



Electronic Filing

How Will Common Mistakes Affect You As Counsel?

eFiling Consistency Committee
September 2014



eFiling System Overview

Efiling is now available to attorneys through an eFiling Service Provider (EFSP) in all district courts for filings on all matters. All pleadings and other papers filed by attorneys in civil, probate, and domestic cases must be electronically filed (UCJA Rule 4-503).

All documents in district court criminal cases, other than an Information, must be electronically filed. Informations must be electronically filed beginning January 1, 2015 (UCJA Rule 4-603).

The Court has provided various training mediums to assist filers with eFiling which we will demonstrate at the conclusion of this training.

Case Initiation

Case Party Entry

Motion to Waive Fees

Credit Card Entry

Notifications



Case Initiation



Case Party Entry

Motion to Waive Fees

Credit Card Entry

Notifications

Case Parties

The party information you are submitting is what the court and the public will have to work with when processing and accessing records.

Enter **all** parties individually – enter full names (minors, heirs, claimants, decedents)

- The only punctuation allowed is a hyphen in hyphenated names. No periods, commas, apostrophes.
- Do not use professional titles (Dr.)
- Omit the word “The” whenever possible
- Use appropriate data fields – do not put the entire name in the last name field unless the party is a business.
- CORIS will protect the appropriate parties

Plaintiff

Party Type:

First Name:

Middle Name:

Last Name: *
(or Business Name)

Name Suffix:
(Jr, Sr, ...)

EIN (Business):

SSN:

DOB:

Day Phone:

Home Phone:

Fax:

Email:

Physical or Last Known Address:

Safeguard Information:

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code:

Country:



Case Parties Cont...

Filers should include all available party data, including date of birth, social security number and party address.

Incomplete party information creates a risk of error in judgment entry, collection efforts, and case searches.

Complete data entry standards are available at
http://www.utcourts.gov/efiling/docs/eFiling_FAQ-Attorneys.pdf.

There is also a quick video tutorial for entering party information at
http://www.utcourts.gov/efiling/training/videos/Quick_Tip_Enterung_Party_Information.htm

Case Initiation



Case Party Entry



Motion to Waive Fees

Credit Card Entry

Notifications



Motion to Waive Fees

Can I file a new complaint/petition without a filing fee?

- If your client is unable to pay, you may file an Affidavit and Application for Waiver of Court Fees/Order to Waive Fees at the same time the complaint/petition is filed. By doing so, your credit card will not be charged for the filing fee. It is important the documents submitted specify the fees you are requesting to be waived (petition, vital stats, etc.)
- If the judge orders that all or part of the filing fees be paid, you must contact the court to pay the filing fee. The court could decline to proceed with the action until the filing fee is paid. (UCA 78A-2-306).
- It is important to use the correct document type to prevent your credit card from being charged. (Affidavit and Application for Waiver of Court Fees and Order to Waive Fees (proposed).)

Case Initiation



Case Party Entry

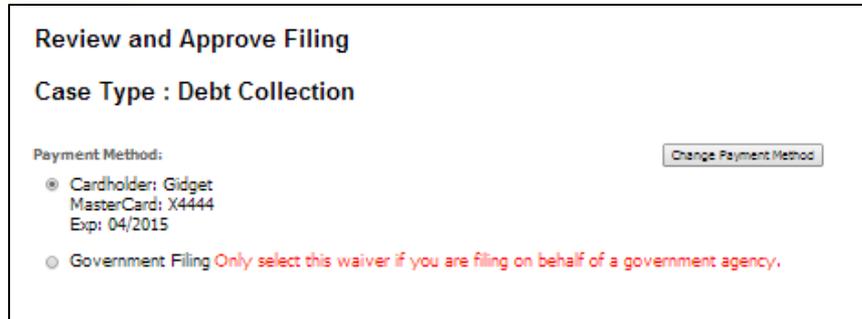
Motion to Waive Fees



Credit Card Entry

Notifications

Credit Card



Review and Approve Filing

Case Type : Debt Collection

Payment Method: [Change Payment Method](#)

