

1       **Rule 4-202.08. Fees for records, information, and services.**

2       Intent:

3       To establish uniform fees for requests for records, information, and services.

4       Applicability:

5       This rule applies to all courts of record and not of record and to the Administrative  
6 Office of the Courts. [This rule does not apply to the Self Help Center.](#)

7       Statement of the Rule:

8       (1) Fees payable. Fees are payable to the court or office that provides the record,  
9 information, or service at the time the record, information, or service is provided. The  
10 initial and monthly subscription fee for public on-line services is due in advance. The  
11 connect-time fee is due upon receipt of an invoice. If a public on-line services account is  
12 more than 60 days overdue, the subscription may be terminated. If a subscription is  
13 terminated for nonpayment, the subscription will be reinstated only upon payment of  
14 past due amounts and a reconnect fee equal to the subscription fee.

15       (2) Use of fees. Fees received are credited to the court or office providing the record,  
16 information, or service in the account from which expenditures were made. Fees for  
17 public on-line services are credited to the Administrative Office of the Courts to improve  
18 data quality control, information services, and information technology.

19       (3) Copies. Copies are made of court records only. The term "copies" includes the  
20 original production. Fees for copies are based on the number of record sources to be  
21 copied and are as follows:

22       (3)(A) paper except as provided in (H): \$.25 per sheet;

23       (3)(B) microfiche: \$1.00 per card;

24       (3)(C) audio tape: \$10.00 per tape;

25       (3)(D) video tape: \$15.00 per tape;

26       (3)(E) floppy disk or compact disk other than of court hearings: \$10.00 per disk;

27       (3)(F) electronic copy of court reporter stenographic text: \$25.00 for each one-half  
28 day of testimony or part thereof;

29       (3)(G) electronic copy of audio record or video record of court proceeding: \$10.00 for  
30 each one-half day of testimony or part thereof; and

31 (3)(H) pre-printed forms and associated information: an amount for each packet  
32 established by the state court administrator.

33 (4)(a) Mailing. The fee for mailing is the actual cost. The fee for mailing shall include  
34 necessary transmittal between courts or offices for which a public or private carrier is  
35 used.

36 (4)(b) Fax or e-mail. The fee ~~for faxing to fax or e-mail a document~~ is \$5.00 for 10  
37 pages or less. The fee for additional pages is \$.50 per page. Records available on  
38 Xchange will not be faxed or e-mailed.

39 (5) Personnel time. Personnel time to copy the record of a court proceeding is  
40 included in the copy fee. For other matters, there is no fee for the first 15 minutes of  
41 personnel time. The fee for time beyond the first 15 minutes is charged in 15 minute  
42 increments for any part thereof. The fee for personnel time is charged at the following  
43 rates for the least expensive group capable of providing the record, information, or  
44 service:

45 (5)(A) clerical assistant: \$15.00 per hour;

46 (5)(B) technician: \$22.00 per hour;

47 (5)(C) senior clerical: \$21.00 per hour

48 (5)(D) programmer/analyst: \$32.00 per hour;

49 (5)(E) manager: \$37.00 per hour; and

50 (5)(F) consultant: actual cost as billed by the consultant.

51 (6) Public on-line services.

52 (6)(A) The fee to subscribe to public on-line services shall be as follows:

53 (6)(A)(i) a set-up fee of \$25.00;

54 (6)(A)(ii) a subscription fee of \$30.00 per month for any portion of a calendar month;  
55 and

56 (6)(A)(iii) \$.10 for each search over 200 during a billing cycle. A search is counted  
57 each time the search button is clicked.

58 (6)(B) When non-subscription access becomes available, the fee to access public  
59 on-line services without subscribing shall be a transaction fee of \$5.00, which will allow  
60 up to 10 searches during a session.

61 (6)(C) The fee to access a document shall be \$2.50 per document.

62 (7) No interference. Records, information, and services shall be provided at a time  
63 and in a manner that does not interfere with the regular business of the courts. The  
64 Administrative Office of the Courts may disconnect a user of public on-line services  
65 whose use interferes with computer performance or access by other users.

66 (8) Waiver of fees.

67 (8)(A) Fees established by this rule other than fees for public on-line services shall  
68 be waived for:

69 (8)(A)(i) any government entity of Utah or its political subdivisions if the fee is  
70 minimal;

71 (8)(A)(ii) any person who is the subject of the record and who is impecunious; and

72 (8)(A)(iii) a student engaged in research for an academic purpose.

73 (8)(B) Fees for public on-line services shall be waived for:

74 (8)(B)(i) up to 10,000 searches per year for a news organization that gathers  
75 information for the primary purpose of disseminating news to the public and that  
76 requests a record to obtain information for a story or report for publication or broadcast  
77 to the general public;

78 (8)(B)(ii) any government entity of Utah or its political subdivisions;

79 (8)(B)(iii) the Utah State Bar;

80 (8)(B)(iv) public defenders for searches performed in connection with their duties as  
81 public defenders; and

82 (8)(B)(v) any person or organization who the XChange administrator determines  
83 offers significant legal services to a substantial portion of the public at no charge.

84