards*. This is a comprehensive audit conducted by an external party every five years to ensure that the department is conforming to the Institute of Internal Auditors' *Global Standards*. An additional auditor could also help implement the topical requirements and develop an ERM. The department cannot complete these requirements without taking an auditor from other critically needed audits. This would also allow the new auditor to be adequately trained when the state courts auditor retires.

Executive summary (include background/history, expected outcomes, relation to performance measures and court mission). Attach supporting data or documents.

Having an additional auditor would provide the staffing needed to prepare the new auditor to be the state courts' auditor when the current auditor retires. The department would be able to provide the same high-quality level of audit work for the state courts and not significantly slow down the number of audits completed, which would result in an efficient transition when the current auditor retires.

In addition, this position would help the department to adequately prepare for the external audit in 2029 to ensure the department is conforming with the Institute of Internal Auditor's *Global Standards* and topical requirements. This would include having a strong ERM plan. This will ensure the department is compliant and following audit standards as required by the Legislature in **Utah Code** 63I-5-102(9)(c).

Alternative funding sources, if any: No alternative funding sources are available.

If this request is not funded with this request, what are the consequences or is there an alternative strategy?

If this request is not funded, it would negatively impact the department's work in three ways:

First, it would significantly slow the audit work down for the state courts when the current state courts auditor retires. It will take two years to fully train a new auditor on the department's audit process and for the new auditor to learn each individual system (AIS, CARE, CORIS) and court processes for each of the state court levels. The new auditor will also need to become familiar with the AOC Department of Finance's processes and their work as it relates to the court levels.

Second, it will slow down the department's ability to conduct critical justice court audits, because justice court audit staff will be needed to help implement the Institute of Internal Auditor's topical requirements and the ERM.

¹ Additionally, in July 2026 one of the justice court auditors was appointed to the Guardian ad Litem Oversight Committee as required by **Utah Code** 78A-2-104.5, which will also take time away from department audits.

1. FY 2027 YE Spending Request – Funding Time-Limited Auditor Role

Third, it will be difficult to adequately prepare for the external audit in 2029, because it will take longer and be harder to balance audit work and implement the topical requirements and ERM. This will include designing the reviews and developing an appropriate audit methodology, conducting the audit work, and documenting the evidence to ensure that the department meets the Institute of Internal Auditor's requirements.

Tab 4



Administrative Office of the Courts

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

September 7th, 2026

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

MEMORANDUM

TO: Management Committee, Judicial Council

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

RE: Status Update - Statewide Drug Testing Services in Family Recovery Courts

Background

The Administrative Office of the Courts conducted a statewide survey to assess current drug-testing practices across treatment courts, including testing frequency, providers, laboratory standards, random testing procedures, weekend and holiday testing, and the timeliness of test results.

The survey received 10 responses from Family Treatment Courts in Weber, Davis, Salt Lake, Utah, Sevier, and Sanpete Counties. The responses provide insight into current drug-testing practices and areas where greater statewide consistency may be needed.

Because multiple responses were submitted from the 2nd Juvenile District, the findings should be viewed as a summary of the survey responses rather than a count of 10 unique treatment courts.

Executive Summary

The survey demonstrates several areas of strong consistency across participating treatment courts. Most courts use randomized testing schedules, conduct directly observed urinalysis, test participants at least weekly or more frequently based on individual circumstances, and have access to weekend testing. These practices generally support the use of drug testing as a reliable monitoring and accountability tool.

At the same time, the survey identifies areas of variation that may warrant greater statewide guidance or standardization. These include the timeliness of confirmation testing, identification and oversight of testing providers, laboratory certification and testing standards, and holiday testing availability. Most notably, only 2 of the 10 respondents reported receiving confirmation

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results within 48 hours of the original sample collection. Reported confirmation turnaround times ranged from approximately 72 hours to seven days.

The responses also indicate that some treatment court teams were uncertain about their testing agency, laboratory certification, testing levels, or random-testing system. This suggests an opportunity to strengthen statewide expectations regarding vendor oversight and ensure treatment court teams have a clear understanding of the testing processes and standards applicable to their participants.

Key Findings

1. Random Testing Is Widely Utilized

All respondents reported using an automated system to create a random testing schedule. Systems identified included Averhealth, Color Tree, CourtFact, Paracelsus, and systems administered by treatment providers or testing agencies.

The widespread use of automated random-testing systems represents a significant area of consistency and supports the principle that testing should remain random and unpredictable rather than scheduled in a manner that allows participants to anticipate testing dates.

2. Urinalysis Is the Predominant Testing Method

All respondents reported using urinalysis as a testing method, with one court also reporting the use of saliva/oral swab testing.

Testing frequency varies based on participant phase, treatment needs, and individual circumstances. Reported practices generally ranged from weekly testing to two or three tests per week, with some participants tested four to five times per week during earlier phases.

Participants in residential treatment are generally tested more frequently to meet residential program and applicable DCFS contract requirements. However, once a participant transitions

back to the community, testing frequency and availability may change based on the applicable contract, insurance coverage, and services available through the testing provider.

3. Direct Observation Is Consistent

All respondents reported that urinalysis tests are directly observed by trained personnel and processed according to the National Best Practice Standards.

This represents another area of strong consistency across participating courts.

4. Initial Test Results Are Generally Timely

Seven of the ten responses indicated that treatment court teams receive initial test results within 48 hours of sample collection.

While initial screening results are generally timely, the responses indicate an opportunity to improve consistency across testing providers.

5. Confirmation Testing Is the Most Significant Concern

Confirmation testing represents the clearest statewide issue identified in the survey.

Only two of the ten respondents reported receiving confirmation results within 48 hours of the original sample collection. The remaining respondents reported longer or variable turnaround times, including three to five days, approximately 72 hours, approximately one week, and seven days. One respondent reported that results depend on when a positive screening result is identified and submitted for confirmation.

One respondent also reported that confirmation testing is not performed on every positive screening result and that participants may be responsible for the cost of confirmation testing in certain circumstances.

The variation in confirmation turnaround times may affect a treatment court's ability to respond promptly and appropriately to presumptive positive results.

6. Weekend Testing Is Generally Available

Nine of the ten respondents reported that their testing provider conducts testing on weekends. Weekend availability is an important strength because it helps preserve the random nature of testing and reduces the possibility that participants can anticipate periods when testing will not occur.

However, weekend testing availability may not remain consistent throughout a participant's time in the program. Participants in residential treatment are generally tested more frequently to meet residential program and applicable DCFS contract requirements. Once participants transition

back to the community, weekend testing availability may change depending on the DCFS contract and services available through the testing provider.

7. Holiday Testing Is Less Consistent

Holiday testing is less uniform than weekend testing. Six of the ten respondents reported that testing is available on holidays, while four reported that their contracted provider does not test on holidays.

Although several courts have alternative arrangements or rely on another stakeholder to provide testing, the responses demonstrate that holiday testing availability is not consistent statewide.

8. Testing Providers and Contracting Arrangements Vary

Five respondents reported contracting directly with a testing agency. Three reported that they do not contract with an agency, and two responses identified the contracting status as unknown.

Testing is provided through a variety of entities, including county or local jails, county mental health agencies, treatment providers, private testing providers, and dedicated drug-testing laboratories.

This decentralized approach may provide flexibility to individual courts but may also contribute to differences in testing methodology, laboratory standards, reporting practices, and turnaround times.

9. Laboratory Certification and Testing Standards Are Not Consistently Known

Seven respondents indicated that their laboratory is certified, while three respondents were unsure of the laboratory's certification status.

The survey also revealed uncertainty regarding the drug-testing levels followed by laboratories. Some respondents identified SAMHSA and/or DOT standards, while others reported that they did not know which testing levels were being used.

This finding suggests an opportunity to ensure treatment court teams understand the testing methodology and standards used to interpret participant results, including positive screens, confirmations, medications, and potential false positives.

10. Multiple Stakeholders Frequently Participate in Testing

Most respondents reported that another stakeholder—such as a treatment provider, probation or supervision agency, jail, or sheriff's office—also provides testing.

The involvement of multiple testing resources can increase access and flexibility but also creates a need for clear coordination regarding:

- Who is responsible for testing;
- Which testing standards apply;
- How test results are communicated;

- How results from multiple providers are reconciled;
- Who is responsible for confirmation testing; and
- How results are documented in the treatment court record.

Areas of Strength

The survey demonstrates that several foundational drug-testing practices are well established across participating treatment courts:

1. Randomized testing is widely used, with all respondents reporting an automated or structured random-testing process.
2. Directly observed urinalysis is consistently reported, with all respondents indicating compliance with National Best Practice Standards.
3. Frequent testing is common, with participants generally tested at least weekly and more frequently when clinically or programmatically appropriate.
4. Weekend testing is widely available, with 9 of 10 respondents reporting access.
5. Initial results are generally timely, with 7 of 10 respondents reporting receipt within 48 hours.
6. Courts demonstrate flexibility in using multiple testing resources to maintain testing access.

Opportunities for Statewide Consideration

The survey also identifies several areas where greater consistency, clearer expectations, or additional statewide guidance may strengthen drug-testing practices across treatment courts.

A. Confirmation Testing Turnaround Time

The most significant concern identified is the lack of consistent and timely confirmation testing. Reported delays of three to seven days may affect a court's ability to respond promptly to a suspected positive result.

B. Holiday Testing

Four respondents reported that their testing provider does not test on holidays. While some courts have alternative arrangements, statewide guidance could clarify expectations for maintaining random testing when routine testing providers are unavailable.

C. Knowledge of Laboratory Standards

Several respondents were unsure about laboratory certification, testing levels, or the specific standards used by their testing provider. Establishing clearer expectations regarding this information may help teams better understand and appropriately interpret testing results.

