

Rule 10. Form of pleadings and other papers.**1 (a) Caption; names of parties; other necessary information.**

2 (1) All pleadings and other papers filed with the court must contain a caption setting
3 forth the name of the court, the title of the action, the file number, if known, the
4 name of the pleading or other paper, and the name, if known, of the judge (and
5 commissioner if applicable) to whom the case is assigned. A party filing a claim for
6 relief, whether by original claim, counterclaim, cross-claim or third-party claim,
7 must include in the caption the discovery tier for the case as determined
8 under Rule 26.

9 (2) In the complaint, the title of the action must include the names of all the parties,
10 but other pleadings and papers need only state the name of the first party on each
11 side with an indication that there are other parties. A party whose name is not
12 known must be designated by any name and the words "whose true name is
13 unknown." In an action in rem, unknown parties must be designated as "all
14 unknown persons who claim any interest in the subject matter of the action."

15 (3) Every pleading and other paper filed with the court must state in the top left
16 hand corner of the first page the name, address, email address, telephone number
17 and bar number of the attorney or party filing the paper, and, if filed by an attorney,
18 the party for whom it is filed.

19 (4) A party filing a claim for relief, whether by original claim, counterclaim, cross-
20 claim or third-party claim, must also file a completed cover sheet substantially

21 similar in form and content to the cover sheet approved by the Judicial Council. The
22 clerk may destroy the coversheet after recording the information it contains.

23 (5) Domestic relations actions, as defined in Rule 26.1, must be captioned as follows:

24 (i) In petitions for divorce, annulment, separate maintenance, and temporary
25 separation: "In the matter of the marriage of [Party A and Party B]."

26 (ii) In petitions to establish parentage: "In the matter of the parentage of children
27 of [Party A and Party B]."

28 (iii) In petitions to otherwise establish custody, parent-time, or child support: "In
29 the matter of the children of [Party A and Party B]."

30 (iv) If a domestic relations action includes additional interested parties, such as
31 the Office of Recovery Services, they must be listed in the case caption after the
32 text described above.

33 **(b) Paragraphs; separate statements.** All statements of claim or defense must be made
34 in numbered paragraphs. Each paragraph must be limited as far as practicable to a
35 single set of circumstances; and a paragraph may be adopted by reference in all
36 succeeding pleadings. Each claim founded upon a separate transaction or occurrence
37 and each defense other than denials must be stated in a separate count or defense
38 whenever a separation facilitates the clear presentation of the matters set forth.

39 **(c) Adoption by reference; exhibits.** Statements in a paper may be adopted by reference
40 in a different part of the same or another paper. An exhibit to a paper is a part thereof
41 for all purposes.

42 **(d) Paper format.** All pleadings and other papers, other than exhibits and court-
43 approved forms, must be 8½ inches wide x 11 inches long, on white background, with a
44 top margin of not less than 1½ inches and a right, left and bottom margin of not less
45 than 1 inch . All text or images must be clearly legible, must be double spaced, except
46 for matters customarily single spaced, must be on one side only and must not be
47 smaller than 12-point size.

48 **(e) Signature line.** The name of the person signing must be typed or printed under that
49 person's signature. If a proposed document ready for signature by a court official is
50 electronically filed, the order must not include the official's signature line and must, at
51 the end of the document, indicate that the signature appears at the top of the first page.

52 **(f) Non-conforming papers.** The clerk of the court may examine the pleadings and
53 other papers filed with the court. If they are not prepared in conformity with
54 paragraphs (a) - (e), the clerk must accept the filing but may require counsel to
55 substitute properly prepared papers for nonconforming papers. The clerk or the court
56 may waive the requirements of this rule for parties appearing pro se. For good cause
57 shown, the court may relieve any party of any requirement of this rule.

58 **(g) Replacing lost pleadings or papers.** If an original pleading or paper filed in any
59 action or proceeding is lost, the court may, upon motion, with or without notice,
60 authorize a copy thereof to be filed and used in lieu of the original.

61 **(h) No improper content.** The court may strike and disregard all or any part of a
62 pleading or other paper that contains redundant, immaterial, impertinent or scandalous
63 matter.

64 **(i) Electronic papers.**

65 (1) Any reference in these rules to a writing, recording or image includes the
66 electronic version thereof.

67 (2) A paper electronically signed and filed is the original.

68 (3) An electronic copy of a paper, recording or image may be filed as though it were
69 the original. Proof of the original, if necessary, is governed by the Utah Rules of
70 Evidence.

71 (4) An electronic copy of a paper must conform to the format of the original.

72 (5) An electronically filed paper may contain links to other papers filed
73 simultaneously or already on file with the court and to electronically published
74 authority.