



# Utah State Courts

## **Juvenile Court eFiling for Defense Counsel**

# **HOW TO FILE AN APPEARANCE OF COUNSEL AND WITHDRAW FROM A CASE**

**Access to juvenile cases begins  
with the filing of an Appearance of  
Counsel and ends with the filing of  
a Withdrawal**

https://juvenile.utcourts.gov/site/CARE.jsp

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout

**Defense Atty OTPUser**

Welcome to C.A.R.E.

DB Development

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

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

**Last program deployment Sunday, August 30th, 2015.**

Case # No Current Case - -

javascript: void doMyCases()

Log into CARE and select My Cases.

**Find** **Cancel** **eFile Notice of Appearance**

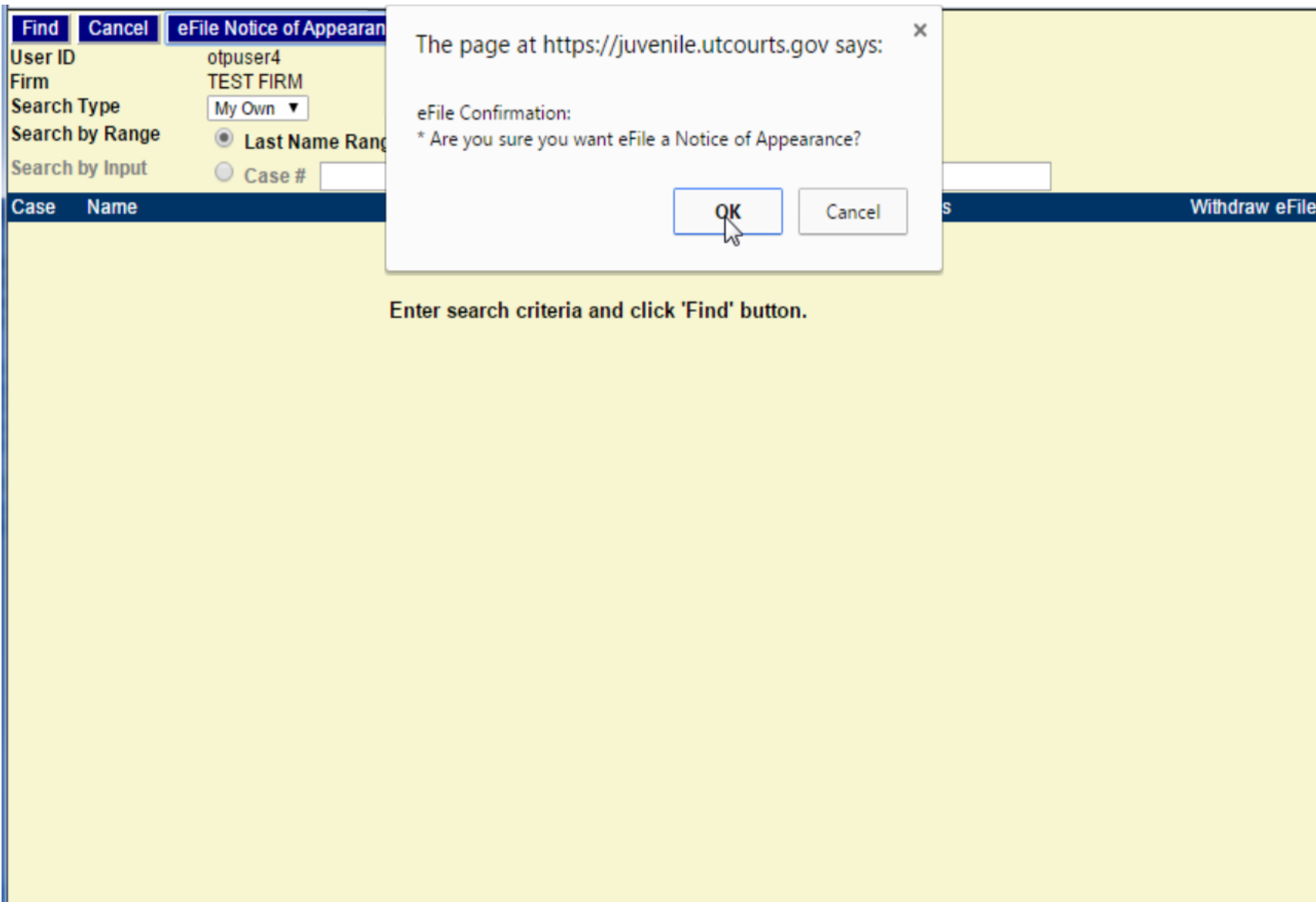
User ID: user4      User Agency:      Firm:      Bar #:

Select eFile Notice of Appearance

Search Type:      Search by Range:      Search by Input:      Case #:      (Name) First:      Last:       Show Next Hearing

Case	Name	DOB	Gender	District Office	Relationships	Withdraw eFile
Enter search criteria and click 'Find' button.						

When this screen appears, select the eFile Notice of Appearance.



When the warning box appears select OK.

Find Cancel

User ID: otpuser4  
Firm: TEST FIRM  
User Agency: Bar #  
My Own

Case # [ ]  
(Name) First: [ ] Last: [ ]

Date of Birth Range  
Start (MM-DD-YYYY) [ ] End (MM-DD-YYYY) [ ]

Search New Case  
 Case # 1004313

Case	Name	DOB	Gender	District Office	Address Info	Add
------	------	-----	--------	-----------------	--------------	-----

Enter search criteria and click 'Find' button.

You must enter a case number in order to eFile an Appearance of Counsel.

Find Cancel

User ID: otpuser4      User Agency:      Firm:      Bar #:

Firm: TEST FIRM

Search Type: My Own ▾

Search My Cases


Case # [ ]      Date of Birth Range Start (MM-DD-YYYY) [ ]      End (MM-DD-YYYY) [ ]  
 (Name) First: [ ]      Last: [ ]

Search New Case

Case # 1004313

Case	Name	DOB	Gender	District Office	Address Info	Add
1004313	Sh, Sa AJ	02-28-2000	M	West Jordan	SANDY UT 84091	+

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A limited amount of information will be returned as you have not yet been added to the case.

Verify the information to make sure it is the correct person and select the Add button.

eFile Batch Detail

### E-File Batch Detail

**Efile Batch Id** 23884  
**Created By** tfirmaccess  
**Status** Draft  
**Note** Creating Notice of Appearance Batch record from

**Efile For Firm User** test firmaccess  
**Created Date Time** 10-27-2015 10:31:08 AM  
**Alert Date**

### Case Info

[Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	775582	Charlie T. Brown	Salt Lake City		

### Document Info

**Document ID** 21944  
**Document Title** Notice of Appearance  
**Document Sub Type** Notice of Appearance  
**Document Type** Other Legal  
**Add PDF Document**

**INCOMPLETE DOCUMENT**

\*\*Firm/Case Attorney Required  Firm Access

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

Before you eFile the document make sure you are eFiling under the correct user. If you are a paralegal filing under the attorney's name you will change the user name to the attorney filing the document.



## E-File Batch Detail

Efile Batch Id 554 Efile For Firm User Defense Atty OTPUser ▼  
Created By otpuser4 Created DateTime 08-25-2015 03:40:03 PM  
Status Draft Alert Date  
Note Creating Notice of Appearance Batch record from

## Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	West Jordan		

## Document Info

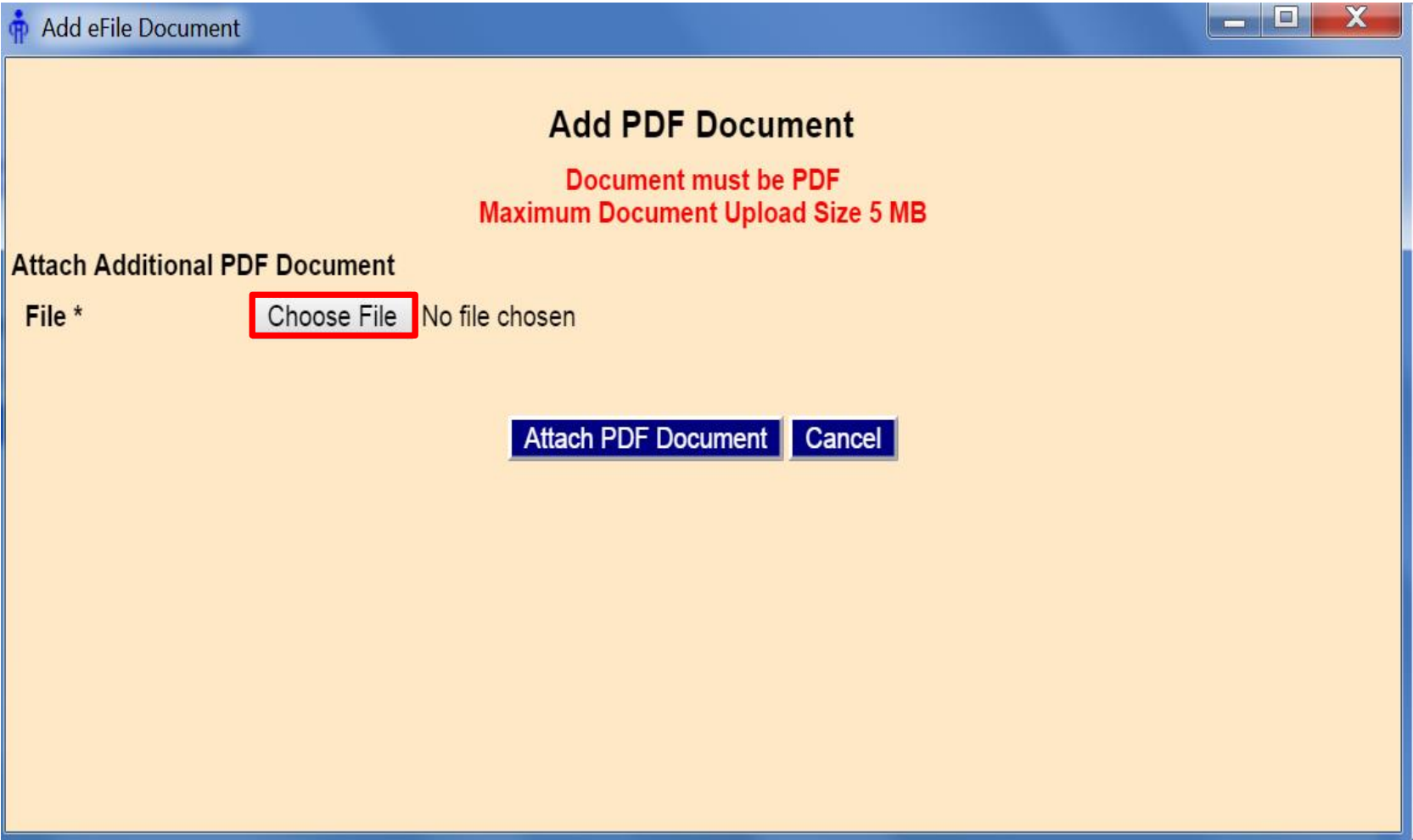
Document ID 382 Document Sub Type Notice of Appearance  
Document Title  Document Type Other Legal  
**INCOMPLETE DOCUMENT**  
**Add PDF Document**  
\*\*Firm/Case Attorney Required  Firm Access