D. Variability in Testing Vendors and Contractual Arrangements

The use of different testing agencies, treatment providers, jails, and laboratories may contribute to differences in testing procedures and result turnaround times. Statewide guidance could help establish consistent expectations while allowing courts flexibility in how those expectations are met.

E. Participant Responsibility for Confirmation Testing

One response described a practice in which participants may pay for confirmation testing following a positive initial screen and receive reimbursement if the confirmation is negative. This practice may warrant further review to determine whether it is consistent with statewide expectations for equitable access to reliable testing.

F. False-Positive Concerns

One respondent reported frequent false positives for amphetamines associated with medications and occasional false positives for methadone metabolites. This highlights the importance of clear policies regarding presumptive positive results, medication review, confirmation testing, and interpretation of laboratory results.

Recommended Next Steps

The Statewide Treatment Court Administrator and Statewide Treatment Court Certification Coordinator recommends continuing the one-year conditional certification while the AOC, in collaboration with DCFS, Medicaid, and Family Treatment Court stakeholders, continues to address barriers to weekend and holiday drug testing. The Statewide Treatment Court Administrator and Statewide Treatment Court Certification Coordinator will continue to monitor testing practices, identify interim strategies for maintaining random and frequent testing when contracted services are unavailable, and provide an additional update to the Judicial Council within the next 120 days.

Tab 5

UTAH JUDICIARY
Department of Human Resources

Memorandum

From: Bart Olsen, Director of HR, Administrative Office of the Courts
[Human Resources Policy Review Committee](#)

To: Policy, Planning & Technology Committee
Judicial Council

Re: Summary of Draft HR Policy Amendments

This memorandum summarizes the context, rationale, and intended impacts of proposed amendments to HR Policy.

BACKGROUND

Consistent with [Rule 3-402\(5\)](#), the Human Resources Policy Review Committee (HRPRC) meets regularly to review suggested policy amendments. The HRPRC assists the Policy, Planning & Technology Committee and the Judicial Council to keep HR policies relevant and effective.

1. HR08-3 Lunch, Break, Wellness Release Periods.

Currently, policy HR08-3 allows up to 30 minutes of wellness release up to 3 days per week for an employee working a standard 5-day, 8 hr/day schedule. The policy reduces the maximum allowable days to just two per week if an employee works a 4-day 9 hr/day + 1 4 hr/day schedule, or if the employee works a 4-day, 10 hr/day schedule, and for part-time employees working more than 20 hrs/week but less than 40 hrs/week. The maximum reduces to one day per week if the employee works part-time at 20 hrs/week or less.

A district employee submitted a request to the HRPRC to consider allowing more local discretion for employees who are working a non-standard work week. The proposed amendment would allow the maximum number of allowed wellness release periods per week to be based on hours worked per week instead of days worked, allowing more full time employees to enjoy the maximum benefit while preserving local management discretion to maintain appropriate office coverage. Members of the HRPRC support this proposal.

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Department of Human Resources

[Click here to view the proposed HR08-3 policy amendment](#)

2. HR06-6(12) Pay for Performance Increase

Changes in compensation practices established by the 2025 Investing in Our People (IOP) initiative resulted in some ambiguities and inconsistencies between current policy and established practices. This amendment resolves those ambiguities, particularly by defining the new hire track vs. the standard track and clarifying eligibility requirements.

For your reference, established IOP practices are published [here, if desired](#).

[Click here to view the proposed HR06-6\(12\) policy amendment](#)

3. HR06-7(4) Performance-based Pay Bonuses

Similar changes in compensation practices established by the IOP resulted in a need to resolve ambiguities and inconsistencies in this policy provision, consistent with the changes proposed for policy HR06-6(12).

[Click here to view the proposed HR06-7\(4\) policy amendment](#)

4. HR06-7(7) Incentive Awards, Bonuses, and Second Language/IT Stipends

Oversight of staff and contract interpreters has recently been centralized by the Office of Fairness and Accountability (OFA). District management appreciates this centralization and no longer holds nor has any desire to hold responsibility for managing second language stipend payments. The proposed policy amendment resolves the inconsistency between established practices and current policy.

[Click here to view the proposed HR06-7\(7\) policy amendment](#)

5. HR07-19 Leave for Time-Limited Law Clerk Attorneys

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Department of Human Resources

Over the past few years, districts have discontinued hiring time-limited law clerk attorneys because time periods of employment greater than 12-18 months tend to better serve needs in the districts. No time-limited law clerk attorney position remains in any of the judicial districts.

However, time limits do still serve the needs of the appellate courts, and when the state payroll system changed to Vantage this past spring, we saw an opportunity to use the recently implemented Judicial Administrative (JA) leave to simplify administration of 26 days of paid leave per year by adopting policy changes.

This proposal was drafted in collaboration with the Appellate Court Administrator and Appellate Clerk of Court, who are supportive of these amendments.

[Click here to view the proposed amendment to policy HR07-19](#)

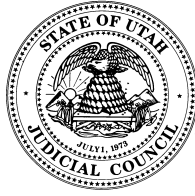
6. HR13-3 Employee Resource Group (ERG) Participation

ERGs were created under the direction of the OFA in 2022. Policy HR13-3 was added later on to ensure consistent application of a once-per-month hour of administrative leave to participate in ERG activities, but many questions employees had about ERG scope and purpose, creation and maintenance, funding, and leadership remained unanswered in HR policy or elsewhere.

HR participated in several discussions with OFA leadership and the State Court Administrator's Office on this matter. Ultimately, we all agreed that HR policy was the appropriate place for this clarifying language to be housed. The OFA Director submitted policy language for consideration, and after some vetting, the proposal below was supported by the HRPRC. This proposed amendment provides clarity on the previously mentioned outstanding questions currently unaddressed by policy.

[Click here to view the proposed HR13-3 policy amendment](#)

Tab 6



Administrative Office of the Courts

Acting Chief Justice Jill Pohlman
Utah Supreme Court
Chair, Utah Judicial Council

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

MEMORANDUM

TO: Judicial Council

FROM: Jim Peters, Justice Court Administrator

DATE: September 3, 2026

RE: Request to Expand the Territorial Jurisdiction of the Wasatch County Justice Court

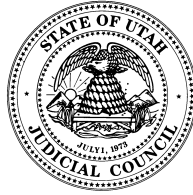
Section 78A-7-105(1)(a) of the Utah Code provides that “The territorial jurisdiction of a county justice court extends to the limits of the precinct for which the justice court is created and includes all municipalities within the precinct, other than a municipality where a municipal justice court exists.” Because Heber City currently operates a justice court, the Wasatch County Justice Court has no jurisdiction in Heber.

On September 15, 2026, the Heber City Council is expected to authorize city administration to negotiate an interlocal agreement with Wasatch County. The purpose of the agreement is for Heber to contract with Wasatch County for justice court services. Heber prefers this option to dissolving the court because it wants the option of resuming operations in the future. (Section 78A-7-102(4)(e)(i) of the Utah Code allows a “municipality or county that has a justice court at the time of executing an interlocal agreement ... to become part of an expanded court [to] resume operation of the justice court upon termination of the interlocal agreement ... or dissolve its justice court ...”).

Accordingly, I am requesting that the Judicial Council expand the county’s territorial jurisdiction to include Heber City, effective January 4, 2027, subject to both the city and the county approving an interlocal agreement before then.

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

Tab 7



TO: Judicial Council
FROM: Court Commissioner Conduct Committee
DATE: September 11, 2026
RE: Amendments to CJA Rule 3-201.02

The Court Commissioner Conduct Committee proposes amendments to CJA Rule 3-201.02 to add a private warning option for the Committee to issue upon dismissal of a complaint for situations that do not rise to the level of a reprimand. This mechanism may be designed for instances where a commissioner's conduct, such as courtroom yelling or an isolated loss of temper, is unprofessional and violates the expectation of patience, dignity, and courtesy required by the Code of Judicial Conduct, but does not rise to the level of "misconduct," such as willful neglect of duty or criminal behavior, that would justify a formal disciplinary reprimand on their permanent record.

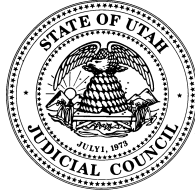
The proposed amendments to CJA Rule 3-201.02 include the opportunity for the commissioner to respond in (4)(A) (*lines 86-88*), the private warning in (4)(B) (*lines 92-97*), and an appeal process in (6)(A)(v) and (vi) (*lines 192-203*). Each of these steps also includes notice provisions in attempts to mirror the other sections of the rule.

Under Utah Code section [78A-5-107](#)(7)(a), the Utah Legislature explicitly mandates that the Judicial Council shall "establish by rule procedures for the investigation and review of complaints and the discipline and removal of court commissioners." In addition, court commissioners are statutorily required to "comply with the Code of Judicial Conduct to the same extent as full-time judges" under section [78A-5-107](#)(5)(b). Because the statute delegates broad rulemaking authority to the Council to establish both the procedures for investigating complaints and the discipline of commissioners, the Council has the clear legal authority to introduce this intermediate, non-disciplinary option into the rules.

Committee Members:

Judge John Luthy, Chair, Court of Appeals member of Ethics Advisory Committee
Judge Brian Cannell, First District
Judge Ronald Russell, Second District
Jurhee Rice, Chair, Advisory Committee on the Rules of Professional Conduct
Margaret Plane, immediate past Bar Commissioner member of the Council

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TO: Judicial Council
FROM: Debt Collection and Housing Action Division Steering Committee
DATE: September 11, 2026
RE: Proposed Rules Governing the Debt Collection and Housing Action Division and Division Commissioners

The Policy, Planning & Technology Committee (PP&T) approved the Debt Collection and Housing Action Division Steering Committee's (Steering Committee) request that the following rules be presented to the Council with a recommendation that they be approved on an expedited basis with a November 1, 2026 effective date, followed by a 45-day public comment period: new CJA Rules 3-201.01, 6-701, and 6-702, and amendments to CJA Rules 3-111, 3-201.02, 3-202, and 4-403.

