
Who do I contact to begin e-filing?

Various pricing plans are available. Open an account with one of the following certified e-filing service providers (EFSP):

Utah State Bar/Tybera Development Group, Inc.

563 E. 770 N.

Orem, Utah 84097

801-226-2746, utsupport@tybera.com

<https://efiling.utahbar.org>

or

Green Filing, LLC

P.O. Box 981774

Park City, Utah 84098

801-448-7268, support@greenfiling.com

www.greenfiling.com

or

Judicialink, LLC

3015 West 1350 North

Provo, UT 84601

801-877-1596, support@judicialink.com

www.judicialink.com

The court does not charge a fee to e-file. Filers pay a subscription fee to an EFSP, but recoup the costs through savings in general business expenses.

Attorneys who do only government work may be eligible for a fee-waived account. See

www.utcourts.gov/efiling for details.

For case-specific questions, email or call a local e-filing specialist in your district. A list of e-filing specialists is available on the court's website at:

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

Paper filings will not be accepted after March 29, 2013.

For more information, view/download the Electronic Filing Guide online at:

www.utcourts.gov/efiling

or

www.utahbar.org/efiling



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(801) 578-3800.

For more information, go to

www.utcourts.gov

Utah State Courts

**Mandatory
E-filing ---
April 1, 2013**



**Available
online now for all
civil cases,
including
domestic and
probate cases.**

Electronic filing is a secure, authorized, internal system for filing and authenticating court documents.

Why e-file?

E-filers save the cost of time, paper, file folders, labels, and mailing/delivery. Documents can be easily and conveniently retrieved. The Utah State Court's e-filing system differs from the federal PACER system by allowing attorneys of record unlimited access to images of all documents in the case at no charge. Filings are immediately certified, delivered, and docketed into the court file. Attorneys using the e-filing system receive email notifications and receipt messages, which constitute valid service on all other e-filers on the case, except for documents requiring service under URCivP 4. (Note: a certificate of service under URCivP 5(d) must be filed.)

When will e-filing become mandatory?

CJA 4-503. (1) Except as provided in Paragraph (2), pleadings and other papers filed in civil cases in the district court on or after April 1, 2013 shall be electronically filed using the electronic filer's interface. (2)(A) A self-represented party who is not a lawyer may file pleadings and other papers using any means of delivery permitted by the court. (2)(B) A lawyer whose request for a hardship exemption from this rule has been approved by the Judicial Council may file pleadings and other papers using any means of delivery permitted by the court. To request an exemption, the lawyer shall submit the request to the Judicial Council's General Counsel on a form approved by the Judicial Council.

(2)(C) Pleadings and other papers in probate cases may be filed using any means of delivery permitted by the court until July 1, 2013, at which time they shall be electronically filed using the electronic filer's interface.

(3) The electronic filer shall be an attorney of record and shall use a unique and personal identifier that is provided by the filer's service provider.

Will sending documents by email satisfy the rule?

No. Documents that are e-filed receive an electronic certification, date, and time stamp. Data submitted with the document is entered automatically into the court's case management system. Attorneys using the e-filing system receive email notifications and receipt messages, which constitute valid service on all other e-filers on the case.

Can I file using another attorney's e-filing account?

No. See (3) above. Electronically filing a pleading or other papers is a certification under Utah Rule of Civil Procedure 11 that the filer is an attorney of record.

What will the filed date be for my e-filed document?

Your submission will be docketed automatically upon receipt. It will have the certified signature of the filer and the date and time received. Electronic filings are received into the case history faster than over-the-counter filings.

What is the size limitation for electronic document files?

E-filing allows file sizes up to 7MB. Your EFSP can train you to compress files and use file types that

take less space. When filing, eliminate unnecessary exhibits and attachments.

What do I do to correct a document filed in error or with errors?

It is the attorney's responsibility to ensure the accuracy of documents and data submitted when e-filing. Once filed, documents cannot be deleted from the court record. Just as in the paper world, you may file a notice of withdrawal or an amended document when allowed by the rules of civil procedure. Errors in the data submitted with an e-filed document should be handled by filing a "Request to Correct Data." If you are uncertain how to handle an error, please contact the district's e-filing specialist.

How do I submit (a) courtesy copies and (b) ex parte motions.

(a) courtesy copies are not part of the official record and should never be e-filed. They should be submitted only on request of the judge and only in hard copy;

(b) ex parte motions should be submitted through e-filing like any other document (unlike in the federal e-filing system, which requires a paper filing). Such documents are automatically routed to clerks for special handling.

How do I receive training?

Training is primarily provided by the e-filing service provider you select (see reverse side). The Utah State Bar provides e-filing seminars. Supplemental online training is available on the court e-filing website.

Who do I contact for technical support?

Your Electronic Filing Service Provider (EFSP) is your contact for technical support (see reverse side).
