



Utah State Courts

eFiling in the Juvenile Court for Prosecuting Attorneys

Introduction to eFiling

- Must access eFiling through CARE
 - Web-based
 - Currently available on EXISTING cases and incidents only
 - New case/incident creation will be available in 2016
 - The user's CARE login is their unique identifier
- eFiling is available to: Attorneys licensed by the state of Utah, Probation Department, Division of Juvenile Justice Services, Division of Child and Family Services, Assistant Attorney General, and the Guardian ad Litem
- Documents not requiring a signature by a clerk or judge shall be eFiled in searchable PDF format.

Introduction to eFiling

- Documents requiring a signature by a clerk or judge shall be created through eFiling.
- There are multiple ways to eFile depending on the need of the user.
- Documents received or created through eFiling are routed into work 'queues' for further action. Queues can only be viewed by clerks and judges. However, the user will be able to view and track any documents they have eFiled.
- Action taken on Proposed Orders will send an automatic notification to the filing party.

Using eFiling

CARE Juvenile x

https://juvenile.utcourts.gov/site/CARE_Login.htm

Welcome to C.A.R.E.

User ID

Password

[Forgot Password](#)

Information viewed through the C.A.R.E. system
is strictly confidential

[New Request Access](#)

[Change Definitions](#)

[Change Request Training System](#)

[Assessment Tutorial](#)

[IE Configurations](#)

[Chrome Configurations](#)

[SCHEDULED DOWNTIMES](#)

For assistance call
801-578-3850

[Email Problems](#)

The user must log into CARE.

Using eFiling – Logging in to CARE

CARE Juvenile

https://juvenile.utcourts.gov/site/CARE_Login.htm

Welcome to C.A.R.E.

User ID

Password

[Forgot Password](#)

CARE

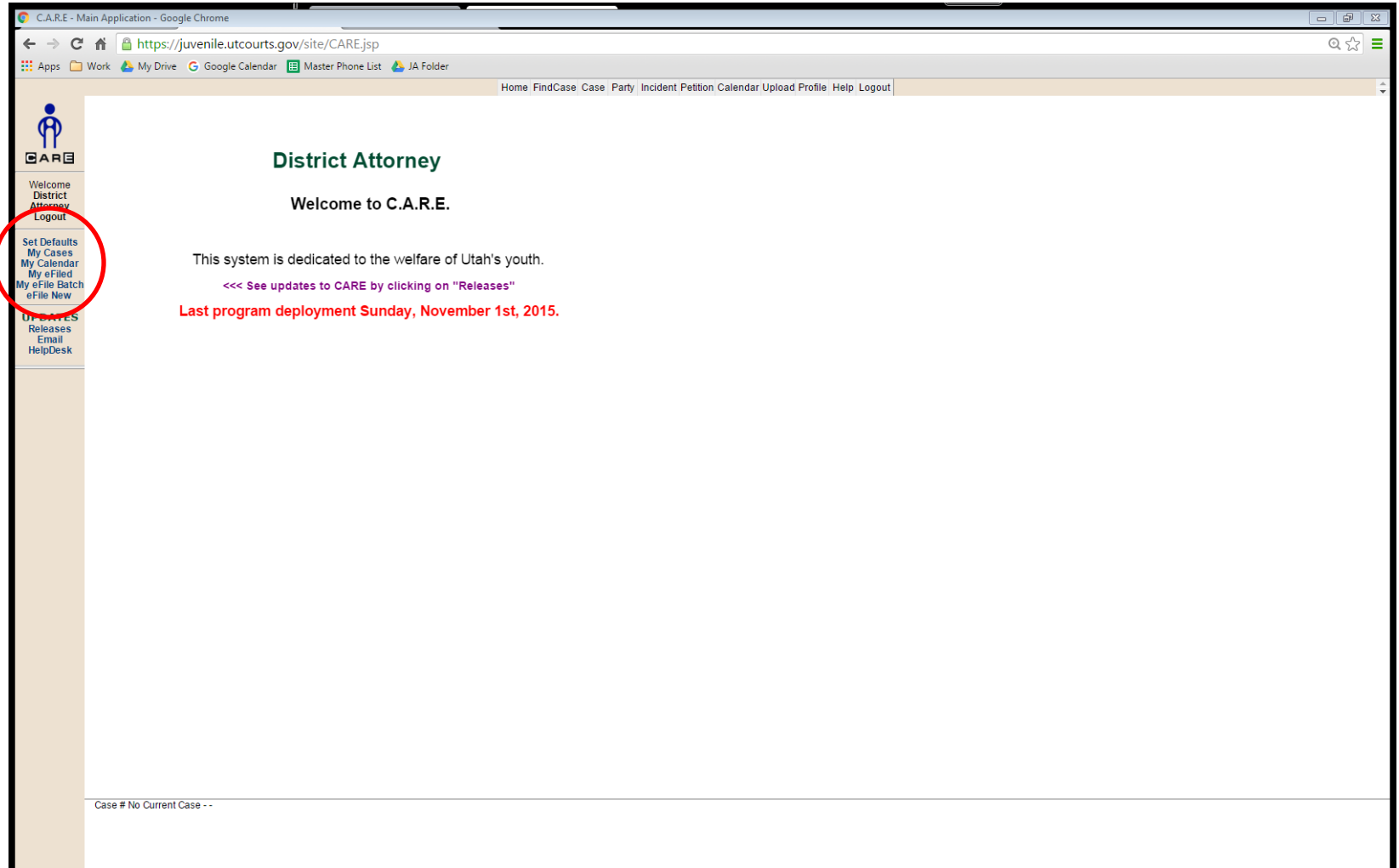
- [New Request Access](#)
- [Change Definitions](#)
- [Change Request Training System](#)
- [Assessment Tutorial](#)
- [IE Configurations](#)
- [Chrome Configurations](#)
- [SCHEDULED DOWNTIMES](#)

For assistance call
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[Email Problems](#)

Information viewed through the C.A.R.E. system
is strictly confidential

The user must log into CARE.

Using eFiling – eFile Options



The user will see the home screen. The eFiling options are in the left menu bar.

Using eFiling – Default Settings

The screenshot shows a web browser window with the URL <https://juvenile.utcourts.gov/site/CARE.jsp>. The page title is "C.A.R.E. - Main Application - Google Chrome". The browser's address bar shows the URL and search, star, and menu icons. Below the address bar is a navigation bar with links: Home, FindCase, Case, Party, Incident, Petition, Calendar, Upload Profile, Help, and Logout. The main content area is titled "District Attorney" and "Welcome to C.A.R.E.". It contains the text: "This system is dedicated to the welfare of Utah's youth." followed by a link: "<<< See updates to CARE by clicking on 'Releases'". Below this is a red notice: "Last program deployment Sunday, November 1st, 2015." The left sidebar contains a navigation menu with the following items: "Welcome District Attorney Logout", "Set Defaults" (circled in red), "My Cases", "My Calendar", "My eFiled", "My eFile Batch", "eFile New", "UPDATES", "Releases", "Email", and "HelpDesk". At the bottom of the page, it says "Case # No Current Case --".

Setting defaults allows some customization for quicker movement through eFiling.

Using eFiling – Default Settings

Set Defaults - Google Chrome
https://juvenile.utcourts.gov/maintenance/SetDefaults?sid=0.1

Set My CARE Defaults

Defaults for: District Attorney

Agency: Firm

My Calendar Judge: Judge OTPUser

E File For: District Attorney

Recent Filed (# days): 1

Recent Update (# days): 1

Filer Information:

District Attorney
111 E BROADWAY
SUITE 400
SALT LAKE CITY UT 84111

Save & Close Cancel

The user may select a specific Judge. If the user is a paralegal who files primarily for one attorney, they may select that attorney. Please note that even if default settings are selected, the user can always change the information during the eFiling process, for a one-time search without affecting the default settings.

Using eFiling – Default Settings

Set Defaults - Google Chrome
https://juvenile.utcourts.gov/maintenance/SetDefaults?sid=0.

Set My CARE Defaults

Defaults for: District Attorney
Agency: Firm
My Calendar Judge: Judge OTPUser
E File For: District Attorney
Recent Filed (# days): 10
Recent Update (# days): 3

Filer Information:

District Attorney
111 E BROADWAY
SUITE 400
SALT LAKE CITY UT 84111

Save & Close Cancel

The user may choose a time frame in which they want to receive a red notification folder when documents are filed, or changes made to filed documents. Recent Filed indicates a new document has been filed. Recent Update indicates if any action has taken place on a document. Please note that even if default settings are selected, the user can always change these settings during the eFiling process, for a one-time search without affecting the default settings.

Using eFiling – Default Settings

Set Defaults - Google Chrome

https://juvenile.utcourts.gov/maintenance/SetDefaults?sid=0.181

Set My CARE Defaults

Defaults for: Daca OTPUser

Agency: Firm

My Calendar Judge: Judge OTPUser ▼

E File For: DACA OTPUser ▼

Recent Filed (# days): 10 ▼

Recent Update (# days): 3 ▼

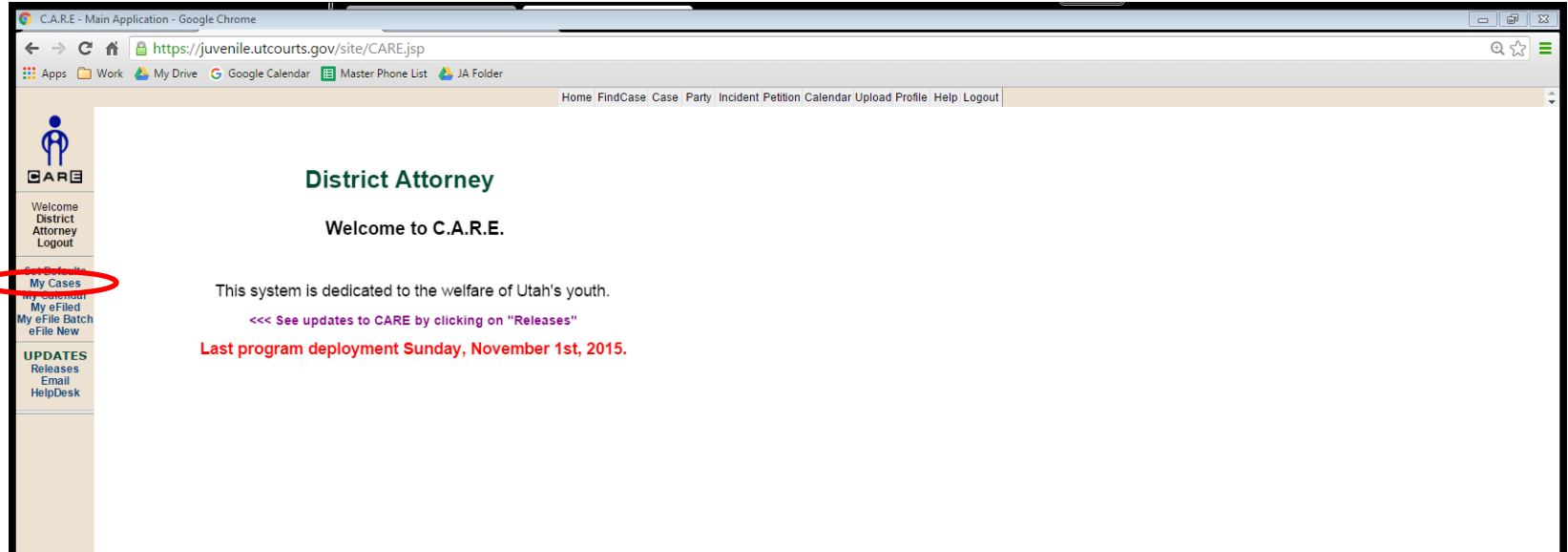
Filer Information:

Salt Lake County Juvenile Division
District Attorney
111 300 S
Salt Lake City, UT 84111

Save & Close Cancel

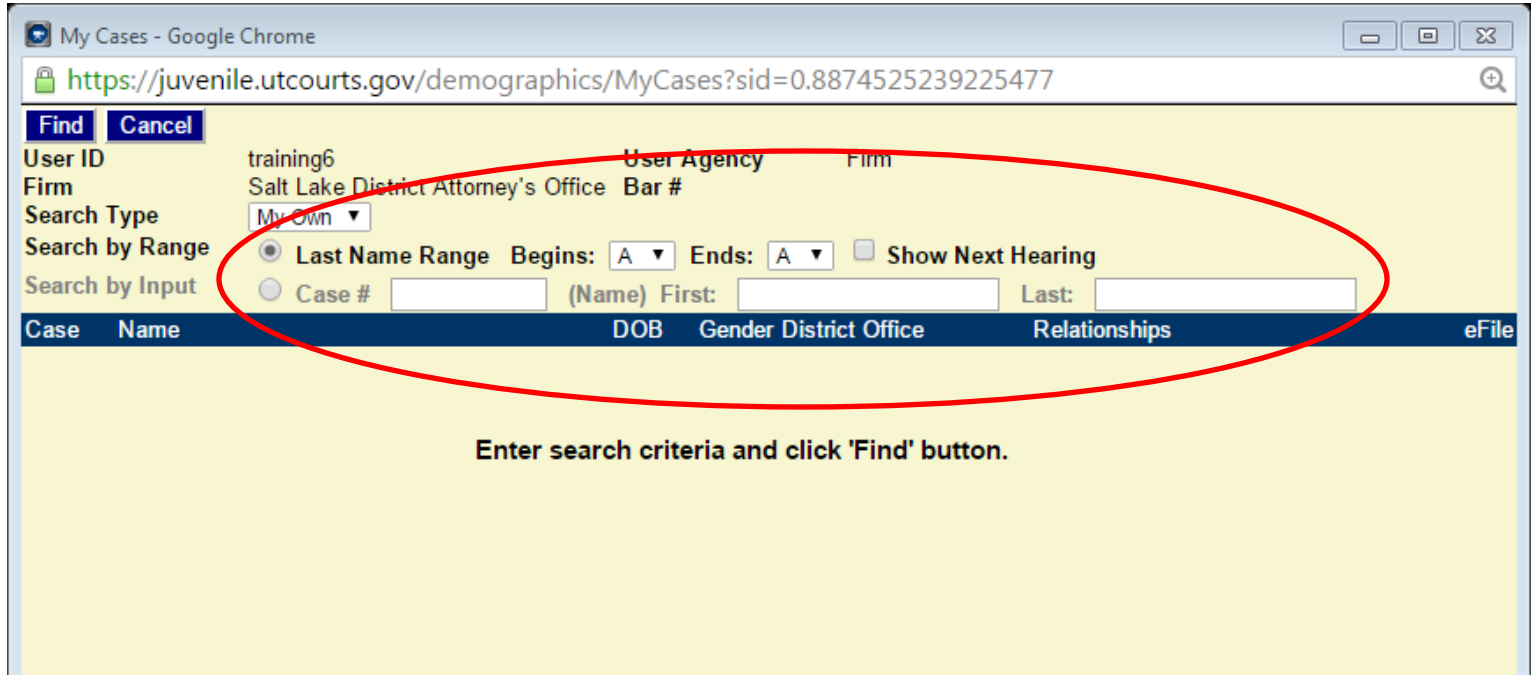
The user may enter the filer's information that will populate the top-left corner of proposed orders created in eFiling. Please note that even if filer information is entered, the user can always change this information during the eFiling process, for one-time use without affecting the default settings.

Using eFiling – My Cases



My Cases allows the user to search for cases they are already assigned to, view the next hearing date, display relationships to the case, and eFile to a single case.