Cardholder: Gidget
MasterCard: X4444
Exp: 04/2015

Government Filing *Only select this waiver if you are filing on behalf of a government agency.*

If credit card data is not added or verified before submitting, the filer runs the risk of:

1. The filing going on hold or being returned to the filer. A filing on hold is delayed until the problem can be identified and resolved by the Administrative Office eFiling Team.
2. The court may decline to proceed until payment is received.
3. Dismissal process may begin after 10 days. (URCP 3(a)).
4. Filers with consistent credit card issues may be asked to appear before the court to address the problem.

Common credit card issues are due to expired cards, card limit has been exceeded, card is declined for other reasons.

Case Initiation



Case Party Entry

Motion to Waive Fees

Credit Card Entry



Notifications

Notification

I received electronic notification. Why wasn't the document attached?

- A copy of the document attached to the electronic notification isn't provided by the Utah State Courts.
- Some eFiling service providers provide a copy of the document as a courtesy.

Document Submission

Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders

Document Submission



Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders





Scanning Documents in Color....

Can I submit my documents in color?

- No. Color documents do not meet the eFiling specifications. Please submit all documents in black and white.
- The size limitation on documents is 7 MB. Scanning your documents in color and using colored paper will increase the size of your documents.

Document Submission



Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders



Abbreviations

IN THE SEVENTH DISTRICT COURT IN AND FOR CARBON COUNTY, STATE OF UTAH									
PROFESSIONAL COLLECTIONS, INC. Plaintiff vs. TAYLOR SISNEROS Defendant(s)	MEMORANDUM OF COSTS AND EXPENSES								
	<table border="1"> <tr> <td>Document Type *</td> <td>Memorandum of Costs</td> </tr> <tr> <td>AdditionalText</td> <td>and Expenses</td> </tr> <tr> <td>Document Location</td> <td>Choose File No file chosen</td> </tr> <tr> <td>Add to Submission</td> <td>Add</td> </tr> </table>	Document Type *	Memorandum of Costs	AdditionalText	and Expenses	Document Location	Choose File No file chosen	Add to Submission	Add
Document Type *	Memorandum of Costs								
AdditionalText	and Expenses								
Document Location	Choose File No file chosen								
Add to Submission	Add								

How do you enter additional text when the entire text is not available from the eFiling drop down menu?

- The “Additional Text” box is used along with the document type to display the document title in the court docket.
- Use the document type and/or additional text to include the entire title of your eFiled document. Please do not shorten, abbreviate or summarize the document title.
- The additional docket text may also be used to alert the court to special circumstances. For examples, of special circumstances, see Notes & Special Cases, page 10 of the [Frequently Asked Questions for Attorneys](#)
- When adding additional docket text all caps should not be used, entries should be created using proper case, with no special characters.

Document Submission



Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders





RTF Formatting

All documents requiring a court signature must be formatted according to Utah State District Courts eFiling Standards. The instructions for Formatting RTF Documents for eFiling can be found at:

<http://www.utcourts.gov/efiling/docs/formattingrtfdocuments.pdf>

Certain conditions within a document submitted to the courts' eFiling system will result in the document being rejected. Each rejection message, and a remedy to the problem, is provided in the document linked above, under "Managing Rejected Documents".