Save

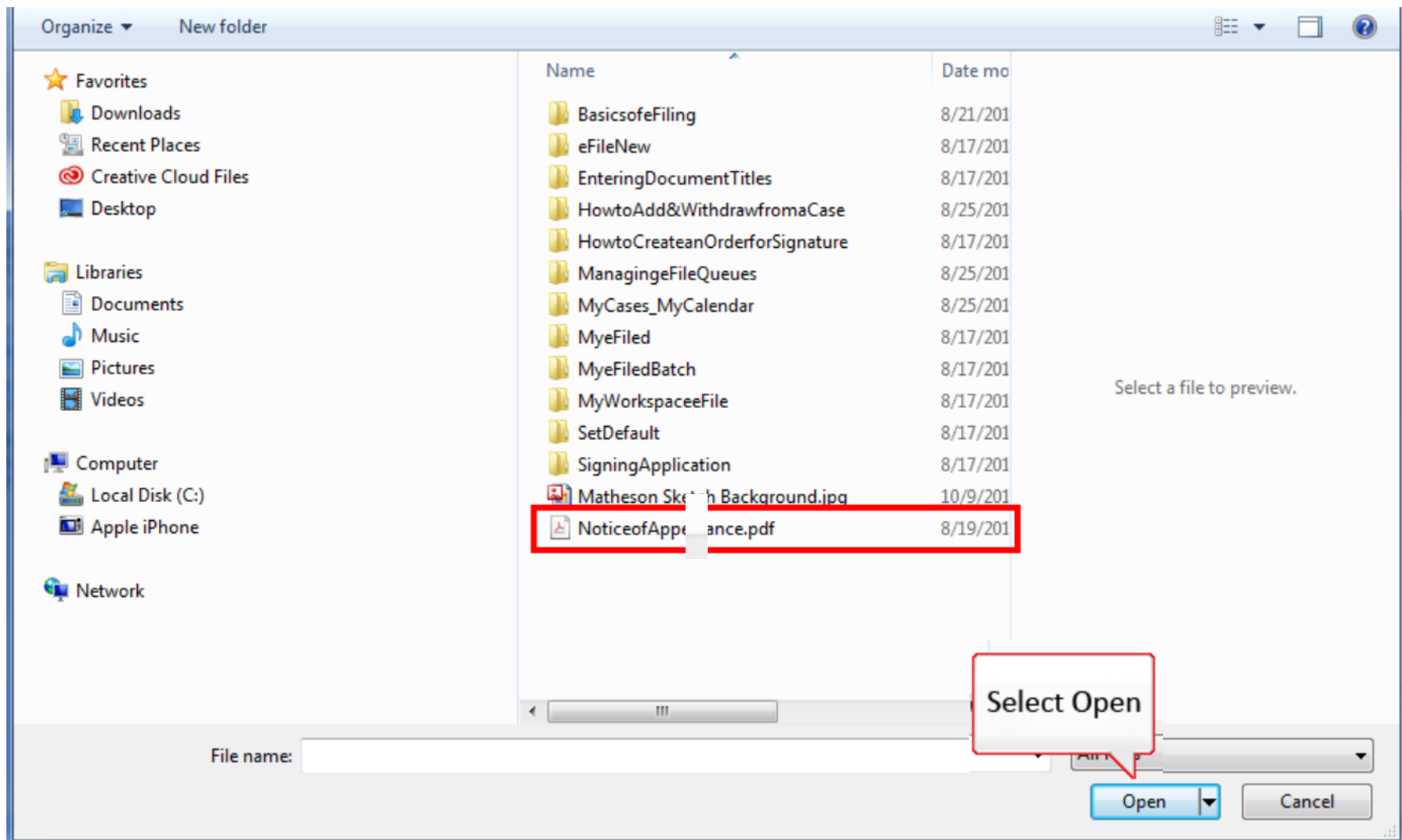
Go Back to Batch Lookup

Delete

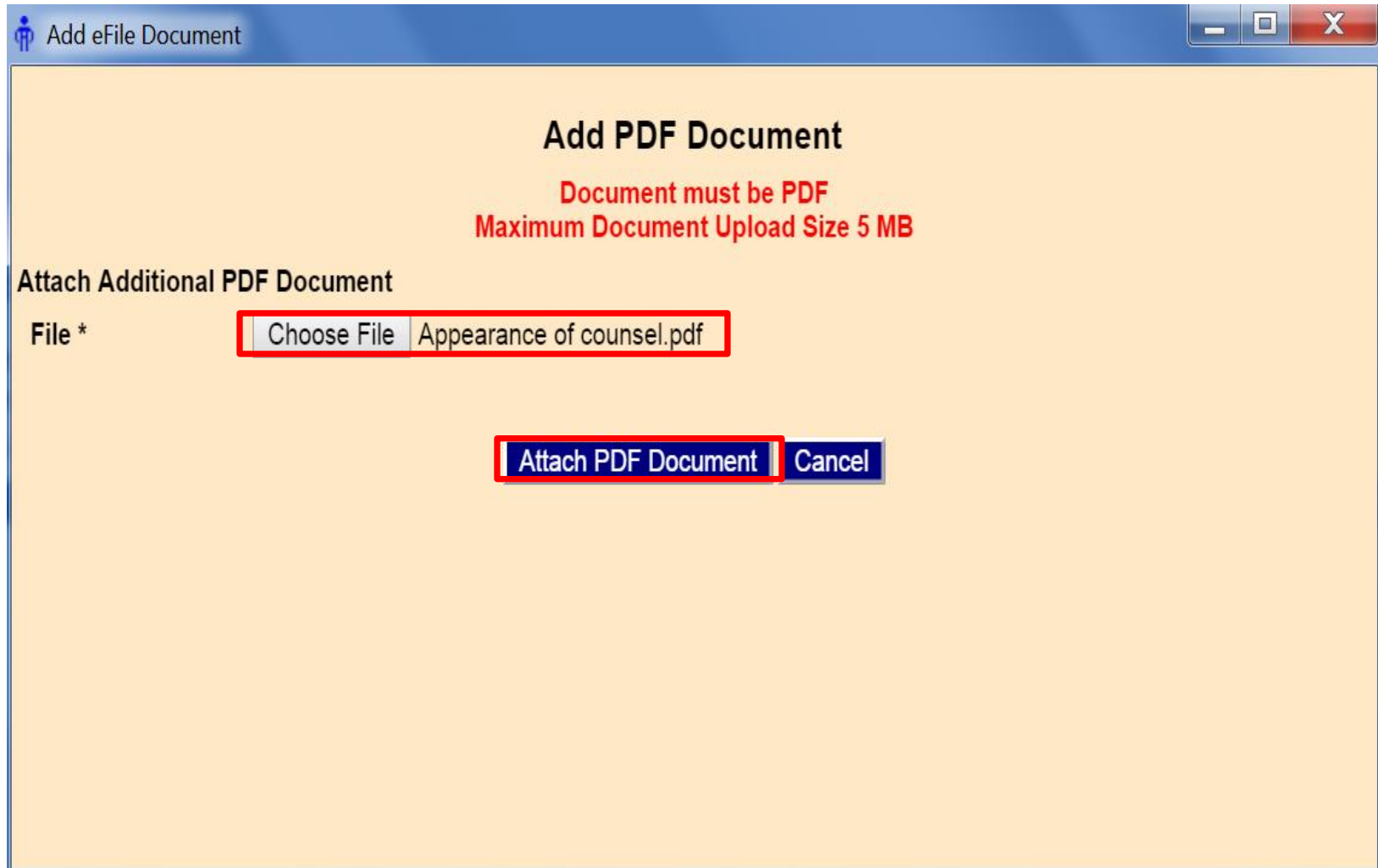
Select Add PDF Document.



Choose the PDF document to file.



Locate your document from your saved location and select Open.



The name of the selected PDF document will show next to the Choose File button.  
Next select Attach PDF Document.

**E-File Batch Detail**

Efile Batch Id 23863 Efile For Firm User test firmaccess  
 Created By tfirmaccess Created DateTime 10-27-2015 10:19:17 AM  
 Status Draft Alert Date  
 Note Creating Notice of Appearance Batch record from

**Case Info** [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	775582	Charlie T. Brown	Salt Lake City		

**Document Info**

Document ID 21925 Document Sub Type Notice of Appearance  
 Document Title Notice of Appearance Document Type Other Legal  
 Filed/Created By tfirmaccess [View PDF](#)

\*\*Firm/Case Attorney Required  Firm Access [Select eFile](#)

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

From this screen you can view the PDF, remove the PDF, attach additional documents, add another case or change the document title or eFile User. Select Save to save any changes. If you are not ready to eFile the document just yet, select Go Back to Batch Lookup. This will save your progress which you can access later through My eFile Batch. If you are ready to eFile the document Select eFile.

**E-File Batch Detail**

Efile Batch Id	554	Efile For Firm Us
Created By	otpuser4	Created DateTim
Status	Draft	Alert Date
Note	Creating Notice of Appearance Batch record	

**Case Info** [Add Case](#)

Edit	Case #	Case Name	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	West Jordan 46	

**Document Info**

Document ID	382	Document Sub Type	Notice of Appearance
Document Title	<input type="text" value="Notice of Appearance"/>	Document Type	Other Legal
Filed/Created By	otpuser4	<a href="#">View PDF</a>	

\*\* Firm/Case Attorney Required  Firm Access

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

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

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

[OK](#) [Cancel](#)

A warning will return asking if you are sure you want to eFile the document. Select OK.

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout

**CARE**

Welcome  
Defense Atty  
OTPUser  
Logout

Set Defaults  
My Cases  
My Calendar  
**My eFiled**  
My eFiled Match

**UPDATES**  
Releases  
Email HelpDesk

## Defense Atty OTPUser

### 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, August 30th, 2015.**

Case # No Current Case - -

javascript: void doMyEfiling()

To see your eFiled document, return to the CARE home page and select My eFiled.

Clicking on the CARE icon or on the Home button will return to the home page.

**Find** **Close** **My eFiled**

Status  Case #

My eFiling 
  Firm eFiling 
  Filed Last(10 Day) 
  Open/Recent Updates Last(3 Days)

for Firm User:

Filed Date Range

Start

End

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
Counsel Queue	Notice of Appearance Notice of Appearance	08-25-2015 otpuser4		View	New Filing		1004313 46	
Counsel Queue	Notice of Appearance Notice of Appearance	08-19-2015 otpuser4			Approved	08-19-2015 03:14:45 PM otpuser	775582	Firm Access (Approved). 08-19-2015 03:14 PM - otpuser

The Notice of Appearance will now show as a new filing.



Find Close My eFiled

Status  ▼



My eFiled

Select Close

Case #  →

Filed Last(10 Day)  Open/Recent Updates Last(3 Days)

Filed Date Range

Start   

End   

for Firm User:

Defense Atty OTPUser ▼

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
Counsel Queue	Notice of Appearance Notice of Appearance	08-25-2015 otpuser4		View	New Filing		1004313 46	
Counsel Queue	Notice of Appearance Notice of Appearance	08-19-2015 otpuser4			Approved	08-19-2015 03:14:45 PM otpuser	775582	Firm Access (Approved). 08- 19-2015 03:14 PM - otpuser

Select Close to exit this screen.

Once the Appearance of Counsel is filed and accepted by the court you will have access to the case.

## Withdrawal of Counsel

What process needs to take place?

- Formally file the Withdrawal per Rule URJP Rule 53
- Important so cases no longer display, as active case through your My Cases application
- Once case is complete, file a Motion, Certificate of Service and Order to Withdraw



**Find** **Cancel** **eFile Notice of Appearance**

User ID: otpuser4      User Agency: Firm  
 Firm: TEST FIRM      Bar #:  
 Search Type: My Own ▾  
 Search by Range:  Last Name Range    Begins: A ▾    Ends: Z ▾     Show Next Hearing  
 Search by Input:  Case #    (Name) First:    Last:

Case	Name	DOB	Gender	District Office	Relationships	Withdraw & File
775582	Brown, Charlie T.	10-20-2010	M	Salt Lake City	Display <b>PROTECTED</b>	
1004313	Sharpie, Sanford AJ	02-28-2000	M	Salt Lake City	Display	

When your case has come to a conclusion it is important that you file a Withdrawal. Using the My Cases option find your case and select Withdraw .

Find Cancel eFile Notice of Appearance

User ID otpuser4  
Firm TEST FIRM  
Search Type My Own ▾  
Search by Range  Last Name Range  
Search by Input  Case #

Case	Name
775582	Brown, Charlie T.
1004313	Sharpie, Sanford AJ

Withdraw eFile  
PROTECTED

**Case eFile**  
Motion to Withdraw

The page at <https://juvenile.utcourts.gov> says:  
eFile Confirmation:  
\* Are you sure you want eFile a Motion to Withdraw on Brown, Charlie T. (775582)?

OK Cancel

<https://juvenile.utcourts.gov/demographics/MyCases#>

A warning will return asking if you are sure you want to eFile a Motion to Withdraw.