Using eFiling – My Cases



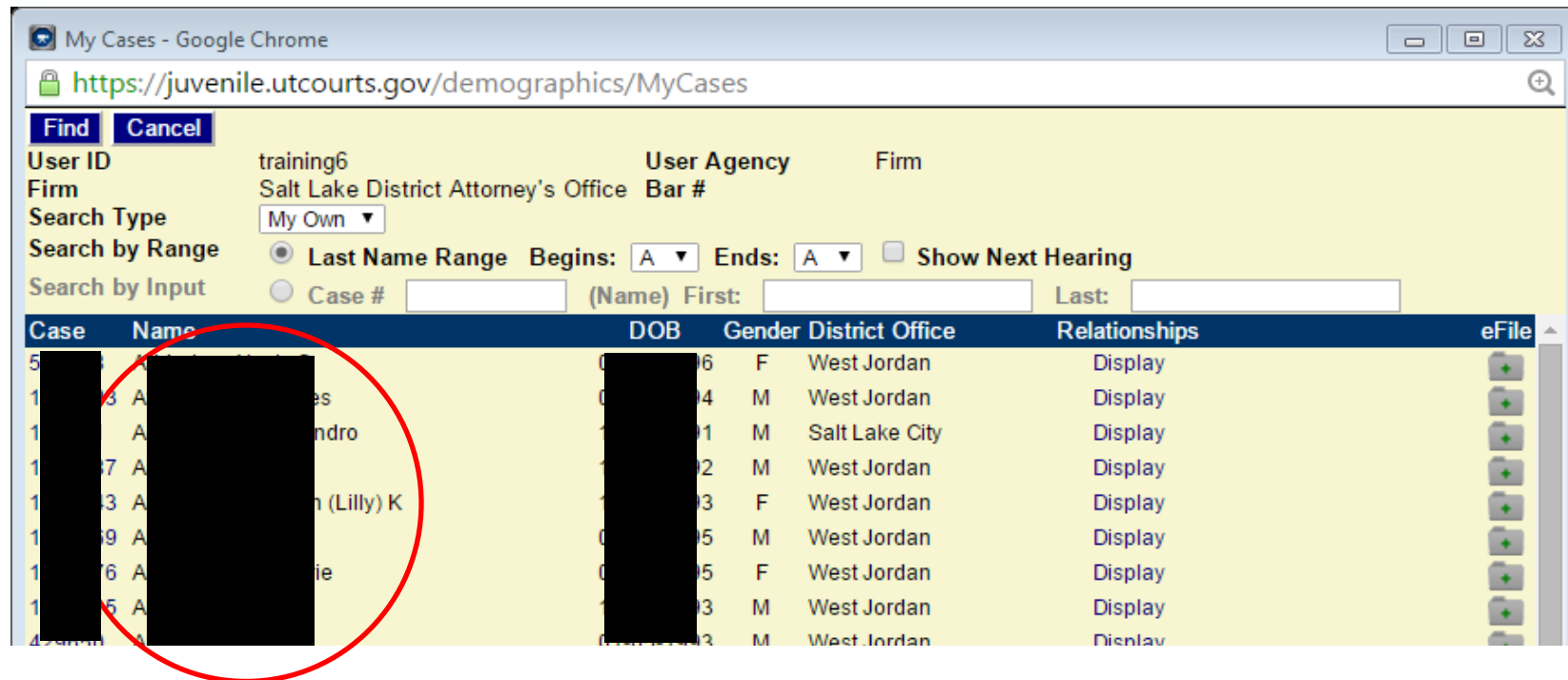
The screenshot shows a web browser window titled "My Cases - Google Chrome" with the URL <https://juvenile.utcourts.gov/demographics/MyCases?sid=0.8874525239225477>. The page features a search interface with the following elements:

- Find** and **Cancel** buttons.
- User ID:** training6
- User Agency:** Salt Lake District Attorney's Office
- Firm:** Bar #
- Search Type:** My Own (dropdown menu)
- Search by Range:** **Last Name Range** Begins: A (dropdown) Ends: A (dropdown) **Show Next Hearing**
- Search by Input:** **Case #** [text input] **(Name) First:** [text input] **Last:** [text input]

Below the search criteria is a table header with columns: **Case**, **Name**, **DOB**, **Gender**, **District Office**, **Relationships**, and **eFile**. The main content area contains the instruction: "Enter search criteria and click 'Find' button."

By default, the 'Search by Range' radio button is selected. The default setting begins and ends with the letter A. The letter range can be changed before clicking the Find button, if the user desires. Users can also search by case number and/or first and last name search by clicking the radio button next to 'Search by Input,' entering the required information, and selecting the Find button. Remember, search results in My Cases will only display cases the user, or firm, is currently assigned to.

Using eFiling – My Cases

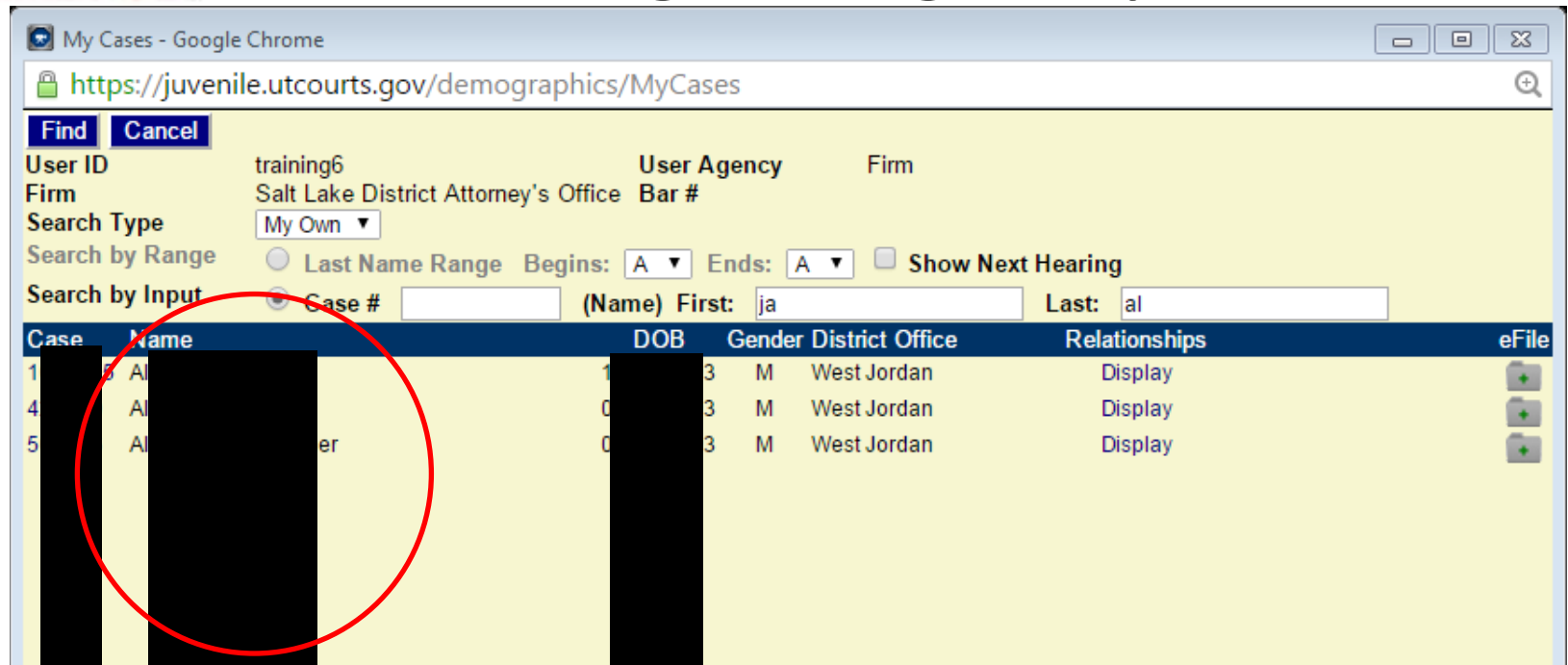


The screenshot shows the 'My Cases' page in Google Chrome. The browser address bar displays <https://juvenile.utcourts.gov/demographics/MyCases>. The page includes search filters for User ID (training6), User Agency (Salt Lake District Attorney's Office), Firm, and Search Type (My Own). The 'Search by Range' section is selected, with 'Last Name Range' chosen, and 'Begins' and 'Ends' dropdowns set to 'A'. The 'Search by Input' section is also visible.

Case	Name	DOB	Gender	District Office	Relationships	eFile
5	[REDACTED]	[REDACTED]	6	F	West Jordan	Display
1	[REDACTED] es	[REDACTED]	4	M	West Jordan	Display
1	[REDACTED] ndro	[REDACTED]	1	M	Salt Lake City	Display
1	[REDACTED] 7 A	[REDACTED]	2	M	West Jordan	Display
1	[REDACTED] 3 A	[REDACTED]	3	F	West Jordan	Display
1	[REDACTED] 9 A	[REDACTED]	5	M	West Jordan	Display
1	[REDACTED] 6 A	[REDACTED]	5	F	West Jordan	Display
1	[REDACTED] 5 A	[REDACTED]	3	M	West Jordan	Display
4	[REDACTED]	[REDACTED]	3	M	West Jordan	Display

Search results using the 'Search by Range' option are displayed alphabetically, by last name.

Using eFiling – My Cases



The screenshot shows a web browser window titled "My Cases - Google Chrome" with the URL <https://juvenile.utcourts.gov/demographics/MyCases>. The page has a yellow background and contains search filters and a table of case results.

Search Filters:

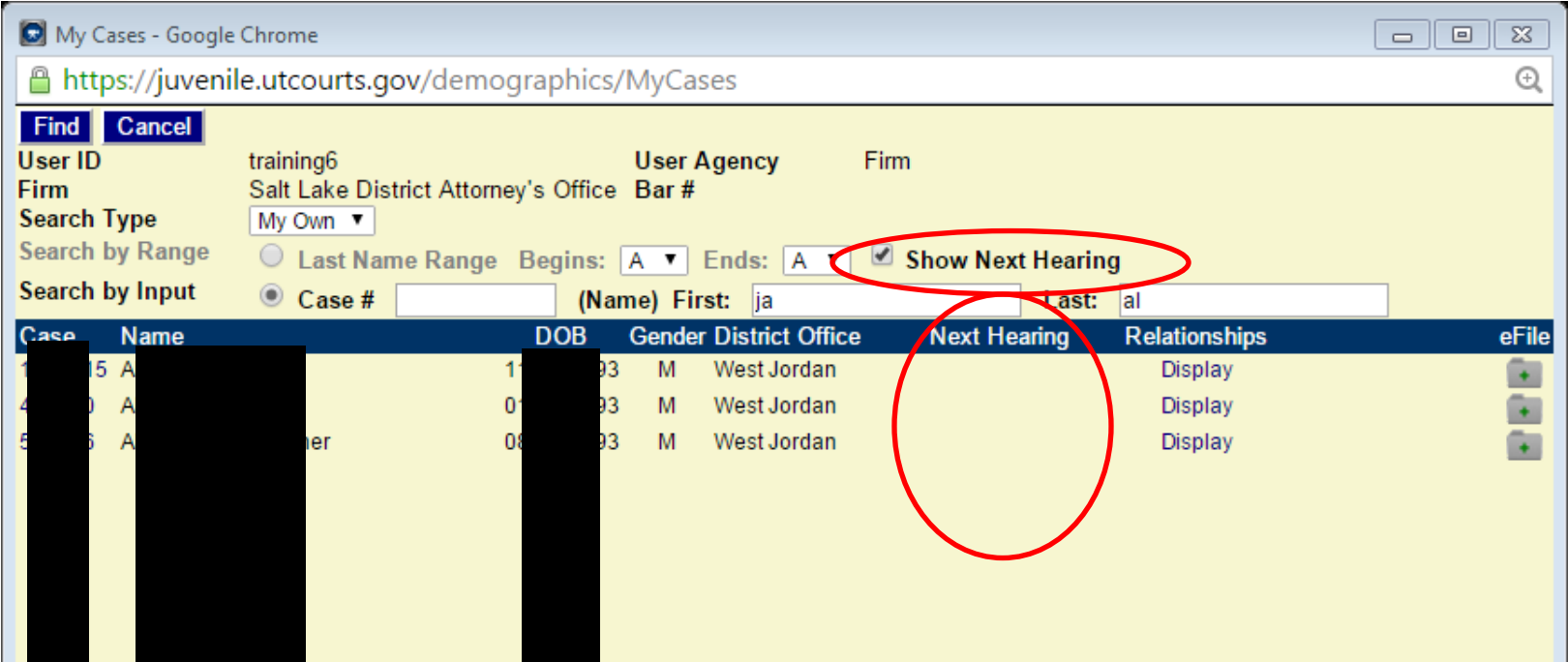
- Find** **Cancel**
- User ID:** training6
- User Agency:** Salt Lake District Attorney's Office
- Firm:** Bar #
- Search Type:** My Own
- Search by Range:** Last Name Range Begins: A Ends: A Show Next Hearing
- Search by Input:** Case # (Name) First: ja Last: al

Case Results Table:

Case	Name	DOB	Gender	District Office	Relationships	eFile
1	Al		3 M	West Jordan	Display	
4	Al		3 M	West Jordan	Display	
5	Al		3 M	West Jordan	Display	

Search results using the 'Search by Input' option are also displayed alphabetically, by last name. Please note, as with any search in CARE, only two letters are required in the First and Last name fields. Again, the more information entered in the search field, the narrower the results will be. If a case number is used, only one result will show.

Using eFiling – My Cases



My Cases - Google Chrome
https://juvenile.utcourts.gov/demographics/MyCases

Find **Cancel**

User ID: training6 User Agency: Salt Lake District Attorney's Office Firm: Bar #

Firm: Salt Lake District Attorney's Office Bar #:

Search Type: My Own

Search by Range: Last Name Range Begins: A Ends: A Show Next Hearing

Search by Input: Case # (Name) First: ja Last: al

Case	Name	DOB	Gender	District Office	Next Hearing	Relationships	eFile
15	A	1	93	M	West Jordan	Display	
4	A	0	93	M	West Jordan	Display	
5	A	0	93	M	West Jordan	Display	

Both search options allow the user to select the 'Show Next Hearing' radio button if desired. If there is a hearing scheduled, it will be displayed in a new column. Please note this option is not pre-selected and the box must be clicked by the user before performing the search.

Using eFiling – My Cases

My Cases - Google Chrome
https://juvenile.utcourts.gov/demographics/MyCases

Find **Cancel**

User ID: training6 User Agency: Salt Lake District Attorney's Office Firm: Firm
Bar #: Bar #

Search Type: My Own

Search by Range: Last Name Range Begins: A Ends: A Show Next Hearing

Search by Input: Case # (Name) First: ja Last: al

Case	Name	DOB	Gender	District Office	Relationships	eFile
1	5 Al		3	M	West Jordan	Display
4	A		3	M	West Jordan	Display
5	Al		3	M	West Jordan	Display

*eFiling window remains open

CARE - Main Application - Google Chrome
https://juvenile.utcourts.gov/white/CARE.jsp

Case Set From: MyCalendar

Case Number: 1004313
Case Name: Sheriff A Sheppe
DOB / Age: 02-28-2000 / 19
Mailing Address: Underclerks 5 12 2010
Tomball, UT 84688

*Displayed in CARE

Click on a case number to view the case in CARE.

Using eFiling – My Cases

The screenshot displays the Utah State Courts eFiling interface. The main window shows a case details page with a table of relationships. A red circle highlights the 'Display' link in the 'Relationships' column. A pop-up window titled 'Name Lookup Relationships - Google Chrome' is open, showing a table of relationships for a specific case.

