

# Agenda

## Committee on Resources for Self-represented Parties

February 12, 2010  
12:00 to 1:30 p.m.

Administrative Office of the Courts  
Scott M. Matheson Courthouse  
450 South State Street  
Judicial Council Room, Suite N31

Approval of minutes	Tab 1	Judge John Baxter
Introduction of Judge Michael DiReda Introduction of Carol Frank		Judge John Baxter
Self Help Center	Tab 2	Mary Jane Ciccarello Jessica Van Buren
Website and forms development	Tab 3	Tim Shea
CLE on representation under the Servicemembers Civil Relief Act		Mary Jane Ciccarello
Reauthorization of Committee	Tab 4	Tim Shea

**Committee Web Page:** <http://www.utcourts.gov/committees/ProSe/>

**Meeting Schedule:** Matheson Courthouse, 12:00 to 1:30, Judicial Council Room

June 11, 2010  
October 8, 2010

# Tab 1

Minutes		Committee on Resources for Self Represented Parties			
Meeting Date		October 16, 2009		Meeting Room Judicial Council Room	
Committee Member		Present	Excused	Committee Member	
Fred Anderson		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Christine James	
James Backman		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Robert Jeffs	
Pat Bartholomew		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jay Kessler	
Judge John Baxter, Chair		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jose Lazaro	
Mary Jane Ciccarello		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Christina Micken	
Judge Christine Decker		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stewart Ralphs	
Joe Derring		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Judge James Shumate	
Judge Michael DiReda		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Linda Smith	
Rep Neil Hanson		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jessica Van Buren	
Staff	Tim Shea				
Guests	Jane Semmel, Debbie Fader				

Topic	Approve minutes of June 12, 2009	By	Judge Shumate
Discussion: Correct Joanna Sagers' name. Correct statement to show that lawyers have inquired about working part time for the self-help center rather than having volunteered.			
Motion: Approve as amended.		By	Pat Bartholomew
Vote:	Yes    All                      No                      Abstain	Pass	<input checked="" type="checkbox"/>
		No Pass	<input checked="" type="checkbox"/>

Topic	Self Help Center	By	Mary Jane Ciccarello Jessica Van Buren
Discussion: 50% of contacts from 2 <sup>nd</sup> district; 7% from 3 <sup>rd</sup> district; 8% from 8 <sup>th</sup> district; 8% from out of state; None from 5 <sup>th</sup> district. Grant funding has permitted the addition of 2 part time attorneys. Jane Semmel & Debbie Fader introduced. Program now operating in districts 2, 7, and 8. Six calls missed for every one that is answered. 70% getting through on the first day of trying. Traveling to districts as part of the law library tour.			
Action: Keep up the good work.			

Topic	Website and forms development	By	Tim Shea
Discussion: Webpages and forms developed since last meeting were reviewed.			

Action: Keep up the good work.

Topic	Class for court staff	By	Pat Bartholomew Jessica Van Buren
Discussion: The class went well. Brent will work with Pat to review training manual. Clerks should become familiar with website. Lots of court staff never see the public site. Should be part of the regular clerk curriculum. Library staff can contribute to this effort.			

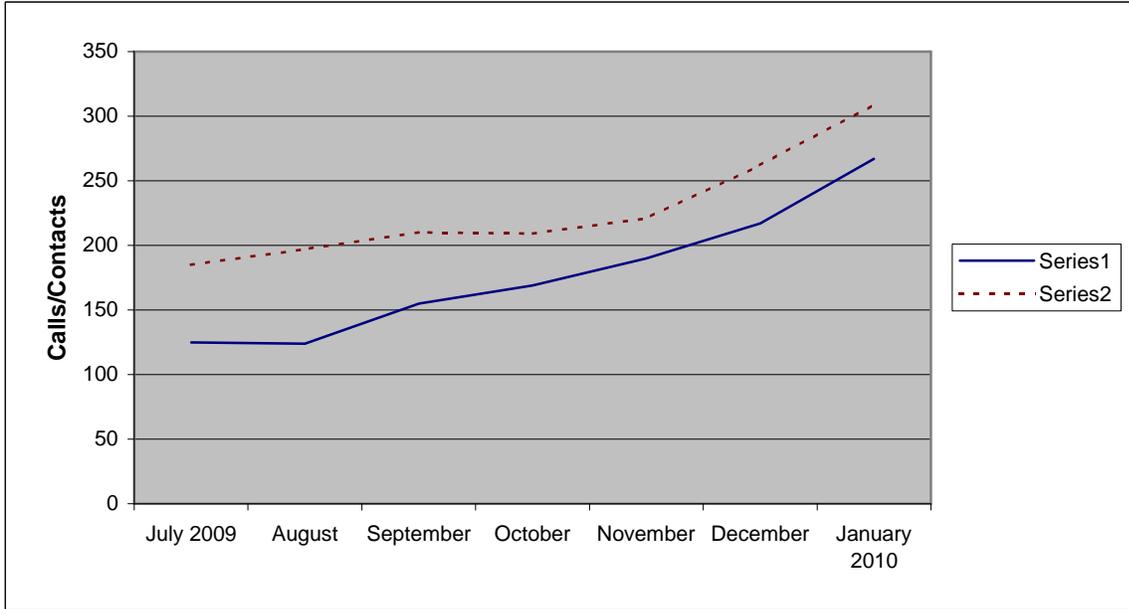
Topic	Limited legal help	By	Judge John Baxter Mary Jane Ciccarello
Discussion: Report to district and juvenile judges at the annual conference. Continue to explore what can be done with judges. Anyone who complete CLE course can be added to the Bar's on-line directory. Still working on populating the directory. Eventually it will replace the lists of the various districts. CLE planned for the Fall Forum. California law includes a right to a lawyer in certain civil cases.			

