

Utah State Courts

Juvenile Court eFiling for Defense Counsel

HOW TO FILE AN APPEARANCE OF COUNSEL AND WITHDRAW FROM A CASE

Access to juvenile cases begins with the filing of an Appearance of Counsel and ends with the filing of a Withdrawal



Log into CARE and select My Cases.



Enter search criteria and click 'Find' button.

When this screen appears, select the eFile Notice of Appearance.



When the warning box appears select OK.

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s	Case # (Name) First:	Last:	Date of Birth Range Start (MM-DD-YYYY)	MM-DD-YYYY)
Search New Case	Case # 1004313			
Case Name		DOB Gender District Office	Address Info	Add
		Enter search criteria and click	۲ 'Find' button.	

You must enter a case number in order to eFile an Appearance of Counsel.



A limited amount of information will be returned as you have not yet been added to the case.

Verify the information to make sure it is the correct person and select the Add button.

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Before you eFile the document make sure you are eFiling under the correct user. If you are a paralegal filing under the attorney's name you will change the user name to the attorney filing the document.

E-File Batc	h Detail				
Efile Batch Id	554	Efile For Firm User	Defense Atty OTPUser V		
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The name of the selected PDF document will show next to the Choose File button. Next select Attach PDF Document.

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775582	Charlie T. Br	own	Salt Lake City			á
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From this screen you can view the PDF, remove the PDF, attach additional documents, add another case or change the document title or eFile User. Select Save to save any changes.If you are not ready to eFile the document just yet, select Go Back to Batch Lookup. This will save your progress which you can access later through My eFile Batch. If you are ready to eFile the document Select eFile.

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A warning will returning asking if you are sure you want to eFile the document. Select OK.

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To see your eFiled document, return to the CARE home page and select My eFiled. Clicking on the CARE icon or on the Home button will return to the home page.

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The Notice of Appearance will now show as a new filing.

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Select Close to exit this screen.

Once the Appearance of Counsel is filed and accepted by the court you will have access to the case.

Withdrawal of Counsel

What process needs to take place?

- Formally file the Withdrawal per Rule URJP Rule 53
- Important so cases no longer display, as active case through your My Cases application
- Once case is complete, file a Motion, Certificate of Service and Order to Withdraw



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When your case has come to a conclusion it is important that you file a Withdrawal. Using the My Cases option find your case and select Withdraw .



A warning will return asking if you are sure you want to eFile a Motion to Withdraw.

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This will save your progress which you can access later through My eFile Batch. If you are ready to eFile the document select eFile.

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Select OK to confirm the warning.

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To file additional documents on the same case, select the gray folder and repeat the process as previously outlined.

HOW TO EFILE DOCUMENTS ON ASSIGNED CASES



Once you have received case access, the CARE system has multiple applications for eFiling.

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My eFile Batch	<<< See updates to CARE by clicking on "Releases"	
UPDATES Releases Email HelpDesk	Last program deployment Sunday, September 13th, 2015.	
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For this portion of the training select My Cases.

You could also use the My Calendar as will be demonstrated in the next section.

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After conducting a search for your assigned cases (using the A to Z option is probably the quickest way), select the eFile button.

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Because you are filing through My Cases rather than My Calendar the incident associated to the document needs to be added. Select the Edit button to add the incident. https://juvenile.utcourts.gov/efiling/EfileCaseIncidentDetail?efileCaseId=1153&sid=0.1293411049991846

Case Information

Case Name (Case #): San'ford AJ Sharpie (1004313)

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Select the Appropriate incident.

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Case Information

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https://juvenile.utcourts.gov/efiling/EfileCaseIncidentDetail

Case Information

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On the E-File Batch Detail screen you can change the eFile user. You can add a case or remove a case. You can alter the document title. You can view the PDF document and remove it and select a different PDF. You can upload multiple documents if the document is larger than the 5 mega bite file size.

You can also select Go Back to Batch Lookup to save this filing and finish it later.