Main Window Relationships Table:

Gender	District Office	Relationships	eFile
M	West Jordan	Display	+
M	West Jordan	Display	+
M	West Jordan	Display	+

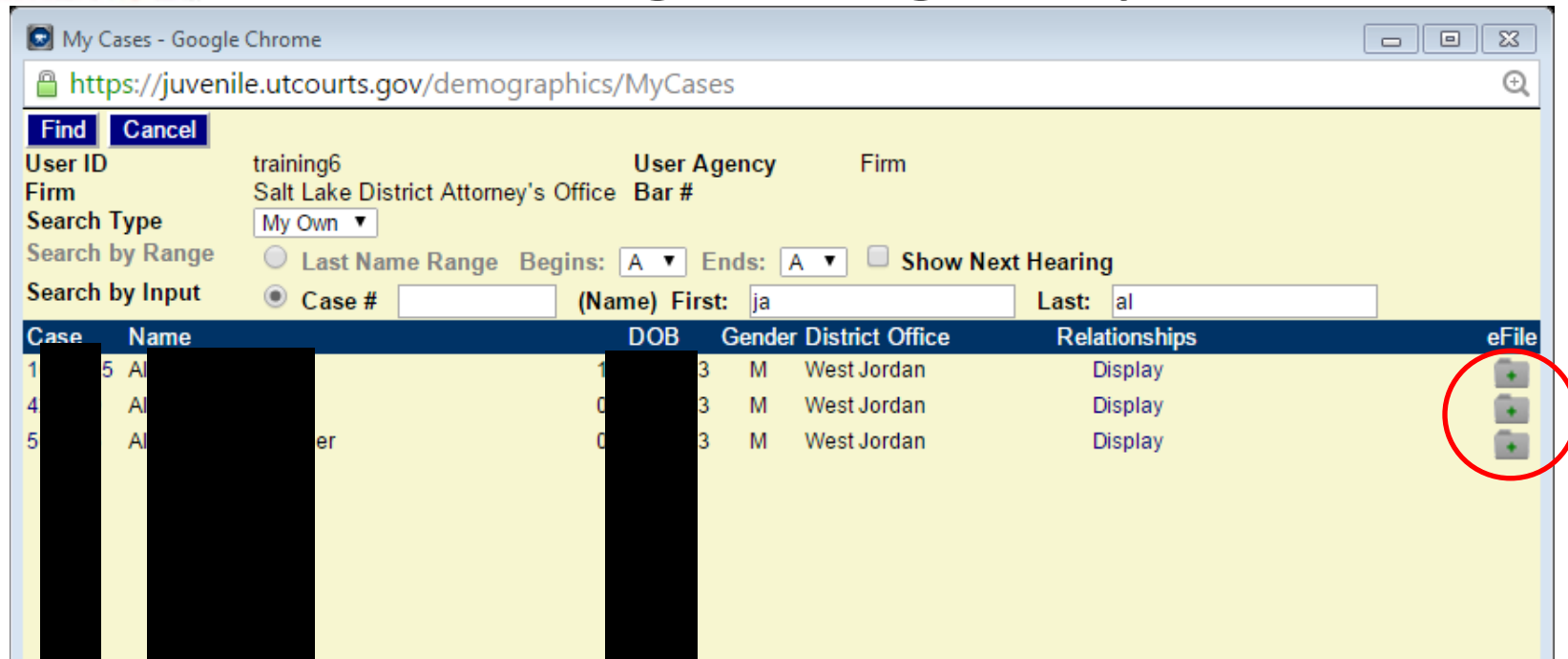
Pop-up Window Relationships Table:

Name	Relationship
J [redacted]	Father
[redacted]	Mother

*pop-up window

If the user would like to see the relationships listed on the case, they can do so by clicking on the 'Display' link. This opens a pop-up window displaying the names of relationships which have been added to the case in CARE.

Using eFiling – My Cases






The screenshot shows a web browser window titled "My Cases - Google Chrome" with the URL <https://juvenile.utcourts.gov/demographics/MyCases>. The interface includes search filters and a table of cases.

Search Filters:

- Find** **Cancel**
- User ID:** training6
- User Agency:** Salt Lake District Attorney's Office
- Firm:** Bar #
- Search Type:** My Own
- Search by Range:** Last Name Range Begins: A Ends: A Show Next Hearing
- Search by Input:** Case # (Name) First: ja Last: al

Table of Cases:

Case	Name	DOB	Gender	District Office	Relationships	eFile
1	5 Al	1	3 M	West Jordan	Display	
4	Al	0	3 M	West Jordan	Display	
5	Al er	0	3 M	West Jordan	Display	

Click on the grey folder with green plus sign to begin the eFiling process.

Using eFiling – My Cases

The screenshot shows a web browser window titled "My Cases - Google Chrome" with the URL <https://juvenile.utcourts.gov/demographics/MyCases>. The page displays search filters and a table of cases. A modal dialog box is open in the center, titled "The page at https://juvenile.utcourts.gov says:", containing the following text:

eFile Confirmation:
* Are you sure you want to eFile on A [REDACTED] 5)?

Prevent this page from creating additional dialogs.

Buttons: OK, Cancel

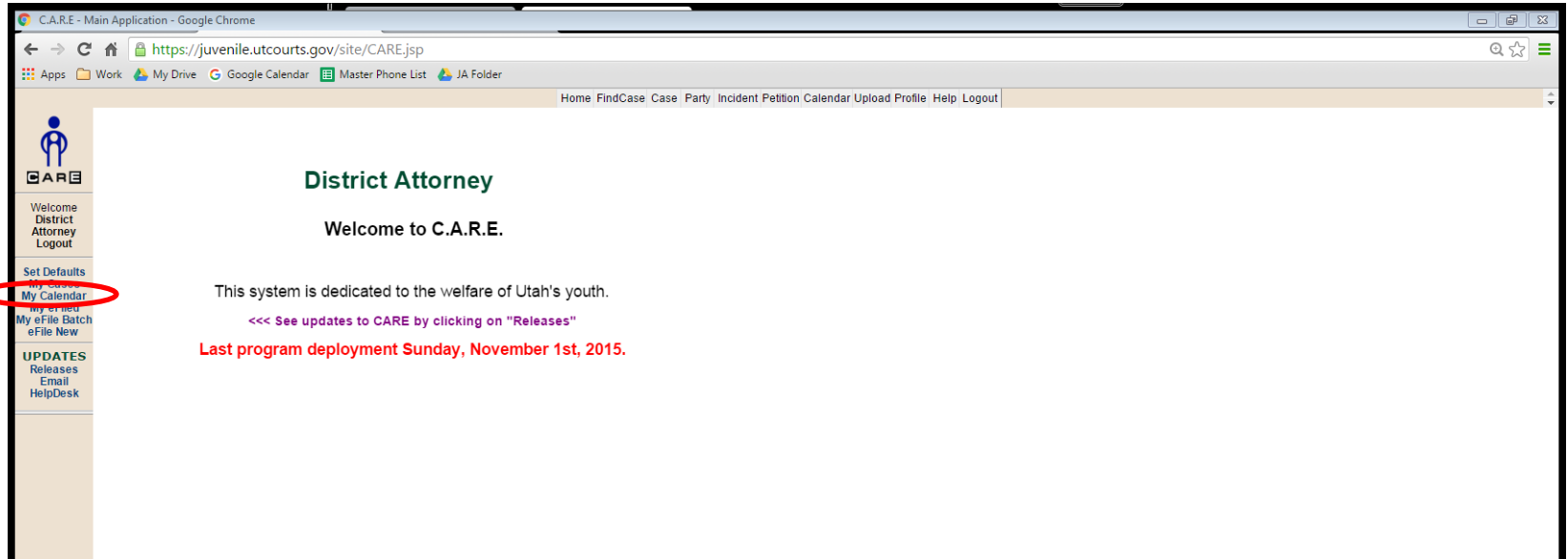
In the background, the search filters are: User ID: training6, User Agency: Salt Lake District Attorney's Office, Firm: Bar #, Search Type: My Own, Search by Range: Last Name Range (Begin: A, End: A), Show Next Hearing: unchecked, Search by Input: Case #. The table below shows three cases:

Case	Name
1	5 Al [REDACTED]
4	Al [REDACTED]
5	Al [REDACTED] er

On the right side of the page, there is a table with columns "relationships" and "eFile". The "eFile" column contains three green plus icons, which are circled in red in the image.

An eFile Confirmation box will appear. Click the 'OK' button if you would like to proceed with eFiling. Please note, from this point, the eFiling process is the same and will be presented in more detail beginning on page 50.

Using eFiling – My Calendar



My Calendar allows the user to search by judge and court date, eFile to all cases associated to a hearing or to an individual case, eFile automatically to assigned incidents associated to the hearing, and view documents specific to the hearing.

Using eFiling – My Calendar

My Calendar - Google Chrome
https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do

Find

Hearing Officer: Testing Judge
Date: 12-01-2015
Hearing Location: [Dropdown]
Time Range: [] [] AM To [] [] AM
Agency Firm: []
Firm Name: Salt Lake District Attorney's Office

Tue - December 01

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
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The user may select any search criteria they would like in order to perform the search. Once all information is selected, click the Find button. Please note that the more information selected in the search fields will produce fewer results. For broader search results, use fewer search fields.

Using eFiling – My Calendar

My Calendar - Google Chrome

https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do

Find

Hearing Officer: Judge OTPUser

Date: 08-27-2015

Hearing Location: [Dropdown]

Time Range: [] [] AM To [] [] AM

Agency Firm: [] Firm Name: Salt Lake District Attorney's Office

Thu - August 27

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
VIEW	09:00 AM-09:15 AM	Salt Lake (SL2)	Judge OTPUser	1004313	Sanford AJ Sharpie		

Recent eFile(s)
1 Document(s) Last 1 Days

A red folder indicates a new document has been filed, or changes have been made to a previously filed document, during the time established in your default settings. Mousing over the folder will display a pop-up box indicating the number of documents to be viewed.

Using eFiling – My Calendar

My Calendar - Google Chrome
https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do

Find

Hearing Officer: Testing Judge
Date: 02-12-2015
Agency Firm: Salt Lake District Attorney's Office

Hearing Location: [Dropdown]
Time Range: [] AM To [] AM

Thu - February 12

Documents	Start/End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
VIEW	02:00 PM-03:00 PM	Salt Lake (SL8)	Testing Judge	999999	Yogi TEST CASE Bear	Testing Judge	[+]
VIEW	06:00 PM-06:05 PM	Salt Lake (SL8)	Testing Judge	1004313	Sanford AJ Sharpie		[+]

Search results will display in alternating colors in order to differentiate between hearings. If multiple cases are scheduled for one hearing, such as siblings on a Child Welfare case, they will be grouped in one color. The user is now able to view documents associated to the case/hearing, click on the case number to view the case in CARE, and eFile documents.

Using eFiling – My Calendar

My Calendar - Google Chrome
https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do

Find

Hearing Officer: Testing Judge
Date: 02-12-2015
Agency Firm: Salt Lake District Attorney's Office

Hearing Location: [Dropdown]
Time Range: [] [] AM To [] [] AM

Thu - February 12

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
VIEW	02:00 PM-03:00 PM	Salt Lake (SL8)	Testing Judge	999999	Yogi TEST CASE Bear	Testing Judge	
VIEW	06:00 PM-06:05 PM	Salt Lake (SL8)	Testing Judge	1004313	San'ford AJ Sharpie		

Click on the 'view' link to see documents related to a hearing.

Using eFiling – My Calendar

The screenshot displays the CARE web application interface. The main window shows a list of documents related to a hearing, with a red circle highlighting the 'Hearing Documents' subtab. An inset window titled 'My Calendar' is also visible, showing details for a specific hearing, with a red circle around it. Red text annotations are present: '*Displayed in CARE' near the top right and '*Remains open' near the bottom right of the inset window.

Documents related to a Hearing

Date	Document	Title	Amended	Case(s)	Incident(s)
10-29-2015	Order - Judge: avarez - Hearing: 08-10-2014	because we all need to configure chrome		SanYord Sharpie	33, 34, 35
09-13-2015	Order - Judge: otpuser6 - Hearing: 08-27-2015	Hearing Date Time: 08-27-2015 9:00 AM		SanYord Sharpie	33
08-19-2015	Court Reports	Court review 2/23/2015		SanYord Sharpie	5, 11, 33, 35, 36, 46
08-10-2015	Case/Safety/Treatment Plan Orders	test test titled		SanYord Sharpie	5, 11, 33, 35, 36, 38, 39, 46
08-05-2015		test test		SanYord Sharpie	5, 11, 33, 35, 36, 38, 39, 46
07-27-2015	Petition Certificate Of Service	test cert of service test		SanYord Sharpie	33, 46
07-27-2015	Petition Notices (Sealed)	TEST Notice Sansford Sealed		SanYord Sharpie	33, 46
07-17-2015	Petition Notices			SanYord Sharpie	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40
01-15-2015	Order - Judge: Dave Hayward - Hearing: 08-20-2014	Hearing Date Time: 08-20-2014 5:00 AM		SanYord Sharpie	18, 21, 24, 33, 34
12-23-2014	Care Petition			SanYord Sharpie	27, 33, 33
12-22-2014	Care Petition			SanYord Sharpie	33, 34, 33
12-22-2014	Care Petition			SanYord Sharpie	33, 34, 33
12-10-2014	Petition NJ Agreement			SanYord Sharpie	33, 34
12-10-2014	Petition Summons	test		SanYord Sharpie	33
12-09-2014	Petition Notices			SanYord Sharpie	33, 34, 33
09-19-2014	Petition Notices			SanYord Sharpie	33
09-15-2014	Other Social Record	Preliminary Inquiry Letter		SanYord Sharpie	33, 34
09-11-2014	Child Welfare Warrant	was not nice to that poor cow		SanYord Sharpie	33, 34
09-11-2014	Petition Summons			SanYord Sharpie	33
09-09-2014	Other Social Record	Preliminary Inquiry Letter		SanYord Sharpie	32, 33

My Calendar

Hearing Officer: Judge OTPUser
 Date: 08-27-2015
 Hearing Location: Salt Lake District Attorney's Office
 Agency Firm: Salt Lake District Attorney's Office

Documents	Start/End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	of #
VIEW	09:00 AM-09:15 AM	Salt Lake (SL2)	Judge OTPUser	1004313	SanYord AJ Sharpie		

The hearing documents will be listed in the CARE window. Please note, the eFiling window will always stay open, separately from CARE, until closed by the user. The user can further sort documents by clicking on the subtabs.

Using eFiling – My Calendar

C.A.R.E - Main Application - Google Chrome
 https://juvenile.utcourts.gov/site/CARE.jsp

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout

Documents related to a Hearing

Judge/Hearing Officer Judge OTPUser
 Hearing Date 08-27-2015 09:00 AM
 Hearing Notes

Cases, Incidents associated to the hearing
 1004313 SanYord Sharpie - 33

Welcome District Attorney Logout

Hearing Documents All Case Documents Legal Documents Social Documents Safeguarded Docs Probation Docs

Date	Document	Title	Amended	Case(s)	Incident(s)
10-29-2015	Order - Judge: avaldez - Hearing: 09-15-2014	Because we all need to configure chrome		SanYord Sharpie	33, 34, 35
09-13-2015	Order - Judge: otpuser6 - Hearing: 08-27-2015	Hearing Date Time: 08-27-2015 9:00 AM		SanYord Sharpie	33
08-19-2015	Court Reports	Court review 2/23/2015		SanYord Sharpie	5, 11, 33, 35, 36, 46
08-10-2015	Case/Safety/Treatment Plan	test test titled		SanYord Sharpie	5, 11, 33, 35, 36, 38, 39, 46
08-05-2015	Orders	test tseat		SanYord Sharpie	5, 11, 33, 35, 36, 38, 39, 46
07-27-2015	Petition Certificate Of Service	test cert of service test		SanYord Sharpie	33, 46
07-27-2015	Petition Notices (Sealed)	TEST Notice Sansford Sealed		SanYord Sharpie	33, 46
07-17-2015	Petition Notices			SanYord Sharpie	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40
01-15-2015	Order - Judge: Dave Hayward - Hearing: 08-20-2014	Hearing Date Time: 08-20-2014 5:00 AM		SanYord Sharpie	18, 21, 24, 33, 34
12-23-2014	Care Petition			SanYord Sharpie	27, 33, 34, 36
12-22-2014	Care Petition			SanYord Sharpie	33, 34, 36, 37
12-22-2014	Care Petition			SanYord Sharpie	33, 34, 36
12-10-2014	Petition NJ Agreement			SanYord Sharpie	33, 34
12-10-2014	Petition Summons	test		SanYord Sharpie	33
12-09-2014	Petition Notices			SanYord Sharpie	33, 34, 35
09-19-2014	Petition Notices			SanYord Sharpie	33
09-15-2014	Other Social Record	Preliminary Inquiry Letter		SanYord Sharpie	33, 34
09-11-2014	Child Welfare Warrant	was not nice to that poor cow		SanYord Sharpie	33
09-11-2014	Petition Summons			SanYord Sharpie	33
09-09-2014	Other Social Record	Preliminary Inquiry Letter		SanYord Sharpie	32, 33

To view the document, the user must click on the title of the document; this opens an additional window showing the document. If a trash can is showing, that means a document that had been eFiled has been deleted. By clicking on the trash can, a pop-up window opens, displaying the information as to when, why, and who deleted the document.