## E-File Batch Detail

Efile Batch Id 556 Efile For Firm User Defense Atty OTPUser ▼  
Created By otpuser4 Created DateTime 08-25-2015 04:20:25 PM  
Status Draft Alert Date  
Note Creating Motion to Withdraw Batch record from MyCases

## Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	775582	Charlie T. Brown	Salt Lake City	236	

## Document Info

Document ID 384 Document Sub Type Motion to Withdraw  
Document Title  Document Type Motion

**INCOMPLETE DOCUMENT**

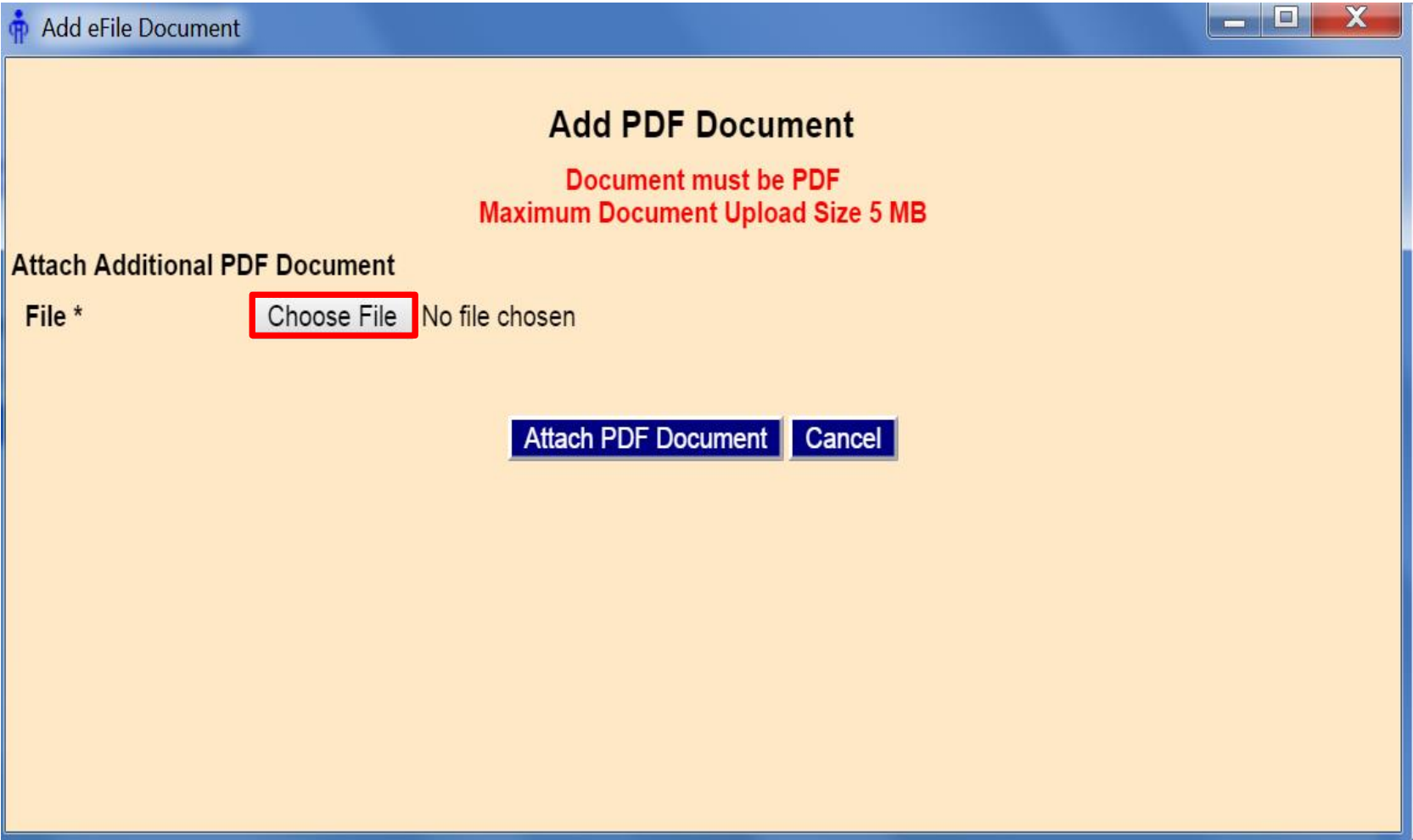
**Add PDF Document**

I hereby certify that under this title used for withdrawal.

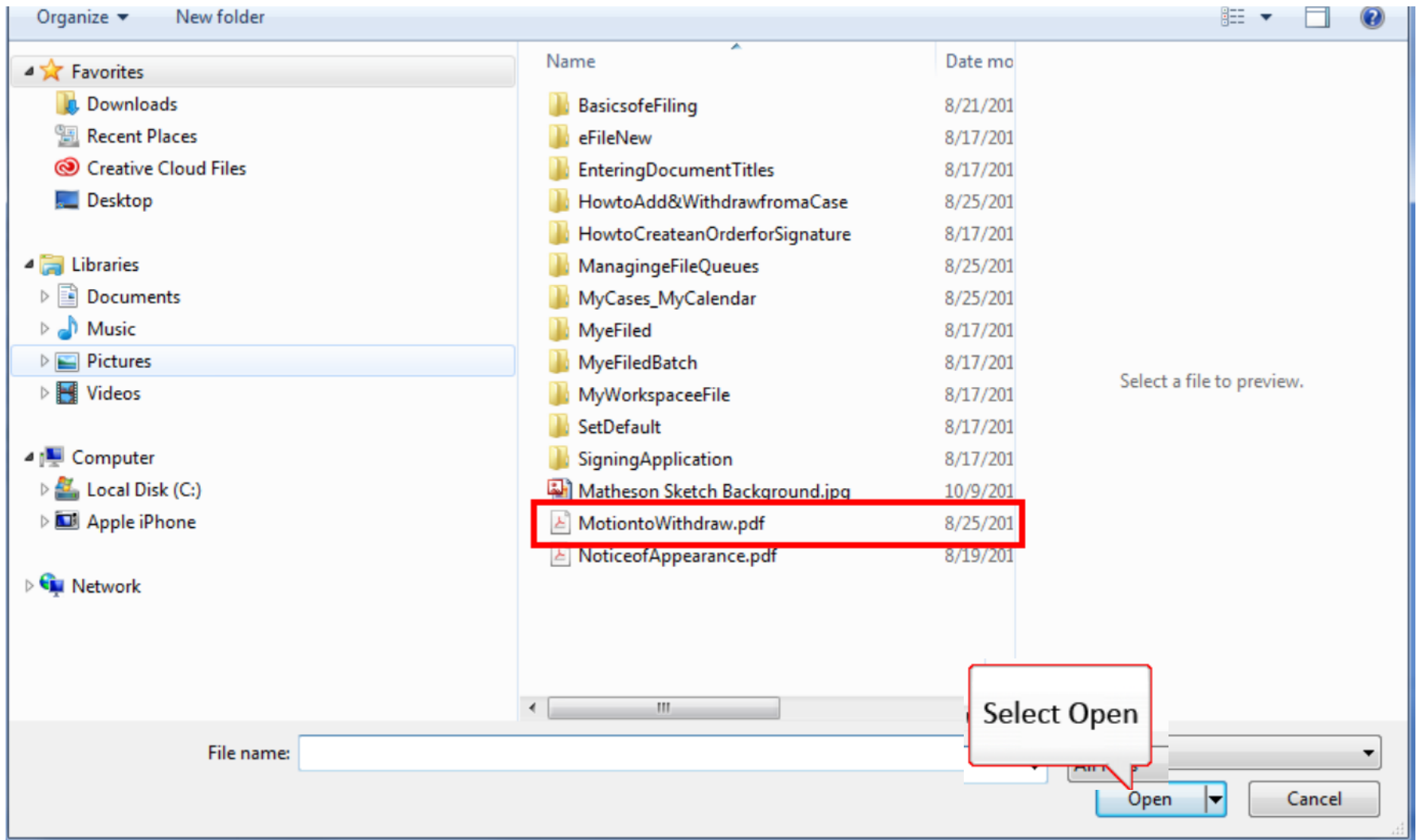
\*\*Firm/Case Attorney Required  Firm Access

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

Select Add PDF.

