TRIAL COURT EXECUTIVES
AGENDA
Friday, April 15, 2016
Matheson Courthouse
Executive Dining Room
Salt Lake City, Utah

Ray Wahl, Presiding

Beginning with lunch at: 11:45 a.m.

#	Time	Agenda/Description	Presenter
1.	12:15 p.m.	Welcome and Approval of Minutes (Tab 1 – Action)	Ray Wahl
2.	12:20 p.m.	Administrative Update	Daniel J. Becker
3.	12:40 p.m.	E-Record/Update (Information) *Mr. Quigley, Ms. Rubio, and Mr. Shea, respectively, will provide an update on e-records and e-filing in district, juvenile court, and appellate court.*	Clayson Quigley Dawn Marie Rubio Tim Shea
4.	12:55 p.m.	Justice Reinvestment Initiative Update (Information) *The JRI Workgroup will provide an update for the court executives.*	Debra Moore Corrie Keller Shane Bahr Russ Pearson Peyton Smith
5.	1:05 p.m.	Websites and Social Media (Discussion) *Mr. Fattah will discuss the proper protocol for creating and the use of social media relative to the court.*	Geoff Fattah
	1:15 p.m.	Guardianship Reporting (Information) *Ms. Sylvester will seek input on backlog of guardianship reports from the court executives.*	Nancy Sylvester
7.	1:30 p.m.	Constables (Discussion) *Ms. Moore will lead a discussion regarding constables serving criminal and civil warrants for the State.*	Debra Moore
8.	1:50 p.m.	Filing Fees (Discussion) *Recently, the legal counsel office has been made aware of judges ordering filing fees being returned to a litigant. Some of these instances may be the result of mistakes by filers in e-filing. Court executives should come prepared to discuss practices in their districts.*	Brent Johnson
9.	2:05 p.m.	Authorization to Fill Staff Vacancies (Discussion) *The procedure to fill staff vacancies will be discussed.*	Shane Bahr
10.	2:20 p.m.	Old/New Business New Business: TCE Appointment to the Clerical Weighted Caseload Committee	All
11.	2:30 p.m.	Adjourn	

Consent Calendar

ie consent items in this section are approved without discussion if no objection has been raised with the Admin Office (801-578-3806).

TAB 1

2016 Trial Court Executive (TCE) Minutes:

<u>3/04/2016</u>   <u>9:00 – 11:45</u>   <u>Education Room</u>
MEETING DATE   TIME   LOCATION

MEMBER:	Present	Absent	Excused	MEMBER:	Present	Absent	Excused
Shane Bahr	X	☐	☐	James Peters	X	☐	☐
2nd Dist TCE	☐	X	☐	Wendell Roberts	X	☐	☐
Rick Davis	X	☐	☐	Tim Shea	X	☐	☐
Travis Erickson	X	☐	☐	Neira Siaperas	X	☐	☐
Corrie Keller	☐	☐	X	Peyton Smith	X	☐	☐
Russ Pearson	X	☐	☐	Terri Yelonek	X	☐	☐
STAFF:	Present	Absent	Excused	STAFF:	Present	Absent	
Daniel J. Becker	X	☐		Alyn Lunceford	X	☐	
Ray Wahl, Presiding	X	☐		Clayson Quigley	X	☐	
Debra Moore	X	☐		Norine Ferguson	X	☐	
Dawn Marie Rubio	X	☐		Geoff Fattah	X	☐	
Rob Parkes	X	☐			☐	☐	
Ron Bowmaster	X	☐			☐	☐	
GUEST: Mike Zenovieff for Corrie Keller	X	☐					
Keri Sargent for Wendell Roberts	X	☐					

III. Approval of minutes	CHAIR Ray Wahl

Mr. Ray Wahl called the meeting to order. Mr. Wahl asked for approval of the February 2016 meeting minutes. Mr. Tim Shea moved to approve the minutes. Ms. Terri Yelonek seconded the motion. There was no discussion, and the minutes were approved unanimously.

Approval	☐ Voice	☐ with corrections	Unanimous

AGENDA TOPICS

IV.

Administrative Update	DANIEL J. BECKER

Mr. Dan Becker updated the TCEs on the following items:

- The Judicial Branch budget is coming into focus during the 2016 Legislative Session: $550,000 for the CORIS Rewrite: $415,000 for the 4th Juvenile Judge and JA; $600,000 for Judicial Compensation in addition to 2% COLA; $1 Million for GAL salaries; $3 Million for Provo Courthouse Parking; $500,000 [ongoing]; and $1 Million for the Indigent Defense Commission. Currently, there is no budget for the 5th District Judge and Contracts and Leases. Executive Appropriations meets this evening.
- $30 Million appropriated for Medicaid expansion [to draw down $70 Million from the feds], which would assist the criminal justice involved community, which is good news for JRI Tx implementation. There is an additional $1.5 Million as pass through to the counties.
- Larry Webster was selected as the new 2nd District TCE. He will start on March 21, 2016. Mr. Webster has significant and distinguished experience with the courts, including the NCSC and as the first IT Director with the Utah AOC.
- The World's first Court "Hackathon" is scheduled to begin later this evening in Conference Room A. This event will convene IT and programming teams to develop court technology solutions.

- The two remaining issues of interest to the courts still in play involve Bail Bond issues and Justice Court judge qualifications.
- Finally, there will be a Legislative Audit of the statewide cash bail system.

V. INTRODUCTION OF NEW DOMESTIC VIOLENCE PROGRAM COORDINATOR

DEBRA MOORE

Ms. Moore introduced Ms. Norine Ferguson to the TCEs. Ms. Ferguson is the recently-hired Domestic Violence Program Coordinator. Ms. Ferguson is an attorney and recent transplant to Utah. She comes to Utah AOC by way of the Broward County [Ft. Lauderdale], Florida Public Defender's Office.

VI. E-RECORD UPDATE

DEBRA MOORE, DAWN MARIE RUBIO AND TIM SHEA

Discussion
- District Court-Mr. Clayson Quigley reported that there are a number of changes to the District Court eFiling system including: changing judge signing options [eliminating "decline to sign"]; increasing password security by June 2016; moving to a single log in for all systems; increasing the number of criminal charges in a criminal information from 100 to 200: addressing agency [specifically AP&P] and Self-Represented litigant filings; numbering [for appellate purposes] and association of documents at the time of eFiling. There is no time estimate for the association piece as of yet but there are plans to demo this functionality with the EFCC in the near future. The next CORIS release is scheduled for March 15, 2016. Additionally, business requirements are in process for the CORIS rewrite.
- Juvenile Court-Ms. Dawn Marie Rubio indicated that CARE and eFiling enhancements will be deployed on April 3, 2016. Additionally, programming continues for Juvenile Court eFiling-Phase 2 which will be deployed on June 26, 2016. Districts 2, 4, and 7 have volunteered to be pilot sites during the voluntary period. Presently, 66% of documents with the Juvenile Court are autofiled, meaning a clerk does not "touch" the document. Finally, simultaneous efforts continue to transfer the CARE platform to the Linux environment.
- Appellate Courts-Mr. Tim Shea reported that in discussions with Ron Bowmaster, plans are in process for a Fall 2016 implementation of appellate court eFiling. Amendments to Appellate Court Rules related to eFiling are out for comment. Mr. Shea has been in discussions with Libby Wadley and John Bowers regarding training and OTPs, and developing a CLE for attorneys. Additionally, Mr. Shea mentioned ongoing meetings with Penny Rainaldi and Ron Bowmaster regarding the AIS rewrite. Finally, Mr. Shea mentioned a demo to the Advisory Committee linking the Trial Court record with the appellate brief.

VII. JUSTICE REINVESTMENT INITIATIVE UPDATE

DEBRA MOORE, CORRIE KELLER, SHANE BAHR, RUSS PEARSON AND NOREEN FERGUSON

Discussion
Ms. Moore talked about challenges to court probation in light of JRI. Generally, court probation involved only payment of fines and nothing is in place to track Tx and services. During the District Board discussion, it was evident that judicial practice runs the spectrum—from review hearings to assess offender compliance to JAs performing compliance monitoring. Ms. Moore asked the District TCEs to send her information as to how districts/judges are managing court probation. She will then compile a list and share with the District Board, with an eye towards developing a statewide policy. Ms. Moore will send the District TCEs with the specifics of her request.

