

<b>Judicial Support Staff Training: District Court and Justice Court</b>	
Effective Date Statewide: 11/2004	Revision Date: 01/2022

## **CONTINUANCES**

### **Overview**

A continuance is a postponement of a trial, hearing or other court appearance to a later fixed date. A hearing may also be continued without a future date being set.

Managing continuances is a fundamental case management practice. A Continuance Report is available in CORIS to review for judges and judicial support managers to monitor continuance practices. To assure an accurate Continuance Report, all continuances should be recorded in CORIS.

A motion for continuance may be received:

- In-court (verbal/written)
- In writing
- Verbally (by telephone where local policy allows)

A continuance may be granted:

- By order of the court
- Upon stipulation of the parties and approved by the court
- By the clerk where local policy allows

A hearing may be continued from the Calendaring/Schedule event screen or from the toolbox drop-down menu in the Individuals Present, Sentencing, and Post-Sentencing screens for minute entries.

## Procedure/Computer Entry

### Continuance from Case > Calendar > Events for Case

1. Go to **Case > Calendar > Events for Case**.

Event	Appearance Date	Time	Room	Judge/Comm.	Notes Inter
BENCH TRIAL	10/15/2011	2:00 PM		jcs	
PRETRIAL CONFERE	09/15/2011	9:00 AM		jcs	
APPOINT COUNSE	09/01/2011	10:00 AM		jcs	

2. Highlight the event to be continued and select the **Continuance** button. The Continuance screen will open.

### In-Court Continuance

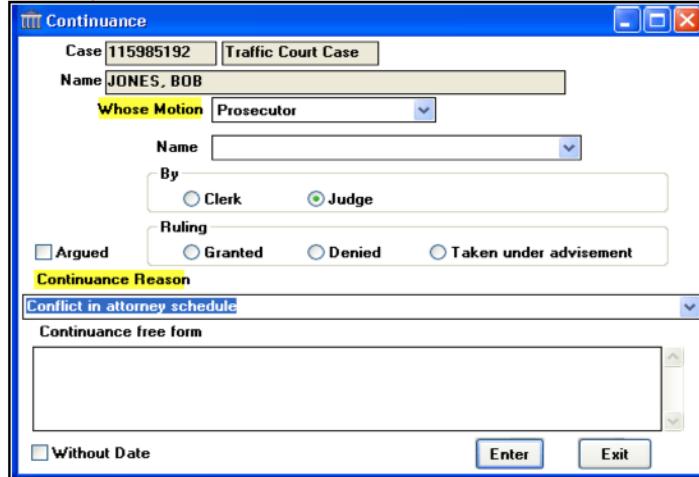
1. Through the **Individuals Present, Sentencing or Post Sentencing** screen, select **Toolbox > Continuance**.

Arraignment!	Change of plea!	Hearing/Trial!	Sentence	Post Sentence!	Toolbox
Case 091000081	Other Misdemeanor	Case Assigned	Appointed Co Assess Fees Bail/Bond Dis Bindover Calendar Certificate of Charges Continuance		
Last Name JONES					
First Name BOB			Birth		
Date 08/16/2011	Classification	PUBLIC			
Judge/Comm	TBD, TBD		Reporter		Continuance

2. The **Event to be Continued** screen will open. Select the hearing to be continued and select **Continuance**. When **Enter** is selected, the **Continuance** screen will open.

## The Continuance Screen

1. Make a selection from the **Whose Motion** drop-down menu.
2. Select **Clerk** or **Judge** depending on who granted the continuance. If **Clerk** is selected, the Ruling section closes. If **Judge** is selected, a selection must be made in the Ruling section.
  - a. Granted - Schedule Event screen will open for entry of new date and time.
  - b. Denied - Schedule Event screen will open. Exit.
  - c. Taken Under Advisement - Schedule Event screen will open. Exit.
3. A continuance reason must be selected from the pre-defined **Continuance Reason** drop-down menu. If additional information is necessary, add it in the **Continuance free form** box. Then select **Enter**.
4. When **Enter** is selected, the **Schedule Event** screen will open. Enter the new date and time. Event type will remain the same. Enter. If the matter is continued without date select the “Without date box” on the Continuance screen.
5. The **Calendar Events for Case** screen will display the date the hearing was changed and who changed it.



