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Utah Marriage and Divorce Laws

Kory Staheli  
*BYU Law*

Stephen Elmo Averett  
*(retired)*

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Introduction

This manual contains a brief explanation of Utah marriage and divorce laws, as well as sample Utah divorce forms (Appendixes). The provided forms are for reference only. Fillable online forms are provided at the Utah Online Court Assistance Program (OCAP) website, and readers are strongly encouraged to use that system as much as possible. The forms not from OCAP were originally created by Steve Averett and patterned after forms used at Utah Legal Services, Inc. and at Utah’s Fourth District Court. Credit is given to all involved for their contributions.
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Chapter 1
Marriage, Divorce, and Annulment

Marriage

Marriage is a sacred and important relationship. Dissolution of a marriage can result in extreme difficulties for each member of a family.¹

Marriage is discussed in sections 30-1-1 to 30-1-39 of the Utah Code. Marriages are generally prohibited and void between close relatives (i.e., marriages between parents and children, ancestors and descendants, siblings, uncles and nieces or nephews, aunts and nieces or nephews, first cousins, and individuals related within but not including the fifth degree of consanguinity).² Marriage is also prohibited and void if one spouse is married to someone else. Applicants who are 16 or 17 may marry only with parental or guardian and judicial consent.

Foreign marriages are valid even if they would be prohibited and void under Utah law, so long as they do not result in a marriage between people related within and including the third degree of consanguinity.³

The parties must receive a marriage license prior to their marriage.⁴ The marriage license may only be used within the state of Utah and must be used within 30 days of the date it was issued.⁵

Marriages may be solemnized by a county clerk (or their designee), the governor, mayors, judges, etc., and by any individual 18 or older who has been authorized by a religious denomination (at their discretion).⁶ Within 30 days after a marriage is solemnized, the individual who solemnized it is to return the license and marriage certificate to the county clerk, who is to file and record it. The penalty for failure to return the license and certificate as specified is an infraction.⁷

Even if a marriage is not solemnized, it is valid if the court or administrative order finds that it results from “a contract between a man and a woman who: (a) are of legal age and capable of giving consent; (b) are legally capable of entering a solemnized marriage”; “(c) have cohabited; (d) mutually assume marital rights, duties, and obligations; and (e) who hold themselves out as and have acquired a uniform and general reputation as husband and wife.”⁸

² Utah Code Ann. § 30-1-1 (LexisNexis 2019). Marriages between first cousins are allowed if both parties are at least 65 years old or if they are at least 55 years old and unable to reproduce. Utah Code Ann. § 30-1-1(2) (LexisNexis 2019)
⁴ See Utah Code Ann. § 30-1-7 (LexisNexis 2019).
⁵ Utah Code Ann. § 30-1-7 (LexisNexis 2019).
⁶ Utah Code Ann. § 30-1-6 (LexisNexis 2019).
⁸ Utah Code Ann. § 30-1-4.5 (LexisNexis 2019). In the case of Hansen v. Hansen, 958 P.2d 931 (Utah Ct. App. 1998), the court found that the elements necessary to establish a
petition for an unsolemnized marriage shall be filed during the relationship . . . or within one year following the termination of that relationship.”

**Annulment**

If a marriage fails, it can be dissolved by annulment or divorce. A marriage may be annulled if it is prohibited or void or if common law grounds exist (e.g., fraud in the inducement of marriage). A party that sues for annulment can request a divorce as alternative relief.

**Divorce**

The grounds for divorce are impotency, adultery, willful desertion for more than a year, willful failure to provide support, habitual drunkenness, felony conviction, cruel treatment, irreconcilable differences, incurable insanity, or separation of three years under a decree of separate maintenance. Either the husband or the wife must be a county resident for 3 months before filing the divorce action.

At the beginning of a divorce case the petitioner needs to file a cover sheet, certificate of divorce, and complaint. An affidavit of impecuniosity may be filed if the petitioner is low income. Otherwise, the cost of the divorce is $325.

The complaint must be served on the respondent within 120 days after the filing of the complaint or the case is to be dismissed without prejudice. A party may also accept service without being served and an attorney may accept service on behalf of a client. If the action is started by serving the summons and complaint, these documents and the proof of service must be filed within ten days of service or the action is to be “deemed dismissed” and the court has “no further jurisdiction.”

common law marriage must be proven by preponderance of the evidence. In that case no common law marriage was established, although the parties had been previously married, divorced, and then began cohabiting, again. The court found that the wife had not consented to the marriage and that the couple had not consistently held themselves out as husband and wife and had not acquired a uniform and general reputation as husband and wife. In *Kelley v. Kelley*, 9 P.3d 171 (Utah Ct. App. 2000) a common law marriage was found to exist, based upon these factors.

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12 Utah Code Ann. § 30-3-1(3) (LexisNexis 2019).
13 Utah Code Ann. § 30-3-1(2) (LexisNexis 2019).
17 Utah R. Civ. P. 3(a).
Service may be by personal service, by someone 18 or older but not a party or a party’s attorney. Service may also be done through other service (e.g., by publication) if the identity or whereabouts of the person to be served are unknown or cannot be ascertained through reasonable diligence. Proof of service must be filed with the court in accordance with Rule 4(e) of the Utah Rules of Civil Procedure (e.g., a document that says the date, place, and manner of service).

The respondent, who is served in Utah, has 21 days to answer the complaint. Claims that the respondent has against the petitioner are to be included as counterclaims. The respondent can also seek dismissal of the complaint (e.g., for lack of jurisdiction) or try to quash service.

Unless extraordinary circumstances exist, parties to a divorce action must wait at least 30 days after filing a complaint before a hearing may be held. If there are children of the marriage, a divorce may not be granted until both parties have attended a divorce education class, unless this requirement is waived by the court. The court may also order the divorce education for unmarried parents who are involved in a custody or visitation case.