The proposed rules establish an administrative framework for commissioners serving the new Debt Collection and Housing Action Division.

New Rule 6-701 creates the Debt Collection and Housing Action Division (Division) and provides that qualifying debt collection and housing actions will be managed within the Division by district court judges and Division commissioners.

New Rule 6-702 defines the duties and authority of Division commissioners, including the matters they may hear, the orders they may enter or recommend, and the procedure for judicial review.

Amendments to Rules 3-111, 3-201.02, 3-202, and 4-403 incorporate Division commissioners into existing rules governing commissioner evaluation, conduct, the prohibition on court referees, and electronic signatures.

Most significantly, new Rule 3-201.01 governs the appointment, supervision, evaluation, discipline, and retention of Division commissioners. Under the proposed rule, the Board of District Court Judges (BDCJ) selects a nominee, subject to concurrence by the Management Committee, and the BDCJ chair assumes supervisory and evaluation responsibilities.

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The Steering Committee recognizes that portions of proposed Rule 3-201.01 do not align with Utah Code section 78A-5-107, which ties certain appointment and supervisory responsibilities to the judicial district a commissioner primarily serves. Because Division commissioners are intended to serve the Division statewide, the proposed rule instead assigns those responsibilities to statewide district court leadership. The Steering Committee considered alternatives that would more closely track the existing statute, including designating a “primary” district for the two new commissioners hired to serve the Division, but concluded that doing so would not accurately reflect the statewide nature of the positions.

Conversations with Senator Cullimore, the sponsor of SB 270, reflect his willingness to run a bill to amend the Utah Code as needed to effectuate SB 270, potentially before the end of the calendar year. The Steering Committee has submitted a suggested revision to 78A-5-107 to Senator Cullimore to bring the Utah Code into alignment with the proposed rules. Additionally, if this does not occur, there are possible interim workarounds such as the BDCJ representatives obtaining and presenting input from all district court judges so that the Judicial Council can appoint the commissioners with the concurrence of a majority of judges of trial courts the commissioners will serve, more closely aligning with Utah Code section 78A-5-107(2)(a) (“The Judicial Council shall appoint court commissioners with the concurrence of a majority of the judges of trial courts in the district the court commissioner primarily serves.”). Further, discussions with Michael Drechsel during Steering Committee meetings suggest that having the rules in place would provide additional incentive for the legislature to amend the Utah Code to bring it into alignment with these proposed rules, should they be adopted.

PP&T recommends that the Judicial Council approve the proposed rules with full awareness of this statutory discrepancy. The Steering Committee’s view is that the proposed structure better reflects the statewide nature of the Division, while the inconsistent statutory provisions can be addressed through subsequent legislation. Because the Division must be operational in advance of the January 1, 2027 statutory implementation date, PP&T recommends expedited approval with a November 1, 2026 effective date, followed by a 45-day public comment period.

Rule 3-201.02. Court Commissioner Conduct Committee.**Intent:**

To establish a procedure for the review of complaints filed against court commissioners.

Applicability:

This rule ~~shall~~ apply to court commissioners and Division Commissioners in all trial courts of record.

Statement of the Rule:(1) Definitions.

(1)(A) "District Chair" is as defined in Rule 3-201.01.

(1)(B) "Division Commissioner" is as defined in Rule 3-201.01.

(2) Court Commissioner Conduct Committee.

(2)(A) The Court Commissioner Conduct Committee (Committee) is established to:

(2)(A)(i) receive, review, and investigate any complaint filed against a court commissioner;

(2)(A)(ii) conduct any hearing related to a complaint, and

(2)(A)(iii) make recommendations to the Council and the presiding judge(s) of the district(s) the commissioner serves, or to the District Chair for Division Commissioners, regarding corrective actions or removal of the commissioner pursuant to ~~CJA-Rules~~ 3-201 or 3-201.01, where the Committee finds misconduct by a preponderance of the evidence. For purposes of this rule, "misconduct" means:

(2)(A)(iii)(a) action that constitutes willful misconduct in office;

(2)(A)(iii)(b) final conviction of a crime punishable as a felony under state or federal law;

(2)(A)(iii)(c) willful and persistent failure to perform commissioner duties; or

(2)(A)(iii)(d) violations of the Code of Judicial Conduct.

(2)(B) The Committee consists of the following members:

(2)(B)(i) the Court of Appeals member of the Ethics Advisory Committee, who ~~shall~~ will serve as chair of the Committee;

(2)(B)(ii) two presiding judges from judicial districts with a court commissioner, which presiding judges ~~shall~~ will be from districts other than the district the commissioner primarily serves, except for Division Commissioners, in which case

the Committee chair may select any district court judge not a member of the District Board.”;

(24)(B)(iii) the immediate past Bar Commissioner member of the Council; and

(24)(B)(iv) the chair of the Supreme Court Advisory Committee on the Rules of Professional Conduct.

(24)(C) Circumstances which require recusal of a judge ~~shall~~will require recusal of a Committee member from participation in Committee action.

(24)(C)(i) If the chair is recused, a majority of the remaining members will~~shall~~ select from among themselves a chair pro tempore.

(24)(C)(ii) If a presiding judge or district court judge for a Division Commissioner is recused, the chair will~~shall~~ temporarily appoint a presiding judge of another judicial district with a commissioner or another district court judge for a Division Commissioner.

(24)(C)(iii) If the immediate past Bar Commissioner member of the Council is recused or otherwise unable to serve, the chair will~~shall~~ temporarily appoint another past Bar Commissioner member of the Council.

(24)(C)(iv) If the chair of the Supreme Court Advisory Committee on the Rules of Professional Conduct is recused or otherwise unable to serve, the chair will ~~shall~~ temporarily appoint another member of the Supreme Court Advisory Committee on the Rules of Professional Conduct.

(24)(D) Three members of the Committee constitute a quorum. Any action of a majority of the quorum constitutes the action of the Committee. The chair ~~shall~~will vote only as necessary to break a tie vote. The Committee ~~shall~~will be organized and meet only as often as necessary to resolve a complaint not previously dismissed by the chair pursuant to paragraph (32)(C) below. Committee members may attend meetings in person, by telephone, by videoconference, or by other means approved in advance by the chair.

(24)(E) The confidentiality of all actions and materials related to a complaint, hearing, appeal, and Council review are governed by Rule 4-202.02, other than any public censure by the Council.

(32) Complaint submission and initial review.

(32)(A) A person who has a complaint against a commissioner ~~shall~~must submit a copy of the complaint to the Committee chair.

(32)(B) Each complaint ~~shall~~must be in writing and ~~shall~~ contain:

(32)(B)(i) the complainant’s name;

(32)(B)(ii) the complainant’s preferred contact information;

(32)(B)(iii) the name of the involved commissioner;

(32)(B)(iv) a description of the commissioner's actions in sufficient detail to inform the Committee of the nature and date of the alleged misconduct; and

(32)(B)(v) when possible, supporting documentation.

(32)(C) Upon receiving a complaint, the chair ~~will~~~~shall~~ conduct an initial review to determine if the allegations raise an issue that would be appropriately addressed by the full Committee. The chair ~~will~~~~shall~~ dismiss frivolous complaints and complaints found to raise only issues of law or fact for which the remedy is the review of the case by the trial court judge or by an appellate court. If the chair dismisses a complaint following initial review, the chair ~~will~~~~shall~~ provide notice of and basis for the dismissal to the complainant, the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners, and the commissioner. The chair ~~shall~~~~will~~ refer any complaint not dismissed following initial review to the full Committee.

(43) Committee examination

(43)(A) The Committee ~~shall~~~~will~~ examine any complaint referred to it by the chair under paragraph (32)(C) to determine whether dismissal or a hearing is appropriate. In connection with this examination, the ~~C~~ommittee may conduct an investigation of the allegations made in the complaint, including review of any relevant court file, hearing transcripts, and related materials. The Committee may, as part of its investigation under this paragraph, provide the commissioner with the opportunity to submit a written response to the allegations within 30 days.

(43)(B) If the Committee dismisses the complaint after examination, the chair ~~shall~~~~will~~ provide notice of and basis for the dismissal to the complainant, the commissioner, and the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners. In dismissing the complaint, after providing the commissioner the opportunity to submit a written response, the Committee may issue a private warning to the commissioner regarding the conduct alleged. A private warning does not constitute a corrective action or formal finding of misconduct. The private warning will be in writing and a copy provided to the commissioner and the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners.

(43)(C) If the Committee determines that the matter should proceed to a hearing, the chair ~~will~~~~shall~~ send notice to the complainant, the commissioner, and the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners. The notice ~~must~~~~shall~~:

(43)(C)(i) inform the commissioner of the allegations and the canons allegedly violated;

(43)(C)(ii) invite the commissioner to respond to the allegations in writing within 30 days; and

(43)(C)(iii) include a copy of the complaint.

(43)(D) If the commissioner chooses to respond to the allegations, the commissioner ~~must~~shall send a copy of the response to the complainant, the Committee chair, and the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners.

(43)(E) At any time prior to a hearing, the complainant may request to withdraw his or her complaint. If such a request is made, the Committee may grant the request and dismiss the complaint, or it may deny the request and proceed with the hearing.

(54) Hearings of the Court Commissioner Conduct Committee.

(54)(A) If the Committee determines that a matter should proceed to a hearing under paragraph (43), a hearing ~~will~~shall be scheduled after receipt of the commissioner's response or expiration of the time to respond in paragraph (43)(C)(ii). Notice of the date, time, and place of the hearing ~~shall~~will be sent to the complainant, the commissioner, and the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners.

(54)(B) Hearings ~~shall be~~are closed to the public.