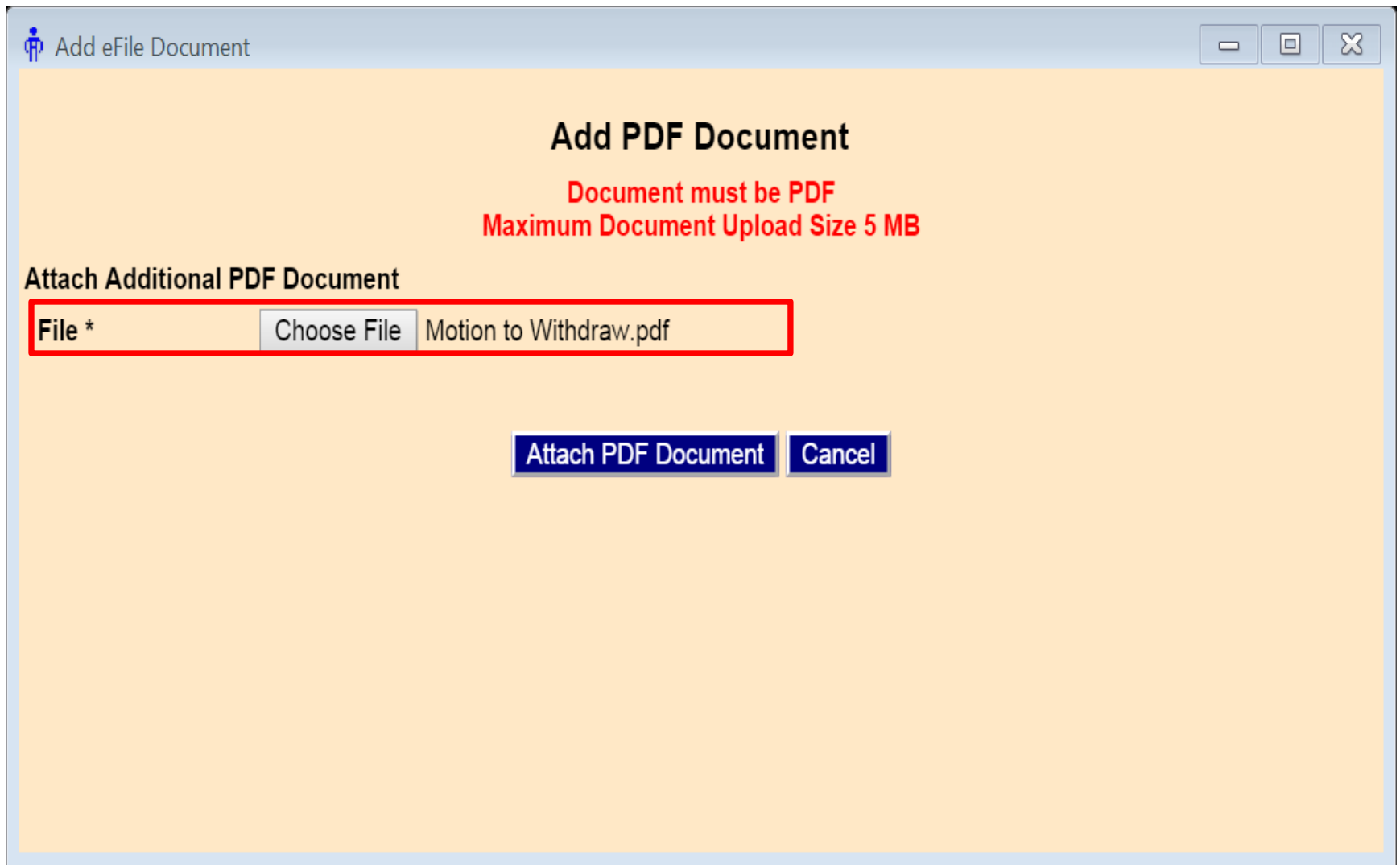


Choose the PDF document to file.



Locate your document from your saved location.  
Select open.





The name of the selected PDF document will show next to the Choose File button.  
Next select Attach PDF Document.

### E-File Batch Detail

Efile Batch Id 556 **Efile For Firm User** Defense Atty OTPUser ▾

Created By otpuser4 Created Date Time 08-25-2015 04:20:25 PM

Status Draft Alert Date

Note Creating Motion to Withdraw Batch record from MyCases

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### Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	775582	Charlie T. Brown	Salt Lake City	236	

---

### Document Info

Document ID 384 Document Sub Type Motion to Withdraw

Document Title  Document Type Motion

Filed/Created By otpuser4 **View PDF**

Document ID (384) that under the file name for withdrawal

\*\* Firm/Case Attorney Required  Firm Access

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

On this screen make sure your eFiler information is correct and view your PDF. If you change any data select Save. If you are not ready to eFile the document just yet select Go Back to Batch Lookup.

This will save your progress which you can access later through My eFile Batch. If you are ready to eFile the document select eFile.

### E-File Batch Detail

Efile Batch Id	556	Efile For Firm Us
Created By	otpuser4	Created DateTim
Status	Draft	Alert Date
Note	Saving eFile batch information for firm access	

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

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

OK Cancel

### Case Info [Add Case](#)

Edit	Case #	Case Name		Incident(s)	Remove
	775582	Charlie T. Brown	Salt Lake City	236	

### Document Info

Document ID	384	Document Sub Type	Motion to Withdraw
Document Title	<input type="text" value="Motion to Withdraw"/>	Document Type	Motion
Filed/Created By	otpuser4	<a href="#">View PDF</a>	

**\*\* Firm/Case Attorney Required  Firm Access**

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

Select OK to confirm the warning.

**Find** **Cancel** **eFile Notice of Appearance**

User ID: otpuser4      User Agency:      Firm:      User Agency Bar #:      Firm:      Firm:

Firm: TEST FIRM

Search Type: My Own ▾

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

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

Case	Name	DOB	Gender	District Office	Relationships	Withdraw	eFile
775582	Brown, Charlie T.	10-20-2010	M	Salt Lake City	Display <b>PROTECTED</b>		
1004313	Sharpie, Sanford AJ	02-28-2000	M	Salt Lake City	Display		


To file additional documents on the same case, select the gray folder and repeat the process as previously outlined.

**HOW TO EFILE  
DOCUMENTS ON  
ASSIGNED CASES**

C.A.R.E. - Main Application x

https://juvenile.utcourts.gov/site/CARE.jsp

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout



Welcome  
Defense Atty  
OTPUser  
Logout

**Set Defaults**  
My Cases  
My Calendar  
My eFiled  
My eFile Batch

**UPDATES**  
Releases  
Email HelpDesk

## Defense Atty OTPUser

### 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, September 13th, 2015.**


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Case # No Current Case - -

Once you have received case access, the CARE system has multiple applications for eFiling.

← → ↻ <https://juvenile.utcourts.gov/site/CARE.jsp> ☆ ☰

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout

  
CARE

Welcome  
Defense Atty  
OTPUser  
Logout

Get Defaults  
**My Cases**  
My Calendar  
My eFiled  
My eFile Batch

**UPDATES**  
Releases  
Email HelpDesk

## Defense Atty OTPUser

### 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, September 13th, 2015.**

Case # No Current Case - -

For this portion of the training select My Cases.  
You could also use the My Calendar as will be demonstrated in the next section.

**Find** **Cancel** **eFile Notice of Appearance**





User ID: otpuser4      User Agency:      Firm:      User Agency Bar #:      Firm:      Firm:

Firm: TEST FIRM

Search Type: My Own ▾

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

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

Case	Name	DOB	Gender	District Office	Relationships	Withdraw eFile
1004313	Sharpie, Sanford AJ	02-28-2000	M	Salt Lake City	Display	 
500005	Unko-johnson, Chisai KA Jr	11-23-1996	M	Salt Lake City	Display	 

eFile Button

After conducting a search for your assigned cases (using the A to Z option is probably the quickest way), select the eFile button.



eFile Batch Detail - Google Chrome

<https://juvenile.utcourts.gov/efiling/EfileCaseSearchAdd?searchAdd=add&areaNote=MyCases&efileBatchId=0&caseNumber=1004313>

### E-File Batch Detail

**Efile Batch Id** 1529      **eFile For Firm User** Defense Attorney ▼

**Created By** training9      **Created DateTime** 10-30-2015 08:42:47 AM

**Status** Incomplete      **Alert Date**

**Note** Creating efile Batch record from MyCases

#### Case Info [Add Case](#)

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

#### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

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

The eFile Batch Detail screen will open.

### E-File Batch Detail

Efile Batch Id 1033 Efile For Firm User Defense Atty OTPUser ▼  
Created By otpuser4 Created DateTime 09-04-2015 03:02:53 PM  
Status Incomplete Alert Date  
Note Creating efile Batch record from MyCases

### Case Info [Add Case](#)

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

### Document Info

Select Add PDF

**INCOMPLETE MISSING DOCUMENT**

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

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

https://juvenile.utcourts.gov/site/CARE.jsp

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout

**CARE**

Welcome  
Defense Atty  
OTPUser  
Logout

Set Defaults  
My Cases  
My Calendar  
My eFiled  
My eFile Batch

**UPDATES**  
Releases  
Email HelpDesk

Case # N

**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 Add PDF Document page will appear.  
You will need to enter the Document Type, the Document Sub Type  
and the Document Title.

Add eFile Document - Google Chrome

<https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=importDoc&efileBatchId=1499&docCatl>

### Add PDF Document

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

**Document Type \***

**Doc Sub Type \***

**Document Title**

**File \***

- Affidavits (Legal Juvenile)
- Appeals (Legal Juvenile)
- Community Service Documentation (Social Juvenile)
- Court Reports (Social Juvenile)
- Driver's License (Legal Juvenile)
- Motion (Legal Juvenile)
- Other Legal (Legal Juvenile)
- Other Social Record (Social Juvenile)
- Petition (Legal Juvenile)
- School Report (Social Juvenile)
- Service (Legal Juvenile)

Select the drop down arrow and select your PDF type.