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Ľ	278	Judicial Order Transport Order	View	Click to Add	Draft	07-22-2015 02:17:43 PM otpuser	775582 236	Saving eFile batch information for title, efileUserId. (21-2015				
	423	Judicial Order	View	Click to Add	Draft	08-17-2015 02:11:44 PM	1004313	Saving eFile batch information for title, efileUserId. (
Ľ	489		Missing	Click to Add	Incomplete	08-21-2015 11:13:56 AM	1004313	Creating efile Batch record from MyCases				
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25												

When you select Batch Lookup you will see that your document has been saved in draft status. You can select EDIT to finalize the document when you are ready.

E-File Bato	h Detail						
Efile Batch Id	1033	Efile For Firm User	Defense Atty O	TPUser 🔻			
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1004313	San'ford /	AJ Sharpie		Salt Lake City	46		
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5							
Document	Info						
Document ID	663				Document Sub Type	Motion	
Document Title	Mo	tion to Convert Hours to Fine		J	Document Type	Motion	
Filed/Created By	otpu	user			View PDF	Ó	
			Save	eFile Go Back to	Batch Lookup Delete		

When your document is ready, return to the Batch Detail screen and select eFile.

Attps://juvenile.u	tcourts.gov/efiling/EfileBa	tchDetail?efileBatchId=880	
E-File Batch Deta Efile Batch Id 1030 Created By otpuser Status Incomple Note Creating Case Info Add Case Edit Case # Ca 1004313 Sa	Efile For Firm Uso Created DateTim ete Alert Date gefile Batch record from New se ase Name m'ford AJ Sharpie	The page at https://juvenile.utcourts.gov says: * WARNING: * Are you sure you want efile the document to the Court? OK Cancel s Salt Lake City 46	Remov
Document Info Document ID Document Title	663	Document Sub Type Motion Document Type Motion View DDE	
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When the warning box appears select OK.

Fir	nd C	lose My eBatch	_	Statu				
erii	e Batci My oFil	ling O Eirm o Eiling for Eirm Uso	r: Dofe	Statu	S Open C	Queues V Case	:#	→
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Ľ	278	Judicial Order Transport Order	View	Click to Add	Draft	07-22-2015 02:17:43 M otpuser	775582 236	Saving eFile batch information for title, efileUserId. 0 21-2015
ď	423	Judicial Order Transport Order	View	Click to Add	Draft	08-17-2015 02:11:44 PM otpuser	1004313 33	Saving eFile batch information for title, efileUserId. 0 21-2015
ď	489		Missing Documer	Click to Add	Incomplete	08-21-2015 11:13:56 AM otpuser	1004313	Creating efile Batch record from MyCases
ď	490		Missing Documer	Click to Add	Incomplete	08-21-2015 11:14:45 AM otpuser	775582 234	Creating efile Batch record from Case Hearing Information
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ď	876		Missing Documer	Click to Add	Incomplete	08-30-2015 08:24:55 PM otpuser	775582 234	Creating efile Batch record from Hearing Information

You will be returned to the My eBatch screen. Note that your document no longer appears as a draft document. Select CLOSE to exit this window.

🗲 🔿 🤁 🙆 htt	ps://juvenile.utcourts.gov/site/CARE.jsp	☆ =
	Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout	
	Defense Atty OTPUser	
Welcome Defense Atty OTPUser Logout	Welcome to C.A.R.E.	
Set Defaults My Cases My Calendar My eFiled My eFiled	This system is dedicated to the welfare of Utah's youth.	
Select My eF	iled ast program deployment Sunday, September 13th, 2015.	
Case # N	Io Current Case	

To view the document that you have eFiled, return to the home page and select My eFiled.

Fir Stat	Find Close My eFiled Status T Case #										
O My eHling ● Hirm eHling for Firm User: Days) Defense Aty OTPUser ▼			ay) 🗹 Open/Re	cent Updates	Last(1	Start End	5 de la companya de l				
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You can now see that the document has been eFiled.

9	Find Close Status Status My eFiling Sor Firm User: Detense Aty OTPU	My eFiled Case # Firm eFiling Days) Ser T	3 Day) 🗹 Open/Re	■ Cent Updates Last(1	Start End	Filed Date Range		
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From the My eFiled page you can eFile additional documents, view the document and view case information by selecting the case number.

