

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

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

3 (a)(1) All pleadings and other papers filed with the court ~~shall~~must contain a
4 caption setting forth the name of the court, the title of the action, the file number, the
5 name of the pleading or other paper, and the name, if known, of the judge (and
6 commissioner if applicable) to whom the case is assigned. A party filing a claim for
7 relief, whether by original claim, counterclaim, cross-claim or third-party claim, ~~shall~~
8 must include in the caption the discovery tier for the case as determined under Rule
9 26.

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

17 (a)(3) Every pleading and other paper filed with the court ~~shall~~must state in the
18 top left hand corner of the first page the name, address, email address, telephone
19 number and bar number of the attorney or party filing the paper, and, if filed by an
20 attorney, the party for whom it is filed.

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

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

31 count or defense whenever a separation facilitates the clear presentation of the matters
32 set forth.

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

36 (d) **Paper format.** All pleadings and other papers, other than exhibits and court-
37 approved forms, ~~shall~~must be 8½ inches wide x 11 inches long, on white background,
38 with a top margin of not less than 2-1½ inches, ~~and a right, and left and bottom~~ margin
39 of not less than 1 inch ~~and a bottom margin of not less than one-half inch, with text or~~
40 ~~images only on one side.~~ All text or images ~~shall~~must be clearly legible, ~~shall~~must be
41 double spaced, except for matters customarily single spaced, must be on one side only
42 and ~~shall~~must not be smaller than 12-point size.

43 (e) **Signature line.** The name of the person signing ~~shall~~must be typed or printed
44 under that person's signature. If a paper is electronically ~~signed~~ filed, the paper ~~shall~~
45 must contain the typed or printed name of the signer ~~with or without~~ a graphic signature.
46 If a proposed document ready for signature by a court official is electronically filed, the
47 order must not include the official's signature line and must, at the end of the document,
48 indicate that the signature appears at the top of the first page.

49 (f) **Non-conforming papers.** The clerk of the court ~~shall~~may examine ~~all the~~
50 pleadings and other papers filed with the court. If they are not prepared in conformity
51 with paragraphs (a) – (e), the clerk ~~shall~~must accept the filing but may require counsel
52 to substitute properly prepared papers for nonconforming papers. The clerk or the court
53 may waive the requirements of this rule for parties appearing pro se. For good cause
54 shown, the court may relieve any party of any requirement of this rule.

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

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

61 (i) **Electronic papers.**

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

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

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

68 (i)(4) An electronic copy of a paper ~~shall~~must conform to the format of the
69 original.

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

73 [Advisory Committee Notes](#)

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