(54)(C) Not later than 20 days before the hearing, the commissioner and complainant ~~shall~~must exchange all proposed exhibits and a list of all potential witnesses. The commissioner and the complainant are not considered witnesses.

(54)(D) The commissioner and complainant may be present at the hearing and have the assistance of counsel.

(54)(E) The Committee ~~will~~shall interview the complainant, the commissioner, and any witnesses determined by the Committee to have relevant information. The commissioner and complainant have the right to testify.

(54)(F) The complainant may ask the Committee to pose specific questions to the commissioner, and the commissioner may ask the Committee to pose specific questions to the complainant. But ordinarily, neither the complainant nor the commissioner, whether acting on their own or through counsel, will be allowed to cross-examine the other unless, upon request, the Committee chair determines that cross-examination would materially assist the Committee in its deliberation.

(54)(G) The commissioner and complainant may present, examine, and cross-examine witnesses.

(54)(H) Testimony ~~shall~~will be presented under oath and a record of the proceedings maintained.

(54)(I) At any time before final decision by the Committee, the commissioner may admit some or all of the allegations in the complaint, and may stipulate to findings and recommendations by the Committee.

(54)(J) Within 30 days after the completion of the hearing, the Committee ~~will~~shall make written findings and conclusions concerning the allegations in the complaint and provide a

copy to the complainant, the commissioner, the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners, and the Council.

(54)(K) If the Committee finds misconduct by a preponderance of the evidence, the Committee will~~shall~~ recommend appropriate corrective actions under CJA Rule 3-201 or 3-201.01.

(54)(L) In making recommendations for corrective actions, the Committee will~~shall~~ consider the following non-exclusive factors:

(54)(L)(i) the nature of the misconduct;

(54)(L)(ii) the gravity of the misconduct;

(54)(L)(iii) the extent to which the misconduct has been reported to or is known by the presiding judge(s) of the district(s) the commissioner serves, the District Chair for Division Commissioners, or the commissioner, and the source of the dissemination of information;

(54)(L)(iv) the extent to which the commissioner has accepted responsibility for the misconduct;

(54)(L)(v) the extent to which the commissioner has made efforts to avoid repeating the same or similar misconduct;

(54)(L)(vi) the length of the commissioner's service with the courts;

(54)(L)(vii) the effect the misconduct has had upon the confidence of court employees, participants in the judicial system, or the public in the integrity or impartiality of the judiciary;

(54)(L)(viii) the extent to which the commissioner profited or satisfied his or her personal desires as a result of the misconduct; and

(54)(L)(ix) the number and type of previous corrective actions against the commissioner.

(54)(M) At the conclusion of the Committee's work, a copy of the complete file will~~shall~~ be delivered to the State Court Administrator or designee.

(65) Council review of committee action.

(65)(A) Appeals from decisions without a hearing.

(65)(A)(i) Complaints dismissed prior to hearing, either by the chair under paragraph (32)(C) or by the Committee under paragraph (43)(B), may be appealed by the complainant to the ~~Judicial~~ Council. All such appeals must be submitted in writing to the Presiding Officer~~Chair of the Council~~, and must be received within 30 days of the notice of dismissal. In the appeal, the complainant must set forth the specific grounds on which the appeal is based. A copy of the appeal will~~shall~~ be provided to the Committee chair, the commissioner, and the presiding judge(s) of

the district(s) the commissioner serves, or the District Chair for Division Commissioners.

(65)(A)(ii) The Council, a designated Council member, or a committee of the Council ~~shall~~will conduct a de novo review of the file, and ~~shall~~ either affirm the dismissal, or ~~shall~~ require the Court Commissioner Conduct Committee to set the matter for hearing or re-hearing.

(65)(A)(iii) The Council's decision ~~will~~shall be in writing and a copy provided to the Committee chair, the complainant, the commissioner, and the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners.

(65)(A)(iv) If the dismissal is affirmed, the complainant has no other right of appeal.

(6)(A)(v) A commissioner may appeal a private warning issued by the Committee under subparagraph (4)(B) to the Council. The appeal must be submitted in writing to the Presiding Officer within 30 days of receiving notice of the warning, setting forth the specific grounds on which the appeal is based. A copy of the appeal must be provided to the Committee chair and the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners.

(6)(A)(vi) In an appeal under subparagraph (6)(A)(v), the Council, a designated Council member, or a committee of the Council will conduct a de novo review of the file and affirm, modify, or vacate the private warning. The Council's decision will be in writing and final. A copy of the Council's decision will be provided to the Committee Chair, the commissioner, and the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners.

(65)(B) Council review following a hearing.

(65)(B)(i) The Committee's findings, conclusions, and recommendations following a hearing will be reviewed by the Council, and considered at a meeting of the Council to be held at least 45 days after issuance of the Committee's decision.

(65)(B)(ii) The complainant, the commissioner, or presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners may file objections to the Committee's findings, conclusions or recommendations. Any such objections must be submitted in writing to the Council within 30 days of the date the Committee's findings, conclusions, and recommendations were issued.

(65)(B)(iii) No person other than the members of the Council are entitled to attend the Council meeting at which the Committee's decision is reviewed.

(65)(B)(iv) In conducting its review, the Council ~~shall~~will review the record of the Committee's hearing, and ~~shall~~ determine whether to adopt, modify, or reject the Committee's findings, conclusions, and recommendations, including any recommendations for corrective action.

(65)(B)(v) The Council's decision ~~shall~~will be in writing and provided to the Committee chair, the commissioner, the complainant, and the presiding judge(s) of the district(s) the commissioner serves, or the District Chair for Division Commissioners.

(65)(B)(vi) The decision reached by the Council after review is final and is not appealable.

(65)(C) **Annual Report.** The chair of the Committee will~~shall~~ report to the Council not less than annually on the Committee's work, including a general description of any complaint dismissed without a hearing.

Effective: ~~May 1, 2021~~November 1, 2026

Rule 3-201.01 Commissioners for divisions within the district court.

Intent:

To define the role of commissioners for divisions within the district court, which currently includes the Debt Collection and Housing Action Division.

To establish a term of office for Division Commissioners.

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

Applicability:

This rule applies to all trial courts of record for which a division has been established by the Council pursuant to Utah Code section 78A-5-103 (effective Jan. 1, 2027).

Statement of the Rule:

(1) Definitions.

(1)(A) "District Board" means the Board of District Court Judges.

(1)(B) "District Chair" means the Chair of the Board of District Court Judges or their designee.

(1)(C) "Division Commissioner" is a court commissioner, which is a quasi-judicial officer established by the Utah Code and authorized by the Council and, as appropriate, the Utah Supreme Court, to handle cases assigned to a division within the district court, such as the Debt Collection and Housing Action Division.

(2) Qualifications.

(2)(A) Division 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.

(2)(B) Division Commissioners must be admitted to practice law in Utah and exhibit good character. Division Commissioners must possess ability and experience in the areas of law in which the Division Commissioner serves.

(2)(C) Division Commissioners must comply with Utah Code section 78A-2-221.

(3) Appointment - Oath of office.

(3)(A) Selection of Division 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 Division Commissioner, the Council will determine whether to fill the vacancy.

(3)(C) After the determination required by paragraph (3)(B), the District Chair will form a committee for the purpose of nominating candidates. The committee will consist of three

35 district court judges; three lawyers with varied viewpoints from the practice areas which
36 are the focus of the division; and two members of the public. The judges on the
37 nominating committee must not be members of the District Board or the Council. One of
38 the judges will be appointed as the chair of the committee. The District Court
39 Administrator will assist the committee. All members of the committee will reside in the
40 State of Utah. All members of the committee will be voting members. A quorum of one
41 half the voting committee members is necessary for the committee to act. The
42 committee will act by the concurrence of a majority of the members voting.

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

53 (3)(E) The Administrative Office will advertise for qualified applicants and will remove
54 from consideration those applicants who do not meet minimum qualifications of age,
55 citizenship, residency, and admission to the practice of law. The Administrative Office
56 will develop uniform guidelines for the application process for Division Commissioners.

57 (3)(F) The nominating committee will review the applications of qualified applicants and
58 may investigate the qualifications of applicants to its satisfaction. The committee will
59 interview selected applicants and select the three best qualified candidates. All voting
60 will be by confidential ballot. The committee will receive public comment on those
61 candidates as provided in paragraph (4). Any candidate may be reconsidered upon
62 motion by a committee member and upon agreement by a majority of nominating
63 committee members.

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

72 (3)(H) The nominating committee will present the names, applications, and the results of
73 background investigations of the nominees to the District Board. The committee may
74 indicate its order of preference.

(3)(I) The District Board will select one of the nominees by a concurrence of a majority of judges voting.

(3)(J) The District Chair 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 District Board may select another of the nominees or a new nominating process will be commenced.

(3)(L) The appointment will be effective upon the Division 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 Division 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 Division 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 Division Commissioners, the Administrative Office will be responsible for giving notice of the public comment period.

(4)(D) The responsible party will:

(4)(D)(i) email notice to each active member of the Utah State Bar including the names of the nominees or Division 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 Division 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 Division 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. Division Commissioners 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, Division Commissioners will be retained for a term of four years unless the District Board votes not to retain the Division Commissioner in accordance with paragraph

(8)(B) or unless the Council does not certify the Division Commissioner for retention under Rule 3-111.

(6) Division Commissioner performance review.

(6)(A) Performance evaluations and performance plans. The District Chair will prepare an evaluation of the Division Commissioner's performance and a performance plan in accordance with Rule 3-111. Division 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 Division Commissioner provided in paragraph (4) closes, the comments will be given to and reviewed by the District Board. If there are any negative comments, the negative comments will be provided to the Division Commissioner with the commenters' names redacted and the Division Commissioner will be given an opportunity to respond to the comments.

(7) Corrective action or removal during a Division 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 Division Commissioner's performance is not satisfactory, corrective actions may be taken in accordance with paragraph (7)(A)(iii) by the District Chair following a majority vote of the District Board.

