



Utah State Courts

eFiling

Courts' Filer Interface

Training Materials for Prosecutors

Updated 2/18/2014

Utah State Courts' eFiling Address

<https://efile.utcourts.gov>

The screenshot shows the Utah State Courts eFiling website. At the top, there is a navigation bar with 'Utah State Courts' and 'ELECTRONIC FILING' in large letters. Below this is a secondary navigation bar with links for 'Welcome', 'Terms of use', 'Privacy policy', 'Payment policy', and 'Support', along with the text 'powered by eFlex from Tybera'. The main content area is divided into several sections:

- Mission Statement:** A sidebar on the left contains the text: 'The mission of the Utah Courts is to provide the people an open, fair, efficient, and independent system for the advancement of justice under the law.'
- Welcome e-filing:** The main heading is 'Welcome e-filing'. Below it, a paragraph reads: 'Welcome. You have reached the website for electronically filing cases and documents with the Utah District Court. You must have an account (No charges apply.) to use this service.' Below this, a red text block states: 'Attorneys who do only government work may be eligible for a free account for use on this site. Contact the help desk at 801-578-3850. All attorneys doing private work must contract with an E-Filing Service Provider. See a list of providers at www.utcourts.gov/efiling.' A blue box with an arrow points to this text, containing the note: 'This area is your notification system.'
- Log In:** A section titled 'Log In' with the instruction 'Enter your User Name and Password.' It features two input fields for 'User Name:' and 'Password:'. Below these are buttons for 'Log In', 'Forgot Your Password?', and 'Forgot Your User Name?'.
- New Users:** A section titled 'New Users' with a 'Request Account' button. A blue box with an arrow points to this button, containing the text: 'Inactive. Do not use.'
- Requesting a New User Account:** A large blue box contains the text: 'Requesting a New User Account' followed by 'Email efiling@utcourts.gov the following: Attorney name, bar number, agency and/or division, phone number, address, email address and a secondary (support staff) email address.'

Navigation Options

Do NOT use internet browser *Back* button.

Utah State Courts

ELECTRONIC FILING

Home eFile Cases My Profile Log Out

Home

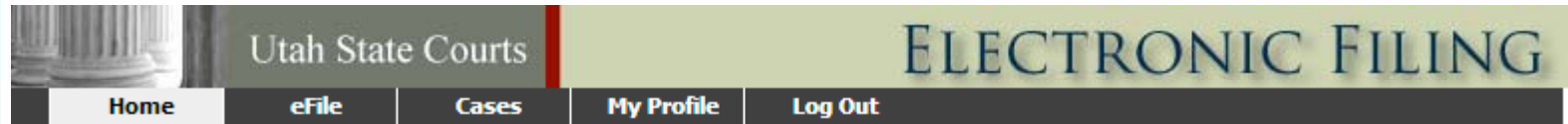
New Case	File new case
Existing Case	File subsequent document to existing case
Filing Status	Check the status of my filings
My Cases	List of my ECF cases
Notifications	Review your Notifications

Proper Navigation

Always use the eFiling tool bar or buttons on the side.

*Use of web browser *Back* button may result in bad data.

Filing Home Page



Home

New Case	File new case
Existing Case	File subsequent document to existing case
Filing Status	Check the status of my filings
My Cases	List of my ECF cases
N^otifications	Review your Notifications

- [New Case](#) tab is not used for criminal cases.
- Begin here to prepare filing package to submit to the court.
- Allows you to follow status (descriptions on page 14).
- Displays a list of documents eFiled, as well as links to case history and Certificate of Service.
- Includes links to Notices of Electronic filing and official file stamp time/date.

In these screens clicking any underlined text will take you to additional information.

Examples:

My Cases - case number displays case history.

Certificate of Service - displays service information.

Packaging Documents to eFile to an Existing Case



Home

- [New Case](#) File new case
- [Existing Case](#) File subsequent document to existing case
- [Filing Status](#) Check the status of my filings
- [My Cases](#) List of my ECF cases
- [Notifications \(90\)](#) Review your Notifications

Click Existing Case.

