

UTAH STATE DISTRICT COURTS EFILING STANDARDS

www.utcourts.gov/efiling/docs/standards.pdf

1. INFORMATION ACCOMPANYING ELECTRONICALLY FILED DOCUMENTS

Party and case information electronically submitted must match the information in the accompanying document(s). If the filing information and the document information do not match, you may be required to file a Request for Data Correction before your case can proceed.

2. ORIGINALS

Originals of any hand-signed exhibit, affidavit, verification or similar document must be maintained by the filer until proceedings are exhausted.

3. DOCUMENTS NOT REQUIRING COURT SIGNATURE

Documents not requiring a court signature must be saved in Portable Document Format (PDF) before electronic filing. Saving or printing a document to PDF maintains the ability to search for text in the document. Documents should not be scanned to PDF format for submission unless they are not prepared by the filer and are submitted only as exhibits.

4. PROPOSED ORDERS AND DOCUMENTS REQUIRING COURT SIGNATURE

4.1. Proposed orders must not include the official's signature line and must, at the end of the document, indicate that the signature appears at the top of the first page. (URCP Rule 10(e))

4.2. Orders and documents signed by the court must be prepared as separate documents and must not include reference to exhibits or other supporting documents.

4.3. Documents requiring a court signature must be formatted according to Standards and saved in Rich Text Format (RTF) before electronic filing. Formatting standards for RTF documents follow. *See Applying eFiling Document Formatting Standards for assistance in formatting.*

Typefaces	Use Times, Times New Roman, or Arial. Do not use Wingdings or symbols such as § or © in the RTF document.
Margins	Top margin must be no less than 1.5". Do not include header information in the top margin. Bottom margin must be no less than 1"
Spacing	Name block must be single spaced. Caption should be single spaced and placed in a 2-cell table with no nested tables
Positioning Text	Text requiring specialized positioning must be placed in tables. Do not use the tab or multiple consecutive spaces to position text.
Images	Images must not be embedded in documents. This includes attaching scanned images.
Numbered Lists	Convert all numbered lists to text before submitting.
Form fields	Convert any document with form fields to text before submitting.
Page numbers	Do not include page numbers in RTF documents. Pagination will be added when the document is electronically signed.

5. SIGNATURES

5.1 If a document requires your signature, use this format: /s/ Your Name *OR* /s/ Jane Doe

5.2 If a document requires another's signature, use this format: /s/ by Your Name with permission of Other Filer Name *OR* /s/ Jane Doe with permission of John Doe

5.3 Do not paste an image of a signature into a submitted document. Images of signatures may be included in submitted exhibits (URCP Rule 10(e))

5.4 Proposed orders must not include the official's signature line and must, at the end of the document, indicate that the signature appears at the top of the first page.