

IN THE SEVENTH JUDICIAL DISTRICT AND JUVENILE COURT  
IN AND FOR SAN JUAN COUNTY, STATE OF UTAH

|                     |   |
|---------------------|---|
| IN RE: COURT ACCESS | STANDING ORDER FOR REMOTE<br>AVAILABILITY<br><br>Administrative Order 2021-03 |
|---------------------|---|

Due to resource limitations the Seventh District and Juvenile Courts located in San Juan County at 297 S. Main St., Monticello, Utah is required to adjust its means of availability in order to support the core missions of the court. The Monticello Court Clerk's office will be accessible remotely on Fridays until December 31, 2021. In-person office coverage will remain available during all other business hours. The Court remains open and accessible by phone, email, paper filings via secure drop-box and by appointment. Hearings, trials, and other in-court business will not be disrupted by this change in counter coverage.

#### COURT HEARINGS

Most court hearings will be conducted virtually through video conferencing. You will receive a link and instructions for appearing virtually. If you do not receive a link within 48 hours of your hearing, contact your attorney or the court at 435-587-2122 or [montscan@utcourts.gov](mailto:montscan@utcourts.gov). Hearing information and links for District Court will also be posted online at: <https://www.utcourts.gov/cal/>. In the event of an in-person hearing, the Judge will determine which persons in addition to the parties are allowed in the courtroom.

#### FILINGS


Individuals who do not have access to the Utah Court eFiling system may file pleadings via email in any existing case by sending a PDF attachment of the pleading for filing to: [montscan@utcourts.gov](mailto:montscan@utcourts.gov). Additionally, self-represented litigants may file, via email, protective order requests, stalking injunction requests, and pleadings in existing cases, without a

handwritten signature. Instead, you may type your name and the date on the signature line provided on the form. All filings must include the filer's phone number and/or email address. Forms specific to the Seventh District as well as additional information can be found at <https://www.utcourts.gov/courts/dist/distsites/7th/>. Paper pleadings may be filed in-person via a secure dropbox which will be checked at least one time per day. No payments or monies should be left in the dropbox.

#### PAYMENTS

Visit the Court's website at [www.utcourts.gov](http://www.utcourts.gov) to make a payment on your district or juvenile court case. You will need your case number. If you don't know your case number, please contact the clerk's office.

Dated this 27 day of August 2021.

  
*George M. Harmond*  
Digitally signed by  
George M Harmond  
Date: 2021.08.30  
09:27:54 -06'00'

---

George M. Harmond, Presiding District Court Judge

*Mary L. Manley*  
Mary L. Manley, Presiding Juvenile Court Judge