Fin	d Close My	eFiled								
itatus 🔻 Case #								Filed Date Range	_	
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To eFile an additional document on the same case and on the same incident select the eFile folder.

🖸 eFile	New Documen	t on Existing Case(s)/Inc(s) - Google Chrome												
https://juvenile.utcourts.gov/efiling/EfileExistingCaseInc?efileProcessId=1220														
eFile N	eFile New Document on Existing Case(s)/Inc(s)													
Case Na	Case Name (Case #): San'ford AJ Sharpie (1004313)													
	Inc#	Description	Intake Decision	Туре										
	46	THEFT \$1500 TO <\$5000	Citation	Delinquency										
		Continue eFile P	Process											

As you can see the incident has been pre-selected for you. Select Continue eFile Process.

E-File Batch Detail				
Efile Batch Id	1033	Efile For Firm User	Defense Atty OTPUser V	
Created By	otpuser4	Created DateTime	09-04-2015 03:02:53 PM	
Status	Incomplete	Alert Date		
Note	Creating efile Batch reco	ord from MyCases		

Ca	ISE INTO Add C	ase		
Edit	Case #	Case Name	District Office	Incident(s)
2	1004313	San'ford AJ Sharpie	Salt Lake City	46

Document Info INCOMPLETE MISSING DOCUMENT Add PDF Document Add Judicial Verbiage
Save Go Back to Batch Lookup Delete

The eFile Batch Detail screen will open. Proceed with filing the document as previously instructed.

HOW TO CREATE A PROPOSED ORDER USING MY CALENDAR



The CARE system has multiple applications for eFiling.

Home FindCase Case Party Incident Petition Calendar Unload Profile Help Logout		
Tome Findoase Case Farty incluent Feddon Galendar Opload Frome Thep Eugodi		
Defense Atty OTPUser		
Welcome to C.A.R.E.		
This system is dedicated to the welfare of Utah's youth.		
<<< See updates to CARE by clicking on "Releases"		
Last program deployment Sunday, September 13th, 2015.		
# No Current Case		
	Defense Atty OTPUser Welcome to C.A.R.E. This system is dedicated to the welfare of Utah's youth. <<< See updates to CARE by clicking on "Releases" Last program deployment Sunday, September 13th, 2015.	Defense Atty OTPUser Welcome to C.A.R.E. This system is dedicated to the welfare of Utah's youth. <<< See updates to CARE by clicking on "Releases" Last program deployment Sunday, September 13th, 2015.

For the purpose of this demonstration the My Calendar option will be used. Be aware that there are other applications within CARE for eFiling. Select My Calendar.

💽 My Cale	ndar - Google Chrome	2					x				
🔒 https:	Attps://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do										
Find	Find										
Hearing Officer Judge OTPUser Hearing Location Salt Lake (SL2) Third District Juvenile Court - Salt Lake											
	Date * 08-27-20	15 🛛 🌃 🌌 👍	Range	AM To	AM 🔻						
	Agency Firm		Firm	Name TEST	FIRM						
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VIEW	09:00 AM-09:15 AM	Salt Lake (SL2)	Judge OTPUser	1004313	San'ford AJ Sharpie	C. Nolan					
			Clas	20							
			Clos	be -							

The My Calendar window has opened.

Find Hearin Thu - August	ng Officer Judge O Date * 08-27-20 Agency Firm 27	TPUser 🔻	Hearing Lo Time F Firm	cation Salt L Range n Name TEST	ake (SL2) Third District Ju AM ▼ To FIRM	ovenile Court - Salt Lake ▼ AM ▼	
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VIEW	09:00 AM-09:15 AM	Salt Lake (SL2)	Judge OTPUser	1004313	San'ford AJ Sharpie	C. Nolan	
			Clo	se			

After conducting a search and locating your case, select eFile.

