

1 **Rule 10. Form of pleadings and other papers.**

2 (a)~~(4)~~ **Caption; names of parties; other necessary information.**

3 (a)(1) All pleadings and other papers filed with the court shall contain a caption
4 setting forth the name of the court, the title of the action, the file number, the name of
5 the pleading or other paper, and the name, if known, of the judge (and commissioner
6 if applicable) to whom the case is assigned. A party filing a claim for relief, whether
7 by original claim, counterclaim, cross-claim or third-party claim, shall include in the
8 caption the discovery tier for the case as determined under Rule 26.

9 (a)(2) In the complaint, the title of the action shall include the names of all the
10 parties, but other pleadings and papers need only state the name of the first party on
11 each side with an indication that there are other parties. A party whose name is not
12 known shall be designated by any name and the words "whose true name is
13 unknown." In an action in rem, unknown parties shall be designated as "all unknown
14 persons who claim any interest in the subject matter of the action."

15 (a)(3) Every pleading and other paper filed with the court shall state in the top left
16 hand corner of the first page the name, address, email address, telephone number
17 and bar number of the attorney or party filing the paper, and, if filed by an attorney,
18 the party for whom it is filed. An attorney's address, email address and telephone
19 number shall match the information on file with the Utah State Bar.

20 (a)(4) ~~The plaintiff shall file together with the complaint a~~ A party filing a claim for
21 relief, whether by original claim, counterclaim, cross-claim or third-party claim, shall
22 also file a completed cover sheet substantially similar in form and content to the
23 cover sheet approved by the Judicial Council. The clerk may destroy the coversheet
24 after recording the information it contains.

25 (b) **Paragraphs; separate statements.** All statements of claim or defense shall be
26 made in numbered paragraphs. Each paragraph shall be limited as far as practicable to
27 a single set of circumstances; and a paragraph may be adopted by reference in all
28 succeeding pleadings. Each claim founded upon a separate transaction or occurrence
29 and each defense other than denials shall be stated in a separate count or defense
30 whenever a separation facilitates the clear presentation of the matters set forth.

31 (c) **Adoption by reference; exhibits.** Statements in a paper may be adopted by
32 reference in a different part of the same or another paper. An exhibit to a paper is a part
33 thereof for all purposes.

34 (d) **Paper format.** All pleadings and other papers, other than exhibits and court-
35 approved forms, shall be 8½ inches wide x 11 inches long, on white background, with a
36 top margin of not less than 2 inches, a right and left margin of not less than 1 inch and a
37 bottom margin of not less than one-half inch, with text or images only on one side. All
38 text or images shall be clearly legible, shall be double spaced, except for matters
39 customarily single spaced, and shall not be smaller than 12-point size.

40 (e) **Signature line.** The name of the person signing shall be typed or printed under
41 that person's signature. If a paper is electronically signed, the paper shall contain the
42 typed or printed name of the signer with or without a graphic signature.

43 (f) **Non-conforming papers.** The clerk of the court shall examine all pleadings and
44 other papers filed with the court. If they are not prepared in conformity with [subdivisions](#)
45 [paragraphs](#) (a) – (e), the clerk shall accept the filing but may require counsel to
46 substitute properly prepared papers for nonconforming papers. The clerk or the court
47 may waive the requirements of this rule for parties appearing pro se. For good cause
48 shown, the court may relieve any party of any requirement of this rule.

49 (g) **Replacing lost pleadings or papers.** If an original pleading or paper filed in any
50 action or proceeding is lost, the court may, upon motion, with or without notice,
51 authorize a copy thereof to be filed and used in lieu of the original.

52 (h) **No improper content.** The court may strike and disregard all or any part of a
53 pleading or other paper that contains redundant, immaterial, impertinent or scandalous
54 matter.

55 (i) **Electronic papers.**

56 (i)(1) Any reference in these rules to a writing, recording or image includes the
57 electronic version thereof.

58 (i)(2) A paper electronically signed and filed is the original.

59 (i)(3) An electronic copy of a paper, recording or image may be filed as though it
60 were the original. Proof of the original, if necessary, is governed by the Utah Rules of
61 Evidence.

62 (i)(4) An electronic copy of a paper shall conform to the format of the original.

63 (i)(5) An electronically filed paper may contain links to other papers filed
64 simultaneously or already on file with the court and to electronically published
65 authority.

66 [Advisory Committee Notes](#)

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