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District Court Judicial Support Staff Training Document		
Effective Date Statewide: 09/2006	Revision Date: 04/2015	Reviewed: 10/2021

## GENERAL CIVIL FILING

### Overview

Civil cases are filed to resolve disputes including but not limited to: property, money, personal rights and injury. A Complaint or Petition is submitted to the court that has jurisdiction in the matter.

### Reference

#### Accounting Manual

URCP [Rule 3](#) Commencement of action

URCP [Rule 17](#) Parties Plaintiff and Defendant

URCP [Rule 26](#) General provisions governing disclosure and discovery

### Efiling Procedure

1. When a complaint or petition is eFiled, the case type, party information, and amount in controversy will be entered by the filing attorney. Depending on the case type and monetary amount being requested, a discovery tier will be assigned. The filer is required to pay the associated fee at the time of filing.
2. The “Cases Without Filing Fee Report” should be prepared and processed pursuant to local practice. If a fee has not been paid, the attorney should be contacted. If the correct filing fee is not paid, orders should not be processed and hearings should not be scheduled. Refer to local policy if payment is not received.

### Manual Procedure

1. Upon receipt of the complaint/petition, from the Primary Menu, select **Case > Case Filing > Civil Filing**. Select the **Case Type** as indicated on the cover sheet (Contract, Debt Collection, Personal Injury, etc.).
  - a. Verify the **Filing Date** in the **Civil Filing** screen matches the date the document was received. If it does not match, it should be manually updated.
  - b. Enter the parties. Select **Party** and the appropriate party title as listed on the cover sheet. Enter the **Last Name** and **First Name** of the party in the appropriate

boxes. Enter the address and other identifying information of the party as listed on the cover sheet. Select **Next Party** and continue to enter all the parties (plaintiffs and defendants, etc.) listed on the complaint/petition. Enter the address and other identifying information of the party(s) as listed on the cover sheet.

**Note:** If the name includes a Jr, Sr, etc., enter after the middle name. The only punctuation used is when a last name is hyphenated. When a party is a business enter the name of the business in the **Last Name** field. Check the drop-down box to see if the party is listed as a common party. If so, select the appropriate party name. ([Coris Data Entry Standards](#))

- c. Enter the amount in controversy in the **Amount in Controversy** box. This information should be provided on the cover sheet. When no specific controversy amount is listed select the **No Amount Specified** box.
- d. Select **Accept Fee** when all the parties have been entered. CORIS displays the case number and assigned judge. Write the case number and the assigned judge on the complaint/petition.
- e. The **Civil Discovery Tier and Dates** screen may appear depending on the case type. If it appears, select the appropriate tier level radio button based upon the amount in controversy. After selecting the correct tier, select **Enter**, and CORIS will automatically return to the **Cashiering** screen.
- f. On the **Cashiering** screen, select the correct payor from the **Payor** drop-down box. If the party is not listed, add the payor by selecting the **Payor** button on the bottom of the screen.
- g. If payment is received by mail, select **Mail Payment** box.
- h. Select the **Civil Fee** box and acknowledge the message box that will display asking if this is the correct payor by selecting **Yes**. If the correct payor needs to be changed, select Payor at the bottom of the screen and select the correct payor.
- i. The Civil Fees screen will open. Locate the appropriate fee in the **Fee Description** box. This can be done by typing the first few letters of the description in the **Scroll to fee** box, such as CO for Complaint or by scrolling through the **Fee Description** box to the appropriate fee. Select the appropriate fee by highlighting it and selecting **Continue**, or by double-clicking on the title.