VIII. EMPLOYEE SURVEY

ROB PARKES

Discussion
Mr. Rob Parkes reviewed general themes: (1) Overall, employees are more engaged; (2) There is a disconnect between staff and management; (3) There is a difference in clerical and probation responses. The statewide data reflect the efforts of direct supervisors, and kudos should be shared, especially clerical. As for management, data are not so favorable. The work environment is a factor in satisfaction. People are happy with their teams, but when work with other teams not so much. As far as engagement, data suggests that staff are not having input, and clerical declined 2.9 from 3.6. Mr. Parkes then referred to "Project Aristotle" for suggestions as to what

factors make a team successful.

At Mr. Wahl's request, each TCE reported out on the following: (1) How do you differ from the statewide results; (2) Have you shared the survey results with your PJ/Bench; and (3) Do you have a plan to address results.

Ms. Neira Siaperas requested the specific comments rather than the synthesized statements. Other TCEs also reiterated the same request suggesting that unfiltered comments will be more helpful. In some instances, district employees have indicated that his/her comment was not included in the district's report and questioning transparency and the report itself. Mr. Parkes expressed concerns regarding respondent anonymity. Mr. Wahl indicated that further thought would be given to the TCEs request, and discussed during a future meeting.

IX. DOMESTIC CASE PROCESS IMPROVEMENT SUBCOMMITTEE

RAY WAHL

Discussion
Mr. Wahl reviewed the genesis of the Domestic Case Process Improvement Committee, a subcommittee of the Standing Committee on Children and Family Law. The Subcommittee will include judges, the GAL Director, DHS, Self-Help Center Personnel, Mediators, Legal Services Attorney, Child Development Professionals, Bar Commission Member, Legislators, and Child Advocacy Organization. Staff to the Subcommittee include Mr. Wahl, Clayson Quigley, and Cleve Burns. The tasks of the Subcommittee include: looking at other jurisdictions regarding domestic case processing; generating domestic case processing data; and reviewing how existing programs such as OCAP and the Self-Help Center "fit" or support domestic case processing. The work of the Subcommittee will begin in earnest in April 2016. Recommendations will be provided to the Judicial Council no later than July 2017.

X. ELECTRONIC PAYMENT SCANNERS

RON BOWMASTER

Discussion
Mr. Ron Bowmaster reported that the courts will not meet the April timeline for the new ePayment system installation. First Data just published a new API [Applications Programming Interface] for EMV. IT and TCE should still move forward with physical installation for a July target date when software can be installed on the payment scanners.

XI. TCE UPDATE TO THE COUNCIL

NILES PEARSON AND CHARLES KELLER

Discussion
Mr. Pearson reviewed the draft of the "briefing sheet" that he shared with the TCEs in advance of the meeting. The TCEs provided comment and suggestions. Inasmuch as Mr. Keller is unable to travel to the Judicial Council meeting in St. George, Mr. Wahl asked for another volunteer. Mr. Bahr stepped forward to assist Mr. Pearson. Mr. Wahl thanked Mr. Bahr for his offer.

XII. DFCM/COURT AR&I PROJECTS

RICK LUNCEFORD

Discussion
Mr. Lunceford reminded TCEs to submit Building Block Requests [BB] for facilities, and not just for programming. Mr. Lunceford discussed the difference between BB [improvement projects requests such as X-Ray and fit and finish projects] and Capital Development Projects [generally new space requests]. TCEs were encouraged to send all requests to Mr. Lunceford who indicated that there are multiple filters, but will make sure to route to appropriate channel. Additionally, Mr. Lunceford may be able to influence DFCM on certain projects. DFCM will generally not fund certain requests, such as X-Ray machines, or enhancements to leased facilities. However, there is no firm line of demarcation. Mr. Lunceford reviewed the document titled "Capital Improvement Projects" and discussed the various filters. Mr. Bahr asked for clarification regarding contract/leased sites. Generally, enhancements such as counter modifications come from the court's budget. Mr. Wahl reiterated that TCEs should copy Mr. Lunceford on all BB or Capital development requests, and that he and Mr. Byrne will route appropriately. Ms. Moore and Ms.

Rubio suggested that a process flowchart would be helpful for the TCEs.

XIII. OLD/NEW BUSINESS ALL

Discussion
- Mr. Byrne reminded TCEs to submit projected current expense balance to him by March 11, 2016.
- Mr. Bahr reported that the Provo land purchase is completed to the new Provo Courthouse build is ready to move forward.

TAB 2

Judicial Support Staff Training Document for District and Justice Courts	
Effective Date Statewide: 05/2006	Revision Date:

CRIMINAL IN COURT (INDIVIDUALS PRESENT SCREEN)

Overview

A minute entry is a written summary of what occurs at a bench trial, jury trial or other hearing in a criminal case. This is not the verbatim record but rather an outline of what happened in the hearing. The minute entry is not the official record of the court. The minute entry must include who was present, what time the hearing occurred, how it was recorded and what transpired. If a trial lasts multiple days, a separate minute entry should be created for each day. Some minute entries are prepared and used as judicial orders, and in a criminal case, will be used as the judgment and commitment when a defendant is sentenced. These types of minute entries must be signed by the judge. All minute entries should be created in an accurate and timely manner. The Individuals Present screen is the first screen used to create a criminal minute entry.

Reference

URCrP Rule 32

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Procedure

1. From the Primary Menu, select **Case > Incourt > New Minutes.** The **Individuals Present** screen will open.

Individuals Present Screen

| Menu / Option	Description / Function
Case Number / Assigned Judge / Name / Birth Date	Displays the case number, the name of the defendant on the case, the judge assigned, and the defendant's birth date.
Find Case	This screen can be used to search for a new case, without having to exit out to the Primary Menu for each new case that needs a minute entry. Select this button after entering a new case number or name.
Date	The date will default to the current date, but it can be changed if needed to reflect the date of the hearing.
Classification	This will default to the classification initially set on the case. The classification can be changed for a single hearing, if so ordered.
Judge / Commissioner	This will default to the name of the judge or commissioner who is assigned to the case, but it is very important to accurately capture the name of the judge or commissioner who is actually present at the hearing.

Event	The Event box will populate with the title of any in-court screens used when the minute entry was created. If sentencing information was entered, it will be populated with the title Sentence, Judgment and Commitment. If needed, the title of the hearing can be typed directly into the Event box.
Tape	Usually the courtroom number or other identifying information for the courtroom being used will be entered here. Check local policy.
Count	Enter the actual time the hearing starts, or the range of time in which the hearing took place.
Interpreters	This button will open a new screen where information regarding the name of the interpreter and the language being spoken or translated will be entered.
Language	Inserts into the minute entry the language spoken by the defendant, if different from English.
Agency	If another law enforcement or treatment agency is present in court, that name can be chosen here.
Telephone Conference	If clicked, will insert language into the minute entry indicating that one or more parties appeared telephonically.
• Audio • Video • CAT / CIC • None	The default is set as Audio as the method by which the hearing was recorded, but it can be changed to one of the other choices if needed. CAT/CIC refers to recording methods used by court reporters.
Problem Solving Court • Drug Court • DUI Court • Mental Health Court • Veterans Court	If a problem-solving court is selected here, the court type and referral date will auto-populate in the Problem-Solving Court screen. This screen is accessible from the Individuals Present screen by selecting **Toolbox > Problem-Solving Court,** or from the Primary Menu by selecting **Case > Problem-Solving Court.** This does not need to be selected again after the defendant has initially been referred.
Defendant • Present • Not Present	Selecting the defendant's status here will insert the appropriate language into the minute entry.

Custody Status
  • Jail
  • Prison
	Choosing Jail will populate the drop-down box with local jails as will choosing Prison. Language will then be inserted into the minute entry indicating the defendant's custody status.