Mandatory eFiling

Beginning March 31, 2014, pursuant to the Rules of Judicial Administration Rule 4-603, all filings except the Information must be electronically filed.

Beginning January 1, 2015, the Information must be electronically filed.

New Case tab is not currently used for criminal cases. New cases may be initiated through eFiling-enhanced PIMS, if available. Case initiation functionality is under development and is expected to be available mid 2014.

Finding the Case You Want

The screenshot shows the Utah State Courts Electronic Filing website. At the top, there are navigation tabs: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as 'Test Filer'. Below the navigation is a breadcrumb trail: Home ⇒ Existing Case. The main heading is 'Existing Cases'. A search form is present with three required fields: 'Case Number' (containing '121900072'), 'Court Location' (a dropdown menu with 'Ogden test eFiling' selected), and 'Participant's Last Name' (containing 'Behr'). A 'Submit' button is next to the fields. Below the search form, there are buttons for 'Search My Cases' and 'All My Cases', and a dropdown for 'Number of cases displayed per page: 50'. A table of cases is displayed below, with columns for 'Case Title', 'Case Number', and 'Case Type'. The cases listed are: SMOOTH vs. BOOTH (Debt Collection), TRAILS, HAPPY vs. TRAIL, END OF (Wrongful Lien), BYE, STAND vs. AWAY, RUN (Wrongful Lien), TEST, ANOTHER vs. WORK, DOESIT (Wrongful Lien), TWO-TEST, NUMBER vs. TEST WORLD, TESTER (Wrongful Lien), TESTER, TESTY vs. MISTER, MR (Wrongful Lien), LONG, LILLY vs. WILDE, J T (Contracts), and BETTE, BOZO vs. FREDDY, FLUFFY (Contracts). A text box with arrows pointing to the search fields contains instructions: 'Search using all three (required) data fields: case number, court location and last name -OR- choose case from list (available if you have eFiled on the case previously)'. Another text box with an arrow pointing to the case list contains instructions: 'If you do not find a match, verify the spelling of the party name using xChange.'

Utah State Courts

ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Test Filer

Home ⇒ Existing Case

Existing Cases

Type in a case identifying information

Case Number	Court Location	Participant's Last Name
121900072	Ogden test eFiling	Behr

Submit

Or, select a recent case, filter all your cases, or see all your cases.

Search My Cases All My Cases

Number of cases displayed per page: 50

Case Title	Case Number	Case Type
SMOOTH vs. BOOTH	120600001	Debt Collection
TRAILS, HAPPY vs. TRAIL, END OF	120000145	Wrongful Lien
BYE, STAND vs. AWAY, RUN	120000144	Wrongful Lien
TEST, ANOTHER vs. WORK, DOESIT	120000141	Wrongful Lien
TWO-TEST, NUMBER vs. TEST WORLD, TESTER	120000140	Wrongful Lien
TESTER, TESTY vs. MISTER, MR	120000138	Wrongful Lien
LONG, LILLY vs. WILDE, J T	120000136	Contracts
BETTE, BOZO vs. FREDDY, FLUFFY	120000135	Contracts

Search using all three (required) data fields: case number, court location and last name -OR- choose case from list (available if you have eFiled on the case previously).

If you do not find a match, verify the spelling of the party name using xChange.

Navigation Options



Home ⇒ Existing Case ⇒ Add a Document

Case Number : 131900003 Case Title : OGDEN CITY vs. FLINTSTONE, FRED

Case Type : State Felony

Document Type *

Trial Brief

#1 Begin by choosing the Document Type.

AdditionalText

#2 Browse the location where you have the saved document on your computer (Such as desktop, a folder, drive, etc...).

Acceptable File Format(s) (*.PDF)

Document Location

Choose File No file chosen

Add to Submission

Add #3 Click Add Document.

Document Name	View Document	Edit Dat
---------------	---------------	----------

Back Move to Draft Next

#4 Select if you are ready to review and submit the filing.