Document Submission



Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

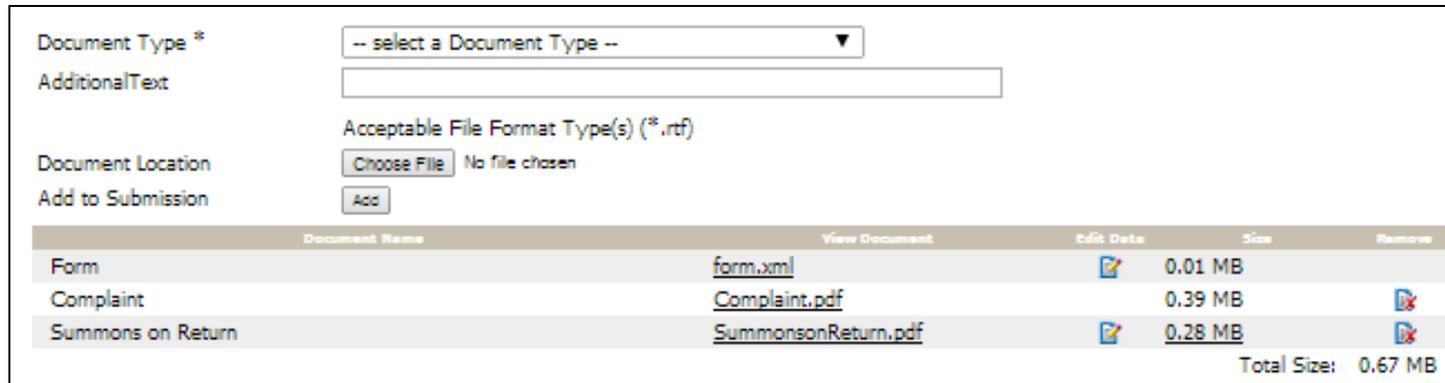
Request to Submit

Exhibits

Proposed Orders



Filing Multiple Documents



Document Type *

AdditionalText

Acceptable File Format Type(s) (*.rtf)

Document Location No file chosen

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Form	form.xml		0.01 MB	
Complaint	Complaint.pdf		0.39 MB	
Summons on Return	SummonsonReturn.pdf		0.28 MB	

Total Size: 0.67 MB

Can I submit multiple documents as one document?

- No. Documents need to be submitted individually. The Court may not see document need to be acted upon.
- Documents can be submitted as a packet, by selecting each individual document type, uploading each document in the appropriate format, and adding each individual document to be submitted for filing.

Document Submission

Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders





Documents signed by the Court/Signature Block

- Documents electronically signed by the court bear the signature in the upper right hand corner of the first page of the document.
- Documents electronically signed by a commissioner and a judge bear the commissioner's signature on the top left of the first page, and the judge's signature on the top right of the first page.

The Order of Court is stated below:

Dated: July 22, 2014 04:08:07 PM **/s/** DAVID S. DILLON District Court Commissioner **Dated:** July 25, 2014 09:03:33 AM **/s/** David Hamilton District Court Judge

JAMES H. WOODALL (5361)
 LAW OFFICES OF JAMES H. WOODALL, PLLC
 Attorney for petitioner
 10808 River Front Parkway, Suite 175
 South Jordan, Utah 84095
 Telephone: (801) 254-9450
 email: jw@utahtrustee.com

IN THE SECOND JUDICIAL DISTRICT COURT
 OF DAVIS COUNTY, UTAH

Petitioner, vs. Respondent.	RECOMMENDATION, ORDER AND JUDGMENT Case No. 14-4700067 DA Judge David R. Hamilton Commissioner David S. Dillon
---	--

Petitioner's Motion for Order to Show Cause, filed June 5, 2014, came on for hearing before Commissioner David S. Dillon on July 3, 2014. Petitioner was present and represented by James H. Woodall. Respondent did not appear.

The Court, having reviewed the file, and having considered the arguments and proffers of counsel, enters the following Order:

1. Judgment is entered against respondent for \$30,450.00, representing \$30,000.00 owing under the Decree of Divorce, plus \$450.00 in attorney's fees.