Pro Se	Selecting this box will insert language into the minute entry that the defendant is appearing pro se.
Reporter	If a court reporter is present, their name can be entered here or it can be chosen if it's available in the drop-down box.
Prosecutor	This drop-down box is populated with a list of names of prosecuting attorneys who are local to the area, and any attorney who has been attached to the case. Names can be added to the list through Local Maintenance. The name of the prosecutor who is present at the hearing will be chosen here.
Defendant's Attorney	This drop-down box is populated with a list of names of defense attorneys who are local to the area, and any attorney who has been attached to the case. Names can be added to the list through Local Maintenance. The name of the defendant's attorney who is present at the hearing will be chosen here.

Status
  • Draft
  • Process No Signature
  • Ready for Signature
	Sets the status of the minute entry so it can be processed/signed accordingly.
	  • Draft indicates that the minute entry is not ready to be processed.
	  • Process No Signature indicates the minute entry is ready to be processed, and does not need a signature.
	  • Ready for Signature indicates the minute entry is ready to be processed and will be assigned to a judge for signature.

Document
  • Other
  • Order
	If the status of the minute entry is set to Ready for Signature, then the type of document the minute entry is, Other or Order, can be set here. Some judges will sign all minute entries, regardless if it's an order or not, and this will docket the minute entry in the case history correctly to add clarity as to what type of document the minute entry should be. Check local policy.

Re-assign Judge	Will reassign the case to a new judge and insert a line item in the docket indicating as such.
Attorneys Present	If more than one attorney is present, or if an attorney is appearing for just one hearing in a limited representation capacity, those names can added through this screen.
Clear	Clears the screen of any information entered without recording it.
Note	Opens a note field for any other information that needs to be entered.
Preview	Selecting this button will open a Print Display PDF screen that will display the way the minute entry will look once it is completed.
Enter / Exit	Clears the screen and records any information entered. / Closes the screen without recording any new information entered.
Certificate of Notification	Will create a certificate of notification that will be attached to the minute entry if the document needs to be distributed to parties in the case. The certificate will not be completed until the minutes or order is processed through the Signature Process screen. Once selected, and the minute or order needs to be edited, the certificate of notification will still be generated even if the box does not show as being ticked.
Print Barcode	If a barcode is associated with the document, selecting this box will display the barcode on the document.

Interpreters Present Screen

1. When an interpreter needs to be added to the case, select the **Interpreters** button on the Individuals Present screen. The Interpreters Present screen will open.
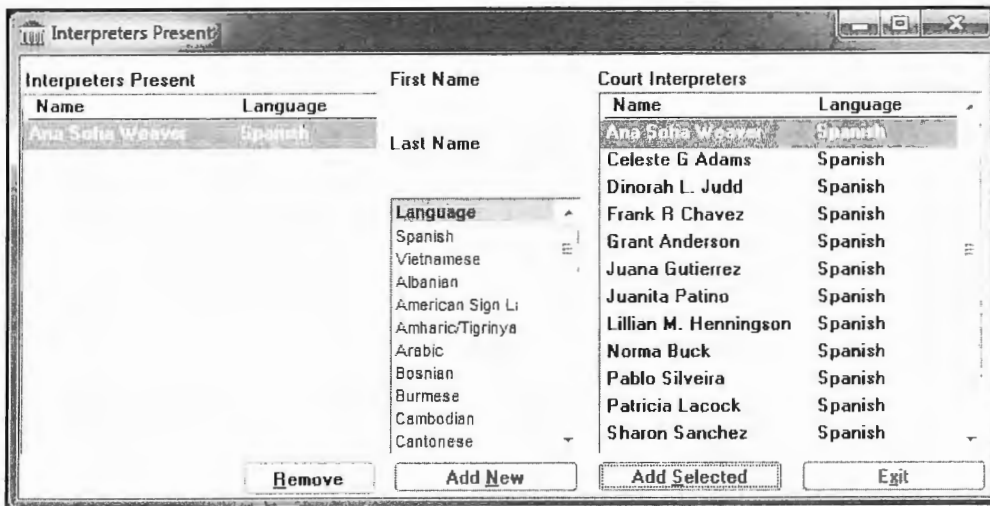
2. To add an interpreter to a case, simply highlight the name and click the **Add Selected** button, or double click directly on the name. Then select **Exit**. The information entered will populate into the Individuals Present screen.

3. To add a new interpreter, type the name into the First Name and Last Name field boxes, highlight the language being interpreted, and select **Add New**. Then select **Exit**. The information entered will populate into the Individuals Present screen. Interpreters that regularly appear in court can have their names added through local maintenance.

> **Note:** Once an interpreter has been added to a case, each time a hearing is scheduled CORIS will notify by email judicial support staff who can follow up to be sure an interpreter is still needed and will be available for the new hearing date.

4. Select the **Remove** button if the interpreter selected will not be present at the hearing.

Attorneys Present Screen

1. If more than one prosecutor or defense attorney is present, or if other attorneys are present, use the **Attorneys Present** button. The **Attorneys Present** screen will open.
2. Double clicking on a name or highlighting the name and clicking on the **Select** button will add the name of the attorney to the Attorneys present box.

Attorneys Present

Case 131600258 | State Felony

Name ROWLAND, ALISHIA M

Attorneys assigned to the case | Attorneys present

DALE P EYRE   for PLA

CASEY W JEWKES   for PLA

Select   Attach Attorney   Add unassigned attorneys   Delete Attorney   Enter   Exit

3. To attach an attorney to one of the parties, select the **Attach Attorney** button, which will open the Attach Attorney to Party screen. (DCJUST: Attach an Attorney.)

4. To add an attorney that is appearing in a limited representation capacity, select **Add unassigned attorneys.** This will not attach the attorney to the party, but will simply record that attorney's presence for that hearing.

5. Selecting the **Delete Attorney** button will remove that attorney's name from the Attorneys present box. but will not detach the attorney from the party they are representing.

Signature Process Screen

1. When a minute entry has been completed, and has been taken out of Draft status, it will need to be processed in the Signature Process screen. This screen can be accessed from the Primary Menu by selecting **Case > Signature Process (Shift F1),** or **Case > Incourt > Signature Process (Shift F1).** The Signature Process screen will open.
   a. Leaving a case in Draft status signals to court personnel that the minute entry is not ready to be processed. After the minute entry is created and has been checked for errors, it then will be moved from Draft status in order to be processed as a minute entry or an order.

2. A list of the minute entries that are ready to be processed will appear in the lower half of the screen. Search criteria to find those minute entries can be entered in the top half of the screen. The court location will default to Local (to the court location that judicial support staff are currently logged into) and the signature status will default to All Ready for Processing.
   a. A search can be conducted specific to one judicial assistant, with date range options and signature status options used to narrow the results.
   b. A search can be conducted specific to one judge, with date range options and signature status options used to narrow the results.
   c. The date range option can also be used, to see the results from multiple judges and judicial assistants for a specific date, with the results being refined by using the signature status options.
   d. Search options, once chosen, will remain as entered until the user enters new search parameters.

3. Once search results are returned, information and the status of each minute entry will be displayed.
   a. If a judicial assistant is viewing this screen, all minute entries that were marked to be signed by a judge will show language in red "At the direction of", and the name of the judge who has been assigned to sign the minute entry. This screen, if viewed by a judge, will not have that language.
   b. It's possible to click the title of each column to sort the minute entries accordingly.

4. To finish processing the minute entries, select the box next to each minute entry in the Process column, and select the **Sign / Process** button. Minute entries can be processed one at a time, several at a time, or the Select All button at the top of the column can be used to process all at once.

5. If the box in the Process column is checked next to a minute entry, or if the Select All button has been selected, and then **Print** is selected, a draft copy of all selected minute entries will be printed.

6. Information to note:
   - Judicial support staff should use the Signature Process screen on a regular basis to be sure all created minutes, orders and rulings are being processed and not forgotten.
   - A draft minute entry will create account receivables and will set up automated tracking, before the minute entry is processed.
   - If minute entries are not displaying in the Signature Process screen, check that all search criteria are correct, and that minutes are not still set in Draft status.
   - Once a minute entry is processed, it will appear in the docket twice; as a document and as a case history entry for the minute entry itself.
   - Signed minute entries will position the judge's signature in the upper right corner, the same way eFiled orders appear.
   - Minute entries that require a signature will appear in Judicial Workspace as a reminder to the judge assigned, and can be signed from Judicial Workspace.