#4a Move to Draft - if you are not finished packaging documents in this filing to submit to the court.

#2a When drafting and saving documents it is helpful to name them clearly (by case number and/or name to avoid attaching incorrect documents. Attaching the wrong document is the most common eFiling error.

Document Routing

Utah State Courts ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Training Atty1

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 131900003 Case Title : OGDEN CITY vs. FLINTSTONE, FRED

Case Type : State Felony

Document Category

Document Type *

AdditionalText

Document Location

Add to Submission

Back Move to Draft

- Psych/MedRecord
- Request for Data Correction
- Request for Discovery
- Request for Hearing
- Request for Interpreter
- Request to Link Cases
- Return of Service - Unserved
- Satisfaction of Judgment
- Sentence Judgment and Commitment (Proposed)**
- Subpoena - To Issue (Proposed)
- Substitution of Counsel
- Summons - To Issue (Proposed)
- Summons on Return
- Temporary Protective Order (Proposed)
- Trial Brief
- Victim Impact Statement
- Warrant of Arrest (Proposed)
- Writ of Continuing Garnishment (Proposed)
- Writ of Garnishment - Non Wage (Proposed)
- Writ of Habeas Corpus (Proposed)

View Document Edit Data Size Remove

Choose the appropriate Document Type for the pleading you wish to file. Document types are programmed to route filings for court staff, making it important to choose correctly and to use any predefined document types available from the list. For example, you would not want to choose "other" as the document type for a Request/Notice to Submit.

Party Selection

Utah State Courts **ELECTRONIC FILING**

Home eFile Cases My Profile Log Out user: Training Atty1

Home ⇒ Existing Case ⇒ Add a Document ⇒ Notice Of Appearance

This screen appears when additional data, such as the party on whose behalf the attorney is filing is required. If you are the attorney for the party, simply click the box next to the party name to proceed.

State Felony

Case Number : 131900003 Case Title : OGDEN CITY vs. FLINTSTONE, FRED

Add an Attorney for this Party

Last Name:

Bar #:

Bar State:

Use this area to add an ADDITIONAL attorney only (not to attach the current attorney who is eFiling).

Last Name	Bar #	Bar State	Delete
Atty1	200000013	UT	<input type="button" value="X"/>

The information for the filer displays here.

For	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	OGDEN CITY	Plaintiff	
<input type="checkbox"/>	FRED FLINTSTONE	Defendant	Attorney

Click the appropriate party box to indicate on whose behalf you are filing.

Adding Documents/Titles

Utah State Courts **ELECTRONIC FILING** user: Training Atty1

Home eFile Cases My Profile Log Out

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 131900003 Case Title : OGDEN CITY vs. FLINTSTONE, FRED

Case Type : State Felony

Document Type *

AdditionalText

These two data fields combine to create a complete document title/docket entry: "Motion to Quash."

Acceptable File Format(s) (*.PDF)

Document Location No file chosen

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Memorandum in support of Motion to Quash	Sample PDF.pdf		0.02 MB	

Total Size: 0.02 MB

Additional Text is not always necessary. Often the Document Type is sufficient to identify the document. (e.g. Appearance of Counsel).

Document Review And Approve

Utah State Courts **ELECTRONIC FILING**

Home efile Cases My Profile Log Out user: Training Atty1

Home ⇒ Existing Case ⇒ Add a Document ⇒ Review and Approve Filing

Review and Approve Filing

Case Number : 131900003 Case Title : OGDEN CITY vs. FLINTSTONE, FRED

Case Type : State Felony

Document(s) to be Submitted:

Add/Remove Documents

Document Name	View Document
Memorandum in support of Motion to Quash	Sample PDF.pdf
Motion to Quash	Sample PDF A.pdf

Use the link on the participants name to update their information.

Modified	Participant Name	Role	Attorney(s) for Party
	OGDEN CITY	Plaintiff	TRAINING ATTY3
	FRED FLINTSTONE	Defendant	Test Attorney

The clerks are no longer accepting special filing instructions through eFiling. Please contact the clerk directly prior to filing for any concerns you may have.