Topic	Review Strategic Plan	By	Tim Shea
Discussion: Donate to SHC as part of the bar fees. Develop class on demand. Professional video.			

# Tab 2

By District	Response Percent
1st	0.9%
2nd	50.0%
3rd	7.1%
4th	0.8%
5th	0.1%
6th	2.4%
7th	11.2%
8th	8.5%
Out of State	6.6%
Out of US	0.3%
Unknown	12.0%

**Self-Help Center Calls and Contacts by Month  
FY 2010**



Month	Number of Calls	Number of Contacts	Number of Service Days
July 2009	125	185	15
August	124	197	17
September	155	210	17
October	169	209	16
November	190	221	15
December	217	262	19
January 2010	267	309	15

<b>Total Calls</b>	1247
<b>Total Contacts</b>	1593
<b>Total Days</b>	114

# Tab 3

# Webpage and Forms Development

## (1) Progress since last meeting

- New Front Page (Final edits; Awaiting publication):  
<http://www.utcourts.gov/selfhelp/>
- Going to Court: [http://www.utcourts.gov/howto/pro\\_se/](http://www.utcourts.gov/howto/pro_se/)
- Template for motion practice before court commissioners (Awaiting commissioner review; Awaiting publication)
- Motion to Appoint Parent Coordinator (Awaiting commissioner template; Awaiting publication)
- Default Judgment (Awaiting publication)
- Modifying a Parent-time Order (Awaiting Default Judgment)
- Lawsuits Involving Military Service Members (Development)
- Motion to Set Aside Default Judgment (Development)
- Adoption of minor step-child (Development)
- How to File a Motion (Requested by clerks of court)

## (2) Planned

### (a) Petition Topics

- Petition to Modify Child Custody
- Petition to Modify Divorce Decree
- Petition to Adopt a Minor Step-child
- Petition to Expunge
- Petition to Unseal Adoption File
- Petition to Recognize a Common Law Marriage
- Petition to Annul Marriage
- Petition for Temporary Separation
- Petition for Judicial Review of Final Agency Action (informal adjudicative proceedings)

### (b) Motion Topics

- Motion for Alternative Service (Joel Campbell, 801-362-4298)
- Motion to Vacate Dismissal and Reinstate Petition
- Motion to Reschedule Hearing

- Motion to Appear by Telephone
- Motion to Appoint a Guardian ad Litem
- Motion to Change Venue
- Motion to Classify Court Records as Private
- Motion for Order Nunc Pro Tunc

**(c) Juvenile Court Topics**

- Petition to Modify Custody
- Petition to Terminate Parental Rights (private petition)

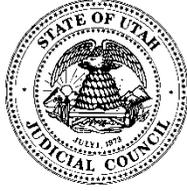
**(d) Probate Topics**

- Informal probate (with will)
- Informal probate (without will)
- Guardian and Conservator materials conforming to new statutes and rules

**(e) Miscellaneous**

- Notice of Limited Appearance (URCP 75).
- Debt collection cases

# Tab 4



## Administrative Office of the Courts

Chief Justice Christine M. Durham  
Utah Supreme Court  
Chair, Utah Judicial Council

### MEMORANDUM

Daniel J. Becker  
State Court Administrator  
Myron K. March  
Deputy Court Administrator

**To:** Committee on Resources for Self-represented Parties  
**From:** Tim Shea *TS*  
**Date:** February 8, 2010  
**Re:** Reauthorization of Committee

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Every 6 years, the Judicial Council sunsets two of its committees, unless it decides to reauthorize them. This year, it's this committee's turn. CJA 1-205(1)(D)(x).

The committee now has the opportunity to make a recommendation with supporting arguments. What say you?

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