Judicial Support Staff Training Document for District and Justice Courts	
Effective Date Statewide: 02/2006	Revision Date:

PREJUDGMENT WRITS AND/OR ORDERS

Overview

Prejudgment writs and/or orders are requests for immediate relief filed by the plaintiff at the the time of the case filing or any time prior to the entry of the judgment. This relief is sought by the plaintiff when the filer believes that irreparable injury, loss or damage will result without immediate action.

Writs expire fourteen days after they are issued unless:
- the court establishes an earlier expiration date;
- the opposing party consents that the order and writ be extended or;
- the court extends the order and writ after a hearing.

Hearings pursuant to a writ (with or without notice) are scheduled within 14 days after the issuance of the writ. Writs are processed as expeditiously as possible to protect the rights of both parties.

There are **three types** of prejudgment writs:

Writ of Replevin (Rule 64B): compels delivery of specific personal property held by the defendant. Once issued, the writ is delivered to the sheriff or constable. The sheriff or constable holds the property until an order is issued by the court.

Writ of Attachment (Rule 64C): seizes property in the possession or under the control of the defendant. Once issued, the writ is directed to the sheriff or constable to attach and keep all property as stated in the order. The writ **must** be served by a sheriff or constable. If the writ necessitates the sale of the property, the sheriff is required to do so.

Prejudgment Writ of Garnishment (Rule 64 D): seizes property of the defendant in the possession or under the control of a person other than the defendant (prejudgment writ of garnishment may not levy upon personal earnings).

Reference
URCP 64 (Writs in General)

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Efiling Procedure

1. The majority of prejudgment writ pleadings are filed by counsel through eFiling. The writs will appear in the **WRITS with filing fees** queue. Prejudgment writs are ex parte filings and need to be addressed immediately.

   To obtain a writ of replevin, attachment or garnishment before judgment, documents that must be filed:
   - motion for prejudgment writ;
   - memorandum/affidavit in support of motion for prejudgment writ;
   - proposed prejudgment writ;
   - motion for order setting undertaking of bond;
   - notice of undertaking;
   - proposed order setting undertaking of bond.

2. Judicial support staff will ensure that the required pleadings and fee have been submitted. If all required pleadings have not been submitted the writ will be processed as unsigned with explanation as to reason. A note will be entered as to why it was declined or unsigned in the **Sign and Approve Filing** screen in the **Additional Note** box. When the **Record Notes to CORIS** box is marked, this will ensure that the note will be recorded and entered as a Case History Note in the docket.

3. If all required documents have been submitted the writ is assigned to the judge.

4. If the judge grants the Writ, the filer will be notified through eFiling. No disposition is entered on a prejudgment writ.

> **Note:** The moving party is to provide the sheriff or constable with a copy of the motion for prejudgment writ, memorandum/affidavit in support of motion for prejudgment writ, and the signed prejudgment writ for service.

5. If the judge sets a hearing date at the time of issuing the writ, a prejudgment writ hearing is set by selecting Law and Motion as the Event and entering Prejudgment Writ in the Event Description box and notifies the filer by phone, in person, or email whenever possible because of time restrictions. (DJCUST: Calendaring-Schedule Event)

6. If the judge does not set a hearing, the defendant may request a hearing in writing. The hearing is set within 14 days or at the earliest reasonable time. A prejudgment writ hearing is set by selecting Law and Motion as the Event and entering Prejudgment Writ in the Event Description box (see insert above) and notifies the filer by phone, in person, or email whenever possible because of time restrictions. (DCJUST:Calendaring-Schedule Events)

> **Note:** A hearing on a prejudgment writ takes precedence over all other matters, except older matters of the same type.

7. If the judge denies the writ, the filer will be notified through eFiling. A note needs to be entered as to why it was declined or unsigned in the **Sign and Approve Filing** screen in the **Additional Note** box. When the **Record Notes to CORIS** box is marked, this will ensure that the note will be recorded and entered as a Case History Note in the docket.

Manual Procedure

1. To obtain a writ of replevin, attachment or garnishment before judgment, the plaintiff must file:
   - motion for prejudgment writ;
   - memorandum/affidavit in support of motion for prejudgment writ;
   - proposed prejudgment writ;
   - motion for order setting undertaking of bond;
   - notice of undertaking;
   - proposed order setting undertaking of bond.

2. Make sure that the required pleadings and fee have been submitted. Enter the document title and scans the motion for prejudgment writ, memorandum/affidavit in support of motion for prejudgment writ, motion for order setting undertaking of bond, and notice of undertaking.

3. If all required pleadings have not been submitted or the fee has not been paid, return the the writ by email or mail to the filer with an explanation.

4. If all required documents have been submitted, the writ and order setting undertaking of bond is given to the judge for signature.

5. If the judge grants the writ, judicial support staff will notify the filer by phone, in person, or email whenever possible because of time restrictions. No disposition is entered on a prejudgment writ.

> **Note:** The moving party is to provide the sheriff or constable with a copy of the motion for prejudgment writ, memorandum/affidavit in support of motion for prejudgment writ, and the signed prejudgment writ for service.

6. If the judge sets a hearing date at the time of issuing the writ, a prejudgment writ hearing is set by selecting Law and Motion as the Event and entering Prejudgment Writ in the Event Description box. The filer is then notified by phone, in person, or email whenever possible because of time restrictions. (DCJUST:Calendaring-Schedule Events)

7. The defendant may request a hearing in writing. The hearing is set within 14 days or at the earliest reasonable time. The matter will be scheduled for a Prejudgment Writ hearing by selecting Law and Motion as the Event and entering Prejudgment Writ in the Event Description box. The filer is then notified by phone, in person, or email whenever possible because of time restrictions. (DCJUST: Calendaring-Schedule Events)

8. If the judge denies the writ, judicial support staff will send a copy of the denied writ to the filer by email or mail, or they will be notified the filer by telephone. The court may prepare a ruling indicating why the writ was denied and will send that to the appropriate party.

Judicial Support Staff Training Document for District and Justice Courts	
Effective Date Statewide:	Revision Date:

UCCJEA
Uniform Child Custody Jurisdiction and Enforcement Act

The **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)** is an interstate law designed to deter interstate parental kidnaping and promote uniform jurisdiction and enforcement provisions in interstate child custody and visitation cases. The UCCJEA provides a means to determine which state court has the final jurisdiction to make a child-custody determination, allows a state court to enter temporary orders when there are immediate needs and provides a process for enforcing other state's custody and visitation orders. UCCJEA does not apply to child support cases.

A copy of a foreign domestic decree may be filed with the clerk of any district court in Utah. A foreign domestic decree has the same effect and is subject to the same procedures, defenses, enforcement, satisfaction, and proceedings for modifying, vacating, setting aside, or staying as a judgment of a district court of this state.

Jurisdiction and Custody Determination:

The UCCJEA vests exclusive and continuing jurisdiction over child custody in the court of the child's home state. To determine which state has proper jurisdiction, the "home state" is where the child has lived or did live for six consecutive months prior to the commencement of the proceeding.

Once a state court has made a custody determination, that state keeps jurisdiction over all matters concerning that child. Once a custody determination has been made, a court of another state does not have authority to modify the determination.

A state, which does not otherwise have jurisdiction, may enter a temporary emergency order if the child is in danger and needs immediate protection. After issuing such an order, the state court should determine if there is an existing custody order from another state in effect.

When a party is seeking a custody determination, the case should follow the procedure for filing a divorce (DCJUST: Divorce).

Enforcement of a Child Custody or Parent-Time Order From Another State:

The UCCJEA requires state courts to recognize and enforce a custody or parent-time order from another state if jurisdiction was properly exercised. A registered order is enforceable as if it were a local order as of the date of registration.

Temporary Visitation Orders and Expedited Enforcement of Custody Determinations:

The UCCJEA allows courts to issue temporary orders to enforce visitation schedules if the foreign order does not contain a specific schedule, however, modification jurisdiction still remains with the court that initially issued the order.

