

Checklist for Petition for Order Establishing Fact of Birth – Minor

- You must complete a form before you file it. These instructions will help you complete the forms.
- If you still have difficulty after reading these instructions, contact the Self Help Center. See <http://www.utcourts.gov/selfhelp/contact/>.
- Court staff cannot complete a form for you.
- Attach a copy of any document referred to in the form.
- Keep a copy of all documents for your records.
- Attend all court hearings.
- Some forms may not apply in your case.
- Check with your court about local requirements.

(1) Coversheet

- Print your name and address.
- You are not claiming damages, so after “Total Claim for Damages” leave the line blank or enter “0.”
- A jury trial is not permitted in this type of case, so check “No” after “Jury Demand.”
- In the box toward the bottom left of the first page, check “No monetary damages are requested (URCP 26: Tier 2)”
- On page 2, check the box next to “Judicial Approval of Document: Not Part of Pending Case” in the Special Matters section.

(2) Petition

- Print the name and contact information of the parent who is filing the petition at the top of the first page. Check whether you are the petitioner or the attorney for the petitioner.
- Print the judicial district number, the county name and the court address on the blank lines.
- Paragraph (1): Enter the county and state where you currently live.
- Paragraph (2): Enter the county and state where your child lives.

- Paragraph (3): Enter the city and county in Utah where your child was born. If your child was not born in Utah, a Utah court cannot establish the fact of their birth.
- Paragraph (5): Describe the things you have done to get the evidence needed to get a delayed birth certificate for your child from the Office of Vital Records and Statistics.
- Paragraph (7): Enter the full name your child was given at birth: first, middle and last.
- Paragraph (8): Select whether your child is male or female.
- Paragraph (9): Enter your child's full birth date: month, day and year.
- Paragraph (10): Enter the time your child was born.
- Paragraph (11): Enter your child's birth father's full name: first, middle and last.
- Paragraph (12): Enter when your child's birth father was born (month, day and year) and where he was born (state or country).
- Paragraph (13): Enter your child's mother's full birth name: first, middle, last and maiden name.
- Paragraph (14) Enter when your child's birth mother was born (month, day and year) and where she was born (state or country).
- Paragraph (15): List all the documents you are attaching that show when and where your child was born.
- Do not include any private or protected information on this form. When filed, this form is a public record. [Rule 4-202.09\(9\)](#) requires that you omit from a public record any information that is not itself public information. For a list of records, data and information classified as public, private, and protected, see [Rule 4-202.02](#).
- Date and sign the form.
- File the original form, attachments and proof of service with court staff.

(3) Attend the Hearing

At the hearing, the judge will decide the issues and will tell one of the parties to prepare the Order. Listen carefully to the judge's decision. The documents must agree with that decision, and you may have to prepare them.

(4) Order

- Print the name and contact information of the parent who is filing the petition at the top of the first page.

- Print the judicial district number, the county name and the court address on the blank lines.
- Write the name of your child under “IN THE MATTER OF:” and the case number and judge’s name.
- If you are told to prepare the Order, complete all of them except the judge’s signature. What you write in the documents must agree with what the judge decided.
 - Paragraph (1): Enter the name of the parent who filed the petition.
 - Paragraph (2): Enter the date of the hearing.
 - Paragraph (3): Check one of the boxes, depending on what the judge determined during the hearing.
 - Paragraph (5): Check on of the boxes, depending on what the judge determined during the hearing.
 - Paragraph (6): Fill in all the blank lines with information about your child.