Back Cancel (Delete) Move to Draft Submit the Filing

From here you can add/remove more documents, delete the submission, move to draft to finish at a later time, or submit filing.

Filing Status

Utah State Courts **ELECTRONIC FILING**

Home eFile Cases My Profile Log Out user: Test Filer

Home ⇒ Existing Case ⇒ Submission Confirmation

Your Filing has been submitted

Case Type: Debt Collection - Default Certificate

Note: This filing is now being processed and added to the Court document repository. Once ECF has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Court.

[Filing Status](#) ←

This will take the filer to the “My Filings” page to review the status of the submission.

My Filings

Utah State Courts

ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Training Atty1

Filing Status

My Filings

Training Atty1 Filings

Report Criteria:

View Filings Between: 01/23/2014 AND Clear Dates

Filing ID: Court Case #: Client #: Status: All ▼

Go

Clicking the "Go" button refreshes the status of your pending filing.

My Filings Between 01/23/2014 and Today

Delete

<input type="checkbox"/>	Filing ID	Client #	Court Case #	▼ Date Submitted	Document Type	Status
<input type="checkbox"/>	24437		131900003	01-23-2014:09:12:09 AM	Memorandum	Package Pending

Number of Filings: 1

Status Notifications

Package Pending/Packaged – Documents and data submitted are being combined into a single transmission .

In Process – The filing is being transmitted to the courts.

Received –The court has received transmission and has started validating and processing the filing, (date and time of submission recorded).

Filed – Filing received, accepted and docketed (Uses date/time from the time the submission was received).

My Filings

Utah State Courts **ELECTRONIC FILING**

Home eFile Cases My Profile Admin Log Out user: Test Filer

Filing Status

My Filings

Changing the date range allows you to see more filings.

Test Filer Filings

Report Criteria:

View Filings Between: 09/21/2012 AND Clear Dates

Filing ID: Court Case #: Client #: Status: All

Go

My Filings Between 09/21/2012 and Today

Delete

<input type="checkbox"/>	Filing ID	Client #	Court Case #	Date Submitted	Document Type	Status	
<input type="checkbox"/>	4324			09-21-2012:02:50:21 PM	Information	Rejected !	Resubmit
<input type="checkbox"/>	4323		121904971	09-21-2012:02:40:11 PM	Information	Filed	
<input type="checkbox"/>	4322		121904970	09-21-2012:02:37:49 PM	Information	Filed	
<input type="checkbox"/>	4321		121904945	09-21-2012:02:22:02 PM	Motion	Filed	
<input type="checkbox"/>	4317	test	121904945	09-21-2012:12:02:58 PM	Information	Filed	

Resubmit button allows the filer to make corrections without starting over.

Click Rejected to read why the filing was not successful.

When communicating with the court include detailed information such as filing ID and case number.

Notifications

Utah State Courts **ELECTRONIC FILING** user: Training Atty1

Home eFile Cases My Profile Log Out

Home

- [New Case](#) File new case
- [Existing Case](#) File subsequent document to existing case
- [Filing Status](#) Check the status of my filings
- [My Cases](#) List of my ECF cases
- [Notifications \(1\)](#) Review your Notifications

Click to display case notifications.