The UCCJEA also allows for the immediate recovery of a child, usually through a writ of assistance, if there is a risk of serious physical harm or abduction. A hearing must be held within 24 hours of service or as soon as possible thereafter. (DCJUST: Writ of Assistance)

Reference
UCA 78B-5-3 (Foreign Judgment Act)
UCA 78B-13

Forms:
Registering a Foreign Order
Online Court Assistance Program (OCAP)

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Efiling Procedure

1. When a **UCCJEA** case is being filed through eFiling, creating the case, entering the parties and applying the filing fee will be completed by the filer. If the State of Utah or another government agency is filing the petition, no filing fee is required. If a motion and affidavit to waive the filing fee is filed by the filer, follow the steps for the fee waiver process (DCJUST: Civil Fee Waiver).

   If a Petition to Modify is filed with this type of case, a separate filing fee will be required for the modification of the order and will have to follow the process for Petition to Modify (DCJUST: Petiton to Modify) **.**

2. The following documents will likely be filed on a **UCCJEA** case in eFiling, and the documents will display in the queue as indicated below:

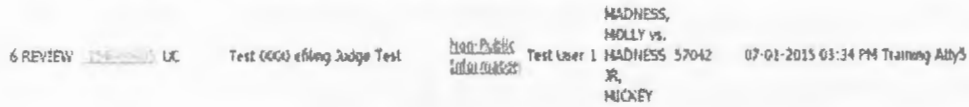   - **Request to Register a Foreign Child Custody or Parent-Time Order**
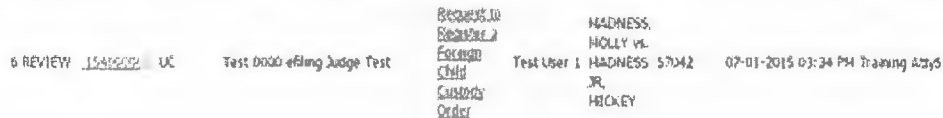
   Verify that the parties are entered correctly, that the case type and venue match the pleadings that were submitted and the correct fee was paid. A copy of the certified foreign order <u>must</u> be submitted with the documents.
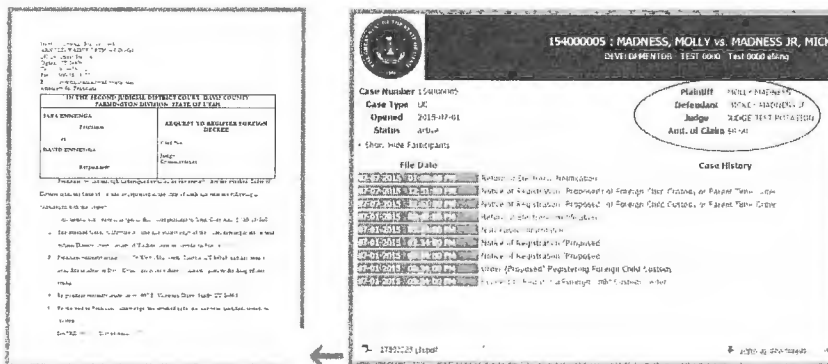
   If filed correctly by the filer, the **Case Type** should prompt **UCCJEA Child Cus Jur,** a **Critical Message** Case Disposition Judgment and **E-FILING+** should display in the **Primary Menu** screen in CORIS.
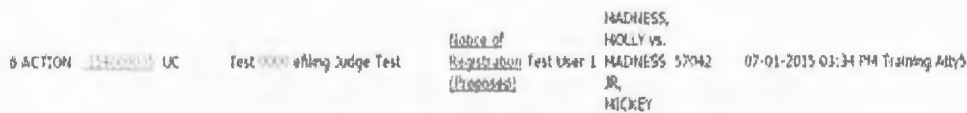
If not filed correctly, a note should be sent through eFiling to the filer when the document is not signed identifying the error, e.g., wrong case type.

- **Non-Public Information Parent/Child**

6 REVIEW [redacted] UC   Test 0000 eFiling Judge Test   Non-Public Information   Test User 1   MADNESS, HOLLY vs. MADNESS 57042 JR, MICKEY   07-01-2015 03:34 PM Training Atty5

Verify that the child/parent information was entered correctly, according to DCJUST: Domestic Filing standards in the **Name/Address (F1)** screen in CORIS.

- **Notice of Registration of Foreign Child Custody or Parent-Time Order (Proposed)**

8 ACTION [redacted] UC   Test 0000 eFiling Judge Test   Notice of Registration (Proposed)   Test User 1   MADNESS, HOLLY vs. MADNESS 57042 JR, MICKEY   07-01-2015 03:34 PM Training Atty5

This document will be signed by judicial support staff after verifying that all documents were correctly filed (Protocols for Signing Orders in Electronic Queues for Clerks). After the **Notice of Registration** is signed in Filing, a copy of the signed notice as well as the request to register the foreign child custody and the UNSIGNED order or findings of fact and conclusions of law documents must be mailed by the judicial support staff to the non-moving party.

> **Note:** If the filer submits a **Certificate of Mailing** stating that they have mailed a copy of the documents to the parties, the court is still required by statute to send notice.

The non-moving party has 20 days from the date of the certificate of mailing or service date to object to the registration and request a hearing (*See local policy regarding tracking on these type of cases*).

- **Notice of Confirmation of Foreign Order (Proposed)**

If there was **NO** request for hearing or objection filed when the response period expires, the foreign order will automatically be confirmed by the Court. The **Notice of Confirmation** will then be signed by the judicial support staff in eFiling. This notice will confirm that the order was registered in our court and an order signed by the judge will not be necessary.

If a request for hearing or an objection is filed, a court date will be scheduled (DCJUST: Calendaring Scheduling Events) and a judge or commissioner will hear the issues and enter an order confirming or denying the foreign child custody or parent-time order. After the issues are resolved at the hearing or by order of the court, the **Notice of Confirmation of Foreign Order** can be signed. The party requesting registration must mail a copy of the signed **Notice of Confirmation** and **Findings of Fact and Order** to all the parties named in the request.

- **Order Registering Foreign Child Custody (Proposed)**
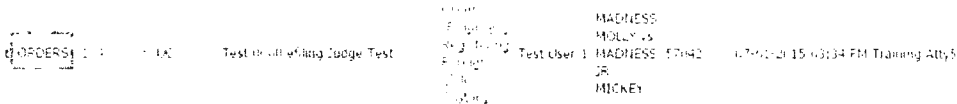
After the issues are resolved at the hearing or by order of the court, an order confirming or denying the **Foreign Child Custody or Parent-Time Order** should be signed and entered. The order will need to be reassigned to the judge for signature. If there are missing or incorrect pleadings, then notify the filer of the deficiency in the pleadings. Select the eFiling as "*Unsigned*" on the process drop down box. On the note field box type, the explanation to the filer as to why the filing is being rejected.
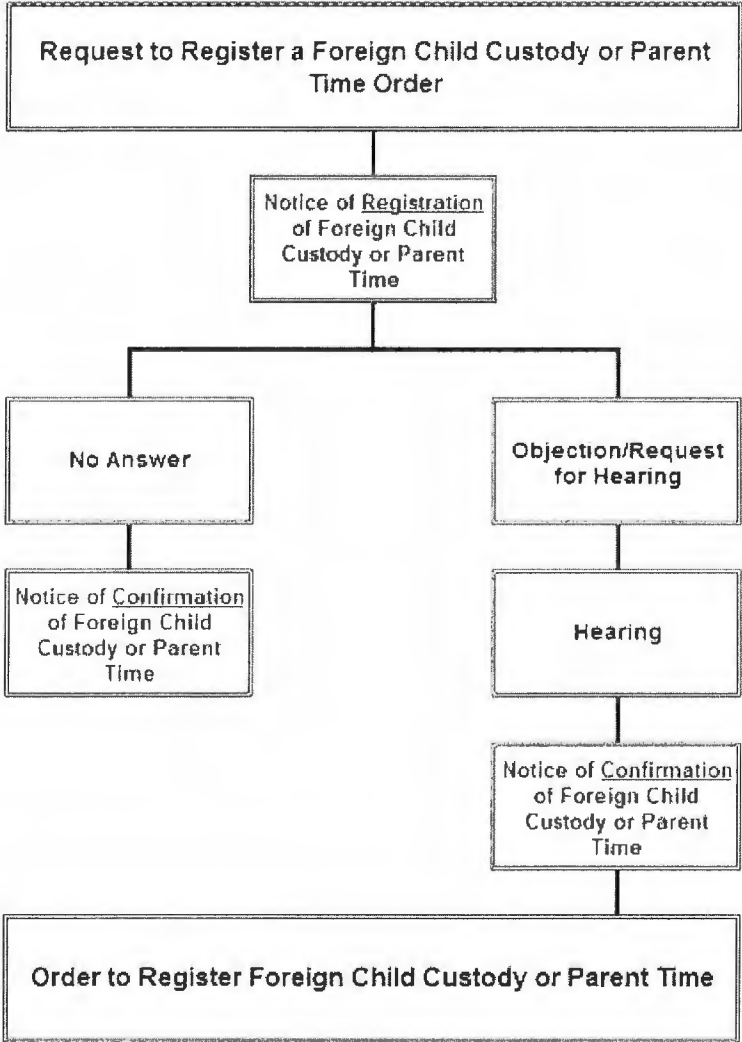
Once the order is approved and signed by the judge, the **Notice of Confirmation** can be signed by judicial support staff in eFiling.