(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. During a Division Commissioner's term, the Division Commissioner may be removed by the Council:

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

(7)(B)(ii) for failure to meet the evaluation requirements;

(7)(B)(iii) as the result of a complaint filed under Rule 3-201.02 upon the concurrence of two-thirds of the Council; or

(7)(B)(iv) for unsatisfactory performance, as reported to the Council by the District Chair following a majority vote of the District Board.

(8) Retention.

(8)(A) The Council will review materials on the Division Commissioner's performance prior to the end of the Division Commissioner's term of office and the Council will vote on

whether the Division Commissioner is eligible to be retained for another term in accordance with Rule 3-111.

(8)(B) The Council will seek a recommendation from the District Board as to whether to retain the Division Commissioner for another term of office.

(8)(C) The Council will, with the concurrence of a majority of the members voting, determine whether to retain the Division Commissioner for another term. A decision not to retain may be without cause and 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 Division Commissioners. In determining the salary of the Division 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 (7), the salary of a Division Commissioner will not be reduced during the commissioner's tenure.

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

(10) Support services.

(10)(A) Division Commissioners will be provided with support personnel, equipment, and supplies necessary to carry out the duties of the office as determined by the District Court Administrator.

(10)(B) Division Commissioners are responsible for requesting necessary support services from the District Court Administrator.

Effective: November 1, 2026

1 **Rule 6-701. Debt Collection and Housing Action Division.**

2
3 **Intent:**

4 To establish a division within the district court for the efficient management of debt collection
5 and housing actions pursuant to Utah Code section 78A-5-103 (effective Jan. 1, 2027).
6

7 **Applicability:**

8 This rule applies to a division established within the district court for debt collection and housing
9 actions.
10

11 **Statement of the Rule:**

12
13 **(1) Definitions.**

14
15 (1)(A) “District Board” is as defined in Rule 3-201.01.
16

17 (1)(B) “Division” means the Debt Collection and Housing Action Division within the
18 district court.
19

20 (1)(C) “Division Commissioner” is as defined in Rule 3-201.01.

21 (1)(D) “**Debt collection case**” means a civil action filed in the district court on or after
22 January 1, 2027 that asserts only claims arising from any obligation or alleged obligation
23 to pay money arising out of a transaction for money, property, insurance, or other
24 services, whether or not such obligation has been reduced to judgment, and the only
25 relief sought is money damages totaling less than \$25,000, exclusive of attorneys fees
26 and costs.
27

28 (1)(E) “**Housing action**” means a civil action filed in the district court that asserts a
29 claim for forcible entry and detainer as described in Utah Code title 78B, chapter 6, part
30 8, Forcible Entry and Detainer.
31

32 (1)(F) “**Pretrial case processing**” means after a defendant has appeared in the case,
33 deciding motions, conducting hearings pursuant to Utah Code title 78B, chapter 6, part
34 8, Forcible Entry and Detainer, deciding statements of discovery issues, conducting
35 pretrial hearings, and other pretrial scheduling and management of the case until the
36 case is certified ready for trial.
37

38 (1)(G) “**Post-judgment case processing**” means after a judgment has entered,
39 conducting hearings and deciding post-judgment motions and petitions, except for
40 motions under Rule 59 of the Utah Rules of Civil Procedure, which must be heard by the
41 district court judge assigned to the case. This includes, but is not limited to, motions
42 pursuant to Rule 60 of the Utah Rules of Civil Procedure, applications for writs,

procedures in aid of writs, and motions to renew judgment pursuant to Rule 58C of the Utah Rules of Civil Procedure.

(2) The Division is established for the efficient management of debt collection and housing actions. The existence of the Division may not impede public access to the courts.

(3) Debt collection cases and housing actions as defined herein will be filed and managed within the Division by both district court judges and Division Commissioners pursuant to this Code or rules promulgated by the Utah Supreme Court. Division Commissioners may be assigned cases for pretrial and post-judgment case processing as defined herein. If recommended by the District Board, the Council may authorize the assignment of other matters to Division Commissioners.

(4) Once a case is certified ready for trial, the Division Commissioner will refer the case to the assigned district court judge.

Effective: November 1, 2026

Rule 6-702. Debt Collection and Housing Action Division Commissioners.

Intent:

To identify, as required by Utah Code section 78A-5-107(8), the types of cases and matters Debt Collection and Housing Action Division Commissioners are authorized to hear and the types of relief Division Commissioners may order or recommend, and to establish procedures for the timely judicial review of recommendations and orders made by Division Commissioners.

Applicability:

This rule applies to Division Commissioners serving in the Debt Collection and Housing Action Division established in Rule 6-701.

Statement of the Rule:

(1) Definitions.

(1)(A) "District Chair" is as defined in Rule 3-201.01.

(1)(B) "Division" is as defined in Rule 6-701.

(1)(C) "Division Commissioner" is as defined in Rule 3-201.01.

(2) Types of cases and matters. Division Commissioners are authorized to hear all debt collection and housing action matters transferred to the Division.

(3) Duties of Division Commissioner. Under the general supervision of the District Chair, a Division Commissioner has the following duties in debt collection and housing actions transferred to the Division:

(3)(A) handle pretrial procedural aspects of the case until the case is certified for trial;

(3)(B) conduct occupancy hearings, motion hearings, and other hearings consistent with applicable statutes and rules;

(3)(C) refer appropriate cases to alternative dispute resolution programs if available;

(3)(D) certify cases that appear to require a hearing or trial before the district court judge to the district court; and

(3)(E) handle post-judgment proceedings.

(4) Authority of Division Commissioner. Subject to the limitations outlined in this rule, Division Commissioners will have the following authority:

(4)(A) all duties and responsibilities conferred by statute, the Rules of Civil Procedure, and this rule;

(4)(B) upon notice, to require the personal appearance of parties and their counsel at hearings before the Division Commissioner or district court;

(4)(C) issue temporary orders;

(4)(D) issue orders resolving non-dispositive motions;

(4)(E) conduct pretrial conferences with the parties and their counsel;

(4)(F) issue pretrial scheduling orders, discovery orders, and orders resolving statement of discovery issues;

(4)(G) issue orders imposing sanctions against any party who fails to comply with the commissioner's requirements of attendance or production of discovery;

(4)(H) conduct settlement conferences with the parties and their counsel;

(4)(I) issue orders referring appropriate cases to alternative dispute resolution programs if available;

(4)(J) conduct occupancy hearings in accordance with Utah Code section 78B-6-810 and make recommendations of findings of fact, conclusions of law, and a proposed order to the district court judge;

(4)(K) conduct hearings in accordance with Utah Code section 78B-6-810 and make recommendations of findings of fact, conclusions of law, and a proposed order to the district court judge;

(4)(L) conduct hearings in accordance with Utah Code section 78B-6-812 and make recommendations of findings of fact, conclusions of law, and a proposed order to the district court judge;

(4)(M) issue orders on motions to stay enforcement of an order of restitution or judgment;

(4)(N) conduct hearings for the purpose of taking evidence or proffers of evidence, except in cases previously certified to the district court;

(4)(O) make recommendations to the district court regarding any issue, including a recommendation for the entry of final judgment;

(4)(P) issue orders imposing sanctions for contempt of court, subject to de novo review by the district court judge;

(4)(Q) conduct hearings in aid of writs in accordance with Rules 64 and 64A of the Utah Rules of Civil Procedure; and

(4)(R) issue orders resolving objections to writs or motions to discharge writs, and orders to show cause in accordance with Rules 64, 64A, 64B, 64C, 64D, and 64E of the Utah Rules of Civil Procedure;

(5) Prohibitions.

(5)(A) Division Commissioners must not make final adjudications or enter final, appealable orders.

(5)(B) Division Commissioners must not serve as pro tempore judges in any matter, unless authorized by Supreme Court rule.

(6) Judicial review.

(6)(A) A recommendation of a Division Commissioner is not an order of the court.

(6)(B) An order of a Division Commissioner is the order of the court until modified by the court.

(6)(B)(i) All orders made by a Division Commissioner are subject to review by the district court pursuant to this rule and applicable rules of civil procedure or local rules.

(6)(B)(ii) Review of a Division Commissioner's order by the district court judge is de novo; neither party is required to show a change in circumstances, and no deference may be given to the commissioner's decision. Countersigning a Division Commissioner order does not constitute de novo review.

(6)(B)(iii) A party may file a written objection to a Division Commissioner's order within 14 days after the order is made in open court or, if the Division Commissioner takes the matter under advisement, within 14 days after the written order is served.

Effective: November 1, 2026

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

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

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

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

Applicability:

This rule applies to presiding judges, [the District Chair](#), the Council, and court commissioners [appointed under Rules 3-201 or 3-201.01](#).

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

[\(1\)\(A\) "District Chair" is as defined in Rule 3-201.01.](#)

[\(1\)\(B\) "Division Commissioner" is as defined in Rule 3-201.01.](#)

(2) Performance evaluations.

~~(2)~~(A) On forms provided by the Administrative Office, the presiding judge of a district of which a court commissioner serves, [or the District Chair for Division Commissioners](#), will complete an evaluation of the court commissioner's performance by July 1 of each year. If a commissioner serves multiple districts or court levels, the presiding judge of each district will complete an evaluation. [For Division Commissioners, the District Chair will complete an evaluation.](#)

~~(2)~~(B) The presiding judge(s) [or District Chair](#), will survey judges and court personnel seeking feedback for the evaluation. During the evaluation period, the presiding judge(s) [or District Chair](#), will review at least five of the commissioner's active cases. The review will include courtroom observation.

~~(2)~~(C) The presiding judge(s) [or District Chair](#), will provide a copy of each commissioner evaluation to the Council. Copies of plans under paragraph (3)(G) and all evaluations will also be maintained in the commissioner's personnel file in the Administrative Office.