Notifications

Utah State Courts **ELECTRONIC FILING** user: Training Atty1

Home eFile Cases My Profile Log Out

Home ⇒ Notifications

Notifications

Notifications for Training Atty1

<input type="checkbox"/>	<u>Document(s) filed by...</u>	<u>Case Title</u>	<u>Case Number</u>	<u>Court Location</u>	<u>File Date</u>
<input type="checkbox"/>	<u>Memorandum: in support of Motion to Quash was filed by or in behalf of TRAINING ATTY1</u>	OGDEN CITY vs. FLINTSTONE, FRED	131900003	Ogden test efile	01-23-2014
Documents: Memorandum in support of Motion to Quash Motion to Quash					
<input type="checkbox"/>	<u>Complaint was filed by or in behalf of TRAINING ATTY1</u>	OWNER, BOB J vs. VISITOR, JANE	140000003	Test 0000 efile	01-10-2014
Documents: Complaint					
<input type="checkbox"/>	<u>Order: to release was filed by or in behalf of TEST JUDGE 1</u>	DAY, RAINY vs. HILL, SNOWY	140000002	Test 0000 efile	01-09-2014
Documents: Order to release					
<input type="checkbox"/>	<u>Motion: to release was filed by or in behalf of TRAINING ATTY1</u>	DAY, RAINY vs. HILL, SNOWY	140000002	Test 0000 efile	01-09-2014
Documents: Motion to release Order (Proposed) to release					
<input type="checkbox"/>	<u>Motion: to release defendant was filed by or in behalf of TRAINING ATTY1</u>	JONES, SALLY vs. JONES, LARRY	134000111	Test 0000 efile	01-09-2014
Documents: Motion to Intervene/Join for demo Motion to release defendant					
<input type="checkbox"/>	<u>Complaint was filed by or in behalf of TRAINING ATTY1</u>	DAY, RAINY vs. HILL, SNOWY	140000002	Test 0000 efile	01-09-2014
Documents: Complaint Summons on Return					

You will receive notifications when anyone files a case on which you are attorney of record

Clicking the Underlined, bold link will display the Notice of Electronic Filing. If the NEF does not display, refresh the case history by clicking a case number link on a previous screen.

Click the underlined document title to display the document image.

Notice of Electronic Filing



***** IMPORTANT NOTICE - READ THIS INFORMATION *****
NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 131900003
Judge: ERNIE W JONES

This notice is automatically generated for electronic filing.

Official File Stamp: 01-23-2014:09:15:37
Court: Ogden test efilng

District
Ogden test efilng

Case Title: OGDEN CITY vs. FLINTSTONE, FRED
Document(s) Submitted: Memorandum in support of Motion to Quash

Filed by or in behalf of: Motion to Quash
TRAINING ATTY1

•All attorneys who are currently attached to the case will be notified electronically.

This notice was automatically generated by the courts auto-notification system.

The following people were served electronically:

← TRAINING ATTY1 for FRED FLINTSTONE
TRAINING ATTY3 for OGDEN CITY
Test Attorney for FRED FLINTSTONE

• Parties who are not efilers must be notified by other means.

The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:

← WEBER COUNTY

Managing Cases and Notifications

An electronic notification is generated whenever someone files on a case.

Efiling accounts may be set up so notifications are managed:

- Directly by each prosecutor **OR**
- At the prosecutor's office

Your choice will depend on volume and how your office is managed.

Office Level Notifications

- Mimic the paper process used in many offices.
- Notifications go to email address(es) associated with the District, County, or City Attorney's e-filing account.
- Office staff, logged in to the District, County, or City Attorney's e-filing account, monitor notifications and process documents through the Notifications queue.
- Assistant attorneys use their individual accounts to electronically file and access documents.

Office Level Notifications

- If a prosecuting attorney wishes to receive direct notification in addition to office-based notification, an appearance of counsel should be entered through efilings or in court. This will initiate direct notification to that attorney in addition to notifying the office account.

Managing Notifications

Direct attorney notification is the e filing system default.

If a prosecuting attorney is not a participant in Office-level Notification, (he/she is not associated with a District, County, or City Attorney account), his/her account will default to direct attorney notification.

Participating in Office Level Notification

To participate in Prosecutor's Office-Level Notification, the office must do three things.

- 1) Provide the bar number and name of the managing attorney who will be listed as the counsel of record on all cases filed by their office. The email address(es) associated with this efilings account should be verified, and possibly changed to include a generic mailbox for that office to which several staff have access.

Continued >

Participating in Office Level Notification

- 2) Provide a list of bar numbers and names of all attorneys associated with the District, County, or Municipal Attorney's office who should be given access to document images of that prosecuting office's cases. Send that list to efiling@utcourts.gov
- 3) Assign a staff member to work with the courts to keep the list current.

