

## Electronic filing of Criminal Information

### 1. Getting started with an efiled criminal information

#### Log In

Enter your User Name and Password.

User Name:

Password:

#### Home

<input type="button" value="New Case"/>	File new case
<input type="button" value="Existing Case"/>	File subsequent document to existing case
<input type="button" value="Filing Status"/>	Check the status of my filings
<input type="button" value="My Cases"/>	List of my ECF cases
<input type="button" value="Notifications (16)"/>	Review your Notifications

To file a criminal Information you will select New Case.

To file a document to an existing case you will select Existing case.

The status of a filing is where it is in the process once it has been submitted.

The list of ECF cases displays cases you have filed and a case can be selected from that list.

Review your Notifications is where you can go to see what you have filed and also the list of documents in a filing.

[Home](#) ⇒ [Case Category](#)

#### Case Category

[CRIMINAL](#)

[DOMESTIC](#)

[GENERAL CIVIL](#)

[PROBATE](#)

To file a criminal information you will select New Case. For the Case Category select Criminal.



Utah State Courts

Home eFile Cases My Profile

Home ⇒ Case Category ⇒ Case Initiation

### Case Initiation: Criminal

Prosecutor's Case #

Court \*

Prosecuting Agency \*

The drop down list for the prosecuting agency goes in alphabetical order.

To set a default prosecuting agency go to My Profile/My User Profile/Modify User Profile/Default Prosecutor.

2. Defendant information is entered next. Select the Add Defendant button.

Home eFile Cases My Profile

Home ⇒ Case Category ⇒ Case Initiation

### Case Initiation: Criminal

Prosecutor's Case #

Court \*

Prosecuting Agency \*

**Defendant**

Defendant

Party Type:

Gender: \*  Male  Female  Unknown

First Name:

Middle Name:

Last Name: \*

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

Date of Birth:

SSN:

Demographics

Day Phone:

Home Phone:

Fax:

E-Mail:

**Add an Attorney for this Party**

Last Name:

Bar ID:

Bar State:

If demographic information is available check on the +/- box next to Demographics.

Demographics

Race:

DL State:

DL Number:   Commercial

Height:  Feet  Inches

Weight:

Hair Color:

Eye Color:

Distinguishing Marks:

Physical or Last Known Address:

Street Addr incl. Ste/Apt: 1567 W Center Apt. 34

PO Box, if applicable: PO Box 8754

City: Spanish Fork

State: UTAH

Zip / Postal Code: 84660

Country:

### 3. Adding an Offense

The Criminal Offense screen is where prosecution information and offense codes are added. For a state code select State of Utah, if the offense is city or county select the appropriate jurisdiction.

Home ⇒ Case Category ⇒ Case Type ⇒ Case Initiation

\*\*\* Select a Jurisdiction \*\*\*

**Case Initiation: Criminal**

Prosecutor's Case # 569487

Court Test 0000 e filing

Prosecuting Agency STATE OF UTAH

**Defendant**

Remove	Partici	Role	Attorney(s) for Party
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ROBERT JONES	Defendant	

Please add applicable criminal charges

Search for an Offense: **Jurisdiction:** STATE OF UTAH  Code or Description:

Prosecutor's Case # 785329

Court Test 0000 e filing

Prosecuting Agency UTAH COUNTY

Please add applicable criminal charges

Search for an Offense: **Jurisdiction:** UTAH  Code or Description: 76-6

**Defendant**

Jurisdiction: \* STATE OF UTAH

Offense Code: \* \*\*\* Select Offense \*\*\*

Severity: \*

Inchoate: \*

Offense Date: \*

Offense Location: \*

Attributes

Attribute 1:

Attribute 2:

