

1       **Rule 1-205. Standing and ad hoc committees.**

2       **Intent:**

3       To establish standing and ad hoc committees to assist the Council and provide recommendations on  
4 topical issues.

5       To establish uniform terms and a uniform method for appointing committee members.

6       To provide for a periodic review of existing committees to assure that their activities are appropriately  
7 related to the administration of the judiciary.

8       **Applicability:**

9       This rule shall apply to the internal operation of the Council.

10       **Statement of the Rule:**

11       **(1) Standing committees.**

12       (1)(A) **Establishment.** The following standing committees of the Council are hereby established:

13       (1)(A)(i) Technology Committee;

14       (1)(A)(ii) Uniform Fine Schedule Committee;

15       (1)(A)(iii) Ethics Advisory Committee;

16       (1)(A)(iv) Judicial Branch Education Committee;

17       (1)(A)(v) Court Facility Planning Committee;

18       (1)(A)(vi) Committee on Children and Family Law;

19       (1)(A)(vii) Committee on Judicial Outreach;

20       (1)(A)(viii) Committee on Resources for Self-represented Parties;

21       (1)(A)(ix) Language Access Committee;

22       (1)(A)(x) Guardian ad Litem Oversight Committee;

23       (1)(A)(xi) Committee on Model Utah Civil Jury Instructions;

24       (1)(A)(xii) Committee on Model Utah Criminal Jury Instructions;

25       (1)(A)(xiii) Committee on Pretrial Release and Supervision; and

26       (1)(A)(xiv) Committee on Court Forms.

27       **(1)(B) Composition.**

28       (1)(B)(i) The Technology Committee shall consist of one judge from each court of record, one justice  
29 court judge, one lawyer recommended by the Board of Bar Commissioners, two court executives, two  
30 court clerks and two staff members from the Administrative Office.

31       (1)(B)(ii) The Uniform Fine/Bail Schedule Committee shall consist of one district court judge who has  
32 experience with a felony docket, three district court judges who have experience with a misdemeanor  
33 docket, one juvenile court judge and three justice court judges.

34       (1)(B)(iii) The Ethics Advisory Committee shall consist of one judge from the Court of Appeals, one  
35 district court judge from Judicial Districts 2, 3, or 4, one district court judge from Judicial Districts 1, 5, 6,  
36 7, or 8, one juvenile court judge, one justice court judge, and an attorney from either the Bar or a college  
37 of law.

38 (1)(B)(iv) The Judicial Branch Education Committee shall consist of one judge from an appellate  
39 court, one district court judge from Judicial Districts 2, 3, or 4, one district court judge from Judicial  
40 Districts 1, 5, 6, 7, or 8, one juvenile court judge, the education liaison of the Board of Justice Court  
41 Judges, one state level administrator, the Human Resource Management Director, one court executive,  
42 one juvenile court probation representative, two court clerks from different levels of court and different  
43 judicial districts, one data processing manager, and one adult educator from higher education. The  
44 Human Resource Management Director and the adult educator shall serve as non-voting members. The  
45 state level administrator and the Human Resource Management Director shall serve as permanent  
46 Committee members.

47 (1)(B)(v) The Court Facility Planning Committee shall consist of one judge from each level of trial  
48 court, one appellate court judge, the state court administrator, a trial court executive, and two business  
49 people with experience in the construction or financing of facilities.

50 (1)(B)(vi) The Committee on Children and Family Law shall consist of one Senator appointed by the  
51 President of the Senate, one Representative appointed by the Speaker of the House, the Director of the  
52 Department of Human Services or designee, one attorney of the Executive Committee of the Family Law  
53 Section of the Utah State Bar, one attorney with experience in abuse, neglect and dependency cases,  
54 one attorney with experience representing parents in abuse, neglect and dependency cases, one  
55 representative of a child advocacy organization, one mediator, one professional in the area of child  
56 development, one representative of the community, the Director of the Office of Guardian ad Litem or  
57 designee, one court commissioner, two district court judges, and two juvenile court judges. One of the  
58 district court judges and one of the juvenile court judges shall serve as co-chairs to the committee. In its  
59 discretion the committee may appoint non-members to serve on its subcommittees.

60 (1)(B)(vii) The Committee on Judicial Outreach shall consist of one appellate court judge, one district  
61 court judge, one juvenile court judge, one justice court judge, one state level administrator, a state level  
62 judicial education representative, one court executive, one Utah State Bar representative, one  
63 communication representative, one law library representative, one civic community representative, and  
64 one state education representative. Chairs of the Judicial Outreach Committee's subcommittees shall  
65 also serve as members of the committee.

66 (1)(B)(viii) The Committee on Resources for Self-represented Parties shall consist of two district court  
67 judges, one juvenile court judge, ~~one~~ two justice court judges, three clerks of court – one from an  
68 appellate court, one from an urban district and one from a rural district – one member of the Online Court  
69 Assistance Committee, one representative from the Self-Help Center, one representative from the Utah  
70 State Bar, two representatives from legal service organizations that serve low-income clients, one private  
71 attorney experienced in providing services to self-represented parties, two law school representatives, the  
72 state law librarian, and two community representatives.

73 (1)(B)(ix) The Language Access Committee shall consist of one district court judge, one juvenile court  
74 judge, one justice court judge, one trial court executive, one court clerk, one interpreter coordinator, one

75 probation officer, one prosecuting attorney, one defense attorney, two certified interpreters, one approved  
76 interpreter, one expert in the field of linguistics, and one American Sign Language representative.