The screenshot displays a web browser window with the URL <https://juvenile.utcourts.gov/site/CARE.jsp>. The browser's address bar shows the URL, and the page title is "Add eFile Document - Google Chrome". The page content includes a navigation menu at the top with links: Home, FindCase, Case, Party, Incident, Petition, Calendar, Upload, Profile, Help, Logout. On the left side, there is a sidebar with the CARE logo, a user greeting "Welcome Defense Atty OTPUser Logout", and links for "Set Defaults", "My Cases", "My Calendar", "My eFiled", and "My eFile Batch". Below the sidebar, there is an "UPDATES" section with links for "Releases" and "Email HelpDesk". The main content area is titled "Add PDF Document" and contains the following text: "Document must be PDF" and "Maximum Document Upload Size 5 MB". The form fields are: "Document Type \*" with a dropdown menu set to "Motion (Legal Juvenile)"; "Doc Sub Type \*" with a dropdown menu open showing options: "Motion to Compel", "Motion", "Motion to Withdraw", "Request/Notice to Submit", "Request/Notice for Hearing", and "Motion - Ex Parte"; "Document Title" with an empty text input field; and "File \*" with an empty file upload area. At the bottom of the form, there are two buttons: "Attach PDF Document" and "Cancel".

Next select the document sub type from the drop down list.



Welcome  
Defense Atty  
OTPUser  
Logout

Set Defaults  
My Cases  
My Calendar  
My eFiled  
My eFile Batch

UPDATES  
Releases  
Email HelpDesk

**Add eFile Document - Google Chrome**

https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=importDoc&efileBatchId=880&docCatId=...

### 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 \*  MotiontoCon...toFine.pdf

Case # N

Add a Document Title.



CARE

Welcome  
Defense Atty  
OTPUser  
Logout

Set Defaults  
My Cases  
My Calendar  
My eFiled  
My eFile Batch

UPDATES  
Releases  
Email HelpDesk

Case # N

Add eFile Document - Google Chrome

https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=importDoc&efileBatchId=880&docCatId

### 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 \*  MotiontoCon...toFine.pdf


Select Attach PDF Document

Efile Batch Id 1033 Efile For Firm User Defense Atty OTPUser  
Created By otpuser4 Created DateTime 09-04-2015 03:02:53 PM  
Status Incomplete Alert Date  
Note Creating efile Batch record from MyCases

### Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	<b>INCIDENT(S) REQUIRED</b> Click  on left.	

### Document Info

Document ID 663 Document Sub Type Motion  
Document Title  Document Type Motion  
Filed/Created By otpuser View PDF 

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

Because you are filing through My Cases rather than My Calendar the incident associated to the document needs to be added.  
Select the Edit button to add the incident.



Efile Case/Incident Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileCaseIncidentDetail?efileCaseId=1153&sid=0.1293411049991846

### Case Information

Case Name (Case #): Sanford AJ Sharpie (1004313)

#### Available Incidents

Inc #	Description	Intake Decision	Type
<input checked="" type="checkbox"/>	46 THEFT \$1500 TO <\$5000	Citation	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
<input type="checkbox"/>	38 VOLUNTARY RELINQUISHMENT	OSC	Child Welfare
<input type="checkbox"/>	37 CUSTODY DISPUTE ONLY	PET	Child Welfare

#### Assigned Incidents

Inc #	Description	Intake Decision	Type

Add Incident(s)
Go to Detail
Close

Select the Appropriate incident.

Efile Case/Incident Detail - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileCaseIncidentDetail?efileCaseId=1153&sid=0.1293411049991846

### Case Information

Case Name (Case #): Sanford AJ Sharpie (1004313)

Available Incidents					Assigned Incidents			
Inc #	Description	Intake Decision	Type		Inc #	Description	Intake Decision	Type
<input checked="" type="checkbox"/>	46	THEFT \$1500 TO <\$5000	Citation	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				
<input type="checkbox"/>	38	VOLUNTARY RELINQUISHMENT	OSC	Child Welfare				
<input type="checkbox"/>	37	CUSTODY DISPUTE ONLY	PET	Child Welfare				

Select Add Incidents

Select add incidents.

Efile Case/Incident Detail - Google Chrome

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

### Case Information

Case Name (Case #): Sanford AJ Sharpie (1004313)

Available Incidents					Assigned Incidents			
Inc #	Description	Intake Decision	Type		Inc #	Description	Intake Decision	Type
<input type="checkbox"/>	45	CHILD WELFARE PROCEEDING	PET	Child Welfare	46	THEFT \$1500 TO <\$5000 Citation	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				
<input type="checkbox"/>	37	CUSTODY DISPUTE ONLY	PET	Child Welfare				
<input type="checkbox"/>	36	SPEEDING 15 MPH OVER	PET	Delinquency				

The incident will now show as assigned in the right hand column. You can now go back to your batch detail to complete your eFiling. Select Go to Detail. You can also add incidents by selecting the Add Incident(s) button.

## E-File Batch Detail

Efile Batch Id 1033  
Created By otpuser4  
Status Incomplete  
Note Creating efile Batch record from MyCases

**Efile For Firm User** Defense Atty OTPUser  
Created DateTime 09-04-2015 03:02:53 PM  
Alert Date

### Case Info [Add Case](#)

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

### Document Info

Document ID 883  
**Document Title** Motion to Convert Hours to Fine  
Filed/Created By otpuser

Document Sub Type Motion  
Document Type Motion

[View PDF](#)

Save

eFile

[Go Back to Batch Lookup](#)

Delete

On the E-File Batch Detail screen you can change the eFile user. You can add a case or remove a case. You can alter the document title. You can view the PDF document and remove it and select a different PDF. You can upload multiple documents if the document is larger than the 5 mega bite file size.

You can also select Go Back to Batch Lookup to save this filing and finish it later.

eFile Batch - Google Chrome

https://juvenile.utcourts.gov/efiling/MyFileBatchLookup?sid=0.24682888109236956

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

eFile Batch ID  Status  Case #

My eFiling  Firm eFiling for Firm User:

eFile Batch ID	Doc. SubType Title	View Doc	Hold Date	Status	Creation Date Time	Case # Incident(s) #	Notes
278	Judicial Order Transport Order	<a href="#">View</a>	Click to Add	Draft	07-22-2015 02:17:43 PM otpuser	775582 236	Saving eFile batch information for title, efileUserld. C 21-2015...
423	Judicial Order Transport Order	<a href="#">View</a>	Click to Add	Draft	08-17-2015 02:11:44 PM otpuser	1004313 33	Saving eFile batch information for title, efileUserld. C 21-2015...
489		Missing Document	Click to Add	Incomplete	08-21-2015 11:13:56 AM otpuser	1004313	Creating efile Batch record from MyCases
490		Missing Document	Click to Add	Incomplete	08-21-2015 11:14:45 AM otpuser	775582 234	Creating efile Batch record from Case Hearing Information
491		Missing Document	Click to Add	Incomplete	08-21-2015 01:48:42 PM otpuser	1004313 46	Creating efile Batch record from Existing Case(s)/In
498		Missing Document	Click to Add	Incomplete	08-21-2015 01:54:43 PM otpuser	1004313 46	Creating efile Batch record from Existing Case(s)/In
512	Motion Motion to Continue Hearing	<a href="#">View</a>	Click to Add	Draft	08-24-2015 09:21:38 AM otpuser	1004313 46	Saving eFile batch information for title, efileUserld. C 24-2015...
605		Missing Document	Click to Add	Incomplete	08-27-2015 10:47:52 AM otpuser	1004313 46	Creating efile Batch record from Existing Case(s)/In
872		Missing Document	Click to Add	Incomplete	08-30-2015 08:24:55 PM otpuser	775582 234	Creating efile Batch record from Hearing Informatio
880	Motion Motion to Convert Hours to Fine	<a href="#">View</a>	Click to Add	Draft	08-30-2015 08:55:54 PM otpuser	1004313 46	Creating efile Batch record from New

**Edit Button**

When you select Batch Lookup you will see that your document has been saved in draft status. You can select EDIT to finalize the document when you are ready.

## E-File Batch Detail

Efile Batch Id 1033 Efile For Firm User

Created By otpuser4 Created DateTime 09-04-2015 03:02:53 PM

Status Incomplete Alert Date

Note Creating efile Batch record from MyCases

## Case Info [Add Case](#)

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

## Document Info

Document ID 663 Document Sub Type Motion

Document Title  Document Type Motion

Filed/Created By otpuser View PDF

Save

**eFile**

Go Back to Batch Lookup

Delete

When your document is ready, return to the Batch Detail screen and select eFile.