My Calendar - Google Chrome										
https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do#										
Find Hearing Officer Judge OTPUser Hearing Location	Salt Lake (SL2) Third District Juvenile Court - Salt Lake									
Date * 08-27-2015										
Agency Firm	TEST FIRM									
Thu - August 27										
Documents Start-End Time eFile Hearing/Case Hearing	Assigned Judge/Commissioner eFile									
VIEW 09:00 AM-09:15 AM S Option: Hearing Case Hearing Continue	AJ Sharpie C. Nolan									

Here is where you will select to file under a hearing level or a case level. Selecting the hearing level will allow you to file for any cases set at the same hearing time such as in a Child Welfare matter. To file on multiple cases select Hearing.

My Calendar - Google Chrome											
https://juvenile.utcourts	https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do#										
Find Hearing Officer Judge OTF Date * 08-27-2015 Agency Firm	PUser 🔻	Hearing Location Time Range Firm Name	Salt Lake (SL2) Third Distr	ict Juvenile Court - Salt Lake							
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Thu - August 27 Documents Start-End Time VIEW 09:00 AM-09:15 AM	o eFile Hearing/Case S Option: • F	e Hearing Case Hearing Continue	Vame AJ Sharpi	Assigned Judge/Commission e C. Nolan	er eFile						
		Close									

To file on a single case you would select Case Hearing.

🔒 https:/	/juvenile.u	itcourts.	gov/calend	ar/courtCalenc	lar/myCalend	ar.do#			
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Hearii	ng Officer	Judge OTPl	Jser ▼	He	aring Location	Salt Lake (SL2)) Third District Ju	venile Court - Salt Lake 🔹 🔻	
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Select Continue.



Since you are filing from the My Calendar option, the incident calendared has been pre selected for you. Select Continue eFile Process.

E-File Batch Detail								
Efile Ba	atch Id	1078	Efile For Firm User	Defense Atty OTPUser V				
Create	dBy	otpuser4	Created DateTime	09-09-2015 02:18:11 PM				
Status	-	Incomplete	Alert Date					
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INCOMPLETE MISSING DOCUMENT								
Add PDF Document Add Proposed Verbiage								
				Go Back to Batch Looku	Delete			

The eFile Batch Detail screen has opened and the incident has been pre selected for you.

E-File Batch Detail							
Efile Batch Id	1078	Efile For Firm User	Defense Atty OTPUser 🔻				
Created By	otpuser4	Created DateTime	09-09-2015 02:18:11 PM				
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Select Add Proposed Verbiage.

Add eFile Documen	nt - Google Chrome					
https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=proposed&efileBatchId=1078&docCatIc						
Add Document Type Information for Proposed						
Document Type *	Other Legal (Legal Juvenile) 🔻					
	Proposed orders, Undertaking of Bail, Notice of Appearance, Request for Hearing, Records Re Miscellaneous correspondence to the court, Signed Authorization to release from a program (e	quest, e.g. Genesis).				
Doc Sub Type *	Order to Waive Fees					
Document Title	Order to Waive Fees					
	Save/Cont to Proposed Cancel					

When the window opens select the document type using the drop down list, the Document Sub Type and add a document title. Then select Save Continue to Proposed.

Filer Information Defense Attorney 450 South State P.O. Box 140241 Salt Lake City, UT 84114-0241							
Third District Juvenile Court FOR SALT LAKE COUNTY, STATE OF UTAH							
STATE OF UTAH, in the interest of Sharpie, San'ford AJ 02-28-2000 Case Descriptor A Person Under the Age of 18 Years	Title Order to Waive Fees Amended Case No. 1004313 Judge / Commissioner C. Nolan Image: Commissioner C. Nolan						
* Document Cor	ntent is required						

The proposed document window will appear. If you have set your defaults, your filer information will appear here.

Filer Information Defense Attorney 450 South State P.O. Box 140241 Salt Lake City, UT 84114-0241 Add Firm Address							
Third District Juvenile Court FOR SALT LAKE COUNTY, STATE OF UTAH							
STATE OF UTAH, in the interest of Sharpie, San'ford AJ 02-28-2000 Case Descriptor A Person Under the Age of 18 Years	Title Order to Waive Fees Amended Case No. 1004313 Judge / Commissioner C. Nolan						
* Document Content is required							

You can update and save your filer information and choose to include the filer information on the document. You can change the county, if necessary. You can change the Case Descriptor, change the Title of the Document, check Amended if applicable and change the name of the Judge/Commissioner if this document will be signed by a different Judge.