77 (1)(B)(x) The Guardian ad Litem Oversight Committee shall consist of seven members with  
78 experience in the administration of law and public services selected from public, private and non-profit  
79 organizations.

80 (1)(B)(xi) The Committee on Model Utah Civil Jury Instructions shall consist of two district court  
81 judges, four lawyers who primarily represent plaintiffs, four lawyers who primarily represent defendants,  
82 and one person skilled in linguistics or communication.

83 (1)(B)(xii) The Committee on Model Utah Criminal Jury Instructions shall consist of two district court  
84 judges, one justice court judge, four prosecutors, four defense counsel, one professor of criminal law, and  
85 one person skilled in linguistics or communication.

86 (1)(B)(xiii) The Committee on Pretrial Release and Supervision shall consist of two district court  
87 judges, one juvenile court judge, two justice court judges, one prosecutor, one defense attorney, one  
88 county sheriff, one representative of counties, one representative of a county pretrial services agency,  
89 one representative of the Utah Insurance Department, one representative of the Utah Commission on  
90 Criminal and Juvenile Justice, one commercial surety agent, one state senator, one state representative,  
91 and the court's general counsel or designee.

92 (1)(B)(xiv) The Committee on Court Forms shall consist of one district court judge, one juvenile court  
93 judge, one justice court judge, one court clerk, one appellate court staff attorney, one representative from  
94 the Self-Help Center, the State Law Librarian, the Court Services Director, one member selected by the  
95 Online Court Assistance Committee, one representative from a legal service organization that serves low-  
96 income clients, one paralegal, one educator from a paralegal program or law school, one person skilled in  
97 linguistics or communication, and one representative from the Utah State Bar.

98 (1)(C) **Standing committee chairs.** The Judicial Council shall designate the chair of each standing  
99 committee. Standing committees shall meet as necessary to accomplish their work. Standing committees  
100 shall report to the Council as necessary but a minimum of once every year. Council members may not  
101 serve, participate or vote on standing committees. Standing committees may invite participation by others  
102 as they deem advisable, but only members designated by this rule may make motions and vote. All  
103 members designated by this rule may make motions and vote unless otherwise specified. Standing  
104 committees may form subcommittees as they deem advisable.

105 (1)(D) **Committee performance review.** At least once every six years, the Management Committee  
106 shall review the performance of each committee. If the Management Committee determines that  
107 committee continues to serve its purpose, the Management Committee shall recommend to the Judicial  
108 Council that the committee continue. If the Management Committee determines that modification of a  
109 committee is warranted, it may so recommend to the Judicial Council.

110 (1)(D)(i) Notwithstanding subsection (1)(D), the Guardian ad Litem Oversight Committee, recognized  
111 by Section 78A-6-901, shall not terminate.

112 (2) **Ad hoc committees.** The Council may form ad hoc committees or task forces to consider topical  
113 issues outside the scope of the standing committees and to recommend rules or resolutions concerning  
114 such issues. The Council may set and extend a date for the termination of any ad hoc committee. The  
115 Council may invite non-Council members to participate and vote on ad hoc committees. Ad hoc  
116 committees shall keep the Council informed of their activities. Ad hoc committees may form sub-  
117 committees as they deem advisable. Ad hoc committees shall disband upon issuing a final report or  
118 recommendations to the Council, upon expiration of the time set for termination, or upon the order of the  
119 Council.

120 (3) **General provisions.**

121 (3)(A) **Appointment process.**

122 (3)(A)(i) **Administrator's responsibilities.** The state court administrator shall select a member of the  
123 administrative staff to serve as the administrator for committee appointments. Except as otherwise  
124 provided in this rule, the administrator shall:

125 (3)(A)(i)(a) announce expected vacancies on standing committees two months in advance and  
126 announce vacancies on ad hoc committees in a timely manner;

127 (3)(A)(i)(b) for new appointments, obtain an indication of willingness to serve from each prospective  
128 appointee and information regarding the prospective appointee's present and past committee service;

129 (3)(A)(i)(c) for reappointments, obtain an indication of willingness to serve from the  
130 prospective reappointee, the length of the prospective reappointee's service on the committee, the  
131 attendance record of the prospective reappointee, the prospective reappointee's contributions to the  
132 committee, and the prospective reappointee's other present and past committee assignments; and

133 (3)(A)(i)(d) present a list of prospective appointees and reappointees to the Council and report on  
134 recommendations received regarding the appointment of members and chairs.

135 (3)(A)(ii) **Council's responsibilities.** The Council shall appoint the chair of each committee.  
136 Whenever practical, appointments shall reflect geographical, gender, cultural and ethnic diversity.

137 (3)(B) **Terms.** Except as otherwise provided in this rule, standing committee members shall serve  
138 staggered three year terms. Standing committee members shall not serve more than two consecutive  
139 terms on a committee unless the Council determines that exceptional circumstances exist which  
140 justify service of more than two consecutive terms.

141 (3)(C) **Expenses.** Members of standing and ad hoc committees may receive reimbursement for  
142 actual and necessary expenses incurred in the execution of their duties as committee members.

143 (3)(D) **Secretariat.** The Administrative Office shall serve as secretariat to the Council's committees.

Effective May 1, 2018