

IN THE SEVENTH JUDICIAL DISTRICT AND JUVENILE COURT  
IN AND FOR CARBON, EMERY, GRAND AND SAN JUAN COUNTIES  
STATE OF UTAH

<b>IN RE: COURT ACCESS</b>	<b>STANDING ORDER FOR REMOTE AVAILABILITY</b>  Administrative Order 2024-02
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The Seventh District and Juvenile Courts may adjust its means of availability in order to support the core missions of the court. If not physically present during business hours, the court remains open and the court clerk is immediately available by phone, email, video conferencing with a remote court clerk, and by appointment, in compliance with Code of Judicial Administration Rule 3-302(3). Filings will continue to be accepted via email, courthouse scanner and secure drop box. Hearings, trials, and other in-court business will not be disrupted by this change in counter coverage.

**COURT HEARINGS**

Most court hearings are conducted virtually through video conferencing unless in-person appearance has been requested and ordered. You will receive a link and instructions for appearing virtually from your attorney or the court clerk. If you do not receive a link within 48 hours of your hearing, contact your attorney or visit <https://www.utcourts.gov/cal/>. If you require a device to attend virtually, you may use one of the court's available workstations in Blanding, Castle Dale, East Carbon, Green River, Moab, Monticello, Montezuma Creek, or Price. Please contact the court one business day before your hearing to make arrangements with the court clerk.

## **FILINGS**

Self-represented parties may file pleadings via email by sending a PDF attachment of the pleading for filing to:

Castle Dale/Emery County - [castledaledocs@utcourts.gov](mailto:castledaledocs@utcourts.gov)

Moab/GrandCounty - [moabscan@utcourts.gov](mailto:moabscan@utcourts.gov)

Monticello/San Juan County - [montscan@utcourts.gov](mailto:montscan@utcourts.gov)

Price/Carbon County - [pricedistrictdocs@utcourts.gov](mailto:pricedistrictdocs@utcourts.gov)

All filings must include the filer's phone number and/or email address. Pleadings may be filed without a handwritten signature, if, instead, you type your name and the date on the signature line provided on the form or use a digital signature. For case initiating filings that require a filing fee, the court clerk will create the case and let you know via email when the fee payment can be made online.

Paper pleadings may be mailed or filed in-person via a secure dropbox or by utilizing scanners available in the courthouse lobby. Pleadings will be processed same-day. No payments or monies should be left in the dropbox. Forms specific to the Seventh District as well as additional information can be found at: <https://www.utcourts.gov/courts/dist/distsites/7th/>.

## **PAYMENTS**

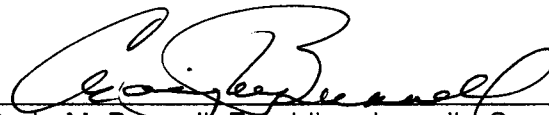
Payments will only be accepted via the court's website when the court clerk is available remotely. Please visit the court's website at: <https://www.utcourts.gov/en/self-help/services/epayments.html> to make a payment on your district or juvenile court case. You will need your case number. If you don't know your case number, please contact the clerk's office. You may also make district court

payments via your MyCase account. A Juvenile MyCase account is required to make a juvenile court payment online.

### ACCESS TO DISTRICT & JUVENILE COURT CASES

MyCase is an online system available to district and juvenile court parties. You can use MyCase to see papers that have been filed in your case, see future hearing dates and make payments. To learn more about MyCase and to request access, visit <https://www.utcourts.gov/en/self-help/services/mycase.html> (District Court) <https://www.utcourts.gov/en/self-help/services/mycase/juv-my-case.html> (Juvenile Court)

Dated this 23<sup>rd</sup> day of Oct., 2024.



Craig M. Bunnell, Presiding Juvenile Court Judge



Don M. Torgerson, Presiding District Court Judge