### Civil Fees Screen

Button	Description / Use
<b>Proceed to Miscellaneous Copies</b>	Select when copies are requested at the time of filing.
<b>Government Fee</b>	Select when a filing fee is paid after satisfaction of judgment. (This option is rarely used).
<b>Zero Amount</b>	Select when a waiver of filing fee has been approved by the court. (This option is rarely used).
<b>Fee Waiver Requested</b>	Select when a fee waiver is requested at the time of filing. CORIS will generate a Critical Message which displays on the Primary Menu screen.
<b>All Fee Codes</b>	Selecting this button will list all fee codes in the Fee Description box instead of just fee codes common to the case that is being processed.
<b>Paid Fees</b>	Selecting this button will open the Case Fees screen and will list all fees that have been paid on the case.
<b>Note</b>	Select when a note needs to be added to the payment.
<b>Continue</b>	Select to return to the Civil Fee Documents screen.
<b>Exit</b>	Select to close the screen without saving any entered information.

j. When **Continue** is selected in the Civil Fee screen, it will return CORIS to the **Civil Fee Documents** screen. A document title will appear in the **Civil Fee Documents** screen in the **Document Title** box. The text must be modified to reflect the title written on the complaint/petition. Ensure that the **Add Document Image(s)** box is selected. Select **Enter**. Scan the complaint/petition and select the appropriate .pdf from the Scanned\_Documents file.

### Civil Fee Documents Screen

Button	Use/Description
<b>Case, Type, Name</b>	Displays the case number, case type, and name of the plaintiff.
<b>Filing Date</b>	Displays the current date and is to be backdated if necessary.
<b>Filing Time</b>	Displays the current time.
<b>Document Title</b>	Will default to the description of the fee being processed;

	should be changed to reflect the exact title of the document being entered.
<b>Classification</b>	This box defaults to PUBLIC. Generally this is the correct type of classification for a civil matter. For further information please see the Utah State Courts website: <a href="#">Summary of Classification of Court Records</a>
<b>Add Document Image(s)</b>	When selected, this allows the image of a scanned document to be attached to the document title.
<b>Print Barcode</b>	This function is obsolete for the district court.
<b>Enter / Exit</b>	Enter: Will save the information entered on the screen. Exit: Will close the screen without saving any information.

- k. Under **Tender Options** in the Payments Screen, enter the appropriate payment information (cash, check information, etc.). If payment is made by check, you must enter the entire check number in the box.
  - I. Select **Enter** to complete the transaction, CORIS will print a receipt.
  - m. All checks received by the court for payment should be restrictively endorsed using a standard stamp. The computer receipt number and/or the case number should be displayed on the front of the check only. The receipt number and/or case number reference simplifies NSF reversals and assists in trouble-shooting balancing problems.

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District Court Clerical Training Resource Document	
Effective Date Statewide: 03/2008	Revision Date: 01/2022

## JUDGMENT ENTRY

### Overview

The Judgment screen in CORIS (**Case > Judgments > Civil/Criminal**) is used to record case judgments and judgment dispositions. This screen is used to create an electronic index or “Registry of Judgments” referenced in the Utah Code. ([Utah Code 78B-5-103](#))

A judgment is recorded in the judgment screen by entering the following information: type of judgment, debtor, creditor, judgment details, amount of judgment. The disposition of the judgment is also updated using this screen.

Before entering a money judgment in the judgment screen, make sure the wording “judgment” is contained in the document. Many times an amount is ordered without it being reduced to a judgment. If the court has signed an order to pay money, it can be enforced in the same manner as if it were a judgment, but would not be entered in the judgment screen.

Divorce decrees must be entered in the judgment screen, even if a money judgment is not included. In divorce cases, the petitioner and respondent party types are not changed to debtor and creditor, and the amount is left at “\$0.” ([DCJUST: Domestic Filing; Divorce/Annulment](#))

Judgments on criminal cases are also entered in the judgment screen if the defendant has not paid the full amount of fines, fees, or restitution as imposed. This judgment is entered when the defendant’s outstanding financial obligations are sent to the State Office of Debt Collection.. ([Utah Code 77-32b-102](#))

If a judgment is granted in favor of a government agency, the filing fee must be itemized on the proposed judgment and in judgment details (whether filed manually or through eFiling). If the filing fee isn’t itemized, the proposed judgment should not be signed, and the filer should be notified that the judgment will need to be re-filed with the filing fee itemized. ([Code of Judicial Administration 4-303](#))

Some judgments (such as abstracts of judgments) may be entered directly from the Primary Menu (**Case > Case Filing > Civil Filing**) by entering the judgment amount at the time of filing in the boxes provided. Care must be taken in using this procedure, as this will enter a judgment for debtors listed on the case. ([DCJUST: Abstract of Judgment](#)) ([DCJUST: Foreign Judgment](#))

Judgments are also submitted through the court’s eFiling system. They are signed and a judgment is recorded in the judgment screen automatically through information the eFiler provides.