Using eFiling – My Calendar

The screenshot displays the Utah State Courts eFiling interface. The main window shows a list of documents related to a hearing for case 1004313. A red circle highlights the document titled "Case/Safety/Treatment Plan Orders" dated 08-10-2015. A pop-up window titled "View Document List" is open, showing a list of PDF files for document ID 17803271, including "17803271.pdf" and "17803271_1.pdf". A red circle highlights the pop-up window with the text "*Opens in pop-up window".

Documents related to a Hearing

Judge/Hearing Officer: Judge OTPUser
Hearing Date: 08-27-2015 09:00 AM
Hearing Notes

Date	Document	Title	Amended	Case(s)	Incident(s)
10-29-2015	Order - Judge: avaldez - Hearing: 09-15-2014	Because we all need to configure chrome		SanYord Sharpie	33, 34, 35
09-13-2015	Order - Judge: otpuserG - Hearing: 08-27-2015	Hearing Date Time: 08-27-2015 9:00 AM		SanYord Sharpie	33
08-19-2015	Court Reports	Court review 2/23/2015		SanYord Sharpie	5, 11, 33, 35, 36, 46
08-10-2015	Case/Safety/Treatment Plan Orders	test test titled		SanYord Sharpie	5, 11, 33, 35, 36, 38, 39, 46
08-05-2015	Orders	test test		SanYord Sharpie	5, 11, 33, 35, 36, 38, 39, 46
07-27-2015	Petition Certificate Of Service	test cert of service test		SanYord Sharpie	33, 46
07-27-2015	Petition Notices (Sealed)	TEST Notice Sansford Sealed		SanYord Sharpie	33, 46
07-17-2015	Petition Notices			SanYord Sharpie	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 20, 21, 25, 26, 27, 31, 32, 33, 34, 38, 39, 40
01-15-2015	Order - Judge: Dave Hayward - Hearing: 08-20-2014	Hearing Date Time: 08-20-2014 5:00 AM		SanYord Sharpie	18, 21, 24, 33, 34
12-23-2014	Care Petition			SanYord Sharpie	27, 33, 34, 36
12-22-2014	Care Petition			SanYord Sharpie	33, 34, 36, 37
12-22-2014	Care Petition			SanYord Sharpie	33, 34, 36
12-10-2014	Petition NJ Agreement			SanYord Sharpie	33, 34
12-10-2014	Petition Summons	test		SanYord Sharpie	33
12-09-2014	Petition Notices			SanYord Sharpie	33, 34, 35
09-19-2014	Petition Notices			SanYord Sharpie	33
09-15-2014	Other Social Record	Preliminary Inquiry Letter		SanYord Sharpie	33, 34
09-11-2014	Child Welfare Warrant	was not nice to that poor cow		SanYord Sharpie	33
09-11-2014	Petition Summons			SanYord Sharpie	33
09-09-2014	Other Social Record	Preliminary Inquiry Letter		SanYord Sharpie	32, 33

View Document List - Google Chrome

Document List For DocId 17803271

- 17803271.pdf
- 17803271_1.pdf

*Opens in pop-up window

To view the document, the user must click on the title of the document; this opens an additional window showing the document. If multiple files have been uploaded, they will display in a list; the user can then click on which attachment they would like to view.

Using eFiling – My Calendar

The screenshot shows the 'My Calendar' web application in Google Chrome. The browser address bar displays the URL: <https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do>. The interface includes search filters for 'Hearing Officer' (Testing Judge), 'Hearing Location', 'Date' (02-12-2015), 'Time Range', and 'Agency Firm' (Salt Lake District Attorney's Office). Below the filters, a table lists calendar entries for Thursday, February 12, 2015.

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
VIEW	02:00 PM-03:00 PM	Salt Lake (SL8)	Testing Judge	999999	Yogi TEST CASE Bear	Testing Judge	
VIEW	06:00 PM-06:05 PM	Salt Lake (SL8)	Testing Judge	1004313	San'ford AJ Sharpie		

*eFiling window remains open

The screenshot shows the 'CARE' web application interface. The browser address bar displays the URL: <https://juvenile.utcourts.gov/white/CARE.jsp>. The page title is 'Case Set From: MyCalendar'. The case details are as follows:

Case Number	1004313
Case Name	San'ford A Sharpie
DOB / Age	02-28-2000 / 15
Mailing Address	Underbelly 5 12 2010 Tomball, UT 84688

The case details are displayed in a window titled 'CARE' with a red circle around it. The text '*Displayed in CARE' is overlaid on the screenshot.

Click on a case number to go to the case in CARE.

Using eFiling – My Calendar

My Calendar - Google Chrome
https://juvenile.utcourts.gov/calendar/courtCalendar/myCalendar.do

Find

Hearing Officer: Testing Judge
Date*: 02-12-2015
Agency Firm: Salt Lake District Attorney's Office

Hearing Location: [Dropdown]
Time Range: [] [] AM To [] [] AM

Thu - February 12

Documents	Start-End Time	Courtroom	Hearing Officer	Case #	Youth Name	Assigned Judge/Commissioner	eFile
VIEW	02:00 PM-03:00 PM	Salt Lake (SL8)	Testing Judge	999999	Yogi TEST CASE Bear	Testing Judge	
VIEW	06:00 PM-06:05 PM	Salt Lake (SL8)	Testing Judge	1004313	San'ford AJ Sharpie		

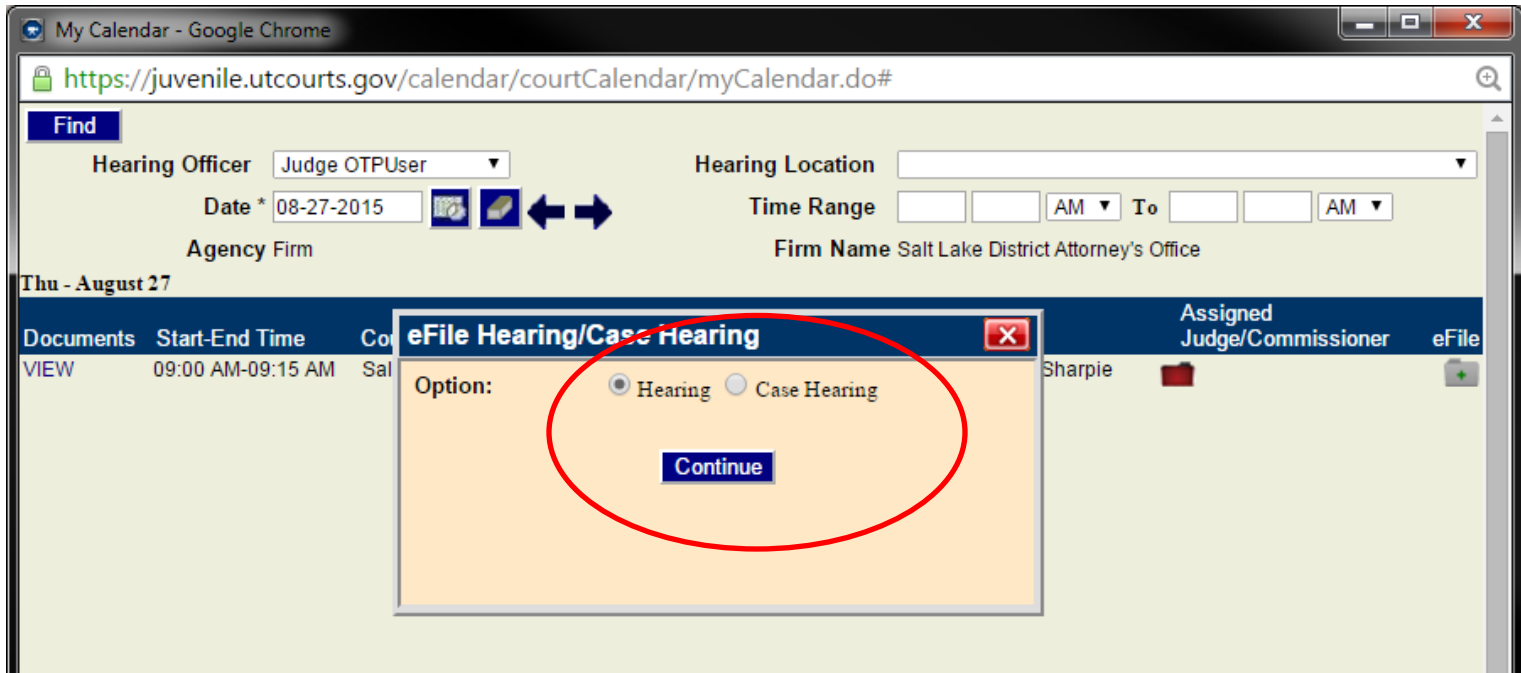
Click on the grey folder with green plus sign to begin the eFiling process.

Using eFiling – My Calendar



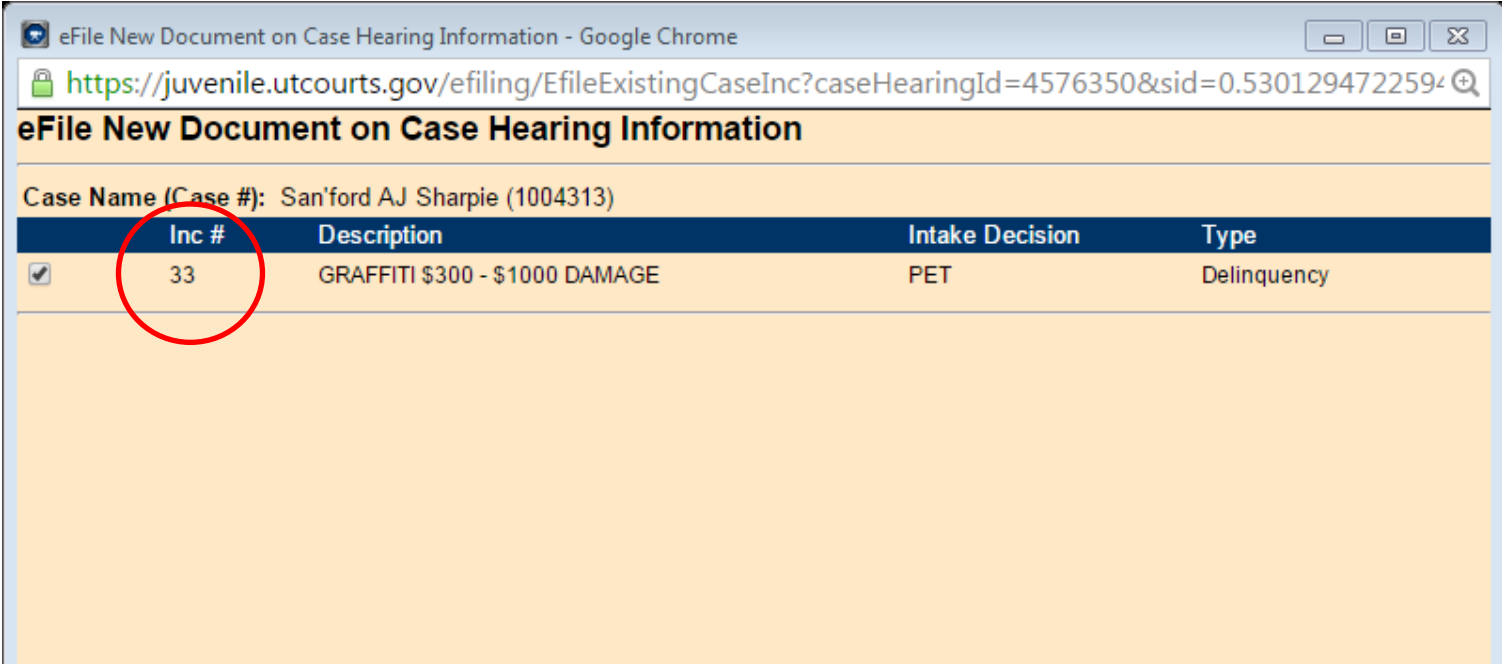
The benefit of eFiling through My Calendar is the option to eFile documents to all cases and incidents associated to a hearing. The user is still able to remove a case and/or incident during this process if necessary.

Using eFiling – My Calendar



The benefit of eFiling through My Calendar is the option to eFile documents to all cases and incidents associated to a hearing. Hearing automatically selects all cases scheduled. If you would only like one case, select the Case Hearing option. The user is still able to remove a case during this process if necessary.

Using eFiling – My Calendar



The screenshot shows a web browser window titled "eFile New Document on Case Hearing Information - Google Chrome". The address bar contains the URL: <https://juvenile.utcourts.gov/efiling/EfileExistingCaseInc?caseHearingId=4576350&sid=0.530129472259>. The page title is "eFile New Document on Case Hearing Information". Below the title, the case name is listed as "Case Name (Case #): Sanford AJ Sharpie (1004313)". A table with four columns is displayed: "Inc #", "Description", "Intake Decision", and "Type". The first row of the table has a checked checkbox in the first column, the value "33" in the second column, "GRAFFITI \$300 - \$1000 DAMAGE" in the third column, "PET" in the fourth column, and "Delinquency" in the fifth column. The "Inc #" cell is circled in red.

Inc #	Description	Intake Decision	Type
<input checked="" type="checkbox"/> 33	GRAFFITI \$300 - \$1000 DAMAGE	PET	Delinquency

If multiple incidents are scheduled for the hearing, they will all be pre-selected. The user is still able to uncheck any incidents they may not want associated to the document being eFiled. Please note, from this point, the eFiling process is the same and will be presented in more detail beginning on page 56.

Using eFiling – My eFiled

C.A.R.E. - Main Application - Google Chrome
https://juvenile.utcourts.gov/site/CARE.jsp

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout

CARE

Welcome District Attorney Logout

Set Defaults My Cases My eFiled My eFiled Batch eFile New

UPDATES
Releases Email HelpDesk

District Attorney

Welcome to C.A.R.E.

This system is dedicated to the welfare of Utah's youth.

<<< See updates to CARE by clicking on "Releases"

Last program deployment Sunday, November 1st, 2015.

Case # No Current Case - -

My eFiled allows the user to search for any document they, or their firm, have eFiled.

