

EXEMPTIONS TO THE JUVENILE COURT EFILING RULE

Paper Filings The court will not accept paper filing from attorneys, JJS, or DCFS at front counters, in drop boxes, by email or through regular mail on existing cases with an assigned case number and existing incident beginning on December 1, 2015 pursuant to the [Code of Judicial Administration Rule 04-0901](#). Filings will not be accepted from process servers on behalf of attorneys or from clients on behalf of counsel. The following are some exceptions to the Rule:

- Paper filings which are part of a courtroom proceeding may be accepted.
- Ex parte motions and related documents may be paper filed. [Code of Judicial Administration Rule 04-202.04](#)
- Individuals are allowed to paper file. They are considered self-represented parties.
- Do not electronically file courtesy copies.
- Attorneys who are not members of the Utah State Bar, but are the attorney of record on a case (pro hac vice) must electronically file through local counsel. ([UTAH R. BAR SPECIAL PRAC. 14-806.](#))

Monies: During Phase I, electronic filing will be available for existing case numbers with existing incidents only, therefore any filing fees will need to be paid to the local court jurisdiction and cannot be paid electronically. If a waiver of fees application submitted electronically is denied, the filing fee must be submitted by mail or over the counter. It may be submitted by cash, check, or credit card.

Trust monies – Trust monies cannot be submitted electronically at this time. Trust monies may be submitted over the counter or through the mail. Any documents associated with a trust deposit must be filed electronically. Courtesy copies may be submitted with the deposit. Remind attorneys to add the case number to checks submitted over the counter or by mail.

Exhibits: Exhibits submitted to the court and received into evidence are not electronically filed.

Non-document items: Some items needed to support case filing may not be pleadings or documents and cannot be electronically filed. These items must be accepted at the front counter. Examples are: 1) oversized documents that need to remain larger than 8 ½ x 11 in order to be readable; 2) compact disks or DVDs; 3) high quality photographs that lose too much resolution in scanning to 8 ½ by 11 format.

Items like this should be stored in the file room with the case number. After the appeal window on the case has lapsed, these items should be disposed of according to local practice.