

Criminal Efiling Guidelines and FAQs

September 2015

- I. Entering Defendant Names and Also Known As (AKAs)
 - a. Punctuation
 - i. Remove apostrophes (O'Brien should be entered as Obrien)
 - ii. Hyphenated names are allowed for example Ramos-Young
 - iii. Notes to CORIS users:
 1. Programming will manage name suffixes like Jr and Sr
 2. It's not anticipated that prosecutors will be filing business names.
 3. Victim names are not a data element
- II. Entering Addresses
 - a. Use USPS standards. This means omitting commas, periods, and all special characters such as hash-tags or pound signs.
 - b. Filing Informations
 - c. Filing an Information to Create a Criminal Case
 - i. See walkthrough of screens.
 - d. Filing an Amended Information on an Existing Case
 - i. File the amended information in the existing case using the document type Amended Information. The court will update the defendant information and charges provided in the Amended Information.
 - e. Filing an Information on a case initiated by a previously filed citation
 - i. File the Information including the citation number. EFiling will file the Information in the case in which the citation number and last name of defendant match. Prosecutors do not need to know the case number of the existing case.
- III. Filing an Application for an Administrative Checkpoint (Public upon filing)
 - a. Offense: Add offense 77-23-104 Administrative Checkpoint
 - b. Severity: Select Severity of NA
 - c. Offense date: Enter today's date
 - d. Defendant last name: Enter Administrative Checkpoint.
 - e. For gender, select Unknown. No other defendant information is required.
 - f. Document Type: Select document type "Application"
 - g. Additional Text: Enter "for Administrative Checkpoint" to complete the title of the application.
 - h. Attach document and submit.
- IV. Filing an Application for a Criminal Investigation (Investigative Subpoena)
(Public upon filing, unless an Application for Secrecy Order is included in the filing)
 - a. Offense: Add offense 77-22-2 Criminal Investigation
 - b. Severity: Select Severity of NA
 - c. Offense date: Enter today's date
 - d. Defendant last name: Enter Criminal Investigation.
 - e. For gender, select Unknown. No other defendant information is required.
 - f. Document Type: Select document type "Application"

- g. Additional Text: Enter “for Criminal Investigation” or “for Investigative Subpoena” to complete the title of the application.
 - h. Attach document and submit.
- V. Filing an Application for Warrant for Extradition (Public)
- a. Offense: Add offense 77-30-6 Extradition for Crime Committed in Another State While in UT
 - b. Severity: Select Severity of NA
 - c. Offense date: Enter today’s date
 - d. Defendant information: Enter all defendant information available.
 - e. Document Type: Select document type “Application”
 - f. Additional Text: Enter additional text to complete the title of the application
 - g. Attach document and submit.
- VI. Filing a Fugitive from Justice Warrant for signature (Public)
- a. Offense: Add offense 77-30-13 Fugitive from Justice
 - b. Severity: Select Severity of NA
 - c. Offense date: Enter today’s date
 - d. Defendant information: Enter all defendant information available.
Document Type: Select document type Application
- VII. Filing Search Warrants, Pen Register, or Trap and Trace Device Warrants
- a. These warrants should be filed using the eWarrants system.
- VIII. Filing Material Witness Warrants (Public)
- a. Offense: Add offense 77-21-1 Material Witness
 - b. Severity: NA
 - c. Offense date: Enter today’s date
 - d. Defendant information: Enter all information available
 - e. Document Type: Application

Frequently Asked Questions

How Do I Link Co-Defendants?

There is a data screen with a field to add the co-defendant defendant case number to link co-defendants when filing the information.

How Do I Indicate a Case Involves Domestic Violence?

A domestic violence indicator is available for any offense selected. If the charge involves domestic violence, mark that indicator in Special Processing when adding the offense.

How Do I Submit Victim Information When Restitution Has Been Ordered?

A Judgment Information Statement – Criminal, is the document type the filer should use when submitting victim information to the court for judgment purposes. This is the information the court will use to create restitution accounts. The information in this document is used for administrative purposes and the document will be sealed once the court uses the information provided to create the trust account for restitution payout. This document should **never** be attached to another document being filed.

What if a Victim Impact Statement Has Been Submitted?

A Victim Impact Statement is available to all counsel on a case and should never contain personal victim information such as addresses, social security number, etc. If that information exists the filer will need to redact it from the document before eFiling. When eFiling a Victim Impact Statement use the document type Victim Impact Statement. This document type has a security classification of private. A Victim Impact Statement should never be attached to another document being filed.

How Do I Enter a Range of Offense Dates?

If the Information shows the offense occurred on multiple dates or a range of dates, enter only the first date indicated in the Information.

How Do I Enter Charges in the Alternative?

Some Informations include a primary charge and one or more charges in the alternative. Enter the offenses for the primary charges only. Do not enter charges in the alternative.

I can't find the offense I need in the list of offenses?

Inactive Offenses - The list displays active offenses only. If the Information you are filing has an offense with an older date of offense, the offense being charged may no longer be active. If this occurs, contact the eFiling Help Desk at 801-578-3850 ext.4. They will make the inactive offense temporarily available for your use.

Active/New Offenses – The list of offenses displays active offenses in the Shared Master Offense Table (SMOT). New or rarely-used offenses may not have been added to SMOT. Send an email to smotrequest@utcourts.gov to have a missing offense reviewed for inclusion in the Shared Master Offense Table. Note: Local offenses are added without review. When submitting local offenses you need to include the severity, bail amount and whether or not it is court mandatory. State offenses may be reviewed by Utah Prosecution Council staff.

There are attributes associated with the offense. How do I add them?

There are attribute fields available for each charge. Attributes are added at the time the offense is created.

How Do I Enter AKAs?

AKAs can be entered when entering defendant name. If you wish to add additional information such as an AKA or an OTN, after the filing of the Information, contact the court.

I misspelled the Defendant's name. What do I do?

If the filing has not been submitted the data fields can be edited, if the filing has been submitted contact the court. An AKA with the alternative name will be entered.

I Forgot to Enter an OTN, AKA, BAC, the Domestic Violence Flag in the Information before submitting for filing. What do I do?

At this time, you will need to contact the court. An online correction form is being considered to facilitate making data corrections.

The Defendant Has a Pending Case(s) with a Judge. Will this Case Be Assigned to the Same Judge?

Yes, if the court has selected this option. The last name and DOB of defendant in separate filings must match for courts to automatically assign cases for the same defendant to the same judge.