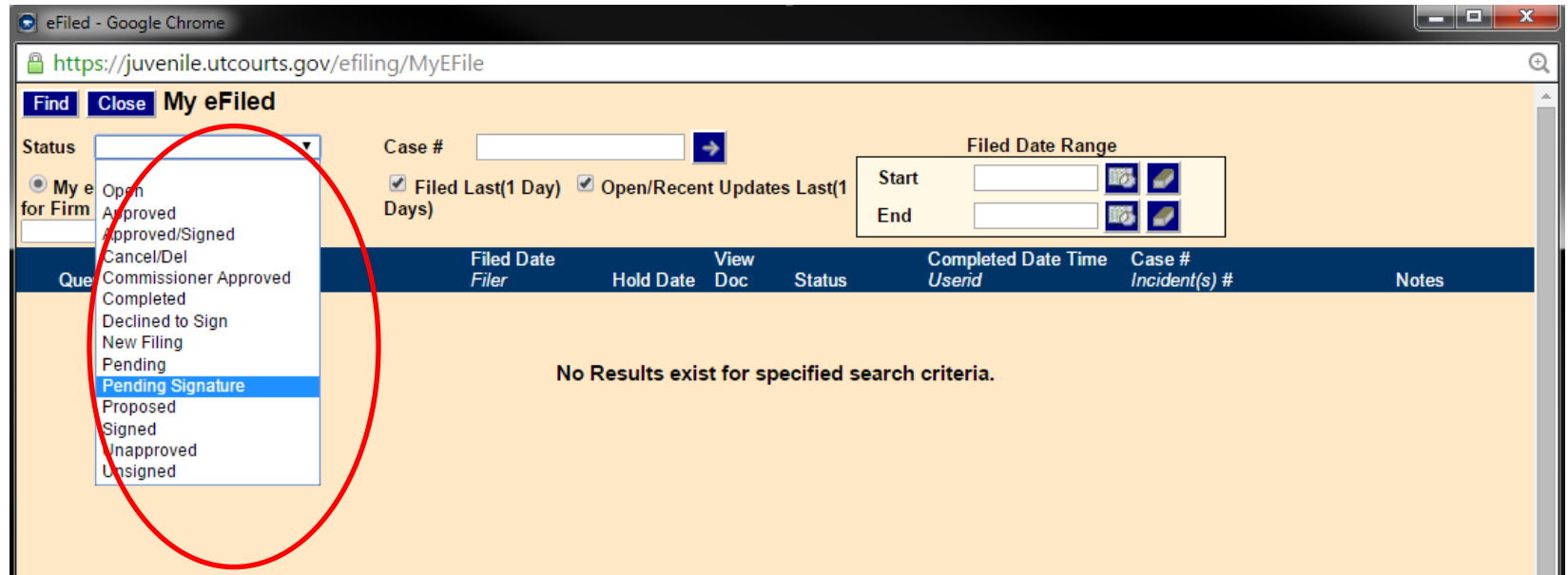
Using eFiling – My eFiled

The screenshot shows the 'My eFiled' interface in a Google Chrome browser. The URL is <https://juvenile.utcourts.gov/efiling/MyEFile?sid=0.8192957225255668>. The page has a search bar with 'Find', 'Close', and 'My eFiled' buttons. Below the search bar are several filters: a 'Status' dropdown, a 'Case #' input field with a search icon, and a 'Filed Date Range' section with 'Start' and 'End' input fields and calendar icons. There are also checkboxes for 'Filed Last(1 Day)' and 'Open/Recent Updates Last(1 Days)'. A radio button group allows switching between 'My eFiling' (selected) and 'Firm eFiling for Firm User:'. Below these filters is a table with the following columns: Queue, Doc. SubType, Title, Filed Date, Filer, Hold Date, View, Doc, Status, Completed Date Time, User, Case #, Incident(s) #, and Notes. The first row of the table is circled in red.

Queue	Doc. SubType	Title	Filed Date	Filer	Hold Date	View	Doc	Status	Completed Date Time	User	Case #	Incident(s) #	Notes
Review	Petition	Petition Test	12-01-2015	training6		View		New Filing			Sanford Sharpie (1004313)	33	

Documents eFiled within the default settings will automatically be displayed. However, the user can perform a search to display eFiled documents using the Status of the document, Case Number, Filed Date Range, and/or Filed Last or Open/Recent Updates. If the user works for a firm, a search can also be performed for documents filed by other users in the firm.

Using eFiling – My eFiled



https://juvenile.utcourts.gov/efiling/MyEFile

Find Close My eFiled

Status Case # Filed Date Range

Filed Last(1 Day) Open/Recent Updates Last(1 Days)

Start End

Que	Filed Date	Hold Date	View	Status	Completed Date Time	Case #	Notes
	Filed	Hold	Doc		Userid	Incident(s) #	
No Results exist for specified search criteria.							

The user can search for specific Status types by selecting the desired status from the drop-down box.

Using eFiling – My eFiled

The screenshot shows the 'My eFiled' interface in a Google Chrome browser. The URL is <https://juvenile.utcourts.gov/efiling/MyEFile?sid=0.8192957225255668>. The page has search and filter options for Status, Case #, and Filed Date Range. There are radio buttons for 'My eFiling' and 'Firm eFiling', and checkboxes for 'Filed Last(1 Day)' and 'Open/Recent Updates Last(1 Day)'. A table lists documents in a queue, with one document highlighted in blue. A red circle highlights the document title 'Petition (Petition)'. A red-bordered tooltip box titled 'e-File Details:' is overlaid on the document, displaying the following information:

- Queue: Review Queue, e-File #: 2106
- Filed Date: 12-01-2015, Filed By: training6, Submitted: 12-01-2015 01:58:04 PM
- Status: New Filing
- Document: Petition (Petition), Document Title: Petition Test
- Associated Case(s)/Incident(s)#:
 - Youth: Sanford AJ Sharpie (1004313) - Dist. Office: Salt Lake City
 - No Judge Assigned
 - Inc #(s): 33

Hovering your mouse over the document title will pop-up a box that displays information about the document such as which queue it is assigned to, the document eFiling number, the file date, the user that filed the document, time the document was submitted, status of the filing, what document type, and the document title. You will also see the case information of the case the document was eFiled to.

Using eFiling – My eFiled

The screenshot displays the Utah State Courts eFiling interface. The main window shows the 'My eFiled' section with a search bar and filters. A table lists documents in a queue, with a 'View' link circled in red. A pop-up window shows the PDF of the selected document, titled 'eFile Test'.

Queue	Doc. Title	SubType	Filed Date	Filed By	Hold Date	View Doc	Status
Review	Petition	Petition Test	12-01-2015	training6		View	Ne

The eFiled document can be viewed by clicking on the 'View' link. The document will open in a pop-up window.

Using eFiling – My eFiled

Find Close My eFiled

Status Case # Filed Date Range

Start End

My eFiling Firm eFiling

Filed Last(1 Day) Open/Recent Updates Last(1 Days)

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Used	Case # Incident(s) #	Notes
Review	Petition Petition Test	12-01-2015 training6		View	New Filing		Sanford Sharpie (1004313) 33	

*eFiling window remains open

CARE - Main Application - Google Chrome

Case Set From: MyCalendar

Case Number: 1004313

Case Name: Sanford A Sharpie

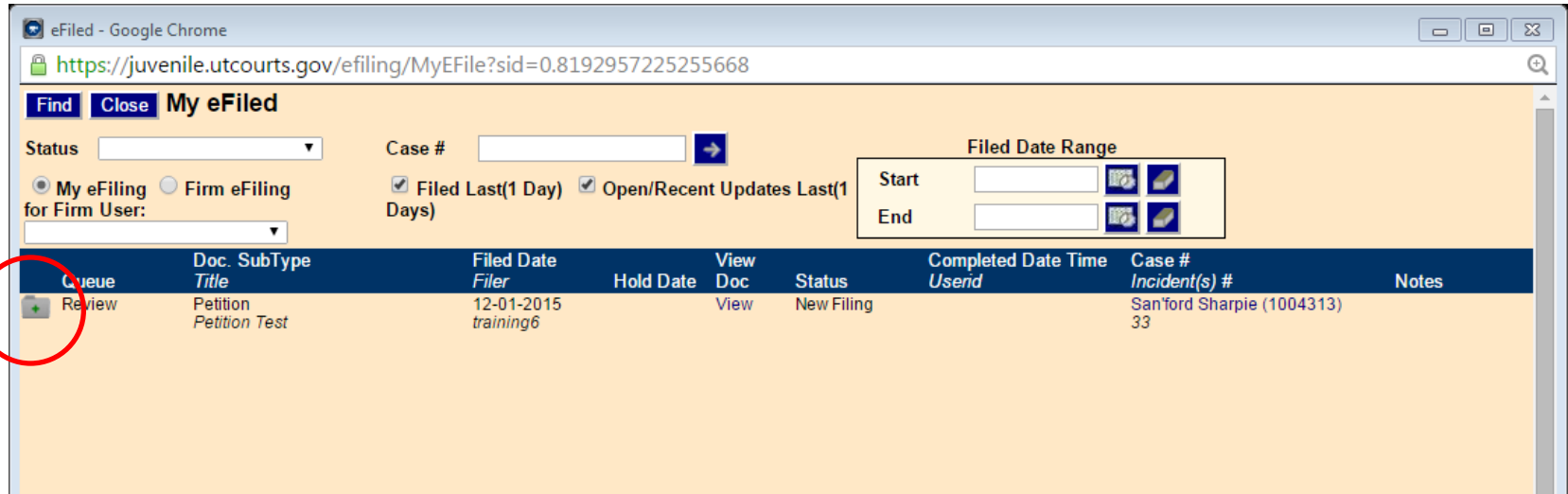
DOB / Age: 02-28-2000 / 15

Mailing Address: Undercliffers 5 12 2010
Tomball, UT 84688

*Displayed in CARE

Clicking on the name of the case will display the case in CARE.

Using eFiling – My eFiled

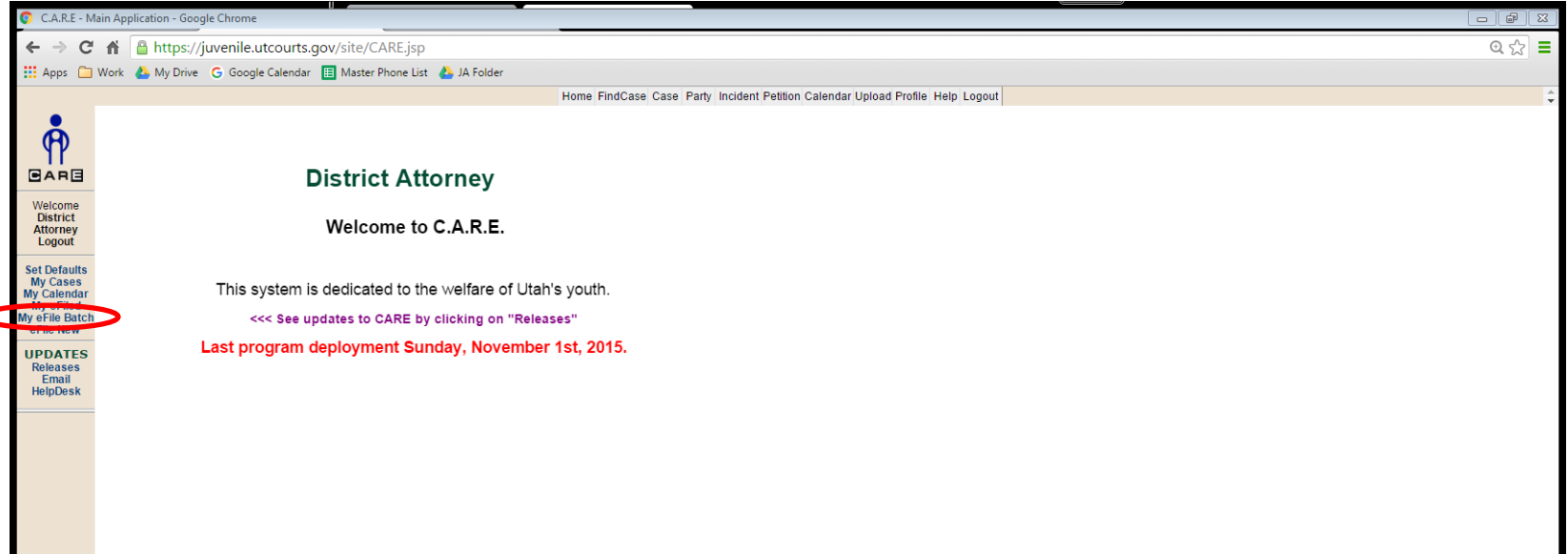


The screenshot shows the 'My eFiled' interface in a Google Chrome browser. The URL is <https://juvenile.utcourts.gov/efiling/MyEFile?sid=0.8192957225255668>. The interface includes search filters for Status, Case #, Filed Date Range, and checkboxes for 'Filed Last(1 Day)' and 'Open/Recent Updates Last(1 Days)'. Below the filters is a table with the following data:

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
Review	Petition Petition Test	12-01-2015 training6		View	New Filing		Sanford Sharpie (1004313) 33	

Click on the grey folder with green plus sign to begin the eFiling process. By beginning the eFile process through My eFiled, CARE will eFile to the same case and incident number(s) the document the user was viewing. Please note, from this point, the eFiling process is the same and will be presented in more detail beginning on slide *****

Using eFiling – My eFile Batch



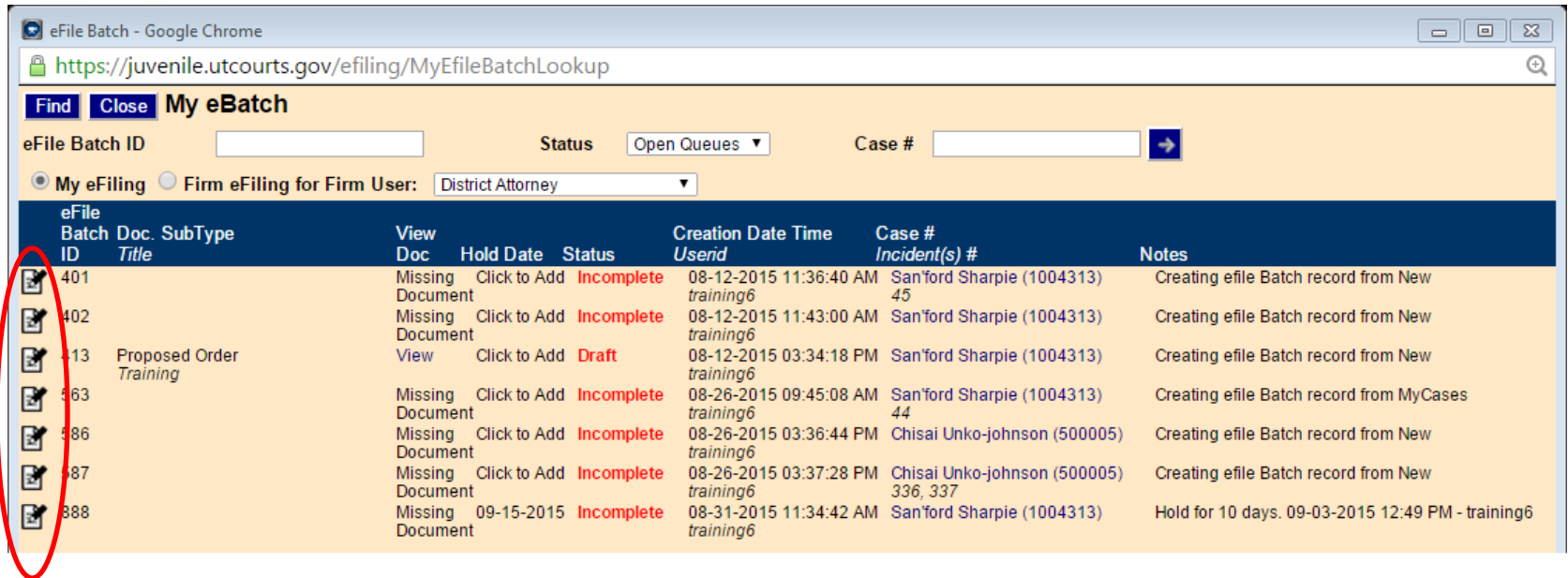
My eFile Batch allows the user access to documents in draft status. The user can either continue the eFiling process or delete documents they no longer wish to file.

Using eFiling – My eFile Batch

eFile Batch ID	Doc. Title	SubType	View	Doc	Hold Date	Status	Creation Date Time	Case # Incident(s) #	Notes
401			Missing	Document	Click to Add	Incomplete	08-12-2015 11:36:40 AM training6	Sanford Sharpie (1004313) 45	Creating efile Batch record from New
402			Missing	Document	Click to Add	Incomplete	08-12-2015 11:43:00 AM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
413	Proposed Order Training		View	Document	Click to Add	Draft	08-12-2015 03:34:18 PM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
563			Missing	Document	Click to Add	Incomplete	08-26-2015 09:45:08 AM training6	Sanford Sharpie (1004313) 44	Creating efile Batch record from MyCases
586			Missing	Document	Click to Add	Incomplete	08-26-2015 03:36:44 PM training6	Chisai Unko-johnson (500005)	Creating efile Batch record from New
587			Missing	Document	Click to Add	Incomplete	08-26-2015 03:37:28 PM training6	Chisai Unko-johnson (500005) 336, 337	Creating efile Batch record from New
888			Missing	Document	09-15-2015	Incomplete	08-31-2015 11:34:42 AM training6	Sanford Sharpie (1004313)	Hold for 10 days. 09-03-2015 12:49 PM - training6

After clicking on the My eFile Batch link, all open documents will display; a search is not required. However, the user may narrow the displayed documents by entering criteria in the search fields. A search can be performed by the specific eFile Batch ID number, status of the document (draft or incomplete), or case number. The user can also search for documents started by other members of their firm by selecting the radio button 'Firm eFiling' and selecting the user from the Firm User drop down box.