A divorce case can be resolved by default, stipulation, or trial. If the case is resolved by default, the petitioner may need to file a default certificate, to be signed by the court clerk. In default or stipulated cases, the parties will need to file documents called: “Motion for Default” and “Affidavit of Grounds and Jurisdiction.” If the case is resolved by stipulation a copy of the stipulation needs to be filed with the court. In all divorce cases (whether resolved by default, stipulation, or trial), the following two documents must be filed: “Findings of Fact and Conclusions of Law” and “Decree of Divorce.”

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19 Utah R. Civ. P. 4(d)(5).
20 Utah R. Civ. P. 12(a).
21 Utah R. Civ. P. 13(a).
22 See Utah R. Civ. P. 12(b).
26 Utah Code Ann. § 30-3-11.3(4) (LexisNexis 2019).
27 See Utah R. Civ. P. 55.
Chapter 2
Jurisdiction and Service of Process

Jurisdiction In General

Utah courts have divorce jurisdiction over people who have resided in Utah in a marital relationship, even if they have moved away.\(^{28}\) Rule 3(b) of the Utah Rules of Civil Procedure says that the court has jurisdiction “from the time of the filing of the complaint or service of the summons and a copy of the complaint.”

District Court Jurisdiction Versus Juvenile Court Jurisdiction

Utah district courts generally have jurisdiction over civil matters.\(^ {29}\) The juvenile court has original jurisdiction in proceedings involving minors who have been abused or neglected.\(^{30}\) The district court can still determine questions of support, custody, and parent-time if they are incidental to case that is in the district court.\(^{31}\)

The Utah Uniform Child Custody Jurisdiction and Enforcement Act and the Parental Kidnapping Prevention Act of 1980

The Uniform Child Custody Jurisdiction and Enforcement Act (Uniform Act) and the Parental Kidnapping Prevention Act of 1980 (PKPA) determine whether or not Utah is the appropriate jurisdiction for custody determinations, largely considering where the children reside and where they have resided for the past six months.

Utah has adopted the Uniform Act, which is found in sections 78B-12-101 to 78B-12-302 of the Utah Code. It says that Utah courts have child custody jurisdiction if one of the following situations exists: (1) Utah was the child's home state\(^ {32}\) at the beginning of the case (or was the child's home state within six months of the beginning of the case, even though the child has moved away, so long as a parent still lives in the state); (2) a court of another state does not have jurisdiction or has declined to exercise jurisdiction and the child and a parent have a significant connection with Utah (where substantial evidence exists); (3) all courts having jurisdiction have declined to exercise it because Utah is the more appropriate forum; or (4) no state would have jurisdiction.\(^ {33}\)

Utah continues to have “exclusive, continuing jurisdiction” until either: (1) a Utah court determines that the child (or the child and a parent (or person acting as a parent)) no longer have

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\(^{28}\) Utah Code Ann. § 78B-3-205(6) (LexisNexis 2018).
\(^{32}\) "Home State" is defined as “the state in which a child lived with a parent or person acting as a parent for at least six consecutive months immediately before the commencement of a child custody proceeding.” Utah Code Ann. § 78B-13-102(7) (LexisNexis 2018).
a significant connection to Utah and substantial evidence is no longer available, here, or (2) a court finds that the child and parents (or persons acting as a parents) have moved away from Utah. A Utah court that has exclusive continuing jurisdiction may decline to exercise jurisdiction if it is an “inconvenient forum.” A Utah court that has made a ruling about child custody, but “does not have exclusive, continuing jurisdiction” is permitted to modify the ruling “only if it has jurisdiction to make an initial custody determination.” Likewise, a Utah court may not modify a child custody determination of another state unless: (1) the Utah court “has jurisdiction to make an initial determination” and the other court either “determines that it no longer has exclusive, continuing jurisdiction” or determines that Utah “would be a more convenient forum,” or (2) either court determines that neither the child or a parent (or person acting as a parent) presently resides in the other state.

A Utah court has temporary emergency jurisdiction if a child is in the state and has been abandoned or needs protection from mistreatment or abuse. Courts may consult with each other if there is a dispute about which is the most appropriate forum.

Under the Uniform Act, each party must include (“if reasonably ascertainable”), under oath, as part of his or her first pleading or in a separate affidavit: (a) the child’s present address, (b) each residence of the child for the previous five years, (c) names and current addresses of persons with whom the child lived during that time, (d) whether the party has participated in other proceedings concerning custody or parent-time of the child and, if so, the court, case number, and date of the child custody determination, (e) whether the party knows of any proceeding that could affect the current proceeding (such as domestic violence, protective orders, termination of parental rights, and adoptions) and, if so, the court, case number, and nature of the proceeding, and (e) whether the party knows the names and addresses of any other people the who have or claim physical custody of the child and, if so, the names and addresses of those people.

Under the PKPA federal courts are given jurisdiction to combat interference with child custody. The PKPA is similar to the Uniform Act in determining which state should have jurisdiction over a child custody action. A court in a state, other than the one which originally entered the divorce decree, is allowed to modify a decree if it has jurisdiction and the original court no longer has jurisdiction or has declined to exercise jurisdiction.

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The PKPA, the Uniform Act, and the United States Constitution require that full faith and credit be given to any custody decree of a court which had jurisdiction. Utah district courts can register other states’ child custody determinations. In addition, child custody interference may be combatted through the use of criminal laws, contempt proceedings, tort actions, and preventive measures.

**The Hague Convention on the Civil Aspects of International Child Abduction**


**Venue**

Divorce actions “must be tried in the county in which the cause of action arises” or where the “defendant resides at the commencement of the action”, unless a change of venue is sought.