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

~~(3)~~(A) demonstration of understanding of the substantive law and any relevant rules of procedure and evidence;

- (32)(B) attentiveness to factual and legal issues before the court;
- (32)(C) adherence to precedent and ability to clearly explain departures from precedent;
- (32)(D) grasp of the practical impact on the parties of the commissioner's rulings, including the effect of delay and increased litigation expense;
- (32)(E) ability to write clear judicial opinions;
- (32)(F) ability to clearly explain the legal basis for judicial opinions;
- (32)(G) demonstration of courtesy toward attorneys, court staff, and others in the commissioner's court;
- (32)(H) maintenance of decorum in the courtroom;
- (32)(I) demonstration of judicial demeanor and personal attributes that promote public trust and confidence in the judicial system;
- (32)(J) preparation for hearings or oral argument;
- (32)(K) avoidance of impropriety or the appearance of impropriety;
- (32)(L) display of fairness and impartiality toward all parties;
- (32)(M) ability to clearly communicate, including the ability to explain the basis for written rulings, court procedures, and decisions;
- (32)(N) management of workload;
- (32)(O) willingness to share proportionally the workload within the court or district, or regularly accepting assignments;
- (32)(P) issuance of opinions and orders without unnecessary delay; and
- (32)(Q) ability and willingness to use the court's case management systems in all cases.

(43) Standards of performance.

(43)(A) **Survey of attorneys.** The Council will measure satisfactory performance by a sample survey of the attorneys appearing before the court commissioner during the period for which the court commissioner is being evaluated. The Council will measure satisfactory performance based on the results of the final survey conducted during a court commissioner's term of office, subject to the discretion of a court commissioner serving an abbreviated initial term not to participate in a second survey under paragraph (43)(A)(v) of this rule.

(43)(A)(i) **Survey scoring.** The survey must be scored as follows.

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

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

(43)(A)(i)(c) A court commissioner's performance is satisfactory if:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(43)(E) **Physical and mental competence.** Satisfactory performance is established if the response of the court commissioner demonstrates physical and mental competence

to serve in office and if the Council finds the responsive information to be complete and correct. The Council may request a statement by an examining physician.

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

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

(43)(F)(ii) If a presiding judge, or District Chair, issues an overall "Needs Improvement" rating on a court commissioner's annual performance evaluation as provided in paragraph (1), that presiding judge, or District Chair, will prepare a corrective action plan setting forth specific ways in which the court commissioner can improve in deficient areas.

(54) Judicial Council certification process

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

(54)(A)(i) survey scores;

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

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

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

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

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

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

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

(54)(D) **Certification presumptions.** If the Council finds the court commissioner has met the performance standards, it is presumed the Council will certify the court

commissioner for reappointment. If the Council finds the court commissioner did not meet the performance standards, it is presumed the Council will not certify the court commissioner for reappointment. The Council may certify the court commissioner or withhold decision until after meeting with the court commissioner.

(54)(E) **Overcoming presumptions.** A presumption against certification may be overcome by a showing that a court commissioner's failure to comply with paragraphs (43)(B) and (43)(C) were beyond the court commissioner's personal control. A presumption in favor of certification may be overcome by:

(54)(E)(i) reliable information showing non-compliance with a performance standard, except as otherwise provided in paragraph (54)(E); or

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

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

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

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

(54)(I) **Communication of certification decision.** The Council will communicate its certification decision to the court commissioner and to the presiding judge(s) of the district(s) the commissioner serves, or to the District Chair for Division Commissioners.

Effective: ~~May~~ November 1, 2026

Rule 3-202. Court referees prohibited.**Intent:**

To prohibit courts from establishing the position of court referee.

Applicability:

This rule applies to all trial courts.

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

(1)(A)“Court referee” means any person by any title, including but not limited to court referee, traffic referee, hearing officer, or adjuster who resolves or recommends resolution of any case. “Court referee” does not include, other than:

(1)(A)(i) a judge appointed under Article VIII of the Utah Constitution;

(1)(A)(ii) a senior judge appointed under Rules 41-201 or Rule 41-203 of the Utah Supreme Court Rules of Professional Practice;

(1)(A)(iii) a judge pro tempore appointed under Rule 41-202 of the Utah Supreme Court Rules of Professional Practice;

(1)(A)(iv) a court commissioner or Division Commissioner appointed under Rule 3-201 ~~or 3-201.01~~;

(1)(A)(v) a master appointed under Rule 53 of the Utah Rules of Civil Procedure ~~53~~;

(1)(A)(vi) a Court Clerk ~~of court~~ acting under Rule 4-704; or

(1)(A)(vii) a juvenile court probation officer ~~acting~~ appointed under Utah Code Section 78A-6-205602 or Rule 7-301 ~~by any title, including but not limited to court referee, traffic referee, hearing officer, or adjuster who resolves or recommends resolution of any case.~~

(1)(B) “Division Commissioner” is as defined in Rule 3-201.01.

(2) Court referees prohibited. Court referees are prohibited.

Effective: ~~January 1, 2013~~ November 1, 2026

Rule 4-403. Electronic signature and signature stamp use.**Intent:**

To establish a uniform procedure for the use of judges' and commissioners' electronic signatures and signature stamps.

Applicability:

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

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

(1)(A) "District Chair" is as defined in Rule 3-201.01.

(1)(B) "Division Commissioner" is as defined in Rule 3-201.01.

(24) **Approved document types.** A clerk may, with the prior approval of the judge or commissioner, use an electronic signature or signature stamp in lieu of obtaining the judge's or commissioner's signature on the following document types:

(24)(A) bail bonds from approved bondsmen;

(24)(B) bench warrants;

(24)(C) civil orders for dismissal when submitted by the plaintiff in uncontested cases or when stipulated by both parties in contested cases;

(24)(D) civil orders for dismissal pursuant to Rule 4-103 and Rules 3 and 4 of the Utah Rules of Civil Procedure;

(24)(E) orders to show cause and orders to appear/attend under Rules 7A and 7B of the Utah Rules of Civil Procedure;

(24)(F) orders to take into custody;

(24)(G) summons;

(24)(H) supplemental procedure orders;

(24)(I) orders setting dates for hearing and for notice;

(24)(J) orders on motions requesting the Department of Workforce Services (DWS) to release information concerning a debtor, where neither DWS nor the debtor opposes the motion;

(24)(K) orders for transportation of a person in custody to a court hearing, including writs of habeas corpus ad prosequendum and testificandum; and

(24)(L) orders appointing a court visitor.

(32) **Approval of additional document types.**

(32)(A) **Standing Orders.** A juvenile or district court presiding judge, or a justice court presiding judge of a judicial district, or the District Chair for Division Commissioners, may issue a standing order authorizing judges and commissioners to allow clerks to use an electronic signature or signature stamp in lieu of a judge's or commissioner's signature on specific document types other than those listed in paragraph (24). Before issuing such an order, the presiding judge or District Chair for Division Commissioners, must determine that there is a benefit in administrative convenience, and be satisfied that there are minimal concerns about record accuracy or integrity in allowing a clerk to use a judge's or commissioner's electronic signature or signature stamp.

(32)(B) **Judge Authorization.** When a presiding judge or District Chair for Division Commissioners has issued a standing order pursuant to paragraph (32)(A), a judge or commissioner within that district or a Division Commissioner may authorize a clerk to use an electronic signature or signature stamp, in lieu of obtaining the judge's or commissioner's signature.

(32)(C) **Retention of Standing Orders.** Standing orders issued under this Rule must be maintained in accordance with the Utah State Courts Records Retention Schedule.

(43) **Automatic.** The electronic signature of a judge may be automatically affixed to the following documents without the need for specific direction from the assigned judge when issued using a form approved by the ~~Judicial~~ Council:

(43)(A) a domestic relations injunction issued under Rule 109 of the Utah Rules of Civil Procedure;

(43)(B) an automatic expungement order issued under Utah Code; and

(43)(C) automated orders related to deferred traffic prosecution cases under Utah Code section 77-2-4.2.

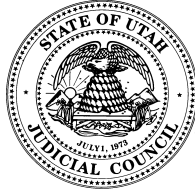
(54) **Approval on a document-by-document basis.** All documents not covered under paragraphs (24), (32), or (43) that require a judge's or commissioner's signature must be personally signed by the judge or commissioner, unless the judge or commissioner, on a document-by-document basis, authorizes the clerk to use the judge's or commissioner's electronic signature or signature stamp in lieu of the judge's or commissioner's signature. The judge or commissioner must review the document prior to granting such authorization.

(65) **Documentation in the case.** Authorization granted under paragraph (54) must be documented in writing in the case. Authorization granted under paragraphs (24), (32), or (43) does not need to be documented in the case.

(76) **Clerk signature.** When a clerk is authorized to use a judge's or commissioner's electronic signature or signature stamp under this rule, the clerk must sign directly beneath the electronic signature or stamped imprint of the judge's or commissioner's signature.

Effective: November 1, 2026

Tab 8



Administrative Office of the Courts

Associate Chief Justice Jill M. Pohlman
Utah Supreme Court
Chair, Utah Judicial Council

September 11, 2026

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

MEMORANDUM

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

The Policy, Planning, and Technology Committee recommends that CJA rules 3-110, 3-501, and 4-901 be approved for a 45-day public comment period.

CJA 3-110. Judicial officer financial disclosures (AMEND)

The proposed amendments streamline administrative processes by removing the fixed reference to calendar year 2026 and establishing a direct pathway for judges to submit additional redaction requests to the Management Committee. Additionally, the revised rule introduces a mandatory safeguard requiring the judiciary to notify judges whenever a request is made to access their unredacted financial disclosure forms.

