

1 **Rule 3. Service of the affidavit and summons.**

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3 (a) Service of the small claims affidavit and summons shall be as provided in Utah Rule of Civil  
4 Procedure 4. The affidavit and summons must be served at least 30 calendar days before the trial  
5 date.

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7 (b) Proof of service of the affidavit and summons must be filed as provided in Utah Rule of Civil  
8 Procedure 4 no later than 10 business days after service.

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10 (c) Each party shall serve on all other parties a copy of all documents filed with the court. Each  
11 party shall serve on all other parties all documents as ordered by the court. Service of all papers  
12 other than the affidavit and counter affidavit may be by first class mail to the other party's last  
13 known address. The party mailing the papers shall file proof of mailing with the court no later  
14 than 10 business days after service. If the papers are returned to the party serving them as  
15 undeliverable, the party shall file the returned envelope with the court.

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17 (d) The summons shall include language sufficient to notify defendant of the removal right  
18 provided in Rule 4A.