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46 U.S. Const. art. IV, § 1.
50 See Utah Code Ann. § 78B-3-309 (LexisNexis 2018).
Chapter 3
Child Custody

Child custody issues arise in divorce, legal separation, protective orders, child abuse cases, and paternity cases. Two types of child custody must be considered: legal custody and physical custody. Legal custody has to do with a parent’s rights, privileges, duties, and powers, regarding a child, including authority to make decisions. Physical custody has to do with where the child will live.

The trial court has broad discretion to determine custody.\textsuperscript{51}

Custody in General

In cases where the parties are separated or where a marriage is declared void or dissolved the court shall enter an order of custody and parent-time, and the court shall have continuing jurisdiction to modify the order.\textsuperscript{52} In making custody determinations, the court is to consider the best interests of the child, and may consider the following factors: (1) evidence of domestic violence, neglect or abuse; (2) ability to meet the developmental needs of the child; (3) capacity and willingness to function as a parent; (4) past conduct and moral character; (5) emotional stability; (6) drug abuse, excessive drinking or other causes affecting the ability to function as a parent; (7) intentionally exposing the child to harmful material, including pornography; (8) reasons for having relinquished custody or parent-time in the past; (9) desire for custody or parent-time; (10) religious compatibility; (11) financial responsibility; (12) relationships with step-parents, extended family, etc.; (13) who has been the primary caretaker; (14) previous arrangements in which the child has been happy and well-adjusted; (15) keeping siblings together; (16) wishes and concerns of a mature child; (17) strength of bond with parents; and (18) any other factor the court finds relevant.\textsuperscript{53}

There can be joint, split, or sole custody. Joint custody may be either joint legal custody, joint physical custody, or both. Joint legal custody means sharing the rights, privileges, duties and powers of a parent. Joint physical custody means that both parents have periods of time during which the children reside with them and that both parents contribute to the support and expenses of the child. There is a rebuttable presumption that joint legal custody is in the best interests of the child except when there is evidence of domestic violence, neglect or abuse; special physical or mental needs; physical distance between the residences of the parents; or other factors the court deems relevant.\textsuperscript{54}

\textsuperscript{52} Utah Code Ann. § 30-3-10(1) (LexisNexis 2019).
\textsuperscript{53} Utah Code Ann. § 30-3-10(2)(a–r) (LexisNexis 2019).
\textsuperscript{54} See Utah Code Ann. § 30-3-10.1(3) (LexisNexis 2019) (staying with each parent overnight at least 30% of the time); Utah Code Ann. § 78B-12-102(15) (LexisNexis 2018) (staying with each parent overnight at least 30% of the time “and both parents contribute to the expenses of the child in addition to paying child support”).
Split custody “means that each parent has physical custody of at least one of the children.”\textsuperscript{55} Sole physical custody is where one parent has all the children residing with them and the other parent has some type of parent-time rights.

A presumption favors natural parents and adoptive parents over nonparents.\textsuperscript{56} That presumption may be rebutted by evidence that: (1) no strong mutual bond exists, (2) the parent has not demonstrated a willingness to sacrifice their own “interest and welfare” for the child, and (3) the parent lacks sympathy and understanding of the child.\textsuperscript{57} Once that presumption is rebutted the custody decision is made based on “the best interests of the child.”\textsuperscript{58}

Joint Custody and Parenting Plans

The court may not order joint legal and/or joint physical custody unless one or both of the parents files a parenting plan and the court determines it is in the best interests of the child.\textsuperscript{59} A parenting plan is a “plan for parenting a child, including allocation of parenting functions” such as maintaining a loving relationship, attending to daily needs, education, assisting with interpersonal relationships, exercising appropriate judgment, and financial support.\textsuperscript{60} Any party seeking a “shared parenting arrangement,” such as joint custody, is to “file and serve a proposed parenting plan” when they file their petition, answer, or counterclaim.\textsuperscript{61} A party that files a proposed parenting plan, as required, may “move the court for an order of default to adopt the plan if the other party fails to file a proposed parenting plan.”\textsuperscript{62} The parenting plan must include provisions concerning future dispute resolution, “allocation of decision-making authority,” residential arrangements, and “provisions addressing notice and parent-time responsibilities in the event of the relocation of either party.”\textsuperscript{63} “[E]ither parent may make emergency decisions affecting the health or safety of the child.”\textsuperscript{64} Each parent is allowed to “make decisions regarding the day-to-day care and control of the child” during times that “the child is residing with that parent.”\textsuperscript{65} Other provisions may be included “regarding the welfare of the child.”\textsuperscript{66}

In deciding whether or not to make an order of joint legal custody and/or joint physical custody, the court is to determine whether the best interest of the child will be served by such an

