

## Checklist for Petition for Writ of Certiorari Utah Rules of Appellate Procedure 45 - 51

### Filing Deadlines

Petition	<b>30 days</b> after entry of decision of Court of Appeals, or decision on Petition for Rehearing
Cross-petition	<b>30 days</b> after service of Petition
Respondent's Response to Petition	<b>30 days</b> after service of Petition

### Service of Petition and Response

- If the party is not represented by an attorney, they must be served on the self-represented party.
- An original signature is required on the proof of service.

### Number of Copies (URAP 48(f))

One with original signature and 6 copies

### Length of Petition

Petition	20 pages
Response to Petition	20 pages
Amicus	20 pages
Reply to Response to Petition (rarely filed)	5 pages

### Size and Binding

- Paper size: 8 ½ " x 11".
- Binding: Compact or Vello binding required; coiled plastic or spiral binding is not acceptable.

### Printing Requirements

- Margins must be at least one inch on top, bottom and sides of each page.

- Proportionally spaced typeface must be 13-point or larger for both text and footnotes. A monospaced typeface may not contain more than ten characters per inch for both text and footnotes.
- Print on both sides of the page.
- Double spaced; 1½ line spacing is not acceptable.

**Cover Requirements**

- **Paper Stock** - must be heavy weight paper.

- **Cover color**

Petitioner	White
Cross-Petitioner	White
Respondent	Orange
Response to Cross-Petition	Orange
Reply to Response to Petition (rarely filed)	Yellow

- **Case caption**

- **Name of the appellate court**  
In the Utah Supreme Court

- **Appellate court docket number**

- **Title of the document**

For example,

- Petition for Writ of Certiorari to the Utah Court of Appeals
- Response to Petition for Writ of Certiorari to the Utah Court of Appeals
- Opposition to Petition for Writ of Certiorari to the Utah Court of Appeals
- Reply to Response in Opposition to Petition for Writ of Certiorari

- **Name and Address of Attorneys or Self-Represented Parties**

The name and address of the person filing the brief (attorney or self-represented party) should be on the lower right of the brief.

The name and address of the opposing attorney or self-represented party should be on the lower left.

See last page of this checklist for an example of a brief cover.

## **Content Requirements**

In this order:

- List of all parties, unless the caption on the cover shows all parties.
- Table of contents with page references.
- Table of authorities with page references:
  - cases listed alphabetically with parallel citations
  - rules
  - statutes
  - other authorities
- Questions presented for review (Petitioner only).
- Citation to opinion of the Court of Appeals (Petitioner only).
- Statement of jurisdiction (Petitioner only).
- Constitutional provisions, statutes, ordinances, and rules (Petitioner only).
- Statement of the case (Petitioner only).
- Argument.
- Appendix: Court of Appeals and trial court decisions.
- Original signature of counsel of record or pro- party appearing without counsel on one copy of brief; reproduced signature on other copies.
- Proof of service.

**Sample Petition for Writ of Certiorari cover format**

IN THE UTAH SUPREME COURT

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State of Utah,  
Plaintiff / Appellee

vs.

Albert James Jones,  
Defendant / Appellant

Supreme Court No. 20150012-SC

Court of Appeals No. 20140001-CA

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Petition for Writ of Certiorari  
to the Utah Court of Appeals

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