The party requesting registration must fill out a **Certificate of Mailing** and mail a copy of the signed **Notice of Confirmation** and a copy of the signed **Order to Register Foreign Order** to all the parties named in the request.

Occasionally the filer will file the notice with a blank Certificate of Mailing, directing judicial support staff to mail the documents; in that case, the

document can be **edited** before it is signed. Enter the date that the document will be mailed and who mailed it. Judicial support staff will then be required to send a copy of the **Notice of Confirmation** and the signed **Order to Register Foreign Order** to the parties listed on the certificate.

If there is a monetary judgment in the order, enter the judgment amount in CORIS following. (DCJUST: Judgment Entry).

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┌────────────────────────────────────────────────────┐
│   Request to Register a Foreign Child Custody or    │
│   Parent Time Order                                  │
└────────────────────────────────────────────────────┘
                         │
              ┌──────────────────────┐
              │ Notice of Registration│
              │  of Foreign Child     │
              │  Custody or Parent    │
              │  Time                 │
              └──────────────────────┘
            ┌────────────┴────────────┐
    ┌───────────────┐         ┌────────────────────┐
    │  No Answer    │         │ Objection/Request  │
    │               │         │   for Hearing      │
    └───────────────┘         └────────────────────┘
            │                           │
    ┌───────────────┐         ┌────────────────────┐
    │Notice of      │         │     Hearing        │
    │Confirmation   │         │                    │
    │of Foreign     │         └────────────────────┘
    │Child Custody  │                   │
    │or Parent Time │         ┌────────────────────┐
    └───────────────┘         │ Notice of          │
                              │ Confirmation       │
                              │ of Foreign Child   │
                              │ Custody or Parent  │
                              │ Time               │
                              └────────────────────┘
                                        │
┌────────────────────────────────────────────────────┐
│  Order to Register Foreign Child Custody or Parent   │
│  Time                                                 │
└────────────────────────────────────────────────────┘
```

Manual Procedure

1. From the **Primary Menu,** select **Case > Case Filing > Domestic Filing**. Select **UCCJEA Child Cus** under **Case Type**.

2. Enter the parties information. (DCJUST: Domestic Filing). Under **Party** select **PET** for the petitioner and **RES** for the respondent. Select **Accept Fee**.

3. A box will display containing the case number and judge assignment. Write the case number and judge assignment on the pleadings.

4. CORIS will display the **Cashiering!** screen. Select the **Civil Fee** box in the **Payments** screen. A warning screen will display to verify that the correct payor of the fees has been selected. If the payor is correct, select **Yes**, if the payor is not correct, change payor. (DCJUST: Cashiering in CORIS)

> **Note:** When the party is filing both a UIFSA and UCCJEA order, only one filing fee is charged.

5. The **Civil Fees** screen will display. In the fee description box, select **JUDICIAL DOCUMENT AP**. Select **Continue.** If the parties used the **OCAP** program, select the **ONLINE ASSISTANCE** fee.

6. If the party petitions the court to waive the filing fees, select the **Fee Waiver Requested** box and follow the steps for the Fee Waiver (DCJUST: Civil Fee Waivers).

7. The **Civil Fee Documents** screen will open and prompts a document title (**Judicial Document AP**) in the **Document Title** box. Verify and change the title in the box, if necessary, to match the pleadings that were submitted. Select **Add Document Image(s)**. Date stamp, scan and enter the document.

8. The **Document Categorization** screen will open; select **Petition.** The **Cashiering** screen will then open. Receipt the fees according to (DCJUST: Cashiering in CORIS). After this is completed, a **Case Disposition Judgment** critical message will display on the **Primary Menu** screen under **Critical Messages**. An automatic disposition of **Judgment** will also enter in the **Disposition** screen (**Case > Case Civil Disposition**).

10. The following documents will likely be received at the time of filing. Scan and enter all the appropriate documents, in the **Document screen (Primary Menu > Case > Documents (F5))**, excluding any orders.

   - **Request to Register a Foreign Child Custody or Parent-Time Order**
     This is the document that opens the case. Verify that a certified copy of the foreign order is either attached to the request or filed in the case.

   - **Non-Public Information Parent/Child**
     Enter the parties information including birth dates, social security numbers etc. according to (DCJUST: Domestic Filing) standards in the **Name / Address (F1)** screen in CORIS.

   - **Notice of Registration of Foreign Child Custody or Parent-Time Order**
     After the case is filed, judicial support staff opening the case will sign and enter the notice of registration in CORIS. At that time, a copy of the notice along with a copy of the request to register the foreign child custody order and an UNSIGNED order or findings of fact and conclusions of law documents must be mailed by the judicial support staff to the non-moving party.

     The non-moving party has 20 days from the date of the mailing certificate or service date to object to the registration and request a hearing. *(See local policy regarding tracking on these types of cases.)*

     If a request for hearing or an objection is filed, a court date will be scheduled (DCJUST: Calendaring Scheduling Events) and a judge or commissioner will hear the issues and enter an order confirming or denying the **Foreign Child Custody or Parent Time Order.**

- **Notice of <u>Confirmation</u> of Foreign Order (UCCJEA)**
  If there was no request for hearing or objection filed when the response period expires, the foreign order will automatically be confirmed by the court.

  The **Notice of Confirmation of Foreign Order (UCCJEA)** will then be signed and entered in CORIS by judicial support staff. This notice will confirm that it was registered and an order signed by the judge will not be necessary.

  If there was a hearing or an objection filed, the **Notice of Confirmation of Foreign Order (UCCJEA)** will be signed and entered by judicial support staff after a decision has been made and an order has been signed by the judge.

  Judicial support staff will then be required to send a copy of the **Notice of Confirmation <u>and</u> the signed Order to Register Foreign Order** to the parties listed on the certificate.

- **Findings of Fact, Conclusions of Law and Order**
  This document <u>cannot</u> be accepted until after the responding time has expired and should <u>not</u> be entered in the document screen until the judge has made a decision and has signed the document. Once the order has been reviewed and signed by the judge, enter the order in CORIS in the **Document** screen (**Primary Menu > Select Cas<u>e</u> > <u>D</u>ocuments or F5)**.

11. Select **Order** from the drop down box. Type in the title of the order, e.g., **Order to Register. Foreign Child Custody or Parent-Time**. Enter the judge's name and the date it was signed. Select **Add D<u>o</u>cument Image(s) > <u>E</u>nter**. Date stamp, scan and enter document.

    Once the order is signed and entered, custody or parent-time will be recognized and enforced as if it were a local order as of the date of registration.