### E-File Batch Detail

Efile Batch Id 1030 Efile For Firm Us  
Created By otpuser2 Created DateTim  
Status Incomplete Alert Date  
Note Creating efile Batch record from New

The page at https://juvenile.utcourts.gov says: ✕

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

OK Cancel

### Case Info [Add Case](#)

Edit	Case #	Case Name			Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	46	

### Document Info

Document ID 663  
Document Title   
Filed/Created By otpuser...  
Document Sub Type Motion  
Document Type Motion  
View PDF

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

When the warning box appears select OK.

eFile Batch ID

Status

Case #

My eFiling  Firm eFiling for Firm User:

eFile Batch ID	Doc. SubType Title	View Doc	Hold Date	Status	Creation Date Time Userid	Case # Incident(s) #	Notes
 278	Judicial Order Transport Order	View	Click to Add	Draft	07-22-2015 02:17:43 PM otpuser	775582 236	Saving eFile batch information for title, efileUserId. 0 21-2015...
 423	Judicial Order Transport Order	View	Click to Add	Draft	08-17-2015 02:11:44 PM otpuser	1004313 33	Saving eFile batch information for title, efileUserId. 0 21-2015...
 489		Missing Document	Click to Add	Incomplete	08-21-2015 11:13:56 AM otpuser	1004313	Creating efile Batch record from MyCases
 490		Missing Document	Click to Add	Incomplete	08-21-2015 11:14:45 AM otpuser	775582 234	Creating efile Batch record from Case Hearing Information
 491		Missing Document	Click to Add	Incomplete	08-21-2015 01:48:42 PM otpuser	1004313 46	Creating efile Batch record from Existing Case(s)/Inc
 498		Missing Document	Click to Add	Incomplete	08-21-2015 01:54:43 PM otpuser	1004313 46	Creating efile Batch record from Existing Case(s)/Inc
 512	Motion Motion to Continue Hearing	View	Click to Add	Draft	08-24-2015 09:21:38 AM otpuser	1004313 46	Saving eFile batch information for title, efileUserId. 0 24-2015...
 605		Missing Document	Click to Add	Incomplete	08-27-2015 10:47:52 AM otpuser	1004313 46	Creating efile Batch record from Existing Case(s)/Inc
 876		Missing Document	Click to Add	Incomplete	08-30-2015 08:24:55 PM otpuser	775582 234	Creating efile Batch record from Hearing Information


You will be returned to the My eBatch screen. Note that your document no longer appears as a draft document. Select CLOSE to exit this window.



C.A.R.E. - Main Application x

https://juvenile.utcourts.gov/site/CARE.jsp

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout

 CARE

Welcome  
Defense Atty  
OTPUser  
Logout

## Defense Atty OTPUser

### 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, September 13th, 2015.**

[Select My eFiled](#)

UP  
R  
Email HelpDesk

Case # No Current Case - -

To view the document that you have eFiled, return to the home page and select My eFiled.





Status


Case #  

Filed Date Range

My eFiling  Firm eFiling  
for Firm User:

Filed Last(3 Day)  Open/Recent Updates Last(1 Days)

Start	<input type="text"/>		
End	<input type="text"/>		

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
 Review	Motion Motion to Convert Hours to Fine	08-30-2015 otpuser		View	New Filing		1004313 46	

You can now see that the document has been eFiled.

Status

Case #

Filed Date Range

Start     
End

My eFiling  Firm eFiling  
for Firm User:

Filed Last(3 Day)  Open/Recent Updates Last(1 Days)

Defense Atty OI PUser

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
 Review	Motion Motion to Convert Hours to Fine	08-30-2015 otpuser		<a href="#">View</a>	New Filing		1004313 46	

From the My eFiled page you can eFile additional documents, view the document and view case information by selecting the case number.

Find Close My eFiled

Status

Case #


Filed Date Range

My e-filing  
 Firm e-filing  
or Firm User:

Filed Last(3 Day)  Open/Recent Updates Last(1 Days)

Start     
End

Defense Atty 01 PUser

Queue	Doc. SubType Title	Filed Date Filer	Hold Date	View Doc	Status	Completed Date Time Userid	Case # Incident(s) #	Notes
 Review	Motion Motion to Convert Hours to Fine	08-30-2015 otpuser		View	New Filing		1004313 46	

To eFile an additional document on the same case and on the same incident select the eFile folder.

eFile New Document on Existing Case(s)/Inc(s) - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileExistingCaseInc?efileProcessId=1220

**eFile New Document on Existing Case(s)/Inc(s)**

Case Name (Case #): Sanford AJ Sharpie (1004313)


	Inc #	Description	Intake Decision	Type
<input checked="" type="checkbox"/>	46	THEFT \$1500 TO <\$5000	Citation	Delinquency

As you can see the incident has been pre-selected for you.  
Select Continue eFile Process.

## E-File Batch Detail

Efile Batch Id 1033 Efile For Firm User Defense Atty OTPUser ▼  
Created By otpuser4 Created DateTime 09-04-2015 03:02:53 PM  
Status Incomplete Alert Date  
Note Creating efile Batch record from MyCases

## Case Info [Add Case](#)

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

## Document Info

**INCOMPLETE MISSING DOCUMENT**

[Add PDF Document](#)

[Add Judicial Verbiage](#)

[Save](#)

[Go Back to Batch Lookup](#)

[Delete](#)


The eFile Batch Detail screen will open. Proceed with filing the document as previously instructed.

**HOW TO CREATE A  
PROPOSED ORDER  
USING MY CALENDAR**

C.A.R.E. - Main Application x

https://juvenile.utcourts.gov/site/CARE.jsp

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout

 CARE

Welcome  
Defense Atty  
OTPUser  
Logout

**Set Defaults**  
[My Cases](#)  
[My Calendar](#)  
[My eFiled](#)  
[My eFile Batch](#)

**UPDATES**  
[Releases](#)  
[Email HelpDesk](#)

## Defense Atty OTPUser

### 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, September 13th, 2015.**

---

Case # No Current Case - -


The CARE system has multiple applications for eFiling.



C.A.R.E - Main Application x

https://juvenile.utcourts.gov/site/CARE.jsp

Home FindCase Case Party Incident Petition Calendar Upload Profile Help Logout



Welcome  
Defense Atty  
OTPUser  
Logout

Set Defaults  
My Cases  
**My Calendar**  
My eFiled  
My eFile Batch

**UPDATES**  
Releases  
Email HelpDesk

## Defense Atty OTPUser

### 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, September 13th, 2015.**

Case # No Current Case - -

For the purpose of this demonstration the My Calendar option will be used. Be aware that there are other applications within CARE for eFiling. Select My Calendar.

My Calendar - Google Chrome

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

**Find**

Hearing Officer: Judge OTPUser  
Hearing Location: Salt Lake (SL2) Third District Juvenile Court - Salt Lake

Date: 08-27-2015  
Time Range: [ ] [ ] AM To [ ] [ ] AM

Agency Firm  
Firm Name: TEST FIRM

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	San'ford AJ Sharpie	C. Nolan	+

Close

The My Calendar window has opened.

**Find**

Hearing Officer: Judge OTPUser  
Hearing Location: Salt Lake (SL2) Third District Juvenile Court - Salt Lake

Date: 08-27-2015  
Time Range: [ ] [ ] AM To [ ] [ ] AM

Agency Firm  
Firm Name: TEST FIRM

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	C. Nolan	

**Close**

After conducting a search and locating your case, select eFile.

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

**Find**

Hearing Officer: Judge OTPUser  
Hearing Location: Salt Lake (SL2) Third District Juvenile Court - Salt Lake  
Date: 08-27-2015  
Time Range: [ ] [ ] AM To [ ] [ ] AM  
Agency Firm: [ ]  
Firm Name: TEST FIRM

Thu - August 27

Documents	Start-End Time	eFile Hearing/Case Hearing	Name	Assigned Judge/Commissioner	eFile
VIEW	09:00 AM-09:15 AM	Option: <input checked="" type="radio"/> Hearing <input type="radio"/> Case Hearing	AJ Sharpie	C. Nolan	

Continue

Close

Here is where you will select to file under a hearing level or a case level. Selecting the hearing level will allow you to file for any cases set at the same hearing time such as in a Child Welfare matter. To file on multiple cases select Hearing.