Please note: Lists should be provided to efiling@utcourts.gov as soon as practical. This feature will be implemented on or about March 14, 2014.

Document Images & Service Info

Utah State Courts ELECTRONIC FILING

Home eFile Cases My Profile Log Out user: Training Atty1

Home

New Case	File new case
Existing Case	File subsequent document to existing case
Filing Status	Check the status of my filings
My Cases	List of my ECF cases
Notifications (1)	Review your Notifications

Click to access case list.

My Recent Cases

Utah State Courts **ELECTRONIC FILING**

Home efile Cases My Profile Log Out user: Test Filer

Home » My Recent Cases

My Recent Cases

Click case number to view case history and access to document images.

Number of cases displayed per page: 50

Electronic Service Information

Case Number	Court Location	Participant's Last Name					
<input type="text"/>	Beaver District Court	<input type="text"/>	History	Certificate of Service			
<input type="button" value="Search My Cases"/>		<input type="button" value="All My Cases"/>		<input checked="" type="radio"/> Show Active <input type="radio"/> Show Inactive <input type="radio"/> Show Both			<input type="button" value="Delete"/>
Case Title	Case Number	Case Type	Judge	Court Location	Certificate	Inactive	
STATE OF UTAH vs. PANTS, FANCY JEAN	121900209	FS	JUDGE STATE - Division state	Ogden test efile	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF UTAH ATTORNEY GENERAL vs. DRIFTER, HIGHLAND	121900202	Other Misdemeanor	W BRENT WEST - Division wwest	Ogden test efile	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF UTAH vs. GATES, BILL	120100003	FS		Brigham City District	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF UTAH ATTORNEY GENERAL vs. CIRCLE, ARTIC	120000267	Other Misdemeanor	TEST JUDGE 1 - Division tjudge1	Test 0000 efile	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF UTAH vs. CLOUDS, GREY	120000262	FS	TEST JUDGE 2 - Division tjudge2	Test 0000 efile	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>

Case History with Document Links



131900003 : OGDEN CITY vs. FLINTSTONE, FRED

EFILING test - OGDEN - Ogden test efilng

Case Number 131900003
Case Type FS
Opened 2013-09-30
Status active

Parties displayed by clicking Show/Hide Participants.

Plaintiff OGDEN CITY
Defendant FRED FLINTSTONE
Judge ERNIE W JONES
Amt. of Claim \$0.00

Show/Hide Participants

Plaintiff[s]	Counsel of Record
OGDEN CITY	TRAINING ATTY3
Defendant[s]	Counsel of Record
FRED FLINTSTONE 4646 SOUTH 4800 WEST WEST VALLEY CITY, UT 84120	Test Attorney TRAINING ATTY1
JOE FLINT (Also Known As)	

File Date	Case History
01-23-2014 09:16:00 AM Court	Return of Electronic Notification Filed in behalf of: Court
01-23-2014 09:15:00 AM Court	Memorandum in support of Motion to Quash Filed in behalf of: Court
01-23-2014 09:15:00 AM Court	Motion to Quash Filed in behalf of: Court
01-22-2014 02:59:00 PM Court	Return of Electronic Notification Filed in behalf of: Court
01-22-2014 01:34:00 PM Court	Findings of Fact/Conclusions of Law (Proposed) Filed in behalf of: Court

Click document title to view image

Court Signature Page Example

The Order of Court is stated below:
Dated: April 30, 2013 /s/ Ryan Harris
08:53:33 AM District Court Judge

Attorney Name - Bar# 0000
Street Address
City, State, Zip
Phone Number
Attorney for Plaintiff

DISTRICT COURT OF THE STATE OF UTAH
THIRD JUDICIAL DISTRICT
SALT LAKE COUNTY

Name of Plaintiff(s) Plaintiff(s)	TYPE OF DOCUMENT
vs.	Case Number 0000000000 Judge Name
Name of Defendant(s) Defendant(s)	

This document contains two styles specifically used for formatting eFiled documents.
The first is "Normal" which should be used for the name block, court location, and caption. It is single-spaced, left aligned, and has no space after the paragraph.

premises by force using the least destructive means possible to remove the Defendants, any personal property, and any persons or entities claiming a right to occupancy from Defendant(s).

