

Can I file using the eFiling account of an attorney who isn't counsel of record?

No. Electronically filing a pleading or other paper is a certification under Utah Rule of Civil Procedure 11 that the filer is an attorney of record. Attorneys who are not members of the Utah State Bar, but are attorney of record on a case (pro hac vice) must electronically file through local counsel.

Is there a limitation on the size of documents that can be filed electronically?

The court eFiling system will accept documents with an electronic file size of up to 5 MB. Larger documents must be filed in sections. Be sure you do not scan your documents in color and avoid using colored paper to reduce the size of your documents. If your document is over 5MB, split the document into sections less than 5MB each. Juvenile Court eFiling will allow you to upload multiple sections in one batch. Once eFiled the document will be combined into one document. Documents larger than 8 1/2" X 11" should not be eFiled. If you must eFile an exhibit that is larger than 8 1/2" X 11", keep in mind that the Court cannot print these documents, and you may be asked to file a courtesy copy conventionally.

Can the court delete the documents I eFiled in error?

If documents have been filed in error the filer will be required to file a motion to have those documents deleted/removed. Only upon court order will documents be deleted/removed. Please review your document to ensure it's the correct document, contains the case number, is readable, displays right-side up, contains only pages that are part of the filing, and complies with the redaction of personal identifying information requirements of **UCJA Rule 4-202.09 (09)**. If the document contains non-public information that was not protected, you may file a motion to classify the document as private.

If I submit a document and realize that it is incorrect or illegible, what can I do to correct it?

The filer may file an amended document. If a document(s) has been filed incorrectly or is illegible you may file a motion with the court to delete/remove the document(s). Only upon court order will documents be deleted/removed.

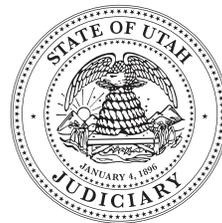
What type of training is available to assist with eFiling in the Juvenile Court?

There are Online Training Programs (OTP)'s available for *Defense Attorneys*, *Assistant Attorneys General*, and *Prosecutors* located on the courts website listed below. There is also a PowerPoint presentation specific to *Defense Attorneys*, *Assistant Attorneys General*, and *Prosecutors* available on the courts website. For additional help you can contact the designated eFiling/C.A.R.E. specialist in the local district for which you practice.

Who do I call for technical support?

There is a *Frequently Asked Questions* (FAQ) document specific to attorneys located on the courts website that may be able to answer the majority of your questions. The following is a link to the document:

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



ADMINISTRATIVE OFFICE OF THE COURTS
450 South State Street
Salt Lake City, UT 84114

Mandatory eFiling in the Juvenile Court December 1, 2015



Available
for existing
Juvenile
Court cases.

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

When will eFiling become mandatory?

Code of Judicial Administration 4-901.

- (1)(A) Except as provided in Paragraph (2), pleadings and other papers filed in existing juvenile court cases on or after **December 1, 2015** shall be electronically filed using the juvenile court's Court and Agency Records Exchange (C.A.R.E.).
- (1)(B) Except as provided in Paragraph (2), pleadings and other papers filed to initiate a new juvenile court case on or after **August 1, 2016** shall be electronically filed using C.A.R.E.
- (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 a written request outlining why an exemption is necessary to the Juvenile Court Administrator.
- (3) The electronic filer shall obtain and use a unique C.A.R.E. login for all filings in the juvenile court.

Why eFile?

Filing electronically will save time, paper, file folders, labels, and mailing/delivery costs. Documents can be easily and conveniently retrieved. The Utah State Juvenile Court's eFiling system differs from the District Court's eFiling system in that in order to electronically file the filer must obtain a unique login to the Courts Agencies Records Exchange (C.A.R.E.).

How do I obtain a login to electronically file in the Juvenile Court?

In order to obtain a unique C.A.R.E. login and password, you must first fill out a *C.A.R.E. Agency/Firm Access Request* and submit the signed form to the local Trial Court Executive or eFiling/C.A.R.E. specialist to establish your Agency/Firm and all attorneys/paralegals needing access to assigned cases. Additionally, all users within a Firm/Agency must complete a separate *C.A.R.E. Individual User Agreement* form.

For more information regarding obtaining C.A.R.E. access and to obtain copies of the *Agency/Firm Access Request* and *Individual User Agreement* forms please visit our website at:

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

What hours is eFiling available? What will the filed date be for my eFiled document?

Juvenile Court eFiling is available to submit documents 24 hours a day seven days a week. When an eFiled document has passed the initial document validation edits, the date and time of receipt is recorded.

When an eFiled document requiring a court signature is signed by the court, the date and time it is signed is recorded.

Electronic filings are received into the case history faster than over-the-counter filings.

Will sending documents to the Court by email satisfy the rule?

No. Documents that are eFiled receive an electronic certification, date, and time stamp. Data submitted with the document is entered automatically into C.A.R.E.

How does service work with eFiling?

Electronic filing in Juvenile Court does not constitute service pursuant to Rule 5 of the Rules of Civil Procedure. A party electronically filing a document must serve that document on other parties by one of the other methods permitted by Rule 5. Parties will not receive an email notification from the Court that a document has been filed.

The filer will need to access the case in C.A.R.E. in order to see documents filed on assigned cases. A red folder icon will indicate when new filings have been submitted when the user logs into C.A.R.E.

How do I know if a document has been filed on my cases in CARE?

When a proposed order is signed by the court the filer will receive an email. Notice to other parties on the case will be the filer's responsibility.

You will need to access your cases to view filings to the case. When a document is eFiled, a red folder icon will display next to that case. The red folder icon will display based on your default settings, as counsel you have the ability to set your folder to a 3-10 day period where it will identify the documents that have been filed within the timeframe you have identified. You can also conduct a search in CARE to see if documents have been filed past your default window.