

**Rule 10. Form of pleadings and other papers.****1 (a) Caption; names of parties; other necessary information.**

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

**9 | (2) Names of the parties.**

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

17 | **(B) Domestic relations actions.** Domestic relations actions, as defined in Rule  
18 | 26.1, must be captioned as follows:

19            (i) In petitions for divorce, annulment, separate maintenance, and temporary  
20            separation: “In the matter of the marriage of [Party A and Party B].”

21            (ii) In petitions to establish parentage: “In the matter of the parentage of  
22            [Child(ren)’s Initials], a child.”

23            (iii) In petitions to otherwise establish custody and parent-time: “In the  
24            matter of [Child(ren)’s Initials], a child.”

25            (3) **Contact information.** Every pleading and other paper filed with the court must  
26            state in the top left hand corner of the first page the name, address, email address,  
27            telephone number and bar number of the attorney or party filing the paper, and, if  
28            filed by an attorney, the party for whom it is filed.

29            (4) **Cover sheet.** A party filing a claim for relief, whether by original claim,  
30            counterclaim, cross-claim or third-party claim, must also file a completed cover  
31            sheet substantially similar in form and content to the cover sheet approved by the  
32            Judicial Council. The clerk may destroy the coversheet after recording the  
33            information it contains.

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

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

43 **(d) Paper format.** All pleadings and other papers, other than exhibits and court-  
44 approved forms, must be 8½ inches wide x 11 inches long, on white background, with a  
45 top margin of not less than 1½ inches and a right, left and bottom margin of not less  
46 than 1 inch . All text or images must be clearly legible, must be double spaced, except  
47 for matters customarily single spaced, must be on one side only and must not be  
48 smaller than 12-point size.

49 **(e) Signature line.** The name of the person signing must be typed or printed under that  
50 person's signature. If a proposed document ready for signature by a court official is  
51 electronically filed, the order must not include the official's signature line and must, at  
52 the end of the document, indicate that the signature appears at the top of the first page.

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

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

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

65 **(i) Electronic papers.**

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

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

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

72 (4) An electronic copy of a paper must conform to the format of the original.

73 (5) An electronically filed paper may contain links to other papers filed  
74 simultaneously or already on file with the court and to electronically published  
75 authority.