\textsuperscript{55} Utah Code Ann. § 78B-12-102(22) (LexisNexis Supp. 2021).
\textsuperscript{56} Hutchison v. Hutchison, 649 P.2d 38, 39-42 (Utah 1982) (vacating trial court decision which had awarded custody of three children to father, including one who was not his biological child); In re H.R.V., 906 P.2d 913, 917 (Utah. Ct. App. 1995) (parental presumption does not apply to later proceedings once it has been rebutted in an early proceeding).
\textsuperscript{57} Hutchison v. Hutchison, 649 P.2d 38, 41 (Utah 1982).
\textsuperscript{58} Hutchison v. Hutchison, 649 P.2d 38, 41 (Utah 1982).
\textsuperscript{59} Utah Code Ann. § 30-3-10.2 (LexisNexis 2019).
\textsuperscript{60} Utah Code Ann. § 30-3-10.7 (LexisNexis 2019).
\textsuperscript{61} Utah Code Ann. § 30-3-10.8(1) (LexisNexis 2019).
\textsuperscript{62} Utah Code Ann. § 30-3-10.8(3) (LexisNexis 2019).
\textsuperscript{63} Utah Code Ann. § 30-3-10.9(2) (LexisNexis 2019).
\textsuperscript{64} Utah Code Ann. § 30-3-10.9(5) (LexisNexis 2019).
\textsuperscript{65} Utah Code Ann. § 30-3-10.9(6) (LexisNexis 2019).
\textsuperscript{66} Utah Code Ann. § 30-3-10.9(2) (LexisNexis 2019).
order, considering the following factors: (1) whether or not the “physical, psychological, and emotional needs and development of the child will benefit from joint legal or physical custody;” (2) “the ability of the parents to give first priority to the welfare of the child and reach shared decisions;” (3) co-parenting skills, including ability to “appropriately communicate with the other parent,” “encourage the sharing of love and affection,” and willingness to “allow frequent and continuous contact between the child and the other parent”; (4) “whether both parents participated in raising the child before the divorce”; (5) the geographical proximity of the parents’ homes; (6) the preference of a mature child; (7) the maturity of the parents; (8) “the past and present ability of the parents to cooperate with each other and make decisions jointly;”; and (9) any other relevant factors. An order for joint legal custody or joint physical custody is to provide the terms the court believes are appropriate. Any parental rights not specified in the order “may be exercised by the parent having physical custody” most of the time. The order may be modified or terminated, following a hearing, based on the petition of either party.

Custody Evaluations

A custody evaluation may be used to determine which parent should have custody. Custody evaluations must be done by a state licensed clinical social worker, psychologist, state licensed physician who is board certified in psychiatry, licensed marriage and family therapist, or clinical mental health counselor. Unless otherwise specified, custody evaluators must consider the factors set forth in Utah Code sections 30-3-10 and 30-3-10.2. The court orders performance of a custody evaluation, based on stipulation or motion.

Although one factor in deciding custody is who can give personal rather than surrogate care, it would be an abuse of discretion to change custody because the mom now has to work full time and the dad has a new wife who can stay at home with the children.

Another factor to consider is the identity of the children’s primary caretaker. If the court looks at who has been the primary caretaker, in determining who should get custody, they would look at such things as: preparation and planning of meals; bathing, grooming, and dressing; purchase, cleaning, and care of clothes; medical care; arranging social interactions; arranging

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67 Utah Code Ann. § 30-3-10.2 (LexisNexis 2019).
68 Utah Code Ann. § 30-3-10.3(2) (LexisNexis 2019).
69 Utah Code Ann. § 30-3-10.3(4) (LexisNexis 2019).
70 Utah Code Ann. § 30-3-10.4(1) (LexisNexis 2019).
71 Utah Code Jud. Admin. 4-903(1).
73 See Utah Code Jud. Admin. 4-903(2)-(3).
alternative care, putting children to bed and attending to them at night; disciplining children; educating children; and teaching elementary skills.\textsuperscript{76}

The district court is required to provide specific findings in custody cases.\textsuperscript{77}

Gender-based preferences are no longer allowed in child custody cases” because of article IV, section 1 of the Utah Constitution and the 14\textsuperscript{th} amendment of the U.S. Constitution.\textsuperscript{78}

Under appropriate circumstances, Utah Code Annotated section 30-3-40 allows noncustodial parents to provide care for their minor children during times when the custodial parent is away for military service.

\textsuperscript{76} \textit{Garska v. McCoy}, 278 S.E.2d 357, 363 (W. Va. 1981); cf. Utah Code Ann. § 30-3-10.7(3) (LexisNexis 2019) (“parenting functions” include nurturing, attending to a child’s daily needs, education, assisting with social needs, and providing financial support).

\textsuperscript{77} \textit{Hutchison v. Hutchison}, 649 P.2d 38, 42 (Utah 1982).

\textsuperscript{78} \textit{Pusey v. Pusey}, 728 P.2d 117, 119 (Utah 1986).
Chapter 4
Parent-time

Parent-time in General

“Parent-time” (or “visitation”) is the term used to describe a noncustodial parent’s right to spend time with his or her child. Parent-time rights are outlined in sections 30-3-32 to -37 of the Utah Code Annotated.

Section 30-3-32 covers the intents and definitions of parent-time. The legislature intends “to promote parent-time at a level consistent with all parties’ interests.” In determining parent-time, the court will consider the “safety and well-being of the child and the parent who experiences domestic or family violence.” Absent a showing by a preponderance of evidence of real harm or substantiated potential harm to the child it is the entitlement and responsibility of parents and in the best interests of the child to have “frequent, meaningful, and continuing access” to each other following separation or divorce and it is also in the best interests of the child for both parents to be “actively involved in parenting the child.”

Section 30-3-33 suggests the following “advisory guidelines” concerning parent-time. Agreements are preferred. Parent-time schedules are to be used to maximize “continuity and stability” in a child’s life. Family functions are to be given special consideration. Responsibility for pick up, delivery, and return of the child is to be determined by the court at the time the parent-time order is entered. If the noncustodial parent is providing transportation, the custodial parent must have the child ready for parent-time and make arrangements to receive the child following parent-time. If the custodial parent is providing transportation, the noncustodial parent is to be at the appointed place and at the appointed time to receive the child and “have the child ready to be picked up at the appointed time and place” or make “reasonable alternative arrangements for the custodial parent to pick up the child.” Regular school hours are not to be interrupted for parent-time. The court may accommodate the parents’ work schedules and may exceed but not diminish standard parent-time. The court may alter the parent-time schedule to “reasonably accommodate the distance between the parties and the expense of exercising parent-time.” “Neither parent-time nor child support is to be withheld” due to failure to comply with