12. If there is a monetary judgment in the order, enter the judgment amount in CORIS following (DCJUST: Judgment Entry). A disposition will not have to be entered when the judgment is entered since CORIS automatically entered a disposition of **Judgment** when the case was initially filed. No execution or other process for the enforcement of this order may issue until 30 days after the judgment is filed.

Judicial Support Staff Training Document for District and Justice Courts	
Effective Date Statewide:	Revision Date:

UIFSA
Uniform Interstate Family Support Act

Overview
The **Uniform Interstate Family Support Act (UIFSA)** provides a judicial or administrative remedy for establishing or enforcing child support orders against people who reside in different states. Support orders include child support and spousal support and can also be used to establish paternity of a child.

UIFSA permits many of these proceedings to be done through the state's Office of Recovery Services (ORS) without the proactive involvement of the courts. UIFSA provides a judicial or administrative remedy for establishing or enforcing support orders against people who reside in different states. UIFSA cases are interstate cases, although not all interstate domestic cases require UIFSA action. A UIFSA action cannot be used, for example, to establish or enforce visitation or custody.

Procedure for determining support obligation when Utah is the initiating state:
UIFSA allows most actions to establish support orders to be filed directly with the Office of Recovery Services. This is true whether Utah serves as the initiating state or the responding state. When Utah serves as the initiating state, the tribunal that receives the petition to establish support is required to forward three copies of the petition and its accompanying documents to the tribunal in the responding state. The responding state will then file the petition and treats it as if it were originally filed in that state. Generally there is nothing filed with the Utah courts when ORS is initiating this action.

Procedure for determining support obligation when Utah is the responding state:
When a Utah tribunal receives a petition from an initiating state to set the support amount, the tribunal treats the petition as if originally filed in the state. If ORS receives the petition, ORS will take all actions within its authority. If the district court receives such a petition, the court simply treats the petition as any other petition for support. This would generally be filed as a custody/support case. If ORS initially receives the case, ORS has a duty to notify the petitioner and the respondent or respondent's attorney. If an order is entered, the responding tribunal has a duty to send a copy of the order to the petitioner, respondent and the initiating tribunal.

Procedure for enforcement of a support order:

A support order from another state may be filed directly with the district court. This is the most common action filed under the UIFSA case type. The request to register the order must be accompanied by two copies of the support order (one certified), a sworn statement by the petitioner or custodian of the records showing the arrearage, and the obligor's name, address, place of employment, social security number, and location of any non-exempt property in Utah.

Notice of the registration of the foreign support order must be sent by the court to the respondent. The notice must include the date the order was filed for registration. The notice must also advise that a hearing may be requested within 20 days of notice, that a failure to contest the order will result in confirmation of the order and the amount of any alleged arrearage.

Registration of the order is complete if the respondent fails to request a hearing or if the respondent fails to meet the respondent's burden of proof in contesting the validity or amount of arrearage. If the foreign order is confirmed, either automatically or after a judge's decision, a Confirmation of Registration must be sent to everyone that received the Notice of Registration.

The respondent is precluded from later contesting any matter which could have been contested in the hearing. After the order is registered, the court will simply treat the order as if originally issued by a Utah Court.

Reference
UCA 78B-5-3 (Foreign Judgment Act)
UCA 78B-14-602,
UCA 78B-14-605

Forms:
Registering a Foreign Order
Online Court Assistance Program (OCAP)

TABLE OF CONTENTS:

Efiling Procedure:

1. When a **UIFSA** case is being filed through eFiling, creating the case, entering the parties and applying the filing fee will be completed by the filer. If the State of Utah or another government agency is filing the petition, no filing fee is required. If a motion and affidavit to waive the filing fee is filed by the filer, follow the steps for the fee waiver process (DCJUST: Civil Fee Waiver).

2. The following documents will likely be filed on an **UIFSA** case in eFiling, the documents will display in the queue as indicated below:

   - **Request to Register a Foreign Support or Income Withholding Order**
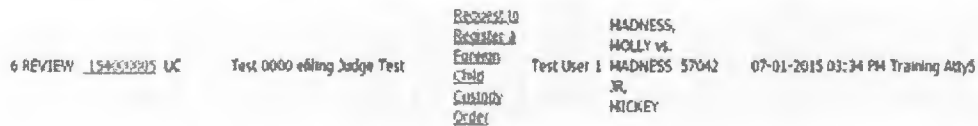
   Verify that the parties are entered correctly, that the case type and venue matches the pleadings that were submitted and the correct fee was paid. A copy of the certified foreign order <u>must</u> be submitted with the documents.
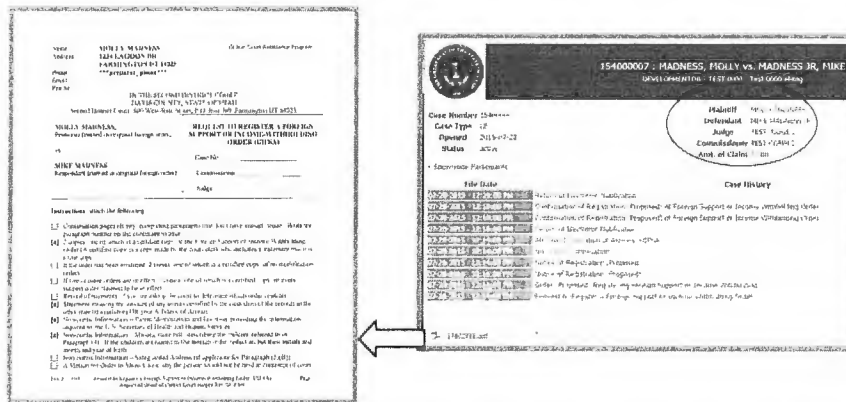
   If filed correctly by the filer, the **Case Type** should prompt **UIFSA, a Critical Message Case Disposition Judgment** and **E-FILING+** message should also display in the **Primary Menu** screen in CORIS.

   If not filed correctly, a note should be sent through eFiling to the filer when the document is not signed identifying the error, e.g., wrong case type.

- **Non-Public Information Parent/Child**

6 REVIEW	154000001 UC	Test 0000 efiling Judge Test	Non-Public Information	Test User 1	MADNESS MOLLY vs. MADNESS JR, MICKEY	57042	07-01-2015 03:34 PM Training AttyS

Verify the child/parent information was entered correctly, according to (DCJUST:Domestic Filing), in the **Name/Address (F1)** screen in CORIS.

- **Notice of Registration of Foreign Support or Income Withholding Order (Proposed)**

6 ACTION	154000001 UC	Test 0000 efiling Judge Test	Notice of Registration (Proposed)	Test User 1	MADNESS, MOLLY vs. MADNESS JR, MICKEY	57042	07-01-2015 03:34 PM Training AttyS

This document will be signed by judicial support staff after verifying that all documents were correctly filed. After the **Notice of Registration** is signed in eFiling, a copy of the signed notice as well as the request to register the foreign support or income withholding order and the UNSIGNED order or findings of fact and conclusions of law documents must be sent to the non-moving party.

Note: If the filer submits a **Certificate of Mailing** stating that they have mailed a copy
of the documents to the parties, the court is still required by statute to send notice.

The non-moving party has 20 days from the date of the certificate of mailing or service date to object to the registration and request a hearing (*See local policy regarding tracking on these type of cases*).

- **Notice of Confirmation of Foreign Order (Proposed)**

| 6 ACTION	154000007 UF	Test 0000 efiling Judge 2 Commissioner 2	Confirmation of Registration (Proposed) of Foreign Support or Income Withholding Order	User22 Ogden	MADNESS, MOLLY vs. MADNESS JR, MIKE	57633	07-28-2015 12:19 PM Training AttyS

If there was **NO** request for hearing or objection filed when the response period expires, the foreign order will automatically be confirmed by the court. The **Notice of Confirmation** will then be signed by judicial support staff in eFiling. This notice will confirm that the order was

registered in a local court and an order signed by the judge will not be necessary.