76-6-1002: DAMAGE TO MAIL RECEPTACLE

76-6-1003(2)(A): MAIL THEFT - VALUE OF MAIL EXCEEDS \$5000

76-6-1003(2)(B): MAIL THEFT - VALUE OF MAIL EXCEEDS \$1000 AND LESS THAN \$5000

76-6-1003(2)(C): MAIL THEFT - VALUE OF MAIL LESS THAN \$1000

76-6-1003: MAIL THEFT

76-6-102(1)(A): ARSON - TO DEFRAUD INSURANCE

76-6-102(1)(B): ARSON - PROPERTY OF ANOTHER

76-6-102(3)(A): ARSON- PROPERTY OF ANOTHER DAMAGES EXCEED \$5000 IN VALUE

76-6-102(3)(B): ARSON - SERIOUS BODILY INJURY

76-6-102(3)(C): ARSON - DAMAGES BETWEEN \$1500 & \$5000 OR PRIOR CONVICTION

76-6-102(4)(A): ARSON - PROPERTY OF ANOTHER DAMAGES BETWEEN \$1500 & \$5000

76-6-102(4)(B): ARSON - SUBSTANTIAL BODILY INJURY OF ANOTHER

You must search using a combination of three or more characters to open the search screen, or, enter the first few letters of the description. (the).

To add attempted, solicitation or conspiracy select from the Inchoate drop down.

To add an offense code that is not available email the request to [smotrequest@utcourts.gov](mailto:smotrequest@utcourts.gov). The request must include location, severity, bail amount or court mandatory along with the offense code and description.

Attributes and Special Processing information are added on the Add Offense screen. If there are multiple charges for the same offense the information can be entered one time on the screen and then the number of identical charges entered and those offenses will be created without additional data entry.

STATE OF UTAH	Code or Description:	76-6-1003	Search Of
<b>Add Offense</b>			
Jurisdiction: *	STATE OF UTAH		
Offense Code: *	76-6-1003: MAIL THEFT		
Severity: *	2nd Degree Felony		
Inchoate:			
Offense Date: *	8/1/2014		
Offense Location:			
Attributes	Special Processing Attributes:		
Attribute 1:	<input type="checkbox"/> Domestic Violence		
Attribute 2:	Overweight-lbs. over limit:		
Attribute 3:	Overweight-measuring type:		
Attribute 4:	Speeding-speed limit:		
Attribute 5:	Speeding-charged at:		
	Wildlife taking-minutes bef/aft:		
Number of Identical Charges *: 3	(including this one)		
Cancel	Save		

### Case Initiation: Criminal

Prosecutor's Case #

Court

Prosecuting Agency

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**Defendant**

Remove	Participant Name
	ROBERT JONES

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Please add applicable criminal charges

Search for an Offense: Jurisdiction:

Delete	Edit	Count	Jurisdiction	Offense	Severity	Offense Date
		1-2	STATE OF UTAH	76-6-404: THEFT MA		9/2/2014

Once the offenses have been saved they will display on the Case Initiation: Criminal screen and can be edited or deleted. The **X** will delete offenses and the pencil icon will allow you to edit the offense information that has been added. If no problems exist select the Next button to add your document image or to complete later use the Save to Draft button.

### 4. Adding the Information document to the filing

#### Case Type : Criminal

Document Type \*

AdditionalText

Acceptable File Format Type(s) (\*.pdf,\*.rtf)

Document Location  No file chosen

Add to Submission

The Information document now needs to be uploaded. Enter the correct document type for your filing and select Choose File. Your document should be saved to a file you have. Find the document and select Add.

Once a document has been added an entry will display. Selecting the pencil "Edit data" icon will re-open the Case Initiation: Criminal screen where your offense and defendant data can be edited if necessary. The document can also be deleted from this screen.

#### Case Type : Criminal

Document Type \*

AdditionalText

Acceptable File Format Type(s) (\*.pdf,\*.rtf)

Document Location  No file chosen

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Form	form.xml		0.01 MB	
Information/Indictment	Efiling training doc.pdf		0.09 MB	

Total Size: 0.09 MB

## 5. Saving a draft filing or finalizing the filing

Once you are satisfied with the data entered for this filing you can move the data to draft or select next. When the data entered is moved to draft it will be available for 60 days and it can be edited or submitted during that time period.