80 Utah Code Ann. § 30-3-32(1) (LexisNexis 2019).
82 Utah Code Ann. § 30-3-32(2)(b) (LexisNexis 2019).
83 Utah Code Ann. § 30-3-33 (LexisNexis 2019).
84 Utah Code Ann. § 30-3-33(1) (LexisNexis 2019).
85 Utah Code Ann. § 30-3-33(2) (LexisNexis 2019).
86 Utah Code Ann. § 30-3-33(3) (LexisNexis 2019).
87 Utah Code Ann. § 30-3-33(4) (LexisNexis 2019).
92 Utah Code Ann. § 30-3-33(9) (LexisNexis 2019).
parent-time orders.\textsuperscript{93} The noncustodial parent is to be informed of significant functions in which the child is participating, within twenty-four hours of the time the custodial parent receives notice.\textsuperscript{94} The noncustodial parent is to have direct access to school and medical records and is to be notified immediately of medical emergencies.\textsuperscript{95} Each parent is to provide the other parent with their current address, phone number, email address, etc., within twenty-four hours of a change.\textsuperscript{96} Each parent is to “permit and encourage” reasonable uncensored communication with the child during reasonable hours, by mail or by “virtual parent-time if the equipment is reasonably available.”\textsuperscript{97} Parental care is considered to be better than surrogate care.\textsuperscript{98} Each parent is to provide surrogate care providers with the other parent’s name, address, and phone number.\textsuperscript{99} Unless excused by the court, each parent is to provide the other parent with the name, address, and phone number of surrogate care providers.\textsuperscript{100} Each parent is entitled to an equal division of major religious holidays that are celebrated by the parents.\textsuperscript{101} If a child is on a “different parent-time schedule than a sibling” the parents should consider making parent-time “uniform between school aged and nonschool children.”\textsuperscript{102} In the event of deployment, parents who are service members should resolve custody issues as soon as possible.\textsuperscript{103}

Section 30-3-34 addresses the best interests of the children and justifications for allowing less than a normal amount of parent-time.\textsuperscript{104} If parties are unable to agree about parent-time the court may establish a schedule that it considers to be in the best interests of the children.\textsuperscript{105} The advisory guidelines and parent-time schedule are presumed to be in the best interests of the children, “unless the court determines that Section 30-3-35.1 should apply”.\textsuperscript{106}

More or less parent-time is considered appropriate only if there is: physical or significant emotional danger; evidence of domestic violence, neglect, or physical, sexual or emotional abuse involving the child, parent, or other household member of the parent; some distance between the parties’ residences; credible allegations of abuse; “lack of demonstrated parenting skills”; financial inability to “provide adequate food and shelter”; preference of mature children; “incarceration of the noncustodial parent”; shared interests of the child and the noncustodial parent; “involvement or lack of involvement of the noncustodial parent in the school, community, religious, or other related activities of the child”; “availability of the noncustodial

\textsuperscript{93} Utah Code Ann. § 30-3-33(10) (LexisNexis 2019).
\textsuperscript{94} Utah Code Ann. § 30-3-33(11) (LexisNexis 2019).
\textsuperscript{95} Utah Code Ann. § 30-3-33(12) (LexisNexis 2019).
\textsuperscript{96} Utah Code Ann. § 30-3-33(13) (LexisNexis 2019).
\textsuperscript{97} Utah Code Ann. § 30-3-33(14) (LexisNexis 2019). “Virtual parent-time” is parent-time that is done through telephone, email, instant messaging, video conferencing, etc. Utah Code Ann. § 30-3-32(3)(g) (LexisNexis 2019).
\textsuperscript{98} Utah Code Ann. § 30-3-33(15) (LexisNexis 2019).
\textsuperscript{99} Utah Code Ann. § 30-3-33(16) (LexisNexis 2019).
\textsuperscript{100} Utah Code Ann. § 30-3-33(16) (LexisNexis 2019).
\textsuperscript{101} Utah Code Ann. § 30-3-33(17) (LexisNexis 2019).
\textsuperscript{102} Utah Code Ann. § 30-3-33(18) (LexisNexis 2019).
\textsuperscript{103} Utah Code Ann. § 30-3-33(19) (LexisNexis 2019).
\textsuperscript{104} See Utah Code Ann. § 30-3-34 (LexisNexis 2019).
\textsuperscript{105} Utah Code Ann. § 30-3-34(1) (LexisNexis 2019).
\textsuperscript{106} Utah Code Ann. § 30-3-34(2) (LexisNexis 2019).
parent to care for child when the custodial parent is unavailable”; “a substantial and chronic pattern” of canceled or denied parent-time; lack of bonding between the parents; parent-time schedules of siblings; “lack of reasonable alternatives to the needs of a nursing child”; etc.\textsuperscript{107} Supervised parent-time can also be ordered.\textsuperscript{108}

The schedule is only to be changed by mutual consent or court order.\textsuperscript{109}

**Standard Parent-time Schedule for Children Under the Age of Five**

Sections 30-3-35 and 30-3-35.5 are the standard parent-time schedules and are considered to be the minimum schedule if the parties cannot agree to something.\textsuperscript{110} Section 30-3-35.5 is the minimum schedule for parent-time for children under five years of age.\textsuperscript{111} The text of section 30-3-35.5 is as follows.