Using eFiling – My eFile Batch



eFile Batch - Google Chrome
https://juvenile.utcourts.gov/efiling/MyEfileBatchLookup

Find **Close** **My eBatch**

eFile Batch ID Status Case #

My eFiling Firm eFiling for Firm User:

eFile Batch ID	Doc. SubType	View	Hold Date	Status	Creation Date Time	Case # Incident(s) #	Notes
401		Missing Document	Click to Add	Incomplete	08-12-2015 11:36:40 AM training6	Sanford Sharpie (1004313) 45	Creating efile Batch record from New
402		Missing Document	Click to Add	Incomplete	08-12-2015 11:43:00 AM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
413	Proposed Order Training	View	Click to Add	Draft	08-12-2015 03:34:18 PM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
463		Missing Document	Click to Add	Incomplete	08-26-2015 09:45:08 AM training6	Sanford Sharpie (1004313) 44	Creating efile Batch record from MyCases
486		Missing Document	Click to Add	Incomplete	08-26-2015 03:36:44 PM training6	Chisai Unko-johnson (500005)	Creating efile Batch record from New
487		Missing Document	Click to Add	Incomplete	08-26-2015 03:37:28 PM training6	Chisai Unko-johnson (500005) 336, 337	Creating efile Batch record from New
488		Missing Document	09-15-2015	Incomplete	08-31-2015 11:34:42 AM training6	Sanford Sharpie (1004313)	Hold for 10 days. 09-03-2015 12:49 PM - training6

The user can click the 'edit' icon which continues the eFiling process. See page 50 for further instructions on the eFiling process.

Using eFiling – My eFile Batch

My eBatch

eFile Batch ID Status Case #

My eFiling Firm eFiling for Firm User:

eFile Batch ID	Doc. Title	SubType	View Doc	Hold Date	Status	Creation Date Time	Case # Incident(s) #	Notes
401			Missing Document	Click to Add	Incomplete	08-12-2015 11:36:40 AM training6	Sanford Sharpie (1004313) 45	Creating efile Batch record from New
402			Missing Document	Click to Add	Incomplete	08-12-2015 11:43:00 AM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
413	Proposed Order Training		View	Click to Add	Draft	08-12-2015 03:34:18 PM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
563			Missing Document	Click to Add	Incomplete	08-26-2015 09:45:08 AM training6	Sanford Sharpie (1004313) 44	Creating efile Batch record from MyCases
586			Missing Document	Click to Add	Incomplete	08-26-2015 03:36:44 PM training6	Chisai Unko-johnson (500005)	Creating efile Batch record from New
587			Missing Document	Click to Add	Incomplete	08-26-2015 03:37:28 PM training6	Chisai Unko-johnson (500005) 336, 337	Creating efile Batch record from New
888			Missing Document	09-15-2015	Incomplete	08-31-2015 11:34:42 AM training6	Sanford Sharpie (1004313)	Hold for 10 days. 09-03-2015 12:49 PM - training6

If a document has been uploaded, it can be viewed by clicking on the 'View' link. The Document Title and SubType can also be viewed. If a document has not been uploaded, it will show 'Missing Document.'

Using eFiling – My eFile Batch

The screenshot displays the 'My eBatch' interface in a Google Chrome browser window. The URL is <https://juvenile.utcourts.gov/efiling/MyEfileBatchLookup>. The interface includes search and filter options for 'eFile Batch ID', 'Status' (set to 'Open Queues'), and 'Case #'. There are radio buttons for 'My eFiling' (selected) and 'Firm eFiling for Firm User: District Attorney'. Below this is a table of eFile batches.

eFile Batch ID	Doc. Title	SubType	View Doc	Hold Date	Status	Creation Date Time	Case # Incident(s) #	Notes
401			Missing Document	Click to Add	Incomplete	08-12-2015 11:36:40 AM training6	Sanford Sharpie (1004313) 45	Creating efile Batch record from New
402			Missing Document	Click to Add	Incomplete	08-12-2015 11:43:00 AM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
413	Proposed Order Training		View	Click to Add	Draft	08-12-2015 03:34:18 PM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
563			Missing Document	Click to Add	Incomplete	08-26-2015 09:45:08 AM	Sanford Sharpie (1004313)	Creating efile Batch record from MyCases
586			Missing Document	Click to Add	Incomplete			
587			Missing Document	Click to Add	Incomplete			
888			Missing Document	09-15-2015	Incomplete			

A modal window titled 'Change Alert Date Info' is open, containing the following fields:

- Alert Date: [Text Input]
- * Note: [Text Input]
- Update: [Button]

Entering a Hold Date, allows the user to hide a document from the list. The document would appear in the list on the date entered. To enter a date, the user would click on the 'Click to Add' link in the Hold Date column. A new screen opens allowing the user to enter the required information.

Using eFiling – My eFile Batch

eFile Batch - Google Chrome
 https://juvenile.utcourts.gov/efiling/MyEfileBatchLookup

Find **Close** **My eBatch**

eFile Batch ID Status **Open Queues** Case #

My eFiling Firm eFiling for Firm User: **District Attorney**

eFile Batch ID	Doc. Title	SubType	View Doc	Hold Date	Status	Creation Date Time	Case # / Incident(s) #	Notes
401			Missing Document	Click to Add	Incomplete	08-12-2015 11:36:40 AM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
402			Missing Document	Click to Add	Incomplete	08-12-2015 11:43:00 AM training6	Sanford Sharpie (1004313)	Creating efile Batch record from New
413	Proposed Order Training		View	Click to Add	Draft	08-12-2015 training6		
563			Missing Document	Click to Add	Incomplete	08-26-2015 training6		
586			Missing Document	Click to Add	Incomplete	08-26-2015 training6		
587			Missing Document	Click to Add	Incomplete	08-26-2015 training6		
888			Missing Document	09-15-2015	Incomplete	08-31-2015 training6		

*eFiling window remains open

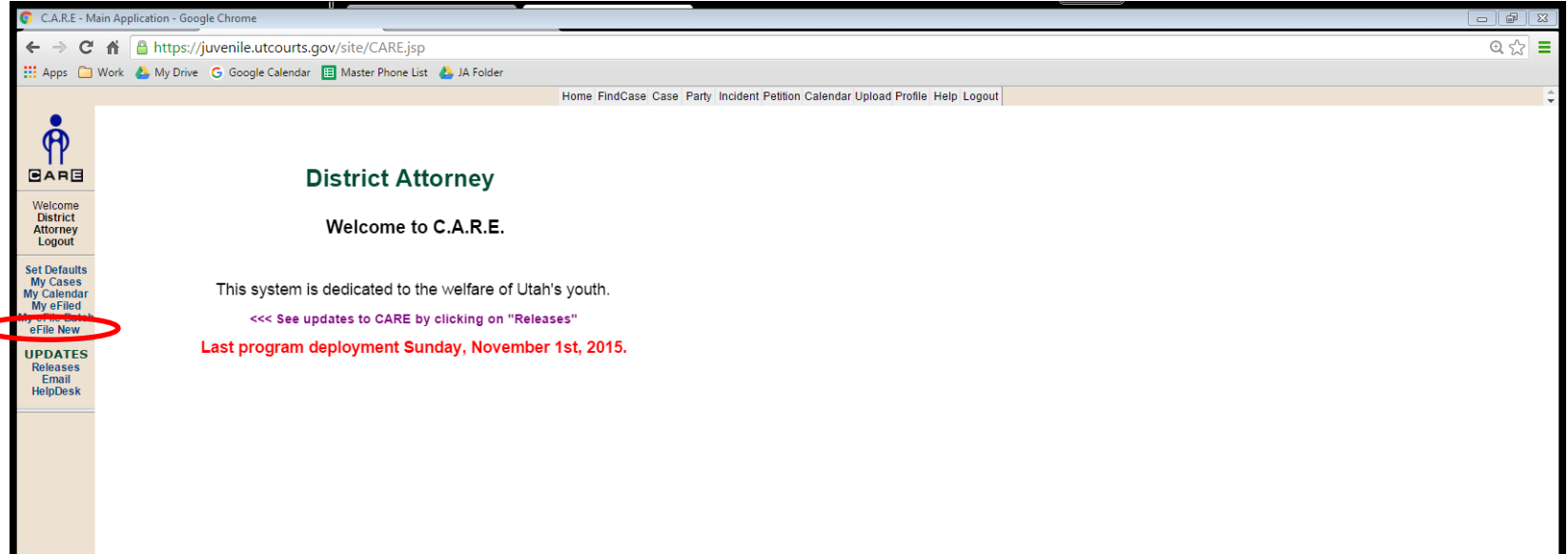
Case Set From: MyCalendar

Case Number: 1004313
 Case Name: Sanford A. Sharpie
 DOB / Age: 02-28-2000 / 15
 Mailing Address: Undersideville 9, 12, 2010
 Textville, UT 84055

*Displayed in CARE

Clicking on the name of the case will display the case in CARE.

Using eFiling – eFile New



eFile New can be used to eFile on any case. Unlike eFiling through My Cases or My Calendar, or finishing the eFiling process through My eFile Batch, no case, incident or hearing details are pre-selected; the user manually inputs the desired information.

Using eFiling – eFile New

Search/Add Case - Google Chrome
https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd?searchAdd=NewEfileCase&sid=0.11243616556748748

Find **Cancel**

User ID: training6 User Agency: Firm: Date of Birth Range:

Search Type:
Search My Cases: Case # (Name) First: Last: Start (MM-DD-YYYY) End (MM-DD-YYYY)

Search New Case: Case # (Name) First: Last:

Case	Name	DOB	Gender	District Office	Address Info	Add
Enter search criteria and click 'Find' button.						

Again, there are multiple search options available. CARE defaults to 'Search My Cases'. This allows the user to search for cases they are assigned to.

Using eFiling – eFile New

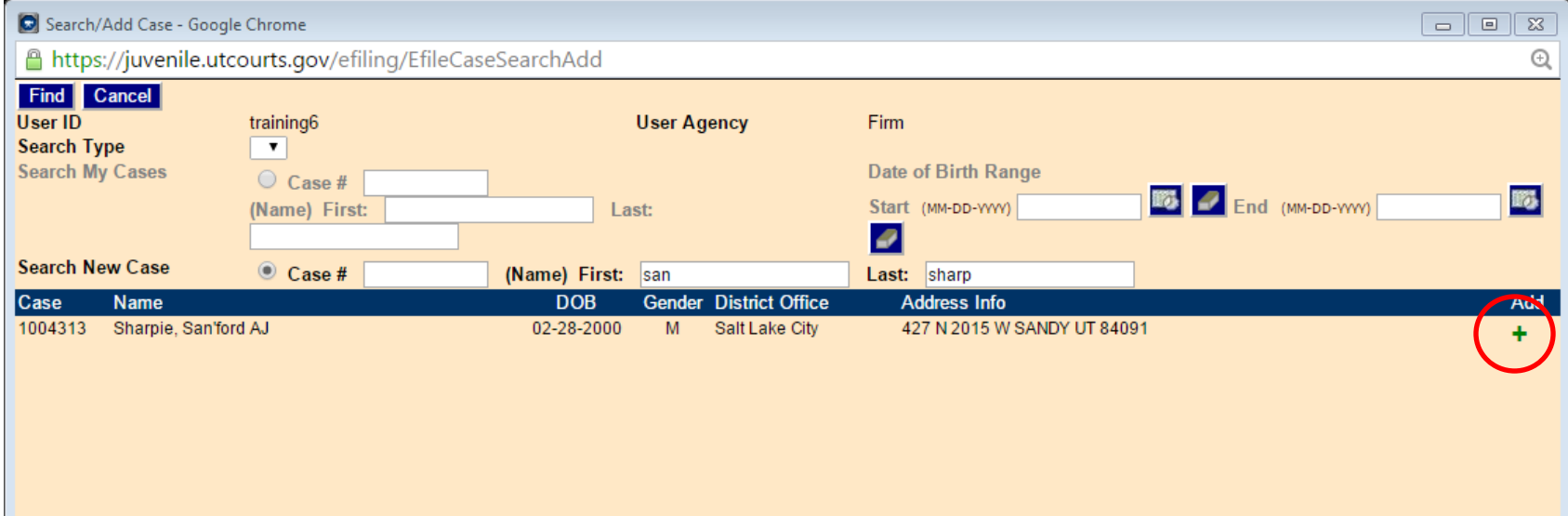
The screenshot shows a web browser window titled "Search/Add Case - Google Chrome" with the URL <https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd?searchAdd=NewEfileCase&sid=0.11243616556748748>. The page features a search form with the following fields and options:

- Find** and **Cancel** buttons.
- User ID**: training6
- User Agency**: dropdown menu
- Firm**: dropdown menu
- Search Type**: dropdown menu
- Search My Cases**: radio button (unselected)
- Case #**: text input field
- (Name) First**: text input field
- Last**: text input field
- Date of Birth Range**: Start (MM-DD-YYYY) and End (MM-DD-YYYY) date pickers.
- Search New Case**: radio button (selected and circled in red)
- Case #**: text input field
- (Name) First**: text input field
- Last**: text input field

Below the search form is a table header with columns: **Case**, **Name**, **DOB**, **Gender**, **District Office**, **Address Info**, and **Add**. The main content area contains the instruction: "Enter search criteria and click 'Find' button."

Selecting the radio button for 'Search New Case' allows the user to look for any case.

Using eFiling – eFile New

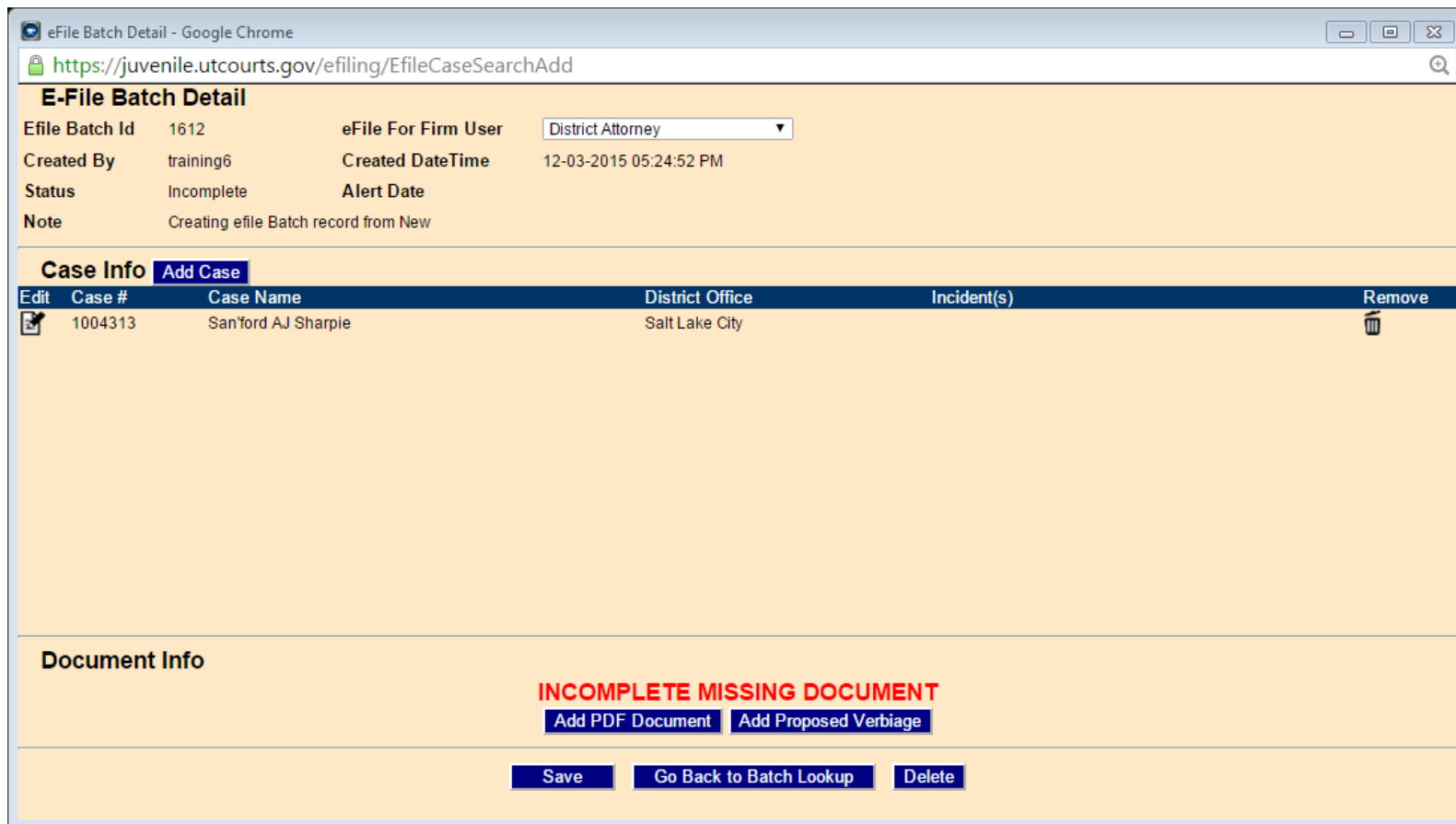


The screenshot shows a web browser window titled "Search/Add Case - Google Chrome" with the URL "https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd". The page contains search filters and a results table. The "Search My Cases" section has "Case #" selected. The "Search New Case" section has "Case #" selected with "(Name) First: san" and "Last: sharp". The results table has one row: Case # 1004313, Name Sharpie, San'ford AJ, DOB 02-28-2000, Gender M, District Office Salt Lake City, Address Info 427 N 2015 W SANDY UT 84091. A red circle highlights a green plus icon in the top right corner of the table row.