Home	eFile	Cases	My Profile	Log Out
Draft Filings	New Case			
	Existing Case			
Draft Filings	Draft Filings			

Delete

<input type="checkbox"/>	Filing ID	Client #	Court Case #	Filing Description	▼ Create Date	Days Until Deletion
<input type="checkbox"/>	14642	756928		Criminal	08-06-2014:09:23:34 AM	60
<input type="checkbox"/>	14640			Criminal	08-05-2014:04:44:53 PM	59
<input type="checkbox"/>	14638	1231		Criminal	08-04-2014:02:59:10 PM	58
<input type="checkbox"/>	14636		145949742	Traffic Citation	08-04-2014:10:33:35 AM	58
<input type="checkbox"/>	14631	14-222		Criminal	07-30-2014:04:01:24 PM	53

If you select Next instead of moving to draft on the Case Type: Criminal screen a final data field will display. If a citation number and/or OTN is available it is entered here. If a citation number is entered the system will search to see if there is an existing case with that citation number and same last name. If the system finds a match your information will be filed into that case. Entering citation numbers here will assist in limiting duplicate cases. If no citation was issued select the No Existing Citation Number box. There must be an entry made of a citation number or the field for no existing citation number checked to move forward. If there are co-defendants the Court case number is entered on this screen. Entering a co-defendant case number will result in the judge assignment being the same for the cases if that is the Court's business practice. DUI and blood alcohol are also entered on this screen. If vehicle information is available select the + next to Vehicle Information and add it to the data fields which open.

### Criminal - Criminal Information

**Case Number :** **Case Title :**

Citation #  OR  No Existing Citation Number

OTN #

Law Enforcement Agency Agency

Case #

Arrest Date

Arresting Officer First Name:  Last Name:  Badge Number:

Jail Booking #

Custody Location

Co-defendant Case #

Sheriff Office #

Higher Ed Campus

DUI-charged as:

DUI-blood alcohol content:

Additional Information  16 or more Occupants

Vehicle Information

## 6. Submitting the filing

Once data entry is completed select Next. The Case Type: Criminal screen will re-open. Select Next. The Review and Approve Filing screen will open. This is the last screen where changes to data can be made. Move to draft or submit your filing.

[Draft Filings](#) ⇒ [Add a Document](#) ⇒ **Review and Approve Filing**

### Review and Approve Filing

**Case Type : Criminal**

Generated XML Data:

[View Data](#)

[Change Filing Info](#)

Document(s) to be Submitted:

[Add/Remove Documents](#)

Document Name	View Document
Information/Indictment	<a href="#">Efiling_training_doc.pdf</a>

The clerks are no longer accepting special filing instructions through eFiling. Please contact the clerk directly prior to filing for

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

## 7. Tracking the status of the filing

Once your filing has been submitted you can track its status if you like.

[Draft Filings](#) ⇒ **Submission Confirmation**

### Your Filing has been submitted

Case Type: Criminal - Information/Indictment

**Note:** This filing is now being processed and added to the Court document repository. Once the system has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Court.

[Filing Status](#)

Statuses:

Received – court has received the filing and is going through validation steps

Pending – this means something has occurred which will require action by the eFiling team.

Filed – has been accepted and filer should receive case number back.

### My Filings

Test Attorney Filings

Report Criteria:

View Filings Between:  AND  [Clear Dates](#)

Filing ID:  Court Case #:  Client #:  Status:

[Go](#)

My Filings Between 08/06/2014 and Today

[Delete](#)

<input type="checkbox"/>	Filing ID	Client #	Court Case #	▼ Date Submitted	Document Type	Status
<input type="checkbox"/>	<a href="#">14642</a>	756928		08-06-2014:09:41:53 AM	Information/Indictment	<a href="#">Received</a>
<input type="checkbox"/>	<a href="#">14641</a>	pab0806-1		08-06-2014:07:56:16 AM	Information/Indictment	<a href="#">Pending</a>
<input type="checkbox"/>	<a href="#">14639</a>	pab0805-2		08-06-2014:07:52:49 AM	Information/Indictment	<a href="#">Pending</a>