CJA 3-501. Insurance benefits upon retirement (AMEND)

The proposed amendments clarify that earned benefits are limited to judges who qualify for and are entitled to receive a retirement allowance under Utah Code title 49, chapter 11. To ensure consistency, the amendment aligns the rule with the statutory definition of "retirement" under Utah Code 49-11-102(48).

CJA 4-901. Mandatory electronic filing in juvenile court (AMEND)

The proposed amendments: 1) add a provision that explicitly allows both lawyers representing an Indian tribe under Sup. Ct. R. Pro. Prac. Rule 4-806 and nonlawyer representatives under Rule 4-802 to submit court filings by email, mail, or in person; 2) shifts the authority to grant hardship eFiling exemptions from the Judicial Council to the Juvenile Court Administrator (or their designee); and 3) authorizes the Juvenile Court Administrator to set flexible terms rather than granting blanket case exemptions.

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

1 **Rule 3-110. Judicial officer financial disclosures**

2 **Intent**

3 To establish financial disclosure requirements for judicial officers.

4 **Applicability**

5 This rule applies to court commissioners and all judges and justices in courts of record and not
6 of record (“~~J~~udicial ~~O~~fficers”).

7 **Statement of the Rule**

8 (1) **Financial disclosures.** Judicial ~~O~~fficers must complete an annual financial disclosure form
9 approved by the Council.

10 **(2) Reporting and publication.**

11 (2)(A) **Reporting term.** For purposes of this rule, the reporting term begins on August 1st
12 and ends on July 31st. ~~Except as set forth in paragraph (2)(C), f~~Financial disclosure
13 forms must be submitted between August 1st and August 15th each year, in accordance
14 with policies established by the Council.

15 (2)(B) **Publication.** ~~Except as set forth in paragraph (2)(C), t~~The Council will publish all
16 financial disclosure forms on the court website by October 1st each year.

17 ~~(2)(C) **Exception.** For calendar year 2026, financial disclosure forms will be completed~~
18 ~~and posted on the court website as soon as practicable, on a date to be determined by~~
19 ~~the Council.~~

20 (3) **Redactions.** Judicial ~~e~~Officers are at-risk government employees and public figures. The
21 Administrative Office will automatically redact ~~J~~udicial ~~O~~fficers’ personal and protected
22 information from financial disclosure forms prior to publication. A ~~J~~udicial ~~O~~fficer may submit a
23 request to the Management Committee to redact~~that~~ additional information ~~be redacted~~ from
24 the~~ir~~ form prior to posting.

25 (4) **Public records.** Financial disclosure forms redacted in accordance with paragraph (3) are
26 public records. Judicial Officers will be notified of requests to access their unredacted financial
27 disclosure forms in accordance with Rule 4-202.05.

28 *Effective ~~May 18~~November 1, 2026*

Rule 3-501. Insurance Benefits Upon Retirement.**Intent:**

To establish uniform policies regarding sick leave for all judicial officers of courts of record (justices, judges, and court commissioners), and conversion of sick leave to paid medical, dental, prescription drug, and employer-funded basic life insurance benefits at the time of retirement; and to establish uniform policies for incentive benefits for active senior judges of courts of record.

Applicability:

~~Provisions~~ Paragraphs (1) through (34) of this rule apply to all judicial officers, not including active senior judges. ~~Provision~~ Paragraphs (45) and (56) of this rule apply only to active senior judges of courts of record.

As used in this rule, “retirement” means the judicial officer has become eligible, applies for, and is entitled to receive an allowance under Utah Code title 49.

Statement of the Rule:**(1) Earned benefits.**

(1)(A) For each year of full-time employment that a judicial officer uses less than four days of sick leave in a calendar year, the judicial officer accrues eligibility for eight months of paid medical, dental, prescription drug, and employer-funded basic life insurance benefits at the time of retirement. Dental and employer-funded basic life insurance coverage is dependent upon the judicial officer’s age at retirement. Upon retirement, the judicial officer will declare to the Human Resources Department if they are otherwise covered by a comparable medical insurance policy. If not, the judicial officer will receive the accrued insurance benefits.

(1)(B) Maternity leave and parental leave is considered sick leave for determining benefits under this rule.

(1)(C) Medical, dental, and prescription drug insurance coverage provided will be the same as that carried by the judicial officer at retirement if the judicial officer is under age 65 at retirement. The judicial officer will continue to pay their portion of the shared premiums and the Judiciary will continue to pay its portion of the shared premiums.

(1)(D) Medical and prescription drug insurance coverage provided will convert to the PEHP Medicare Supplement and Enhanced Pharmacy insurance benefits if the judicial officer is age 65 or older on the effective date of retirement. Dental and employer-funded basic life insurance benefits will terminate when the judicial officer is eligible for Medicare. The Judiciary covers 100% of the cost of premiums for the PEHP Medicare Supplement and Enhanced Pharmacy plans for the judicial officer and spouse.

(1)(D)(i) If the judicial officer is enrolled in a high deductible plan, it is their responsibility to stop all contributions (employee and employer) six months prior to applying for Medicare benefits to avoid a Social Security (Medicare) penalty tax. The judicial officer is responsible for contacting the PEHP Flex Department to stop all contributions.

(1)(D)(ii) If the spouse of the judicial officer is not Medicare eligible when the judicial officer retires, the spouse’s coverage will remain the same as that carried

by the judicial officer at retirement until the spouse is eligible for Medicare or until earned benefits are exhausted, whichever is earlier.

(2) Duration of benefits.

(2)(A) The duration of earned benefits will be calculated based on the judicial officer's last work day. Active employee insurance coverage ends on the last day of the month in which the judicial officer worked. Retiree insurance coverage or the PEHP Medicare Supplement and Enhanced Pharmacy coverage begins on the first of the month following the judicial officer's last work day. Earned benefits will not exceed seven years.

YEARS in which judicial officer used fewer than 4 days of sick leave in the calendar year	TOTAL NUMBER OF MONTHS PAID INSURANCE (1 year --> 8 months)	YEARS OF PAID INSURANCE
1 year	8 months	
2 years	16 months	1 year, 4 months
3 years	24 months	2 years
4 years	32 months	2 years, 8 months
5 years	40 months	3 years, 4 months
6 years	48 months	4 years
7 years	56 months	4 years, 8 months
8 years	64 months	5 years, 4 months
9 years	72 months	6 years
10 years	80 months	6 years, 8 months
11 years	88 months	7 years

(2)(B) If the judicial officer is under age 65 at retirement, when the judicial officer reaches age 65, retiree insurance coverage will convert to the PEHP Medicare Supplement and Enhanced Pharmacy insurance coverage, and coverage will continue for the remaining duration of the term of earned benefits. Dental and employer-funded basic life insurance benefits will terminate when the judicial officer reaches age 65.

(2)(C) If the judicial officer is under age 65 at retirement but the spouse is 65 or older, the spouse's coverage will remain the same as that carried by the judicial officer at retirement until the judicial officer becomes eligible for Medicare. The spouse's retiree insurance coverage will convert to the PEHP Medicare Supplement and Enhanced Pharmacy insurance coverage, and will continue for the remaining duration of the term of earned benefits.

(2)(D) Earned benefits for dependents, other than a spouse, of the judicial officer terminate when the judicial officer reaches age 65 or until the dependent reaches age 26, whichever is earlier.

(2)(E) Additional life insurance coverage will terminate for the judicial officer's spouse and dependent(s) when employment ends.

(3) **Recording sick leave.** As authorized by Utah Code ~~s~~Section 78A-2-107, the ~~S~~state ~~C~~court ~~A~~administrator or designee will develop methods for recording sick leave used each year by judicial officers.

(4) **Active senior judge incentive benefit.**

(4)(A) The ~~J~~udiciary will pay 50% of the cost of medical and dental insurance premiums for a qualifying active senior judge and spouse until the qualifying active senior judge reaches age 65. The ~~J~~udiciary will pay 50% of the cost of the PEHP Medicare Supplemental and Enhanced Pharmacy insurance coverage for a qualifying active senior judge and spouse if the active senior judge and spouse are age 65 or older.

(4)(B) To qualify for the incentive benefit the active senior judge must:

(4)(B)(i) qualify as an active senior judge pursuant to ~~R~~ule 11-201 of the Utah Supreme Court Rules of Professional Practice;

(4)(B)(ii) have exhausted the earned benefits provided for by this rule;

(4)(B)(iii) submit to the ~~S~~state ~~C~~court ~~A~~administrator or their designee a letter expressing an intent to participate in the incentive benefit program;

(4)(B)(iv) comply with qualifications for reappointment as outlined in ~~R~~ule 11-201 of the Utah Supreme Court Rules of Professional Practice during the active senior judge's term of appointment; and

(4)(B)(v) show good cause to the Council why the active senior judge should not be disqualified for the incentive benefit if the active senior judge has not performed case work for two or more fiscal years.

(4)(C) The active senior judge is responsible for their portion of insurance premium deductions and will coordinate with the Utah Retirement System~~URS~~ and/or PEHP as applicable.

(5) **Inactive status.** If an active senior judge who receives the incentive benefit changes to inactive status, the senior judge ~~will~~ must notify the ~~S~~state ~~c~~court ~~A~~administrator or designee and the Human Resources Department in writing that the active senior judge has converted to inactive status and is receiving the incentive benefit. Human Resources will notify PEHP of the change in status.

(6) **Availability of funds.** Implementation of this rule is subject to availability of funds.

Effective: November 1, 2026~~4~~

Rule 4-901. Mandatory electronic filing in juvenile court.**Intent:**

To require that documents in juvenile court cases be filed electronically.

To provide for exceptions.

Applicability:

This rule applies ~~to~~in the juvenile courts.

Statement of the Rule:

(1) **Juvenile cases.** Except as provided in ~~p~~Paragraph (2), pleadings and other papers filed in juvenile court cases ~~shall~~must be electronically filed using the juvenile court's Court and Agency Records Exchange (C.A.R.E.). The electronic filer ~~shall~~must obtain and use a unique C.A.R.E. login for all electronic filings in the juvenile court.