—————END OF ORDER – SIGNATURE AT TOP—————



Judges Signature appears at the top of the document.

Indicate where the document ends.

RTF Submissions

The Order of Court is stated below:
 Dated: April 30, 2013 08:53:33 AM /s/ Ryan Harris District Court Judge

Attorney Name - Bar# 0000
 Street Address
 City, State, Zip
 Phone Number
 Attorney for Plaintiff

DISTRICT COURT OF THE STATE OF UTAH
 THIRD JUDICIAL DISTRICT
 SALT LAKE COUNTY

Name of Plaintiff(s) Plaintiff(s)	TYPE OF DOCUMENT
vs.	Case Number 0000000000
Name of Defendant(s) Defendant(s)	Judge Name

premises by force using the least destructive means possible to remove the Defendants, any personal property, and any persons or entities claiming a right to occupancy from Defendant(s).

—————END OF ORDER – SIGNATURE AT TOP—————

aligned, and has an indent for the first line in a paragraph.

/s/ Demonstration Attorney
 Demonstration Attorney (Utah Bar #12345679)
 Attorney for Salt Lake County
 1234 West 5678 South
 Salt Lake City, UT 84000
 (801) 123-4567
 demoatty@justice.come

Header must comply with UCJA Rule 10 to allow space for the electronic signature.

All documents submitted for court signature must be a properly created RTF document. Additional information available at <https://www.utcourts.gov/efiling/#general>.

Format caption in a 1 row, 2-cell table. Captions formatted using spaces or tabs display poorly when electronically signed.

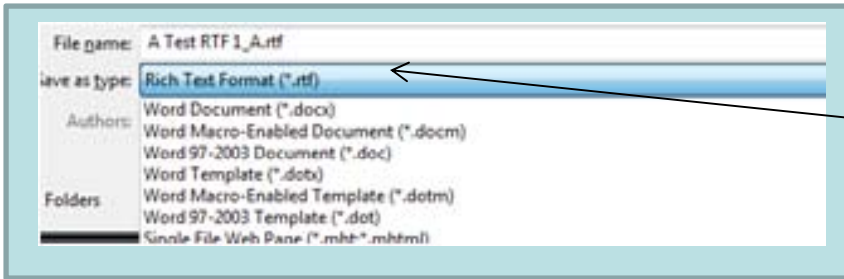
Only Times, Times New Roman, and Arial type face are allowed.

Use /s/ Your Name for electronic signature.

Auto Rejection

This document pleading contains two styles specifically used designed for formatting eFiled documents. The first is "Normal" which should be used for the name block, court:

RTF cannot contain revision tracking. Copy the content to a new document with revision turned off and resubmit.

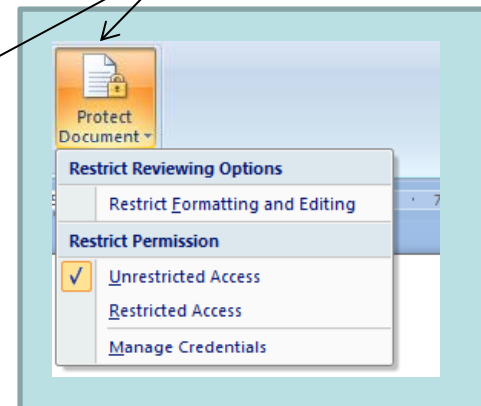
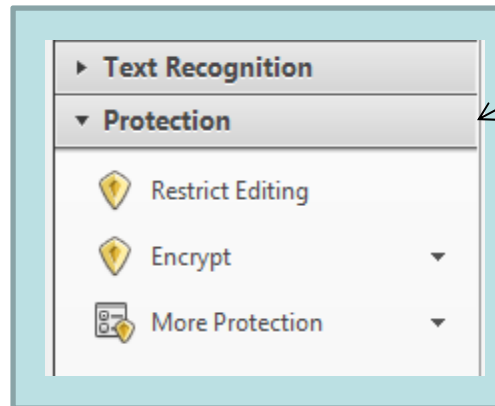


The eFiling system will only accept RTF or PDF file types.