-----End of order. The Court's signature will appear at the top of the page-----

Documents signed by the Court/Signature Block

- Filers should not include a signature line and date at the end of their documents.
- Filers may include some reference to the placement of the signature at the end of the document, such as: “signature appears at top of first page”

The Order of Court is stated below:

Dated: July 22, 2014 04:08:07 PM **/s/ DAVID S. DILLON** District Court Commissioner **Dated:** July 25, 2014 09:03:33 AM **/s/ David Hamilton** District Court Judge

JAMES H. WOODALL (5361)
LAW OFFICES OF JAMES H. WOODALL, PLLC
Attorney for petitioner
10808 River Front Parkway, Suite 175
South Jordan, Utah 84095
Telephone: (801) 254-9450
email: jw@utahtrustee.com

**IN THE SECOND JUDICIAL DISTRICT COURT
OF DAVIS COUNTY, UTAH**

Petitioner, vs. Respondent.	RECOMMENDATION, ORDER AND JUDGMENT Case No. 14-4700067 DA Judge David R. Hamilton Commissioner David S. Dillon
---	--

Petitioner's Motion for Order to Show Cause, filed June 5, 2014, came on for hearing before Commissioner David S. Dillon on July 3, 2014. Petitioner was present and represented by James H. Woodall. Respondent did not appear.

The Court, having reviewed the file, and having considered the arguments and proffers of counsel, enters the following Order:

Judgment is entered against respondent for \$30,450.00, representing \$30,000.00 owing under the Decree of Divorce, plus \$450.00 in attorney's fees.

-----End of order. The Court's signature will appear at the top of the page-----

Document Submission



Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders



Document Submission

Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

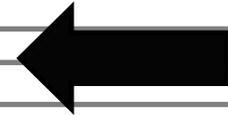
Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders



Appearance, Withdrawal, Substitution

Why didn't I receive electronic notification?

- When filing an Appearance of Counsel, it is important to use the correct document type APPEARANCE OF COUNSEL / LIMITED APPEARANCE. By doing so, the filer will be attached to the selected party.

Document Type *	Appearance of Counsel/Notice of Limited Appearance ▼
AdditionalText	<input type="text"/>
	Acceptable File Format(s) (*.PDF)
Document Location	<input type="button" value="Choose File"/> No file chosen
Add to Submission	<input type="button" value="Add"/>

- If you file an ANSWER for a party, you will be attached to the selected party without the need to file an Appearance of Counsel.

Document Type *	Answer ▼
AdditionalText	<input type="text"/>
	Acceptable File Format(s) (*.PDF)
Document Location	<input type="button" value="Choose File"/> No file chosen
Add to Submission	<input type="button" value="Add"/>

Add an Attorney for this Party			
Last Name:	<input type="text"/>		
Bar #:	<input type="text"/>		
Bar State:	Utah ▼		
	<input type="button" value="Add"/>		
<input type="button" value="Last Name"/>	<input type="button" value="Bar #"/>	<input type="button" value="Bar State"/>	<input type="button" value="Delete"/>
Atty1	200000013	UT	✗
Check all Parties represented in this Answer.			
Party	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	BILLY BOB	Plaintiff	ATTY1
<input type="checkbox"/>	BOBBY BEAN	Defendant	
<input type="button" value="Back"/> <input type="button" value="Next"/>			

If you fail to use the correct document type, you may not receive notifications.



Appearance, Withdrawal, Substitution

Why am I still receiving notifications after withdrawing from the case?

- Did you use the correct document type?
- By using Notice of Withdrawal, the document will be routed to a queue for clerical review. If the correct document type isn't used, the document won't be routed for review, and the court will not see that an action needs to be taken.

Document Type *	Notice of Withdrawal ▼
AdditionalText	of Counsel
	Acceptable File Format(s) (*.PDF)
Document Location	<input type="button" value="Choose File"/> No file chosen
Add to Submission	<input type="button" value="Add"/>

Appearance, Withdrawal, Substitution

Do I need to file an Appearance of Counsel if a Substitution of Counsel has been filed?

No. By using the document type SUBSTITUTION OF COUNSEL, the document will be routed to a queue for review by court staff. Court staff will then attach the new attorney to the appropriate party and detach the attorney who is withdrawing.

Document Type *	<input type="text" value="Substitution of Counsel"/>
AdditionalText	<input type="text"/>
	Acceptable File Format(s) (*.PDF)
Document Location	<input type="button" value="Choose File"/> No file chosen
Add to Submission	<input type="button" value="Add"/>

Document Submission

Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders





Certificate of Service

How does service work with eFiling?

