

UTAH STATE JUVENILE COURTS EFILING STANDARDS

<http://www.utcourts.gov/efiling/juvenile/>

1. **INFORMATION ACCOMPANYING ELECTRONICALLY FILED DOCUMENTS**

Party and Case information electronically submitted must match 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. Do not confuse data correction with filing a document in the wrong case.

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**

Proposed orders must be created within CARE. CARE assures formatting of the document. At the finish of the preparation of the the proposed order, CARE allows the filer to eFile the document. If there are data entry issues the filer will be prompted to correct them before the filing can be submitted.

5. **SIGNATURES**

- a. If a document required your signature, use this format: /s/ Your Name OR /s/ Jane Doe
- b. 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
- c. Do not paste an image of a signature into a submitted document. Images of signatures may be included on submitted exhibits. [URCP Rule 10 \(e\)](#).
- d. Proposed orders must not include the official's signature line.