

1 **Rule 10. Form of pleadings and other papers.**

2 *Effective: [5/1/2022](#)*

3 **(a) Caption; names of parties; other necessary information.**

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

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

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

20 (4) A party filing a claim for relief, whether by original claim, counterclaim, cross-
21 claim or third-party claim, must also file a completed cover sheet substantially similar
22 in form and content to the cover sheet approved by the Judicial Council. The clerk
23 may destroy the coversheet after recording the information it contains.

24 (5) Domestic relations actions, as defined in [Rule 26.1](#), must be captioned as follows:

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

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

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

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

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

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

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

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

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

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

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

64 **(i) Electronic papers.**

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

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