Original service of process under URCP 4 cannot be accomplished through eFiling. Service of subsequent filings under URCP 5 is accomplished via eFiling if both parties are eFilers. When the court's electronic filing system initiates a service message, the EFSP will respond that the service message has been received and delivered to the intended recipient. Recording and storing the receipt of the message constitutes valid service. The filer will receive notification of parties not participating electronically (attorneys may not be attached upon filing of the information, defense counsel may need to contact the prosecutors office to determine which attorney should receive notification by traditional means) to allow the filer to use another method of service. Please note this process is considered the same as service by other means; it does not replace the requirement for filing a certificate of service document. (URCP Rule 5d)

Document Submission

Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders





Answers

Can I file a jury demand, cross claim, counterclaim and/or third-party complaint with an answer?

Yes. At the present time, however, eFiling doesn't have functionality to collect multiple filing fees at the same time. You will need to contact the court after filing to pay any additional filing fees not collected.

Utah State Courts

Document Type	Additional Docket Text	Filing Fee(s) Assessed
Answer		None
Answer	and Jury Demand	Jury demand fee will be assessed if you select the radio button/checkbox/Yes or No dropdown for jury demand
Demand for Jury Trial – Civil		Jury demand fee will be assessed if you use this document type. Do NOT use both the document type and the radio button/checkbox/Yes or No dropdown for jury demand.
Answer and Counterclaim	and Third Party Complaint	The counterclaim fee will be assessed; you will need to contact the court to pay the third party complaint filing fee.
Answer and Counterclaim	and Jury Demand	Counterclaim fee assessed Jury Demand fee will be assessed if you select the radio button/checkbox/Yes or No dropdown for jury demand.
Counterclaim		If you are filing an Answer and Counterclaim, do not use this document type.
Cross claim		The cross claim fee will be assessed
Notice of Appeal – Civil		The filing fee will be assessed
Notice of Bond		None – At the present time, bonds may not be posted through Efiling, you will need to contact the court to pay the cost bond on appeal.

Document Submission

Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

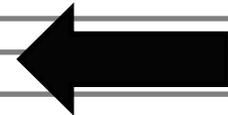
Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders





Motion to Classify

How do I file a private document?

- The document type of Motion to Classify must be filed at the same time as the document to be classified as private. All documents filed as part of the eFiling submission will be automatically marked as private temporarily, until the Judge rules on said Motion. If the judge grants the motion, the court will change the classification as requested per the Motion to Classify. If the judge declines to sign the order, court staff will change the classification to public.
- Reminder: parties and counsel have access to private documents.

Document Submission

Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders



Request to Submit

Why hasn't the judge ruled on my motion?

By selecting the document type “Request/Notice to Submit”, the filing will be routed to a queue for review by court staff. If you select the document type “Other”, the request may not be reviewed in a timely manner.

Document Type *	<input type="text" value="Request/Notice to Submit"/>
AdditionalText	<input type="text"/>
	Acceptable File Format(s) (*.PDF)
Document Location	<input type="button" value="Choose File"/> No file chosen
Add to Submission	<input type="button" value="Add"/>

Document Submission

Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders





Exhibits

How do I file exhibits with affidavits and memorandums, that exceed the size limit?

If your document exceeds the 7MB size limit, you will need to split the document into multiple parts.

1. Document Type: Memorandum, Additional Docket Text: in Opposition to Plaintiff's Motion for Summary Judgment
2. Document Type: Other, Additional Docket Text: Part 2 of 3 - Memorandum in Opposition to Plaintiff's Motion for Summary Judgment
3. Document Type: Other, Additional Docket Text: Part 3 of 3 Memorandum in Opposition to Plaintiff's Motion for Summary Judgment



Exhibits

It is very important to provide a complete and accurate description of the document being filed:

Document Type:

Other

Additional Docket Text:

Exhibit to Affidavit in Support of
Motion to Dismiss

If you only put Exhibit in the field for additional docket text, it will be difficult for anyone looking at the case history to match the exhibit with the appropriate document.