«Title»«First_Name»«Last_Name»¶
«Company_Name»¶
«Work_Phone»¶
Attorney for Plaintiff¶
¶

Documents with Form Fields or Merge Data Fields will be rejected.

RTF and PDF documents cannot be protected files.



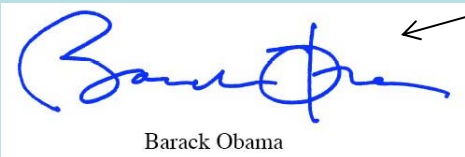
RTF Auto Rejection


ATTORNEY NAME, Bar #
NAME OF LAW FIRM
MAILING ADDRESS
CITY, ST ZIP
TELEPHONE #

Top Margin too small
or no margin specified.

IN THE TEST DISTRICT COURT, STATE OF UTAH
SALT LAKE COUNTY, EFILING DEPARTMENT

NAME OF PLAINTIFF | COMPLAINT


Barack Obama



Embedded Picture.

Embedded Draw Object.

single-spaced, left aligned, and has no space after the paragraph. ¶

.....Page Break.....

Header01¶

Footer-01 ¶

AttorneyName-·Bar# 0000¶
Street-Address¶

Header or Footer.

Attorney for Plaintiff

DISTRICT COURT OF THE STATE OF UTAH
THIRD JUDICIAL DISTRICT
SALT LAKE COUNTY

Do not use Lines or Underline to create table boarder. Insert a table to achieve the effect.

Name of Plaintiff(s))
Plaintiff(s)) Test RTF #1

Creating PDF Documents

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The first is "Normal" which should be used for the name block, court location, and caption. It is

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Name of Defendant(s)
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Additional eFile Training

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eFiling Video Tips for Attorneys

Here is a series of short videos on the basics of eFiling and how to avoid common mistakes.

- [eFiling Tips for Attorneys](#). A 15-minute video on the basics of eFiling and how to avoid common mistakes.
- [Creating a Valid PDF](#). Video tutorial on creating searchable PDF documents.
- [Electronic Signatures](#). Video tutorial on special electronic signatures (signatures in behalf of another person, notarized signatures, verified signatures)
- [Entering Document Titles](#). Video tutorial on adding accurate titles to your efiled documents.
- [Entering Party Information](#). Video tutorial on correctly adding case parties in eFiling.
- [Filing Exhibits](#). Video tutorial on how to submit exhibits in eFiling.
- [Filing Large Documents](#). Video tutorial on splitting documents larger than 7 MB and filing them properly in eFiling.
- [Filing Returns of Service](#). Video tutorial on the different return document types and when each should be used.
- [Redacting Private Information](#). Video tutorial on ensuring privileged information is kept private in eFiling.
- [Selecting the Correct Document Type](#). Video tutorial on finding the correct document type, including discussion of the most commonly misused document types.
- [Why Can't I see Case History or Documents?](#) Video tutorial on common mistakes that may be causing your eFiling issues.

For additional training and answers to issues not covered here, go to the Utah Courts eFiling page.

Training videos currently available. Check this site periodically for additional training.

Resources

Visit <https://www.utcourts.gov/efiling> to find training guides, system changes, and added features.



Additional Resources

Utah Bar: <http://www.utahbar.org/members/utah-state-bar-e-filing-information/>.

Utah State Bar eFile portal: <https://efiling.utahbar.org/>.

Utah State Court eFile specialists: http://www.utcourts.gov/efiling/docs/District_Contact_List.pdf.

Court Help Desk: If you are experiencing trouble with the eFiling System, please call the Court's Help Desk at (801) 578-3850 #4 or email courtshd@utcourts.gov.