450 South State P.O. Box 140241 Salt Lake City, UT 84114-0241	Include Filer Info on Document Add Firm Address
Third D FOR SALT LAKE	District Juvenile Court ▼ COUNTY, STATE OF UTAH
STATE OF UTAH, in the interest of Sharpie, San'ford AJ 02-28-2000 Case Descriptor A Person Under the Age of 18 Years V	Title Order to Waive Fees Amended Case No. 1004313 Judge / Commissioner C. Nolan
* Doc	ument Content is required

At the bottom of the page you can select Load Template. In the future you will be able to create your own templates in CARE.

Load Template Spellcheck Save Only Save & Preview Go Back to Batch Detail

450 South State St P.O. Box 140431 Salt Lake City, UT 84114 - 0431 Third District Juvenile Court FOR SALT LAKE T COUNTY, STATE OF UTAH							
STATE OF UTAH, in the interest of Brown, Charlie T. 10-20-2010 Case Descriptor A Person Under the Age of 18 Years Judge / Commissioner C. Nolan							

You can copy and paste selected verbiage from a WORD document or you can type whatever text you would like in this space.

Salt Lake City, UT 84114 - 0431							
Third District Juvenile Court FOR SALT LAKE V COUNTY, STATE OF UTAH							
STATE OF UTAH, in the interest of Brown, Charlie T. 10-20-2010 Case Descriptor A Person Under the Age of 18 Years Judge / Commissioner Judge OTPUser							
*Document Content is required The above named person failed to appear before the Court for a hearing on: August 26, 2015 IT IS HEREBY ORDERED, subject to any other order(s) or hold by any other court(s): [X] A bench warrant is issued. Bail is set at \$500.00 [X] Cash Only							
Load Template Spellcheck Save Only Save & Preview Go Back to Batch Detail							

Use the Spellcheck feature to check spelling.

Select Save Only or Select Save & Preview to continue processing at another time.

When you are ready to file the document select Go to Batch Detail.

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C.	nan Infa							
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Before you eFile the document make sure you are eFiling under the correct user. If you are a paralegal filing under the attorney's name you will change the user name to the attorney filing the document.
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* 🔲 E for co	By checking	g the box I have o I.	complied with all applicable rul	es pertaining to service and ob	jections and hereby certify	that the proposed orde	r is ready to submit to the cou
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You will need to check the box verifying that you have complied with all the applicable rules pertaining to service and objections and certify that the proposed order is ready to submit to the court for consideration.

E-File Bato	h Detail					
	in Detail					
Efile Batch Id	1085	Efile For Firm User	Defense Atty OTPUser V			
Created By	otpuser4	Created DateTime	09-09-2015 02:57:07 PM			
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Finally review your information and select eFile.

E-File Ba	tch Detail		20			
Efile Batch Id	1085	Efile For Firm User	Defense Atty OTPUser V			
Created By	otpuser4	Created DateTime	09-09-2015 02:57:07 PM			
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	1004313	San'ford AJ Sharpie	Sal	t Lake City	33		Ó
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for ea	By checking the onsideration.	box I have complied with all ap	plicable rules pertaining to	service and obje	ections and hereby certify	that the proposed order	is ready to submit to the court

If you are not ready to eFile your document you can select Go Back to Batch Lookup and you can then return to the document at a later time.

eFile

Save

Go Back to Batch Lookup

Delete

E-File Bate Efile Batch Id	ch Detail ⁸⁷⁷	Efile User	The page at https://juvenile.utcourts.gov says: ×	
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Case Info	Add Case Case Name		OK Cancel	Remove
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		_p		
Document	t Info			
Document ID	660		Document Sub Type Warrant	
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Filed/Created B	V otpuser		View Proposed	

If you are ready to file the document, select eFile. A warning box will appear. Select OK and then eFile.



For additional assistance with eFiling please refer to the website or contact your local CARE specialist.

http://www.utcourts.gov/efiling/juvenile/