Exhibits

Why can't I file exhibits with a proposed order submitted for signature?

Rule 7(f)(3) states: “Unless otherwise directed by the court, all orders shall be prepared as separate documents and shall not incorporate any matter by reference.” As such, exhibits can't be attached with a RTF document submitted for signature and the Information must be included in the order, not incorporated by reference.

Document Submission

Scanning Documents in Color

Abbreviations in Document Entry

RTF Formatting

Filing Multiple Documents

Signature Block

Signing with Permission of

Withdrawal/Appearance and Substitution of Counsel

Certificate of Service

Answer

Motion to Classify

Request to Submit

Exhibits

Proposed Orders





Proposed Orders

Should I include the language “proposed” in the title of my proposed order?

No. By using the document type Order, and including your Additional Text (if applicable). The Order will be docketed as proposed by the Court automatically, and the Order if/when signed will docket as an Order.



Judgment Entry

Summons on Return

Default Packets

Judgments

Judgment Entry



Summons on Return

Default Packets

Judgments

Summons on Return

Why do I need to use Summons on Return as the document type?

- By using the correct document type, the document will be routed to the appropriate queue and the court can proceed accordingly.
- Return of Service should be selected for types of service, other than the Summons, for proper routing and processing, i.e. Supp Order on Return

Document Type *	Summons on Return ▼
AdditionalText	<input type="text"/>
	Acceptable File Format(s) (*.PDF)
Document Location	<input type="button" value="Choose File"/> No file chosen
Add to Submission	<input type="button" value="Add"/>

Can I file one Summons and Proof of Service for all defendants?

- No. To produce an accurate court record, it is necessary for the court to receive a separate summons and return of service for each defendant.



Summons on Return Cont...

Why does the Summons and Proof of Service need to be filed as one document?

- If the documents aren't filed together, you may run the risk of a request for default certificate being rejected by the clerk if they are unable to match the summons with the appropriate return of service.
- You must file a single PDF document which includes both the Summons and Affidavit of Service.



Judgment Entry

Summons on Return

Default Packets

Judgments





Default Packets

When preparing default judgment packets, following these steps will help the process run more efficiently:

1. When eFiling, it is helpful to use the full name of the document in the title. This will assist clerks in identifying what has been filed and also help in searching for documents.
2. In most districts, if a Military Service Affidavit and a valid certificate from Department of Defense Manpower Data Center have been filed, it is not necessary to file a Military Service Order. The exceptions to this are the 5th and 7th districts. These sites *require* the military service order. When filing a Military Service Order in the 5th or 7th district, please also mark the appropriate box on the Military Service Affidavit document.



Default Packets Cont..

3. If only the default judgment document has been unsigned/declined to sign, it is not necessary to resubmit the entire default packet again. Only resubmit the default judgment.
4. The principal judgment amount being sought is required. The judgment amount is entered on the details page. Failure to do so may cause the filing to go on hold and be delayed.
5. When preparing a judgment or order for the judge's signature, do not type "PROPOSED" in front of the title of your document. The word "Proposed" will automatically be sprayed across the page when the order is eFiled and docketed. If the order is prepared with the typewritten word "PROPOSED" manually added to the order, there is no way to remove it once the judge has approved the order.



Judgment Entry

Summons on Return

Default Packets

Judgments





Judgments

Based on the content of your judgment document, begin by identifying the appropriate judgment details.

1. A judgment document must be filed.
2. After you have uploaded and attached your proposed judgment document for eFiling, judgment details (or judgment entry) screen. Begin by selecting the appropriate judgment type.



Judgments Cont...