(2) Exceptions.

(2)(A) **Self-represented parties.** A self-represented party who is not a lawyer may file pleadings and other papers by email, mail, or in person.

(2)(B) **Indian tribes.** A lawyer or nonlawyer representing an Indian tribe under Rules 4-802 or 4-806 of the Utah Supreme Court Rules of Professional Practice may file pleadings and other papers by email, mail, or in person.

~~(2)(C) **B) Hardship exemption.** A lawyer may submit a written request for a hardship exemption from this rule to the Juvenile Court Administrator explaining why an exemption is necessary. whose If granted, the lawyer request for a hardship exemption from this rule has been approved by the Judicial Council~~ may file pleadings and other papers using any method permitted by the ~~Judicial Council~~Juvenile Court Administrator or designee. The exemption may be time-limited and subject to other conditions. ~~To request an exemption, the lawyer shall submit a written request outlining why an exemption is necessary to the Juvenile Court Administrator.~~

Effective: ~~December 19, 2022~~November 1, 2026

Tab 9

Note: Both the Committee on Court Forms and the Board of District Court Judges approved removing the warning labels that typically appear above the "Check your email" warning on motion forms as well as the "Notice to Responding Party" at the end of the form, as these warnings do not apply to the motion process for a default judgment (version of the old form attached to the end of this form for comparison).

Name

Address

City, State, Zip

Phone

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

Email

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

In the ☐ District ☐ Justice Court of Utah

_____ Judicial District _____ County

Court Address _____

In the Matter of (select one)

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

(name of Petitioner)

and

(name of Respondent)

Other parties (if any)

Motion for Default Judgment
(Utah Rule of Civil Procedure 55)

Case Number

Judge

Commissioner (domestic cases)

1. The following documents were served:

- ☐ Summons and Complaint/Petition
☐ Counterclaim

Note: Both the Committee on Court Forms and the Board of District Court Judges approved removing the warning labels that typically appear above the "Check your email" warning on motion forms as well as the "Notice to Responding Party" at the end of the form, as these warnings do not apply to the motion process for a default judgment (version of the old form attached to the end of this form for comparison).

on _____ (date). Proof of service or an acceptance of service has been filed or is attached.

2. The time in which to file an Answer has passed, and the

☐ plaintiff/petitioner

☐ defendant/respondent

has not answered or otherwise appeared.

3. The default certificate has been submitted.

4. I ask the court to enter judgment as requested in the Complaint/Petition.

Plaintiff/Petitioner or Defendant/Respondent

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

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

Date

Signature ►

Printed Name

Attorney or Licensed Paralegal Practitioner of record (if applicable)

Date

Signature ►

Printed Name

Note: Both the Committee on Court Forms and the Board of District Court Judges approved removing the warning labels that typically appear above the “Check your email” warning on motion forms as well as the “Notice to Responding Party” at the end of the form, as these warnings do not apply to the motion process for a default judgment (version of the old form attached to the end of this form for comparison).

Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion for Default Judgment on the following people.

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

 Date

 Signature ►

 Printed Name

Name

Address

City, State, Zip

Phone

Email

This motion requires you to respond. Please see the Notice to Responding Party.

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

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

In the ☐ District ☐ Justice Court of Utah

_____ Judicial District _____ County

Court Address _____

In the Matter of (select one)

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

(name of Petitioner)

and

(name of Respondent)

Other parties (if any)

Motion for Default Judgment
(Utah Rule of Civil Procedure 55)

Case Number

Judge

Commissioner (domestic cases)

1. The following documents were served:

- ☐ Summons and Complaint/Petition
☐ Counterclaim

on _____ (date). Proof of service or an acceptance of service has been filed or is attached.

2. The time in which to file an Answer has passed, and the
[] plaintiff/petitioner
[] defendant/respondent
has not answered or otherwise appeared.
3. The default certificate has been submitted.
4. I ask the court to enter judgment as requested in the Complaint/Petition.

Plaintiff/Petitioner or Defendant/Respondent

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

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

_____	Signature ►	_____
Date	Printed Name	_____

Attorney or Licensed Paralegal Practitioner of record (if applicable)

_____	Signature ►	_____
Date	Printed Name	_____

Notice to responding party

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

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

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

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

See the court's Motions page for more information about the motions process, deadlines and forms: utcourts.gov/motions



Scan QR code to visit page

Finding help

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



Scan QR code to visit page

Aviso para la parte que responde

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

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

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

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

Vea la página del tribunal sobre Mociones para encontrar más información sobre el proceso de las mociones, las fechas límites y los formularios:

utcourts.gov/motions-span



Para acceder esta página escanee el código QR

Cómo encontrar ayuda legal

La página de la internet del tribunal Cómo encontrar ayuda legal (utcourts.gov/help-span)

tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.



Para acceder esta página escanee el código QR

Certificate of Service

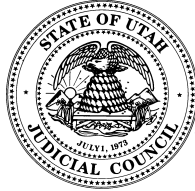
I certify that I filed with the court and am serving a copy of this Motion for Default Judgment on the following people.

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

Date

Signature ► _____
Printed Name _____

Tab 10



Administrative Office of the Courts

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

August 31, 2026

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

MEMORANDUM

TO: Management Committee and Judicial Council

FROM: Jon Puente, Director OFA

RE: Committee on Fairness and Accountability Vacancies

Rule 1-205(1)(B)(xiv) stipulates the membership of the Committee on Fairness and Accountability (CFA). Several members' terms on the CFA have expired or are about to expire, including Justice Jill Pohlman, Judge Todd Shaughnessy, Judge Monica Diaz, Judge Danalee Welch-O'Donnal, Justice Michael Zimmerman, and Shawn Newell. All of these members have agreed to serve a second term and have been nominated by their respective boards to do so.

On behalf of the Committee on Fairness and Accountability and the Chair, Justice Jill Pohlman, we respectfully request that the Management Committee reappoint Justice Jill Pohlman, Judge Todd Shaughnessy, Judge Monica Diaz, Judge Danalee Welch-O'Donnal, Justice Michael Zimmerman, and Shawn Newell to the CFA.

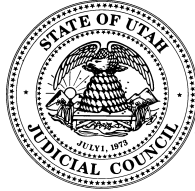
At this time, the Committee on Fairness and Accountability is comprised of the following members:

- Justice Jill Pohlman, Chair, Utah Supreme Court
- Judge Todd Shaughnessy, Third District Court
- Judge Monica Diaz, Third District Juvenile Court
- Judge Danalee Welch-O'Donnal, Grand County Justice Court
- Justice Michael Zimmerman,
- Judge Renee Jimenez
- Shawn Newell, Community Representative
- Tucker Samuelsen, Director of Data and Research
- Jon Puente, Director of the Office of Fairness and Accountability
- Stacy Haake, General Counsel Designee

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

The purpose of the Committee on Fairness and Accountability is to serve as the core leadership team for the OFA. The Committee is to provide support to the OFA and provide expertise and guidance to the Judicial Council regarding how to best support the work of the OFA.

Tab 11



Administrative Office of the Courts

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

August 31, 2026

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

MEMORANDUM

TO: Management Committee and Judicial Council

FROM: Jon Puente, Director OFA
Ramon Rudecindo, Language Access Program Manager

RE: Language Access Committee Vacancies

Rule 1-205(1)(B)(vi) stipulates the membership of the Language Access Committee (LAC). Several members' terms on the LAC have expired or are about to expire, including Judge Blaine Rawson, Judge Jeffry Ross, Judge Kelly Schaffer-Bullock, Rory Jones, Yadira Call, and Ingrid Oseguera.

On behalf of the LAC and the Chair, Cade Stubbs, we respectfully request that the Management Committee reappoint Judge Jeffry Ross and Rory Jones, and appoint Judge Amanda Montague, Judge Jeane Hoskins, Michael Hinckley (prosecuting attorney), Ricardo Perez Delgado (certified interpreter), Fernanda Hernandez (certified interpreter), and Fran Cushing (approved interpreter) to the LAC.

At this time, the Language Access Committee is comprised of the following members:

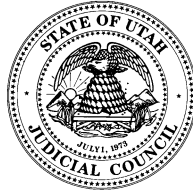
- Cade Stubbs, Trial Court Executive Fifth District
- Judge Blaine Rawson, Second District Court
- Judge Jeffry Ross, Eighth District Juvenile Court
- Judge Kelly Schaffer-Bullock, Highland Justice Court
- Rory Jones, Chief Probation Officer, Seventh District
- Tricia Bradshaw, Clerk of Court, Fifth District
- Chip Royce, ASL Interpreter
- Yadira Call, Certified Interpreter
- Ingrid Oseguera, Certified Interpreter

The purpose of the Language Access Committee is to (1) research, develop and recommend to the Judicial Council policies and procedures for interpretation in legal proceedings and

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

translation of printed materials; and (2) issue informal opinions to questions regarding the Code of Professional Responsibility, which is evidence of good-faith compliance with the Code.

Tab 12



Administrative Office of the Courts

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

August 31, 2026

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

MEMORANDUM

TO: The Management Committee of the Judicial Council

FROM: Standing Committee on Model Utah Civil Jury Instructions
Jace Willard, Associate General Counsel

RE: Reappointment Request

Reappointment of Stewart Harman:

Mr. Stewart Harman was first appointed to be a member of the Committee in August 2023 and completed his initial term this month. During his time on the Committee, he has actively contributed to discussions of numerous model instructions. Last February, he accepted the invitation to serve as Vice-Chair and was appointed to that role. He has expressed a desire to continue serving on the Committee. The Committee Chair recommends that he be reappointed to serve another term.

The Committee looks forward to approval and any feedback from the Management Committee and Judicial Council as to the proposed reappointment.

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