Case	Name	DOB	Gender	District Office	Address Info	Add
1004313	Sharpie, San'ford AJ	02-28-2000	M	Salt Lake City	427 N 2015 W SANDY UT 84091	+

Once the desired case is found, the user will click on the green plus icon to begin the eFiling process.

Using eFiling – eFile New



The screenshot shows a web browser window titled "eFile Batch Detail - Google Chrome" with the URL "https://juvenile.utcourts.gov/eFiling/EfileCaseSearchAdd". The page content is as follows:

E-File Batch Detail

Efile Batch Id: 1612 eFile For Firm User: District Attorney (dropdown)
Created By: training6 Created DateTime: 12-03-2015 05:24:52 PM
Status: Incomplete Alert Date:
Note: Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City		

Document Info

INCOMPLETE MISSING DOCUMENT

[Add PDF Document](#) [Add Proposed Verbiage](#)

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)



The user is now on the eFile Batch Detail screen. This page allows the user to add the incident the document should be associated to. Add PDF documents that do not require a signature, or to create proposed orders. Additional cases can also be added on this screen if the document pertains to more than one case, such as on Child Welfare incidents.

Using eFiling – eFile New

E-File Batch Detail

Efile Batch Id 1612 eFile For Firm User District Attorney
Created By training6 Created DateTime 12-03-2015 05:24:52 PM
Status Incomplete Alert Date
Note Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City		

Document Info

INCOMPLETE MISSING DOCUMENT
[Add PDF Document](#) [Add Proposed Verbiage](#)

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

By clicking on the 'Edit' icon, the user can associate an incident to the filing. At least one incident must be associated for each case.

Using eFiling – eFile New

The screenshot shows a web browser window titled "Efile Case/Incident Detail - Google Chrome" with the URL <https://juvenile.utcourts.gov/efiling/EfileCaseIncidentDetail?efileCaseId=2097&sid=0.060704575385898>. The page is titled "Case Information" and displays "Case Name (Case #): San'ford AJ Sharpie (1004313)".

Below the case information, there are two columns of incident lists: "Available Incidents" and "Assigned Incidents". The "Available Incidents" table has the following data:

Inc #	Description	Intake Decision	Type
<input checked="" type="checkbox"/> 46	THEFT \$1500 TO <\$5000	PET	Delinquency
<input type="checkbox"/> 45	CHILD WELFARE PROCEEDING	PET	Child Welfare
<input type="checkbox"/> 44	AGGRAVATED ASSAULT BY PRISONER	PET	Delinquency
<input type="checkbox"/> 43	AGG ABUSE VULNERABLE ADULT	PET	Delinquency
<input type="checkbox"/> 42	AGG. ROBBERY-CARJACKING	DTH	Delinquency
<input type="checkbox"/> 41	CUSTODY DISPUTE ONLY	DTH	Child Welfare
<input type="checkbox"/> 40	CHILD WELFARE PROCEEDING	CW ONLY	Child Welfare
<input type="checkbox"/> 39	TERMINATION OF PARENTAL RIGHTS	OSC	Child Welfare

At the bottom of the "Available Incidents" table, there is a red circle around the "Add Incident(s)" button. To the right of this button are two other buttons: "Go to Detail" and "Close".

Select the grey box on the appropriate incident(s) you wish to associate to the document. When finished, click the 'Add Incident(s)' box.

Using eFiling – eFile New

The screenshot shows the 'Efile Case/Incident Detail' page in Google Chrome. The browser address bar shows the URL: <https://juvenile.utcourts.gov/efiling/EfileCaseIncidentDetail>. The page title is 'Efile Case/Incident Detail - Google Chrome'. The main content area is titled 'Case Information' and displays 'Case Name (Case #): San'ford AJ Sharpie (1004313)'. Below this, there are two columns: 'Available Incidents' and 'Assigned Incidents'. The 'Available Incidents' table lists various incidents with checkboxes. The 'Assigned Incidents' table shows incident 46, 'THEFT \$1500 TO <\$5000', which is circled in red. A trash icon with a question mark is also circled in red next to it. A warning dialog box is open over the Assigned Incidents table, containing the text: 'The page at https://juvenile.utcourts.gov says: WARNING: * Are you sure you want Delete this Case Incident record from this batch?'. The dialog box has 'OK' and 'Cancel' buttons. At the bottom of the page, there are buttons for 'Add Incident(s)', 'Go to Detail', and 'Close'.

Available Incidents					Assigned Incidents				
Inc #	Description	Intake Decision	Type		Inc #	Description	Intake Decision	Type	
<input type="checkbox"/>	45	CHILD WELFARE PROCEEDING	PET	Child Welfare	<input checked="" type="checkbox"/>	46	THEFT \$1500 TO <\$5000	PET	Delinquency
<input type="checkbox"/>	44	AGGRAVATED ASSAULT BY PRISONER	PET	Delinquency					
<input type="checkbox"/>	43	AGG ABUSE VULNERABLE ADULT	PET	Delinquency					
<input type="checkbox"/>	42	AGG. ROBBERY-CARJACKING	DTH	Delinquency					
<input type="checkbox"/>	41	CUSTODY DISPUTE ONLY	DTH	Child Welfare					
<input type="checkbox"/>	40	CHILD WELFARE PROCEEDING	CW ONLY	Child Welfare					
<input type="checkbox"/>	39	TERMINATION OF PARENTAL RIGHTS	OSC	Child Welfare					
<input type="checkbox"/>	38	VOLUNTARY RELINQUISHMENT	OSC	Child Welfare					

Warning Dialog Box:

The page at <https://juvenile.utcourts.gov> says:

WARNING:
* Are you sure you want Delete this Case Incident record from this batch?

Buttons: OK, Cancel

The selected incident(s) will appear in the Assigned Incidents column. If an incident was assigned in error, click on the trash icon. The user will be given a prompt. To confirm the incident should be deleted, click OK.

Using eFiling – eFile New

The screenshot shows a web browser window titled "Efile Case/Incident Detail - Google Chrome" with the URL <https://juvenile.utcourts.gov/efiling/EfileCaseIncidentDetail>. The page displays "Case Information" for "San'ford AJ Sharpie (1004313)". Below this, there are two columns: "Available Incidents" and "Assigned Incidents".

Available Incidents					Assigned Incidents			
Inc #	Description	Intake Decision	Type		Inc #	Description	Intake Decision	Type
<input type="checkbox"/>	45	CHILD WELFARE PROCEEDING	PET	Child Welfare	<input checked="" type="checkbox"/>	46	THEFT \$1500 TO <\$5000 PE	Delinquency
<input type="checkbox"/>	44	AGGRAVATED ASSAULT BY PRISONER	PET	Delinquency				
<input type="checkbox"/>	43	AGG ABUSE VULNERABLE ADULT	PET	Delinquency				
<input type="checkbox"/>	42	AGG. ROBBERY-CARJACKING	DTH	Delinquency				
<input type="checkbox"/>	41	CUSTODY DISPUTE ONLY	DTH	Child Welfare				
<input type="checkbox"/>	40	CHILD WELFARE PROCEEDING	CW ONLY	Child Welfare				
<input type="checkbox"/>	39	TERMINATION OF PARENTAL RIGHTS	OSC	Child Welfare				
<input type="checkbox"/>	38	VOLUNTARY RELINQUISHMENT	OSC	Child Welfare				

At the bottom of the interface, there are three buttons: "Add Incident(s)", "Go to Detail", and "Close".

The selected incident(s) will appear in the Assigned Incidents column. If the information is correct, the user can proceed in the eFiling process by clicking on the 'Go to Detail' button. If you select the 'Close' button, the eFiling window will close. The information will be saved and the user can find it through the My eFile Batch menu.

Using eFiling – eFile New

E-File Batch Detail

Efile Batch Id 1615 eFile For Firm User District Attorney
Created By training6 Created DateTime 12-03-2015 05:37:44 PM
Status Incomplete Alert Date
Note Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	46	

Document Info

INCOMPLETE MISSING DOCUMENT
[Add PDF Document](#) [Add Proposed Verbiage](#)

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

The user is then returned to the eFile Batch Detail screen where you can see the incident(s) you selected is now viewable. Please note, if the wrong incident was associated, you can click on the trash icon, remove the incident, and begin the process again by clicking on the edit icon.

Using eFiling – eFile New

E-File Batch Detail

Efile Batch Id: 1615 eFile For Firm User: District Attorney

Created By: training6 Created DateTime: 12-03-2015 05:37:44 PM

Status: Incomplete Alert Date:

Note: Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	46	

Document Info

INCOMPLETE MISSING DOCUMENT

[Add PDF Document](#) [Add Proposed Verbiage](#)

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

The user is then returned to the eFile Batch Detail screen where you can see the incident(s) you selected is now viewable. Please note, if the wrong incident was associated, you can click on the trash icon, remove the incident, and begin the process again by clicking on the edit icon.

Using eFiling – eFile New

E-File Batch Detail

Efile Batch Id: 1615 eFile For Firm User: District Attorney
Created By: training6 Created DateTime: 12-03-2015 05:37:44 PM
Status: Incomplete Alert Date:
Note: Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	46	

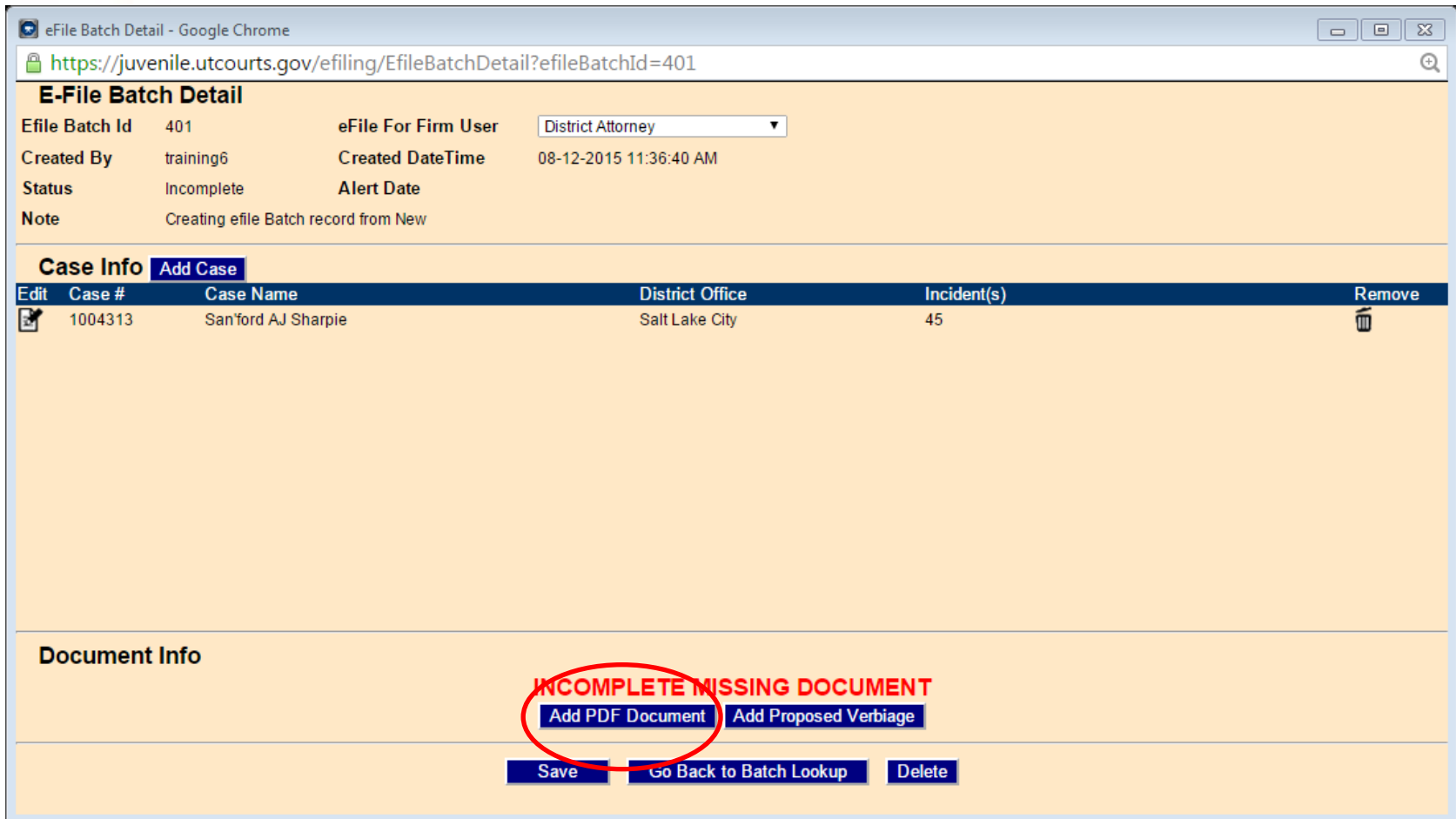
Document Info

INCOMPLETE MISSING DOCUMENT
[Add PDF Document](#) [Add Proposed Verbiage](#)

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

Two options are available for eFiling: Add PDF Document or Add Proposed Verbiage.

Using eFiling – eFile New – Add PDF



E-File Batch Detail

Efile Batch Id: 401 eFile For Firm User: District Attorney
Created By: training6 Created DateTime: 08-12-2015 11:36:40 AM
Status: Incomplete Alert Date:
Note: Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	45	

Document Info

INCOMPLETE MISSING DOCUMENT
[Add PDF Document](#) [Add Proposed Verbiage](#)

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

The user may add a searchable .pdf document by clicking on the 'Add PDF Document' button. Remember documents filed as .pdf documents do not require a judicial signature. Examples include a motion, affidavit, certificate of service, or any other supporting document.

Using eFiling – eFile New – Add PDF

Document must be PDF
Maximum Document Upload Size 5 MB

Document Type *

Doc Sub Type *

Document Title

File * Choose File No file chosen

Attach PDF Document Cancel

A new screen will appear, requiring the user to select information pertaining to the document being filed. Always begin by selecting the options from the 'Document Type' first. Depending on the selection made, the options available in the 'Document Sub Type' list will vary.

Using eFiling – eFile New – Add PDF

Add PDF Document
Document must be PDF
Maximum Document Upload Size 5 MB

Document Type *

Doc Sub Type *

Document Title

File * No file chosen

Documents should be titled exactly as they are captioned or reflecting what is being filed as accurately as possible. Please avoid abbreviations

Using eFiling – eFile New – Add PDF

Add PDF Document
Document must be PDF
Maximum Document Upload Size 5 MB

Document Type *

Doc Sub Type *

Document Title

File * No file chosen

The user can now click on the 'Choose File' button to find the .pdf document they would like to eFile.

