

Checklist to Request Hearing

- You must complete a form before you file it. These instructions will help you complete the forms.
- The judicial services representative 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) Request for Hearing

- Complete a Request for Hearing form if you oppose registering the foreign order in Utah. You must file the Request for Hearing within 20 days after the Notice of Registration of Foreign Child Custody or Parent Time Order was served on you.
- Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent. Keep the same party name as in the case that established the support order. For example, if you were the Respondent in the earlier case, you will be the Respondent in the registration.
- Complete the heading exactly as it appears in the Notice of Registration.
- Attach any required documents or forms.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the original form and certificate of service with the judicial services representative.

(2) Notice of Hearing

- If you have requested a hearing, file the original Notice of Hearing with the Request to Submit for Decision. Otherwise, do not file this form.
- Complete the heading exactly as it appears in the Motion.
- Call the judicial assistant to the judge or commissioner assigned to your case. Schedule the hearing with the assistant and print the date and time of the hearing on the form. Print also the judge's or commissioner's name and courtroom number for the hearing.
- Date and sign the form.
- Complete the Certificate of Service.

- Serve the form on the other party.
- File the original form with the judicial services representative.

(3) Non-public Information – Parent Identification and Location

- This information is required by the U.S. Secretary of Health and Human Services. If the information changes, you must complete and file another form. ([Utah Code Section 62A-11-304.4](#))
- Follow the instructions that accompany the form.
- Attach the form to the Request for Hearing.

(4) Non-public Information – Minors (Complete this form only if you disagree with the information about the children provided by the other party.)

- This is required information about the children.
- Follow the instructions that accompany the form.
- Attach the form to the Request for Hearing.

(5) Non-public Information – Safeguarded Address (if applicable)

- If you have asked that your residential address or that of your children be safeguarded, omit the address from all other documents, and print it here.
- Follow the instructions that accompany the form.
- Attach the form to the Request for Hearing.

(6) Proposed Findings of Fact, Conclusions of Law, and Order

The Findings of Fact, Conclusions of Law, and Order form is needed only if the court conducts a hearing.

- Complete the heading exactly as it appears in the Request to Register Foreign Order.
- Do not complete the rest of the form unless you are told to do so. Sometimes the judge will prepare the order; sometimes the judge will tell the winning party to prepare the order.
- Attach any required documents or forms.

If there is a hearing, the judge will decide the issues. Sometimes the judge will prepare the order; sometimes the judge will tell the winning party to prepare the order.

- If you are told to prepare the order, complete all of it except the judge's signature. What you write in the order must agree with what the judge decided.
- Serve the unsigned order on the other party within 15 days after being told to prepare the order.
- Complete the Certificate of Service.
- File the original unsigned order and the Certificate of Service with the judicial services representative within 15 days after being told to prepare the order.

- The other party has 5 days in which to object.

(7) After the judge signs the order

- Serve a copy of the signed order on the other party.
- Complete the Certificate of Service.
- File the original Certificate of Service with the judicial services representative.