3. Select the appropriate parties as judgment creditor(s) and debtor(s). Do not include minor children as creditors in domestic cases.
3. Enter the actual dollar amount for the judgment.
4. You may enter the total judgment amount in the “principal” box AND the total box, OR you may choose to enter each of the judgment details individually. Make certain to enter something in the principal box and that all entries equal the total judgment sought.

Entry of Foreign Orders

Foreign Domestic
Orders

Writs of
Execution

Entry of Foreign Orders



Foreign Domestic
Orders

Writs of
Execution



Foreign Domestic Orders

UCCJEA - The Uniform Child Custody Jurisdiction and Enforcement Act is an interstate law designed to deter interstate parental kidnapping and promote uniform jurisdiction and enforcement provisions in interstate child custody and visitation cases. The UCCJEA provides a means to determine which state court has the final jurisdiction to make a child **custody** determination, allows a state court to enter temporary orders when there are immediate needs and provides a process for enforcing other state's custody and visitation orders. The UCCJEA does not apply to child support cases.

UCCJEA cases are filed as a domestic case type and require a filing fee unless filed by a state agency.



Foreign Domestic Orders

When filing a UCCJEA matter there must be:

- Request to Register a Foreign Order (using the correct document type will result in the correct assessment of fees)
- Copy of the foreign order
- Notice of Registration (proposed)
- Affidavit/declaration stating address information after the time has passed
- For the notice the filer will need to file a:
 - Confirmation of Registration (proposed)



Foreign Domestic Orders

UIFSA is an acronym for Uniform Interstate Family Support Act. UIFSA creates a process for establishing and enforcing support orders across state boundaries. Support orders include child support and spousal support. UIFSA can also be used to establish paternity of a child. UIFSA permits many of these proceedings to be done through the state's Office of Recovery Services (ORS) without the proactive involvement of the courts. A UIFSA action may be initiated by an individual or by a support enforcement agency.



Foreign Domestic Orders

A support order from another state may be filed directly with the district court. This is the most common action filed under the **UIFSA** case type. The filer should submit:

- A Request to Register the Foreign Order (using the correct document type will result in the correct assessment of fees)
- Copy of the foreign support order
- A sworn statement showing the arrearage
- Address information, employment information, SSN and location of any non – exempt property in Utah using document type non-public information or redact non-public information
- Notice of the registration of the foreign support order
- Confirmation of Registration

Entry of Foreign Orders

Foreign Domestic
Orders

Writs of
Execution





Writ of Execution

For a writ of execution to be issued, the following requirements must be met:

1. A final judgment as it relates to the party to which the writ is associated to.
2. 14 calendar days have elapsed since the entry of the judgment.
3. No stay or satisfaction of judgment has been filed and no bankruptcy is pending. (If the judgment creditor has died, the writ of execution may be issued upon the affidavit of an authorized administrator, executor or a successor in interest)

When filing an application for a writ of execution, only the application (PDF) and the writ of execution (RTF) need to be eFiled. The Notice of Execution and Exemptions, Reply and Request for Hearing, etc., do not need to be filed, but need to be attached to the writ when it is served. This is the same practice that applies to garnishments.



Other Topics

Exceptions

Request for Data Correction

Case History “Refresh”



Other Topics



Exceptions

Request for Data Correction

Case History “Refresh”



Exceptions....

What are the exceptions to the rule regarding mandatory eFiling?

http://www.utcourts.gov/efiling/docs/eFiled_vs_paper_filed.pdf

- Individuals (or companies) collecting on small claims judgments are allowed to paper file. They are considered self-represented parties
- Paper copies of wills may still be submitted for safekeeping
- Courtesy copies may be submitted to judges in paper. They are not electronically filed. However, as a courtesy contact the court for judge preference.
- Attorneys who are not members of the Utah State Bar, but are attorneys of record on a case (pro hac vice) must electronically file through local counsel. Out of state depositions will be accepted in paper.
- Filing fees are required to be submitted with the electronic filing. If a waiver of fees application submitted electronically is denied, the filing fee must be submitted by mail or over the counter. It may be submitted by check or credit card.