(1) The parent-time schedule in this section applies to children under five years old.
(2) All holidays in this section refer to the same holidays referenced in Section 30-3-35.
(3) If the parties do not agree to a parent-time schedule, the following schedule shall be considered the minimum parent-time to which the noncustodial parent and the child shall be entitled.
   (a) For children under five months of age:
      (i) six hours of parent-time per week to be specified by the court or the noncustodial preferably:
         (A) divided into three parent-time periods; and
         (B) in the custodial home, established child care setting, or other environment familiar to the child; and
      (ii) two hours on holidays and in the years specified in Subsections 30-3-35(2)(f) through (k) preferably in the custodial home, the established child care
   (b) For children five months of age or older, but younger than nine months of age:
      (i) nine hours of parent-time per week to be specified by the court or the noncustodial parent preferably:
         (A) divided into three parent-time periods; and
         (B) in the custodial home, established child care setting, or other environment familiar to the child; and
      (ii) two hours on the holidays and in the years specified in Subsections 30-3-35(2)(f) through (k) preferably in the custodial home, the established child care setting, or other environment familiar to the child.
   (c) For children nine months of age or older, but younger than 12 months of age

\textsuperscript{107} Utah Code Ann. § 30-3-34(2) (LexisNexis 2019).
\textsuperscript{108} Utah Code Ann. § 30-3-34.5 (LexisNexis 2019); Peterson v. Peterson, 818 P.2d 1305 (Utah Ct. App. 1991) (supervised parent-time ordered because father had persuaded the child to falsely accuse the mother and her new boyfriend of sexual abuse of the child).
\textsuperscript{109} Utah Code Ann. § 30-3-34(4) (LexisNexis 2019).
\textsuperscript{110} See Utah Code Ann. §§ 30-3-35 to 30-3-35.5 (LexisNexis 2019).
\textsuperscript{111} See Utah Code Ann. § 30-3-35.5 (LexisNexis 2019).
(i) one eight-hour visit per week to be specified by the noncustodial parent or court;
(ii) one three-hour visit per week to be specified by the noncustodial parent or court;
(iii) eight hours on the holidays and in the years specified in Subsections 30-3-35(2)(f) through (k); and
(iv) brief telephone contact and other virtual parent-time, if the equipment is reasonably available, with the noncustodial parent at least two times per week, provided that if the parties cannot agree on whether the equipment is reasonably available, the court shall decide whether the equipment for virtual parent-time is reasonably available, taking into consideration:
(A) the best interests of the child;
(B) each parent's ability to handle any additional expenses for virtual parent-time; and
(C) any other factors the court considers material.

(d) For children 12 months of age or older, but younger than 18 months of age:
(i) one eight-hour visit per alternating weekend to be specified by the noncustodial parent or court;
(ii) on opposite weekends from Subsection (3)(d)(i), from 6 p.m. on Friday until noon on Saturday;
(iii) one three-hour visit per week to be specified by the noncustodial parent or court;
(iv) eight hours on the holidays and in the years specified in Subsections 30-3-35(2)(f) through (k); and
(v) brief telephone contact and other virtual parent-time, if the equipment is reasonably available, with the noncustodial parent at least two times per week, provided that if the parties cannot agree on whether the equipment is reasonably available, the court shall decide whether the equipment for virtual parent-time is reasonably available, taking into consideration:
(A) the best interests of the child;
(B) each parent's ability to handle any additional expenses for virtual parent-time; and
(C) any other factors the court considers material.

(e) For children 18 months of age or older, but younger than three years of age:
(i) one weekday evening between 5:30 p.m. and 8:30 p.m. to be specified by the noncustodial parent or court; however, if the child is being cared for during the day outside his regular place of residence, the noncustodial parent may, with advance notice to the custodial parent, pick up the child from the caregiver at an earlier time and return him to the custodial parent by 8:30 p.m.;
(ii) alternative weekends beginning on the first weekend after the entry of the decree from 6 p.m. on Friday until 7 p.m. on Sunday continuing each year;
(iii) parent-time on holidays as specified in Subsections 30-3-35(2)(c) through [44] (k);
(iv) extended parent-time may be:
(A) two one-week periods, separated by at least four weeks, at the option of the noncustodial parent;
(B) one week shall be uninterrupted time for the noncustodial parent;
(C) the remaining week shall be subject to parent-time for the custodial parent consistent with these guidelines; and
(D) the custodial parent shall have an identical one-week period of uninterrupted for vacation; and
(v) brief telephone contact and virtual parent-time, if the equipment is reasonably available, with the noncustodial parent at least two times per week, provided that if the parties cannot agree on whether the equipment is reasonably available, the court shall decide whether the equipment for virtual parent-time is reasonably available, taking into consideration:
(A) the best interests of the child;
(B) each parent's ability to handle any additional expenses for virtual parent-time; and
(C) any other factors the court considers material.

(f) For children three years of age or older, but younger than five years of age:
(i) one weekday evening between 5:30 p.m. and 8:30 p.m. to be specified by the noncustodial parent or court; however, if the child is being cared for during the day outside his regular place of residence, the noncustodial parent may, with advance notice to the custodial parent, pick up the child from the caregiver at an earlier time and return him to the custodial parent by 8:30 p.m.;
(ii) alternative weekends beginning on the first weekend after the entry of the decree from 6 p.m. on Friday until 7 p.m. on Sunday continuing each year; (iii) parent-time on holidays as specified in Subsections 30-3-35(2)(c) through (k);
(iv) extended parent-time with the noncustodial parent may be:
(A) two two-week periods, separated by at least four weeks, at the option of the noncustodial parent;
(B) one two-week period shall be uninterrupted time for the noncustodial parent;
(C) the remaining two-week period shall be subject to parent-time for the custodial parent consistent with these guidelines; and
(D) the custodial parent shall have an identical two-week period of uninterrupted time for vacation; and

(v) brief telephone contact and virtual parent-time, if the equipment is reasonably available, with the noncustodial parent at least two times per week, provided that if the parties cannot agree on whether the equipment is reasonably available, the court shall decide whether the equipment for virtual parent-time is reasonably available, taking into consideration:
(A) the best interests of the child;
(B) each parent's ability to handle any additional expenses for virtual parent-time; and
(C) any other factors the court considers material.

(4) A parent shall notify the other parent at least 30 days in advance of extended parent-time or vacation weeks.

(5) Virtual parent-time shall be at reasonable hours and for reasonable duration.

112 Standard Parent-time Schedule for Children Who Are Five Years or Older

The text of section 30-3-35 (the parent-time schedule for children five years or older) is as follows.