**Note:** The entry of a judgment does not constitute a lien against properties without further action by the parties. ([Utah Code 78B-5-201](#))

**Note:** No execution or other writ to enforce a judgment can be issued until the expiration of 28 days after entry of judgment or order, unless the court directs otherwise. ([Utah Rules Civil Procedure 62](#))

**Reference:**

LMS (Learning Management System): [LMS Login](#)

Utah Code Annotated:

UCA [78A-8](#)

UCA [78B-5-201](#)

UCA [78B-5-202](#)

Utah Rules of Civil Procedure:

URCP [7](#)

URCP [54](#)

UCRP [58A](#)

URCP [58B](#)

URCP [60](#)

URCP [62](#)

Code of Judicial Administration: [Rule 4-303](#)

Utah State Courts' Website: [General Information on Judgments](#)

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**Civil or Criminal Judgment**

**Efiling Procedure**

1. In the Action Details-Judicial Queue page, select the **Edit Data** icon to verify that the information entered by the eFiler is correct.
2. Select the total amount of judgment. A new screen will open, with a breakdown of all amounts included in the judgment. Verify the judgment amount, judgment type, and debtor/creditor.

There may be more than one judgment amount. An example is when attorney fees are awarded for one defendant instead of both defendants. Be sure to verify all judgment amounts.

If there are errors in these screens check local policy on correcting them.

If the creditor is a government filer, the filing fee must be itemized in this screen (and on the proposed judgment). If the filing fee isn't itemized the judgment should be "Not Signed" with a note to the filer to itemize it.

3. Select **Action Details Queue** at the top of the screen.
4. Select **View**. Verify the information contained in the judgment document matches the amounts, parties (creditors/debtors), and judgment type in the Edit Data screen.
5. When everything is verified in both screens, the document can be signed, or reassigned to a judge for signature. To reassign, mark the **Reassign** radio button. Select who the document is being reassigned to. Put any notes that are appropriate in the **Additional Note** field. Select **Reassign**.

When reassigning eFiled documents, a note to CORIS will not be made even if the **Record Note to CORIS** checkbox isn't unchecked.

6. After a judgment is signed it will appear in the **Post Signature Queue**. The judicial assistant will need to enter the case disposition in CORIS. **Case > Civil > Case Disposition**. Select Judgment in the drop down list and select **Enter**.

## Manual Procedure

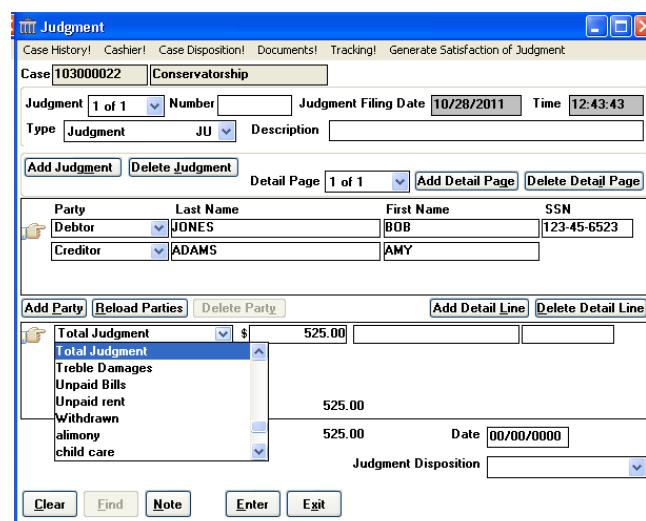
1. From the **Primary Menu** select **Case > Judgments > Civil/Criminal**.