Using eFiling – eFile New – Add PDF

Add PDF Document

Document must be PDF
Maximum Document Upload Size 5 MB

Document Type *

Motion to Compel, Motion to Continue, Motion to Convert, Hearing Request, Status & Report Recommendation

Doc Sub Type *

Document Title

File * eFile Test.pdf

When the appropriate document is selected, select the 'Attach PDF Document' button. You will then be returned to the eFile Batch Detail screen.

Using eFiling – eFile New – Add Verbiage

E-File Batch Detail

Efile Batch Id: 1625 eFile For Firm User: District Attorney
Created By: training6 Created DateTime: 12-07-2015 09:19:48 AM
Status: Incomplete Alert Date:
Note: Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City		

Document Info

INCOMPLETE MISSING DOCUMENT

[Add PDF Document](#) [Add Proposed Verbiage](#)

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

All proposed orders are to be prepared through eFiling. Remember, proposed orders should not be filed as a .pdf document.

Using eFiling – eFile New – Add Verbiage

Add Document Type Information for Proposed

Document Type * Other Legal (Legal Juvenile) ▼

Proposed orders (use eFiling Template), Undertaking of Bail, Notice of Appearance, Request for Hearing, Request, Miscellaneous correspondence to the court, Signed Authorization to release from a program (e.g. Genesis).

Doc Sub Type * Proposed Order ▼

Document Title Order to Grant Continuance

Save/Cont to Proposed Cancel

The user will select Other Legal as the 'Document Type' and Proposed Order as the 'Document Sub Type'. In the 'Title' field, the user will enter the title of the order they are filing. This title will appear on the order in the caption so please title the document appropriately. Do not use the wording the, 'proposed order' in the title as this information is captured by appropriately selecting the Document Sub Type. Please note, the user will have another opportunity to change the title if necessary before completing the eFiling process.

Using eFiling – eFile New – Add Verbiage

Add eFile Document - Google Chrome

<https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=proposed&efileBatchId=1625&docC>

Add Document Type Information for Proposed

Document Type *

Proposed orders (use eFiling Template), Undertaking of Bail, Notice of Appearance, Request for Hearing, Request, Miscellaneous correspondence to the court, Signed Authorization to release from a program (e.g. Genesis).

Doc Sub Type *

Document Title

Click on the 'Save/Cont to Proposed' button.

Using eFiling – eFile New – Add Verbiage

Proposed Document - Google Chrome
https://juvenile.utcourts.gov/efiling/AddEfileDocument

Filer information for District Attorney

District Attorney
111 E Broadway
Suite 400
Salt Lake City UT 84111

Include Filer Info on Document
[Add Firm Address](#)

Third District Juvenile Court
FOR **SALT LAKE** COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of
Sharpie, San'ford AJ 02-28-2000

Case Descriptor: A Person Under the Age of 18 Years

Title: Order to Grant Continuance
 Amended
Case No. 1004313
Judge / Commissioner

Include Allegations

The filer information will appear as entered in the default settings. However, this field is editable if necessary. Click the 'Include Filer Info on Document' if you would like this information included on the order.

Using eFiling – eFile New – Add Verbiage

Proposed Document - Google Chrome
https://juvenile.utcourts.gov/efiling/AddEfileDocument

Filer Information for District Attorney

District Attorney
111 E Broadway
Suite 400
Salt Lake City UT 84111

Include Filer Info on Document

[Add Firm Address](#)

Third District Juvenile Court
FOR SALT LAKE COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of
Sharpie, San'ford AJ 02-28-2000

Case Descriptor: A Person Under the Age of 18 Years

Title: Order to Grant Continuance

Case No.: 1004313

Judge / Commissioner

Amended

Include Allegations

The 'Title' field will capture what was entered on the previous screen. However, this information can be edited. The name of the county can be changed by clicking on the drop down menu and selecting the appropriate county. The Judge/Commissioner option will default to the judge assigned to the case by the court. If the user would like a different judge to view the proposed order for signature they will need to select a judge from the drop down menu. However, the court has the ability to move the document to the appropriate judge's queue. Also, keep in mind if there is any supporting documentation filed through the 'Add PDF Document' option, that will be automatically routed to the assigned judge's queue as there is no option to select a different judge, therefore separating the documents from one another

Using eFiling – eFile New – Add Verbiage

Proposed Document - Google Chrome
https://juvenile.utcourts.gov/efiling/AddEfileDocument

Filer Information for District Attorney
District Attorney
111 E Broadway
Suite 400
Salt Lake City UT 84111

Include Filer Info on Document
[Add Firm Address](#)

Third District Juvenile Court
FOR SALT LAKE COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of
Sharpie, San'ford A.J. 02-28-2000

Title Order to Grant Continuance
 Amended
Case No. 1004313
Judge / Commissioner

Case Descriptor: A Person Under the Age of 18 Years (selected)
A Person Under the Age of 18 Years
A person 18 years of age or older
A child(ren) under the age of 18 years
State of Utah vs.
Blank
Emancipated Minor under the age of 18
Petitioner vs DCFS

Include Allegations
* Document Content is required

The 'Case Descriptor' field will default to 'A Person Under the Age of 18.' However, depending on the type of case, the user may need to select a different option from the drop-down menu.

Using eFiling – eFile New – Add Verbiage

Proposed Document - Google Chrome
https://juvenile.utcourts.gov/eFiling/ProposedDocument?m=saved&efileBatchId=1625&efileId=0&preview=Y

Filer Information for District Attorney
District Attorney
111 E Broadway
Suite 400
Salt Lake City UT 84111

Include Filer Info on Document
[Add Firm Address](#)

Third District Juvenile Court
FOR **SALT LAKE** COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of
Sharpie, San'ford AJ 02-28-2000
Case Descriptor: A Person Under the Age of 18 Years

Title: Order to Grant Continuance
 Amended
Case No. 1004313
Judge / Commissioner: Andrus, J.

Include Allegations
1004313 - San'ford AJ Sharpie

Beginning December 14th, you can check the 'Include Allegations' box if you would like the specific incident number the order is regarding to be included on the order.

Using eFiling – eFile New – Add Verbiage

Proposed Document - Google Chrome
https://juvenile.utcourts.gov/efiling/ProposedDocument?m=saved&efileBatchId=1625&efileId=0&preview=Y

Filer Information for District Attorney

District Attorney
111 E Broadway
Suite 400
Salt Lake City UT 84111

Include Filer Info on Document
[Add Firm Address](#)

Third District Juvenile Court
FOR **SALT LAKE** COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of
Sharpie, San'ford AJ 02-28-2000

Case Descriptor A Person Under the Age of 18 Years

Title Order to Waive Fees Amended
Case No. 1004313
Judge / Commissioner Andrus, J.

Include Allegations
Document Content is required

[Load Template](#) [Spellcheck](#) [Replace At Tags](#) [Save Only](#) [Save & Preview](#) [Go Back to Batch Detail](#)

The 'Document Content' field is required. The user may use a template, free-type, or copy and paste the desired wording from a word processing program. Please note, there is not the ability to format such as centering, using italics or bolding words.

Using eFiling – eFile New – Add Verbiage

Proposed Document - Google Chrome
https://juvenile.utcourts.gov/eFiling/ProposedDocument?m=saved&efileBatchId=1625&efileId=0&preview=Y

Filer Information for District Attorney

District Attorney
111 E Broadway
Suite 400
Salt Lake City UT 84111

Include Filer Info on Document
[Add Firm Address](#)

Third District Juvenile Court
FOR **SALT LAKE** COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of
Sharpie, San'ford AJ 02-28-2000

Case Descriptor: A Person Under the Age of 18 Years

Title: Order to Waive Fees
 Amended

Case No. 1004313

Judge / Commissioner: Andrus, J.

Include Allegations
** Document Content is required*

[Load Template](#) [Spellcheck](#) [Replace At Tags](#) [Save Only](#) [Save & Preview](#) [Go Back to Batch Detail](#)

Templates can be created for orders that are commonly created by the user. To select a template, click the 'Load Template' button.

Using eFiling – eFile New – Add Verbiage

The screenshot shows the eFiling interface for the Third District Juvenile Court in Salt Lake County, Utah. The main form includes fields for Filer Information, Case Information, and a Case Descriptor. A dialog box titled "Available Proposed Verbiage Templates" is open, displaying a list of templates with radio buttons for selection. The "Replace" button at the bottom of the dialog is highlighted with a red oval.

Available Proposed Verbiage Templates

Description
<input type="radio"/> Dave Test Firm Template 2
<input type="radio"/> Findings of Fact
<input type="radio"/> Minute and Order
<input type="radio"/> Order to Waive Fees

Replace **Add to Beginning** **Add to End** **Insert at Cursor**

Choose the desired template by selecting the radio button on the applicable line. The user can select where they would like the wording to be placed by selecting the 'Replace,' 'Add to Beginning,' 'Add to End,' or 'Insert at Cursor.' Please note you can add additional information to the order, even if you choose to use a template.

Using eFiling – eFile New – Add Verbiage

Proposed Document - Google Chrome
https://juvenile.utcourts.gov/efiling/ProposedDocument?m=saved&efileBatchId=1625&efileId=0&preview=Y

Filer Information for District Attorney
District Attorney
111 E Broadway
Suite 400
Salt Lake City UT 84111

Include Filer Info on Document
[Add Firm Address](#)

Third District Juvenile Court
FOR **SALT LAKE** COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of
Sharpie, San'ford AJ 02-28-2000
Case Descriptor: A Person Under the Age of 18 Years

Title: Order to Waive Fees
 Amended
Case No. 1004313
Judge / Commissioner: Andrus, J.

Include Allegations
** Document Content is required*

Having reviewed the Motion and Affidavit to Waive Fees and supporting financial evidence, and having made an independent determination based on the information,

The Court Orders that:

The motion is denied. The party must pay all fees associated with this case.
 The motion is granted. The following fees are waived in full or in part.

Fee Waived in full:

Filing Fee [Amount of Fee: \$*.**]
 Service Fee [Amount of Fee: \$*.**]
 Future fees for writs [Amount of Fee: \$*.**]

[Load Template](#) [Spellcheck](#) [Replace At Tags](#) [Save Only](#) [Save & Preview](#) [Go Back to Batch Detail](#)

When using a template, you will need to replace the prompts in order for the wording to be accurate. The user should replace the ** prompts with the desired wording. If your template was created with @ tags, Beginning December 14, 2015 the user can click on the 'Replace All Tags' button where a box will appear where the user can fill in the prompts.

Using eFiling – eFile New – Add Verbiage

Proposed Document - Google Chrome
https://juvenile.utcourts.gov/efiling/ProposedDocument?m=saved&efileBatchId=1625&efileId=0&preview=Y

Filer Information for District Attorney

District Attorney
111 E Broadway
Suite 400
Salt Lake City UT 84111

Include Filer Info on Document
[Add Firm Address](#)

Third District Juvenile Court
FOR **SALT LAKE** COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of
Sharpie, Sanford AJ 02-28-2000
Case Descriptor: A Person Under the Age of 18 Years

Title: Order to Waive Fees
 Amended
Case No. 1004313
Judge / Commissioner: Andrus, J.

Include Allegations
** Document Content is required*

Having reviewed the Motion and Affidavit to Waive Fees and supporting financial evidence, and having made an independent determination based on the information.

The Court Orders that:

The motion is denied. The party must pay all fees associated with this case.
 The motion is granted. The following fees are waived in full or in part.

Fee Waived in full:
 Filing Fee [Amount of Fee: \$*]**
 Service Fee [Amount of Fee: \$*]**
 Future fees for writs [Amount of Fee: \$*]**

[Load Template](#) [Spellcheck](#) [Replace At Tags](#) [Save Only](#) [Save & Preview](#) [Go Back to Batch Detail](#)

Once the user is satisfied with the content of their order, whether created by template, free typed, or copy and pasted, they may Spellcheck the order, Save the order (this will require further follow up from the My eFile Batch menu), or click on 'Save and Preview' so the user can see what the proposed order looks like. If satisfied with the document, the user can select the 'Go to Batch Detail' option to proceed with the eFiling process.

Using eFiling – eFile New

eFile Batch Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileBatchDetail?efileBatchId=1625&sid=0.8201059552375227

E-File Batch Detail

Efile Batch Id: 1625 eFile For Firm User: District Attorney

Created By: training6 **Created DateTime: 12-07-2015 09:19:48 AM**

Status: Draft Alert Date:

Note: Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	46	

Document Info

Document ID: 1260

Document Title: Order to Waive Fees

Filed/Created By: training6

Document Sub Type: Proposed Order

Document Type: Other Legal

View Proposed

* By checking the box I have complied with all applicable rules pertaining to service and objections and hereby certify that the proposed order is ready to submit to the court for consideration.

[Save](#) [eFile](#) & Return to My eFiled [Go Back to Batch Lookup](#) [Delete](#)

Now that a proposed order has been created, the eFile Batch Detail screen has some new options. The user can change the title, view the proposed order, or return to the previous screen in order to edit the content of the proposed order by clicking on the 'Edit' icon. If the user is filing a document on behalf of an attorney, such as a paralegal, it is important to remember to change the 'eFile for Firm User' to the name of the filer.

Otherwise, it appears as if the paralegal is the filer.

Using eFiling – eFile New

E-File Batch Detail

Efile Batch Id: 1625 eFile For Firm User: District Attorney
Created By: training6 Created DateTime: 12-07-2015 09:19:48 AM
Status: Draft Alert Date:
Note: Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	46	

Document Info

Document ID: 1260 Document Sub Type: Proposed Order
Document Title: Order to Waive Fees Document Type: Other Legal
Created By: training6 [View Proposed](#)

By checking the box I have complied with all applicable rules pertaining to service and objections and hereby certify that the proposed order is ready to submit to the court for consideration.

[Save](#) [eFile](#) & Return to My eFiled [Go Back to Batch Lookup](#) [Delete](#)

If the user is satisfied with the proposed order they can complete the eFiling process. The user will need to click the box indicating the order has been properly held according to judicial rule. The user can delete the eFile, Save (access through ***), or Go to Batch Lookup.

Using eFiling – eFile New

The page at juvenile.utcourts.gov says:

WARNING:
* Are you sure you want to eFile the document to the Court?

Prevent this page from creating additional dialogs.

OK Cancel

Document ID: 1260
Document Title: Order to Waive Fees
Filed/Created By: training6

Document Sub Type: Proposed Order
Document Type: Other Legal
View Proposed

* By checking the box I have complied with all applicable rules pertaining to service of process. I certify that the proposed order is ready to submit to the court for consideration.

Save eFile & Return to My eFiled & Return to My eFile Batch & Return to My eFiled Go Back to Batch Lookup Delete

If the user is satisfied with the proposed order they can complete the eFiling process. The user will select the option to Return to My eFiled or Return to My eFile Batch from the drop down menu. Once the selection is made, click on the 'eFile' button. A 'WARNING' box will appear letting the user know the document is to be eFiled. Click OK if you would like to eFile

Using eFiling – eFile New

E-File Batch Detail

Efile Batch Id: 1625 eFile For Firm User: District Attorney
Created By: training6 Created DateTime: 12-07-2015 09:19:48 AM
Status: Draft Alert Date:
Note: Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	46	

Document Info

Document ID: 1260 Document Sub Type: Proposed Order
Document Title: Order to Waive Fees Document Type: Other Legal
Filed/Created By: training6 [View Proposed](#)

* By checking the box I have complied with all applicable rules pertaining to service and objections and hereby certify that the proposed order is ready to submit to the court for consideration.

[Save](#) [eFile](#) & Return to My eFiled [Go Back to Batch Lookup](#) [Delete](#)

Finally, if the user can choose to delete the eFile by clicking on the 'Delete' button, save the eFile to finish at a later time by clicking the 'Save' button (access through My eFile Batch), or Go Back to Batch Lookup.



Utah State Courts

**For additional assistance with eFiling,
please refer to the website or contact your
local CARE specialist.**

<http://www.utcourts.gov/efiling/juvenile/>