If a request for hearing or an objection is filed, a court date will be scheduled (DCJUST: Calendaring Scheduling Events), and a judge or commissioner will hear the issues and enter an order confirming or denying the foreign support or income withholding order.

After the issues are resolved at the hearing or by order of the court, the **Notice of Confirmation of Foreign Order** can be signed. The party requesting registration must mail a copy of the signed **Notice of Confirmation** and **Findings of Fact and Order** to all the parties named in the request.

- **Order Registering Foreign Support or Income Withholding (Proposed)**
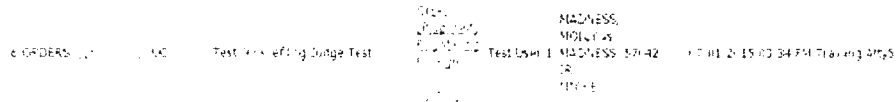
After the issues are resolved at the hearing or by order of the court, an Order confirming or denying the **Foreign Support or Income Withholding Order** should be signed and entered. The order will need to be reassigned to the judge for signature. If there are missing or incorrect pleadings, then notify the filer of the deficiency in the pleadings. Select the eFiling as "*Unsigned*" on the process drop down box. On the note field box type, the explanation to the filer as to why the filing is being rejected.

Once the Order is approved and signed by the Judge, the **Notice of Confirmation** can be signed by the judicial support staff in eFiling.

The party requesting registration must fill out a **Certificate of Mailing** and mail a copy of the signed **Notice of Confirmation** and a copy of the signed **Order to Register Foreign Order** to all the parties named in the request.

Occasionally the filer will file the notice with a blank certificate of mailing, directing judicial support staff to mail the documents; in that case, the document can be **edited** before it is signed. Enter the date the document

will be mailed and the name of who mailed it. Judicial support staff will then be required to send a copy of the **Notice of Confirmation** and the signed **Order to Register Foreign Order** to the parties listed on the certificate.

If there is a monetary judgment in the Order, enter the judgment amount in CORIS following (DCJUST: Judgment Entry).
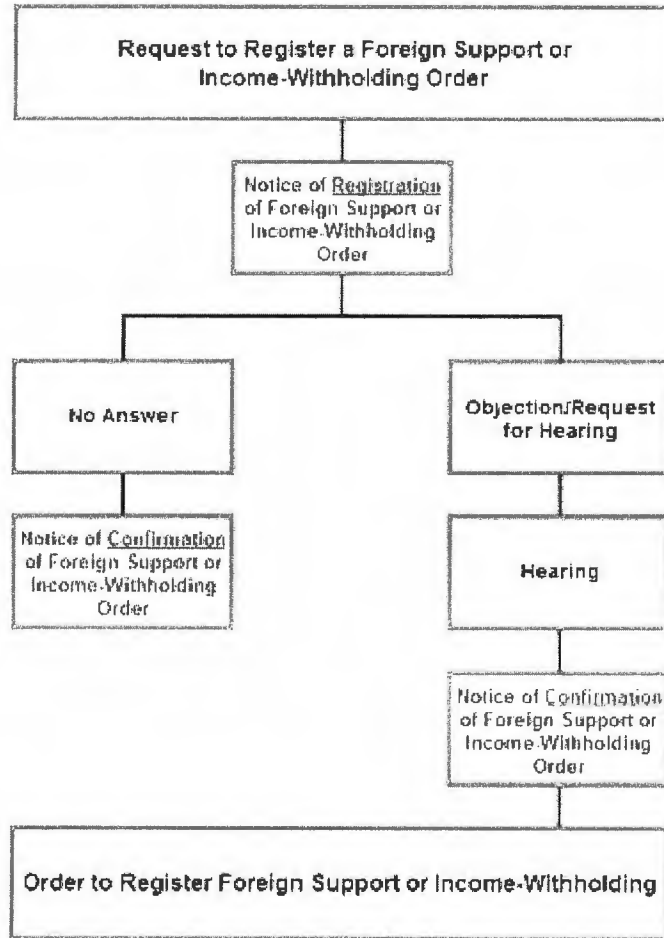
Manual Procedure

1. From the **Primary Menu,** select **Case > Case Filing > Domestic Filing**. Select **UIFSA** under the **Case Type**.

2. Enter the parties information. (DCJUST: Domestic Filing). Under **Party** select **PET** for the petitioner and **RES** for the respondent. Select **Accept Fee.**

3. A box will display containing the case number and judge assignment. Write the case number and judge assignment on the pleadings.

4. CORIS will return to the **Cashiering** screen. Select the **Civil Fee** box in the **Payments** screen. A warning screen will display to verify that the correct payor of the fees has been selected. If the payor is correct, select **Yes**, if the payor is not correct, change payor. (DCJUST: Cashiering in CORIS)

Note: When the party is filing both an UIFSA and UCCJEA order, only one filing fee is charged.

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5. The **Civil Fees** screen will display. In the fee description box, select **JUDICIAL DOCUMENT AP**. Select **Continue.** If the parties used the **OCAP** program, select the **ONLINE ASSISTANCE** fee.

6. If the party petitions the court to waive the filing fees, select the **Fee Waiver Requested** box and follow the steps for the fee waiver (DCJUST: Civil Fee Waivers).

7. The **Civil Fee Documents** screen will open and prompts entry of a document title (**Judicial Document AP**) in the **Document Title** box. Verify and change, if necessary, the title in the box to match the pleadings that were submitted. Select **Add Document Image(s)**. Date stamp, scan and enter document.

8. The **Document Categorization** screen will open; select **Petition.** The **Cashiering** screen will then open. Receipt the fees according to (DCJUST: Cashiering in CORIS). A **Case Disposition Judgment** critical message will display on the **Primary Menu** screen under **Critical Messages**. An automatic disposition of **Judgment** will also enter in the **Disposition** screen (**Case > Case Civil Disposition**).

9. The following documents will likely be received at the time of filing. Scan and enter all the appropriate documents, in the **Document Screen (Primary Menu > Case > Documents (F5)**, excluding any orders.

- **Request to Register a Foreign Support or Income Withholding Order**
  This is the document that opens the case. Verify that a certified copy of the foreign order is either attached to the request to register or filed in the case.

- **Non-Public Information Parent/Child**
  Enter the parties' information including birth dates, social security numbers etc., according to (DCJUST: Domestic Filing) standards in the **Name / Address (F1)** screen in CORIS.

- **Affidavit of Arrears**
  This notarized document is required to determine the child support / alimony arrears.

- **Notice of Registration of a Foreign Support or Income Withholding Order**
  After the case is filed, judicial support staff opening the case will sign and enter the notice of registration in CORIS. At that time, a copy of the notice along with a copy of the request to register a foreign support or income withholding order and a UNSIGNED order or findings of fact and conclusions of law documents must be mailed by judicial support staff to the non-moving party.

  The non-moving party has 20 days from the date of the mailing certificate or service date to object to the registration and request a hearing. *(See local policy regarding tracking on these type of cases.)*

  If a request for hearing or an objection **is** filed, a court date will be scheduled (DCJUST: Calendaring Scheduling Events) and a judge or commissioner will hear the issues and enter an order confirming or denying the foreign support or income withholding order.

- **Notice of Confirmation of a Foreign Support or Income Withholding Order**
  If there was **no** request for hearing or objection filed when the response

period expires, the foreign order will automatically be confirmed by the court.

A **Notice of Confirmation of Foreign Order (UIFSA)** document will then be signed and entered in CORIS by judicial support staff. This notice will confirm that it was registered and an order signed by the judge will not be necessary.

If there was a hearing or an objection filed, the **Notice of Confirmation of Foreign Order (UIFSA)** will be signed and entered by judicial support staff after a decision has been made and an order has been signed by the judge.

Judicial support staff will then be required to send a copy of the **Notice of Confirmation** and the signed **Order to Register Foreign Order** to the parties listed on the certificate.

- **Findings of Fact, Conclusions of Law and Order**
  This document cannot be accepted until after the responding time has expired and should not be entered in the document screen until the judge has made a decision and has signed the document. Once the order has been reviewed and signed by the judge, enter the order in CORIS in the **Document** screen. **(Primary Menu > Case > Documents or F5)**.

10. Select **Order** from the drop down box. Type in the title of the order, e.g., **Order to Register Foreign Support** or **Income Withholding Order**. Enter the judge's name and the date it was signed. Select **Add Document Image(s) > Enter**. Date stamp, scan and enter document. Once the order is signed and entered, custody or parent-time will be recognized and enforced as if it were a local order as of the date of registration.

11. If there is a monetary judgment in the order, enter the judgment amount in CORIS following DCJUST: Judgment Entry. A disposition will not have to be

entered when the Judgment is entered since CORIS automatically entered a disposition of **Judgment** when the case was initially filed. No execution or other process for the enforcement of this order may issue until 30 days after the judgment is filed.