2. In the **Number** box, enter the reference number from the judgment, if any. If a case has more than one judgment they may be numbered.

3. The Judgment **Filing Date** and **Time** boxes will automatically populate with the current date and time.

4. Select the type of judgment from the **Type** drop-down box.

5. Enter the title of the judgment in the **Description** box.



6. Change the party type to indicate the **Debtor(s)** and **Creditor(s)** by selecting **Party** drop-down boxes. Scroll down to show all parties listed. Any parties showing who are not debtors or creditors on the judgment should be deleted from this page using **Delete Party** so they will not show on the judgment. This will not delete the party from the case. The debtor is the party the judgment is entered against, the creditor is the prevailing party.
  - a. To add a party who does not appear on this screen, select **Add Party** and enter the information for the missing party.
  - b. Select **Reload Parties** if the parties are not showing.
7. **To enter judgment amount:**
  - a. Select **Add Detail Line**.
    - i. Select Total Judgment, tab, and fill in the total amount, **OR**
    - ii. Select **Add Detail Line** for each judgment type (i.e. Judgment, Attorneys Fees, Costs) from the drop-down box on the left. Tab, then enter the corresponding amount.
    - iii. If the creditor is a government filer, the filing fee must be entered as a separate Detail Line.
  - b. Tab after the last judgment amount is entered. The total judgment amount at the bottom of the screen will update as each amount is entered.
  - c. Select the **Detail Page** when entering a judgment against two defendants for the same amount and one party has additional costs or a different judgment amount. Enter the judgment as described above.
8. Use **Note** to enter any specific notes related to the judgment. These notes will appear in the case history.
9. Once all sections of the judgment screen have been completed, select **Enter**. A pop-up will appear asking if the document was eFiled or already entered/uploaded. If the document will need to be scanned and entered into CORIS choose **No**, otherwise choose **Yes**. If **No** is selected, the **Judgment Documents** screen will display.
  - a. The title of the document displays in the **Document Title** area as the type of judgment selected in the judgment screen. If the title is not correct, change the title by typing over it. Enter the name of the judge, or clerk signing the judgment and the date signed.
  - b. After entering all information on the judgment select **Enter**. A confirmation box will display stating the judgment was entered successfully. The document should then be scanned and uploaded.

10. Case Disposition:

- a. When a judgment has been entered, a prompt will appear inquiring "Would you like to dispose the case now?" If the judgment entered is a final judgment, select **Yes**. Enter the disposition "Judgment", the judge, and the date in the following screen.

**Procedure for a Small Claims Judgment (Justice Courts)**

1. From the **Primary Menu** select **Case > Judgments > Small Claims**. The Judgment screen is also available from incourt screens/toolbox.

2. Enter the Interest Rate if ordered. Interest rate will default to the current rate, it can be changed if necessary.

3. Select the **Hearing** or **Trial** radio button.

4. Select which party the Judgment was granted to.

5. Enter the amount of the judgment.

6. Select **Notes** to enter any notes on the judgment. Notes display in the case history.

7. Select **Certificate of Notification** if a mailing certificate needs to be generated.

8. Select **Enter**.

9. When Enter is selected a judgment document will be sent to the print index.

10. Once all sections of the judgment screen have been completed, select **Enter**. The **Judgment Documents** screen will display.

- a. The title of the document displays in the **Document Title** area as the type of judgment selected in the judgment screen. If the title is not correct, change the

title by typing over it. Enter the name of the judge, or clerk signing the judgment and the date signed.

- b. **Case Calendaring** may be accessed from this screen.
- c. After entering all information on the judgment select **Enter**. A confirmation box will display stating the judgment was entered successfully.

**NOTE:** If the judgment document description was entered in the judgment screen, it is not necessary to go to the Document screen. Entering the document in the Judgment document screen will create a duplicate entry.

**11. Case Disposition:**

- a. When a judgment has been entered, a prompt will display “Would you like to dispose the case now?” If the judgment entered is a final judgment, select **Yes**. If yes is selected the Civil Case Disposition screen will open. Enter the disposition Judgment, the judge, and the date.

A prompt will display asking If tracking should be ended. End required tracking (see local procedure).

