

IN THE SEVENTH JUDICIAL DISTRICT AND JUVENILE COURT
IN AND FOR SAN JUAN COUNTY, STATE OF UTAH

IN RE: COURT ACCESS	STANDING ORDER FOR REMOTE AVAILABILITY Administrative Order 2023-06
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Due to staffing limitations the Seventh District and Juvenile Courts located in San Juan County at 297 S. Main St., Monticello, Utah is required to adjust its means of availability in order to support the core missions of the court. The Monticello Court Clerk's office will be accessible remotely on Tuesdays and Thursdays each week. In-person office coverage will remain available all other business days. The Court remains open and accessible by phone, email, video conferencing and by appointment. Filings will continue to be accepted via email and secure drop box. Hearings, trials, and other in-court business will not be disrupted by this change in counter coverage.

COURT HEARINGS

Most court hearings are conducted virtually through video conferencing unless in-person appearance has been requested and ordered. You will receive a link and instructions for appearing virtually from your attorney or the court clerk. If you do not receive a link within 48 hours of your hearing, contact your attorney or the court at 435-587-2122 or montscan@utcourts.gov. Hearing information and links for District Court are also posted online at: <https://www.utcourts.gov/cal/>. If you require a device to attend virtually, you may use one of the court's available workstations in Monticello, Blanding or Montezuma Creek. Please contact the court at the above phone number or email address one business day before your hearing to make arrangements with the court clerk.

FILINGS

Self-represented parties may file pleadings via email by sending a PDF attachment of the pleading for filing to: montscan@utcourts.gov. All filings must include the filer's phone number and/or email address. Pleadings may be filed without a handwritten signature, if, instead, you type your name and the date on the signature line provided on the form or use a digital signature. For case initiating filings that require a filing fee, the court clerk will create the case and let you know via email when the fee payment can be made online.

Paper pleadings may be mailed to: PO Box 68, Monticello, UT 84532, or filed in-person via a secure dropbox which will be checked at least one time per day. No payments or monies should be left in the dropbox. Forms specific to the Seventh District as well as additional information can be found at <https://www.utcourts.gov/courts/dist/distsites/7th/>.

PAYMENTS

Cash payments will not be accepted at this location on Tuesdays and Thursdays. Please visit the Court's website at <https://www.utcourts.gov/en/self-help/services/epayments.html> to make a payment on your district or juvenile court case. You will need your case number. If you don't know your case number, please contact the clerk's office. You may also make district court payments via your MyCase account.

ACCESS TO DISTRICT COURT CASE

MyCase is an online system available to district court parties. You can use MyCase to see papers that have been filed in your district court case, see future hearing dates and make

payments. To learn more about MyCase and to request access, visit

<https://www.utcourts.gov/en/self-help/services/mycase.html#notification>.

Dated this 3 day of April, 2023.

Mary L. Manley

Mary L. Manley, Presiding Juvenile Court Judge



George M. Harmond

Digitally signed by
George M. Harmond

Date: 2023.04.05
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George M. Harmond, Presiding District Court Judge