(1) The parent-time schedule in this section applies to children 5 to 18 years of age.
(2) If the parties do not agree to a parent-time schedule, the following schedule shall be considered the minimum parent-time to which the noncustodial parent and the child shall be entitled.

Utah Code Ann. § 30-3-35.5 (LexisNexis 2019).
(a) (i) (A) One weekday evening to be specified by the noncustodial parent or the court, or Wednesday evening if not specified, from 5:30 p.m. until 8:30 p.m.;
(B) at the election of the noncustodial parent, one weekday from the time the child's school is regularly dismissed until 8:30 p.m., unless the court directs the application of Subsection (2)(a)(i); or
(C) at the election of the noncustodial parent, if school is not in session, one weekday from approximately 9 a.m., accommodating the custodial parents' work schedule, until 8:30 p.m. if the noncustodial parent is available to be with the child, unless the court directs the application of Subsection (2)(a)(i)(A) or (2)(a)(i)(B).
(ii) Once the election of the weekday for the weekday evening parent-time is made, it may not be changed except by mutual written agreement or court order.
(b) (i) (A) Alternating weekends beginning on the first weekend after the entry of the decree from 6 p.m. on Friday until 7 p.m. on Sunday continuing each year;
(B) at the election of the noncustodial parent, from the time the child's school is regularly dismissed on Friday until 7 p.m. on Sunday, unless the court directs the application of Subsection (2)(b)(i)(A); or
(C) at the election of the noncustodial parent, if school is not in session, on Friday from approximately 9 a.m., accommodating the custodial parent's work schedule, until 7 p.m. on Sunday, if the noncustodial parent is available to be with the child unless the court directs the application of Subsection (2)(b)(i)(A) or (2)(b)(i)(B).
(ii) A step-parent, grandparent, or other responsible adult designated by the noncustodial parent, may pick up the child if the custodial parent is aware of the identity of the individual, and the parent will be with the child by 7 p.m.
(iii) [Elections] An election should be made by the noncustodial parent at the time of entry of the divorce decree or court order, and may be changed by mutual agreement, court order, or by the noncustodial parent in the event of a change in the child's schedule.
(iv) Weekends include any "snow" days, teacher development days, or other days when school is not scheduled and which are contiguous to the weekend period.
(c) Holidays include any "snow" days, teacher development days after the children begin the school year, or other days when school is not scheduled, contiguous to the holiday period, and take precedence over the weekend parent-time. Changes may not be made to the regular rotation of the alternating weekend parent-time schedule[;] however[;]
(i) birthdays take precedence over holidays and extended parent-time, except Mother's Day and Father's Day; and (ii) birthdays do not take precedence over uninterrupted parent-time if the parent exercising uninterrupted time takes the child away from that parent's residence for the uninterrupted extended parent-time.
(d) If a holiday falls on a regularly scheduled school day, the noncustodial parent shall be responsible for the child's attendance at school for that school day.
(e) (i) If a holiday falls on a weekend or on a Friday or Monday and the total holiday period extends beyond that time so that the child is free from school and the parent is free from work, the noncustodial parent shall be entitled to this lengthier holiday period.
(ii) (A) At the election of the noncustodial parent, parent-time over a scheduled holiday weekend may begin from the time the child's school is regularly dismissed at the beginning of the holiday weekend until 7 p.m. on the last day of the holiday weekend; or
(B) at the election of the noncustodial parent, if school is not in session, parent-time
over a scheduled holiday weekend may begin at approximately 9 a.m., accommodating the custodial parents work schedule, the first day of the holiday weekend until 7 p.m. on the last day of the holiday weekend, if the noncustodial parent is available to be with the child unless the court directs the application of Subsection (2)(e)(ii)(A).

(iii) A step-parent, grandparent, or other responsible individual designated by the noncustodial parent, may pick up the child if the custodial parent is aware of the identity of the individual, and the parent will be with the child by 7 p.m.

(iv) [Elections] An election should be made by the noncustodial parent at the time of the divorce decree or court order, and may be changed by mutual agreement, court order, or by the noncustodial parent in the event of a change in the child’s schedule.

(f) In years ending in an odd number, the noncustodial parent is entitled to the following holidays:

(i) child’s birthday on the day before or after the actual birthdate beginning at 3 p.m. until 9 p.m., at the discretion of the noncustodial parent, the noncustodial parent may take other siblings along for the birthday;

(ii) Martin Luther King, Jr. beginning 6 p.m. on Friday until Monday at 7 p.m. unless the holiday extends for a lengthier period of time to which the noncustodial parent is completely entitled;

(iii) subject to Subsection (2)(i), spring break beginning at 6 p.m. on the day school lets out for the holiday until 7 p.m. on the [Sunday] evening before school resumes;

(iv) July 4 beginning 6 p.m. the day before the holiday until 11 p.m. or no later than 6 p.m. on the day following the holiday, at the option of the parent exercising the holiday;

(v) Labor Day beginning 6 p.m. on Friday until Monday at 7 p.m., unless the holiday extends for a lengthier period of time to which the noncustodial parent is completely entitled;

(vi) the fall school break, if applicable, commonly known as U.E.A. weekend beginning at 6 p.m. on Wednesday until Sunday at 7 p.m. unless the holiday extends for a lengthier period of time to which the noncustodial parent is completely entitled;

(vii) Veterans Day holiday beginning 6 p.m. the day before the holiday until 7 p.m. on the holiday; and

(viii) the first portion of the Christmas school vacation as defined in Subsection 30-3-32(3)(b) including Christmas Eve and Christmas Day, continuing until 1 p.m. on the day halfway through the holiday period, if there are an odd number of days for the holiday period, or until 7 p.m. if there are an even number of days for the holiday period, so long as the entire holiday period is equally divided.