Civil Case Disposition may also be accessed from **Case >Civil Case Disposition**.

**Procedure for Judgment Disposition/Amendment**

**1. Judgment Disposition:**

When a document is filed which affects the status of the judgment, such as a satisfaction of judgment, the status of the judgment must be updated using the **Judgment Disposition** box. The judgment disposition is separate from the case disposition.

When updating the judgment disposition to Satisfied, a Satisfaction of Judgment must be filed. If this document is not eFiled it could be uploaded into the Document screen. Then changing the judgment disposition will occur by selecting Satisfaction from the Judgment Disposition drop down list.

A government filer must pay any outstanding filing fees to the court before a judgment can be satisfied. ([Code of Judicial Administration Rule 4-303](#))

If there is a disposition for a specific cost of the judgment, enter it by selecting the box next to the specific cost, to display the drop-down box menu from which to select the applicable disposition. Enter the disposition date. If no specific cost disposition exists, leave blank.

2. **To Add a Judgment:**

- a. Click on the **Add judgment** button.
- b. Select the **debtor** and **creditor**.
- c. Add **Detail Line** information as described above.

To add multiple judgments, use the **Add Judgment** button and repeat the process.

3. **To Delete a Judgment:**

- a. Judgments should only be deleted based on a court order.
- b. Confirm the correct judgment to be deleted by selecting it in the judgment box.
- c. Select **Delete Judgment**. A prompt will display confirming that the judgment should be deleted. If yes is selected, a box will appear stating the judgment was deleted successfully.

4. **To Update/Amend a Judgment:**

- a. If there are multiple judgments on the case, select the judgment to be amended from the **Judgment** drop down box at the top left of the screen.
- b. An order may be entered which amends an existing judgment. In this event, changes should be made on the existing judgment. A note should be entered using the **Note** box at the bottom of the judgment screen, referencing the reason for the change. Once the judgment is changed and **Enter** is selected, the judgment will be updated wherever it displays in the case history. The original judgment amount will no longer display.

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## District Court Judicial Support Staff Training Document

Effective Date Statewide:

Revision Date: 01/2022

### DISCOVERY TIERS AND TIMELINES

#### **OVERVIEW**

URCP 26 and URCP 26.1 requires that most civil cases and domestic cases be assigned to a discovery tier upon filing. The tier defines the length of time allowed for discovery activities and proactively establishes time expectations for the discovery portion of these cases. This document describes the CORIS tools to support these timelines.

#### **REFERENCE**

Utah Rules Civil Procedure    [Rule 26](#) General provisions governing disclosure and discovery  
    [Rule 26.1](#) Disclosure and and discovery in domestic relations actions.

Utah Code Judicial Administration    [Rule 4-103](#) Civil calendar management

Utah State Courts Website    [Cover Sheet for Civil Actions](#)

Utah State Courts Website    [Disclosure and Discovery](#)

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#### **How Tiers Are Identified**

The filer can choose a tier on cases with monetary damages. These tiers are identified by URCP 26 and 26.1. Other case types will default to a designated tier:

- Damages requested are \$50,000 or less = Tier 1

- Damages requested are more than \$50,000 and less than \$300,000 or do not include monetary damages (except for domestic case types) = Tier 2
- Damages requested are more than \$300,000 = Tier 3
- Domestic Relations cases = Tier 4
- Some case types are exempt from tier assignment and will default as exempt when filed. These case types are: civil stalking, evictions, cohabitant abuse, temporary separation, UCCJEA, UIFSA, foreign judgment, expungement, hospital lien, forfeiture of property, water rights cases, post-conviction relief cases, administrative agency appeals and arbitration awards.

If a case type is listed as “Exempt/(E)”, the Civil Discovery Tier and Date screen will not open and a notice will not be generated upon entry of the first answer.

**Note:** While the tiers are based on claims for damages, the filer does not need to declare an amount in Total Claim for Damages. If the filer does not claim an amount they must declare a tier unless the case is exempt. It's important that a tier be assigned, as it is the first step in managing the case to disposition.

## Tier and Timeline Tools

The CORIS tools currently available to support discovery timelines are located under **Case > Management > Discovery**.