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

**Find**

Hearing Officer: Judge OTPUser  
Hearing Location: Salt Lake (SL2) Third District Juvenile Court - Salt Lake  
Date: 08-27-2015  
Time Range: [ ] [ ] AM To [ ] [ ] AM  
Agency: Firm  
Firm Name: TEST FIRM

Thu - August 27

Documents	Start-End Time	Name	Assigned Judge/Commissioner	eFile
VIEW	09:00 AM-09:15 AM	AJ Sharpie	C. Nolan	<input type="checkbox"/>

**eFile Hearing/Case Hearing**

Option:  Hearing  Case Hearing

**Continue**

**Close**

To file on a single case you would select Case Hearing.

Find

Hearing Officer Judge OTPUser

Hearing Location Salt Lake (SL2) Third District Juvenile Court - Salt Lake

Date \* 08-27-2015

Time Range AM To AM

Agency Firm

Firm Name TEST FIRM

Thu - August 27

Documents	Start-End Time	Case Name	Assigned Judge/Commissioner	eFile
VIEW	09:00 AM-09:15 AM	S	AJ Sharpie C. Nolan	+

**eFile Hearing/Case Hearing**

Option:  Hearing  Case Hearing

[Continue](#)

[Close](#)

Select Continue.

eFile New Document on Hearing Information - Google Chrome

https://juvenile.utcourts.gov/efiling/EfileExistingCaseInc?hearingId=4516049&sid=0.03799766208976507

### eFile New Document on Hearing Information

Case Name (Case #): Charlie T. Brown (775582)

Inc #	Description	Intake Decision	Type
<input checked="" type="checkbox"/> 234	CRIME OF STALKING	PET	Delinquency

Select Continue eFile Process

[Continue eFile Process](#) [Cancel](#)

Since you are filing from the My Calendar option, the incident calendared has been pre selected for you. Select Continue eFile Process.

**E-File Batch Detail**

Efile Batch Id 1078 Efile For Firm User Defense Atty OTPUser  
Created By otpuser4 Created DateTime 09-09-2015 02:18:11 PM  
Status Incomplete Alert Date  
Note Creating efile Batch record from Hearing Information

**Case Info** [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

**Document Info**

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

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

The eFile Batch Detail screen has opened and the incident has been pre selected for you.



### E-File Batch Detail

Efile Batch Id 1078 Efile For Firm User Defense Atty OTPUser  
Created By otpuser4 Created DateTime 09-09-2015 02:18:11 PM  
Status Incomplete Alert Date  
Note Creating efile Batch record from Hearing Information

### Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

Add Proposed Verbiage

### Document Info

**INCOMPLETE MISSING DOCUMENT**

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

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

Select Add Proposed Verbiage.

Add eFile Document - Google Chrome

<https://juvenile.utcourts.gov/eFiling/AddEfileDocument?mode=proposed&efileBatchId=1078&docCatId>

### Add Document Type Information for Proposed

Document Type \*

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

Doc Sub Type \*

Document Title

When the window opens select the document type using the drop down list, the Document Sub Type and add a document title.  
Then select Save Continue to Proposed.

*Filer Information*

Defense Attorney  
450 South State  
P.O. Box 140241  
Salt Lake City, UT 84114-0241

Update and Save Filer Information for user **otpuser4**  
 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 C. Nolan

*\* Document Content is required*

The proposed document window will appear.  
If you have set your defaults, your filer information will appear here.

*Filer Information*

Defense Attorney  
450 South State  
P.O. Box 140241  
Salt Lake City, UT 84114-0241

Update and Save Filer Information for user **otpuser4**  
 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 C. Nolan ▼

*\* Document Content is required*

You can update and save your filer information and choose to include the filer information on the document. You can change the county, if necessary. You can change the Case Descriptor, change the Title of the Document, check Amended if applicable and change the name of the Judge/Commissioner if this document will be signed by a different Judge.

450 South State  
P.O. Box 140241  
Salt Lake City, UT 84114-0241

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

**C. Nolan**

*\* Document Content is required*

[Load Template](#)

[Spellcheck](#)

[Save Only](#)

[Save & Preview](#)

[Go Back to Batch Detail](#)

At the bottom of the page you can select Load Template.  
In the future you will be able to create your own templates in CARE.

450 South State St  
P.O. Box 140431  
Salt Lake City, UT 84114 - 0431

Include Filer Info on Document

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

STATE OF UTAH, in the interest of

Brown, Charlie T.

10-20-2010

Case Descriptor **A Person Under the Age of 18 Years**

Title **Bench Warrant**

Amended

Case No.

775582

Judge / Commissioner

**C. Nolan**

*\* Document Content is required*

[Empty text area for document content, highlighted with a red border]

Load Template

Spellcheck

Save Only

Save & Preview

Go Back to Batch Detail

You can copy and paste selected verbiage from a WORD document or you can type whatever text you would like in this space.

P.O. BOX 170731  
Salt Lake City, UT 84114 - 0431

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

STATE OF UTAH, in the interest of

Brown, Charlie T.

10-20-2010

Case Descriptor **A Person Under the Age of 18 Years**

Title **Bench Warrant**

Amended

Case No.

775582

Judge / Commissioner

**Judge OTPUser**

*\* Document Content is required*

The above named person failed to appear before the Court for a hearing on: August 26, 2015

IT IS HEREBY ORDERED, subject to any other order(s) or hold by any other court(s):

[X] A bench warrant is issued. Bail is set at \$500.00 [X] Cash Only

Load Template

Spellcheck

Save Only

Save & Preview

Go Back to Batch Detail

Use the Spellcheck feature to check spelling.

Select Save Only or Select Save & Preview to continue processing at another time.

When you are ready to file the document select Go to Batch Detail.

### E-File Batch Detail

Efile Batch Id 1085 **Efile For Firm User** Defense Atty OTPUser ▼  
Created By otpuser4 Created DateTime 09-09-2015 02:57:07 PM  
Status Draft Alert Date  
Note Creating efile Batch record from Hearing Information

### Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	San'ford AJ Sharpie	Salt Lake City	33	

### Document Info

Document ID 830 Document Sub Type Order to Waive Fees  
Document Title  Document Type Other Legal  
Filed/Created By otpuser4 [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](#) [Go Back to Batch Lookup](#) [Delete](#)

Before you eFile the document make sure you are eFiling under the correct user. If you are a paralegal filing under the attorney's name you will change the user name to the attorney filing the document.



## E-File Batch Detail

Efile Batch Id 1085 Efile For Firm User Defense Atty OTPUser  
Created By otpuser4 Created DateTime 09-09-2015 02:57:07 PM  
Status Draft Alert Date  
Note Creating efile Batch record from Hearing Information

## Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

## Document Info

Document 830 Document Sub Type Order to Waive Fees  
Document Title  Document Type Other Legal  
File Created By otpuser4 [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

Go Back to Batch Lookup

Delete

You will need to check the box verifying that you have complied with all the applicable rules pertaining to service and objections and certify that the proposed order is ready to submit to the court for consideration.

## E-File Batch Detail

Efile Batch Id 1085 Efile For Firm User Defense Atty OTPUser  
Created By otpuser4 Created DateTime 09-09-2015 02:57:07 PM  
Status Draft Alert Date  
Note Creating efile Batch record from Hearing Information

## Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

## Document Info

Document ID 830 Document Sub Type Order to Waive Fees  
Document Title  Document Type Other Legal  
Filed/Created By otpuser4 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

Go Back to Batch Lookup

Delete

Finally review your information and select eFile.

## E-File Batch Detail

Efile Batch Id 1085 Efile For Firm User

Created By otpuser4 Created DateTime 09-09-2015 02:57:07 PM

Status Draft Alert Date

Note Creating efile Batch record from Hearing Information

## Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	1004313	Sanford AJ Sharpie	Salt Lake City	33	

## Document Info

Document ID 830 Document Sub Type Order to Waive Fees

Document Title  Document Type Other Legal

Filed/Created By otpuser4 [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

Go Back to Batch Lookup

Delete

If you are not ready to eFile your document you can select Go Back to Batch Lookup and you can then return to the document at a later time.

### E-File Batch Detail

Efile Batch Id	877	Efile User	
Created By	otpuser	Created Date Time	
Status	Draft	Alert Date	
Note	Creating efile Batch record from Hearing Info		

### Case Info

[Add Case](#)

Edit	Case #	Case Name		Remove
	775582	Charlie T. Brown	Salt Lake City 234	

### Document Info

Document ID	660	Document Sub Type	Warrant
Document Title	<input type="text" value="Bench Warrant"/>	Document Type	Orders
Filed/Created By	otpuser	<a href="#">View Proposed</a>	

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

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

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

If you are ready to file the document, select eFile. A warning box will appear. Select OK and then eFile.



# 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/>