## How Tiers Are Recorded

If a case is electronically filed and monetary damages are requested, the eFiler will need to select a tier. If no monetary damages are requested, the tier will be automatically assigned based on the case type.

When a case requiring a tier assignment is manually filed, the **Civil Discovery Tier and Dates** screen will open once the parties have been entered and the case has been assigned a case number and judge.

An **Undeclared** option is available to use only as a last resort. Discovery dates and a notice is not generated when this option is selected. Selecting **Undeclared** in a tier-eligible case will be extra work for judges and judicial support staff later. Each district should set clear procedures for instances in which court patrons are not prepared to declare a tier upon filing. This option is not available for eFiling attorneys to choose from, but judicial staff can change an eFiled case to Undeclared.

### How the Civil Discovery Timeline Works

When the first answer/counterclaim is filed in a case, the discovery dates on the **Civil Discovery Tier and Dates** screen are automatically populated based on the tier designated and the case type the answer was filed in. It is very important that the efiler or judicial assistant choose “Answer” as the correct document type in order for these dates to be generated. Using the document type “Other” will not generate a notice. If the answer is filed under the wrong document type, the eFiler will need to file a motion to correct the record and then re-file the answer under the correct document type to enable the discovery notice to be generated.

1. The answer file date is automatically populated in **An answer was filed on this case** box. As stated, the dates are calculated based on the tier chosen, and each box is populated accordingly.
2. If a case type is listed as “Exempt”, the **Civil Discovery Tier and Dates** screen will not open and a notice will not be generated upon entry of the first answer.
3. If an answer is not filed, the discovery dates are never populated, and the civil discovery tools are never used to process the case.

**Note:** If an answer is manually received by judicial support staff, it is recommended that information regarding the party’s address or email address be added before the answer is filed. This will ensure that the generated notice is properly sent to the party and that the certificate of notification can be properly created.

A “Stipulated or Ordered Discovery” option is available in the Tier and Date screen located under **Case > Management > Discovery > Tier and Due Dates**. This option can be selected if an order changing the timelines is signed by the judge. A stipulation can also be filed by the parties changing the timeline without a court order, if it doesn’t interfere with a previous court order and no hearing is currently set. ([Utah Rules of Civil Procedure 29](#).) This will not recalculate the discovery dates, but judicial staff can manually enter the date that the certificate of readiness for trial will need to be filed. This date will be entered in the **Certificate of Readiness for Trial (modified)** box. This option is not available for eFilers to choose from but judicial staff can change an eFiled case to Stipulated or Ordered Discovery. Stipulated or Ordered Discovery should only be selected if a stipulation is filed that opts the parties out of the URCP Rule 26 timelines.

## How the Civil Discovery Timeline is Communicated and Reinforced by the Court

The civil discovery timeline is communicated to the parties through notices generated by CORIS:

- 1) The first notice is automatically generated and docketed when an answer is filed.
- 2) A second notice, generated by judicial assistants, reminds the parties of the remaining required completion dates. The second notice is intended to be sent just after the completion date of the defendant's initial disclosures. This notice is not automatically docketed unless it is generated by court staff.
- 3) A third notice is a notice of a scheduled pretrial conference. This notice, generated by judicial assistants, is intended to be sent out when the certificate of readiness for trial date arrives and no hearing has been scheduled. This notice is not automatically docketed unless it is generated by court staff.

**Note:** Discovery notices are not auto generated for debt collection (DC) case types. The Discovery Tier will continue to be set and discovery dates will populate on the Discovery/Tier Due Dates screen.

The following describes each notice and the tools available to generate the notices.

### **NOTICE 1: Notice of Event Due Dates**

1. When the first answer or answer/counterclaim is filed, the **Notice of Event Due Dates** is automatically generated. The notice is electronically signed by the clerk of court. It does not require a manual signature.
2. The notice will be sent electronically to the attorney's email address and to the party's email address if one has been provided. Judicial staff will need to mail notice to any self-represented litigants if an email address has not been provided. The available notices may be printed from **Case > Management > Discovery > Notice Management**. The notice is automatically entered in CORIS as **Notice of Event Due Dates**.

### **NOTICE 2: Second Notice of Event Due Dates**

1. The second notice is a reminder of upcoming dates. The second notice is to be sent after the date for the defendant's initial disclosures has passed.
2. To determine cases eligible for the second notice, the **Civil Discovery Tier 2nd Notice** screen should be used. This screen is located in **Case > Management > Discovery > 2nd Notice**. This report can be run according to local policy to help ensure proper discovery management.
3. To use this report, enter the desired date range for cases and select **Find Cases**. A list of cases in which the initial disclosure dates are within the date range, but no second notice has been generated will display. Older cases whose due date for the second

notice has already passed will display, and may need to be removed.

- a. Cases can be selected individually, or all cases can be selected by using **Select All**.
- b. A case history can be displayed by highlighting the case and selecting **View Case History**.
- c. After selecting the desired cases, select **Prepare 2nd Notice** to generate the notice.
- d. This notice is automatically entered into CORIS as **Second Notice of Event Due Dates**.

4. The certificate of notification is electronically signed by the clerk of court.
5. The second notice will be sent electronically to the attorney's email address and to the party's address if one has been provided. Judicial staff will need to mail notice to any self-represented litigants if an email address has not been provided. The notices that need to be mailed may be printed from **Case > Management > Discovery > Notice Management**.
6. The second notice is automatically entered in CORIS as **Second Notice Of Event Due Dates**.

### **NOTICE 3: Notice of Pretrial Conference (URCP Rule 16)**

1. A **Notice of Pretrial Conference (URCP Rule 16)** is the final notice available. The notice is intended to be sent prior to the certificate of readiness for trial due date. This report can be run according to local policy to help ensure proper discovery management.
2. To determine the cases eligible for the **Notice of Pretrial Conference**, the **Civil Discovery Tier Management** screen is used.
3. The **Civil Discovery Tier Management** screen is located in **Case > Management > Discovery > Pretrial Conference Notice**. To use this report, enter the desired date range for cases and select the judge.
4. A list of cases in which the certificate of readiness for trial is due within the date range, but not yet filed, will display. Cases can be selected individually, or all cases can be selected by using **Select All**. A case history can be viewed by highlighting a case and selecting **View Case History**. The pretrial conference can also be scheduled from this screen by selecting **Schedule Event**. This report can be run according to local policy to help keep discovery management current.
5. After selecting the desired cases, select **Prepare Notice of Pretrial** to generate the "Notice of Pretrial Conference (URCP Rule 16)".
6. The **Notice Of Pretrial Conference** generated can display a pretrial date if it has been calendared.

**Note:** Generating the date of the pretrial conference date on the notice is dependent on the pretrial hearing being calendared as a "Pretrial Conference". Calendaring the pretrial conference as a "Status Conference" or any other type of hearing will result in the calendaring

information not displaying on the notice.

7. The certificate of notification is electronically completed and signed by the clerk of court.
8. The notice is automatically entered in CORIS as **Notice Of Pretrial Conference**. As with the other notices, it will be sent electronically to the attorney's email address and to the party's address if one has been provided. Judicial staff will need to mail notice to any self-represented litigants if an email address has not been provided. The **Notice Of Pretrial Conference** is available to print from the **Case History Summary**.

#### **Certificate of Readiness Filed But No Hearing Set**

1. The **Certificate of Readiness Filed But No Hearing Set** screen will populate upon opening. This screen is located in **Case > Management > Discovery > Trial Ready - No Hearing**. The filter for judge, case type or tier may be changed to limit which cases display. The case history can also be accessed from this screen.

**Note:** This screen will display all cases with a certificate of readiness for trial filed and no subsequent hearing set. It is not limited to just cases in which a tier has been assigned.

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This document is a product of the District/Justice Court Judicial Support Training Committee. If you have questions or concerns about the contents of this document, contact a DCJUST committee member representing your district. All documents prepared by the DCJUST committee are available at: [www.utcourts.gov/intranet/clerktraining/resources/](http://www.utcourts.gov/intranet/clerktraining/resources/).