(g) In years ending in an even number, the noncustodial parent is entitled to the following holidays:

(i) child’s birthday on actual birthdate beginning at 3 p.m. until 9 p.m., at the discretion of the noncustodial parent, the noncustodial parent may take other siblings along for the birthday;

(ii) President’s Day beginning at 6 p.m. on Friday until 7 p.m. on Monday unless the holiday extends for a lengthier period of time to which the noncustodial parent is completely entitled;

(iii) Memorial Day beginning at 6 p.m. on Friday until Monday at 7 p.m., unless the
holiday extends for a lengthier period of time to which the noncustodial parent is completely entitled;

(iv) July 24 beginning at 6 p.m. on the day before the holiday until 11 p.m. or no later than 6 p.m. on the day following the holiday, at the option of the parent exercising the holiday;
(v) Columbus Day beginning at 6 p.m. the day before the holiday until 7 p.m. on the holiday;
(vi) Halloween on October 31 or the day Halloween is traditionally celebrated in the local community from after school until 9 p.m. if on a school day, or from 4 p.m. until 9 p.m.;
(vii) Thanksgiving holiday beginning Wednesday at 7 p.m. until Sunday at 7 p.m.; and
(viii) the second portion of the Christmas school vacation as defined in Subsection 30-3-32(3)(b), beginning 1 p.m. on the day halfway through the holiday period, if there are an odd number of days for the holiday period, or at 7 p.m. if there are an even number of days for the holiday period, so long as the entire Christmas holiday period is equally divided.

(h) The custodial parent is entitled to the odd year holidays in even years and the even year holidays in odd years.
(i) If there is more than one child and the children's school schedules vary for purpose of a holiday, at the option of the parent exercising the holiday or the parent’s half of the holiday, the children may remain together for the holiday period beginning the first evening that all children's schools are let out for the holiday and ending the evening before any child returns to school.
(j) Father's Day shall be spent with the natural or adoptive father every year beginning at 9 a.m. until 7 p.m. on the holiday.
(k) Mother's Day shall be spent with the natural or adoptive mother every year beginning at 9 a.m. until 7 p.m. on the holiday.
(l) Extended parent-time with the noncustodial parent may be:
(i) up to four consecutive weeks when school is not in session at the option of the noncustodial parent, including weekends normally exercised by the noncustodial parent, but not holidays;
(ii) two weeks shall be uninterrupted time for the noncustodial parent; and
(iii) the remaining two weeks shall be subject to parent-time for the custodial parent for weekday parent-time but not weekends, except for a holiday to be exercised by the other parent.
(m) The custodial parent shall have an identical two-week period of uninterrupted time when school is not in session for purposes of vacation.
(n) Both parents shall provide notification of extended parent-time or vacation weeks with the child at least 30 days before the end of the child's school year to the other parent and if notification is not provided timely the complying parent may determine the schedule for extended parent-time for the noncomplying parent.
(o) Telephone contact shall be at reasonable hours and for a reasonable duration.
(p) Virtual parent-time, if the equipment is reasonably available and the parents reside at least 100 miles apart, shall be at reasonable hours and for reasonable duration, provided that if the parties cannot agree on whether the equipment is reasonably
available, the court shall decide whether the equipment for virtual parent-time is reasonably available, taking into consideration:
(i) the best interests of the child; (ii) each parent's ability to handle any additional expenses for virtual parent-time; and
(iii) any other factors the court considers material.
(3) An election required to be made in accordance with this section by either parent concerning parent-time shall be made a part of the decree and made a part of the parent-time order. (4) Notwithstanding Subsection (2)(e)(i), the Halloween holiday may not be extended beyond the hours designated in Subsection (2)(g)(vi).

Utah Code Annotated section 30-3-35.1 says:

(1) The optional parent-time schedule in this section applies to a child 5 to 18 years of age. This schedule is 145 overnights. Any impact on child support shall be consistent with Subsection 78B-12-102(15).
(2) The parents and the court may consider the following increased parent-time schedule as a minimum when the parties agree or the noncustodial parent can demonstrate the following:
(a) the noncustodial parent has been actively involved in the child's life; (b) the parties are able to communicate effectively regarding the child, or the noncustodial parent has a plan to accomplish effective communications regarding the child; (c) the noncustodial parent has the ability to facilitate the increased parent-time; (d) the increased parent-time would be in the best interest of the child; and (e) any other factor the court considers relevant.
(3) In determining whether a noncustodial parent has been actively involved in the child's life, the court shall consider:
(a) demonstrated responsibility in caring for the child; (b) involvement in child care; (c) presence or volunteer efforts in the child's school and at extracurricular activities; (d) assistance with the child's homework; (e) involvement in preparation of meals, bath time, and bedtime for the child; (f) bonding with the child; and (g) any other factor the court considers relevant.
(4) In determining whether a noncustodial parent has the ability to facilitate the increased parent-time, the court shall consider:
(a) the geographic distance between the residences of the parents and the distance between the parents' residences and the child's school; (b) the noncustodial parent's ability to assist with after school care; (c) the health of the child and the noncustodial parent, consistent with Subsection 30-3-10(6); (d) flexibility of employment or other schedule of the parent; (e) ability to provide appropriate playtime with the child; (f) history and ability of the parent to implement a flexible schedule for the child; (g) physical facilities of the noncustodial parent's residence; and (h) any other factor the court considers relevant.
(5) An election required to be made in accordance with this section by either parent concerning parent-time shall be made a part of the decree and made a part of the parent-time order. An election may only be changed by mutual agreement, court order, or by the noncustodial parent in the event of a change in the child's schedule.

(6) If the parties agree or the court enters an order for the optional parent-time schedule as set forth in this section, a parenting plan in compliance with Sections 30-3-10.7 through 30-3-10.10 shall be filed with any order incorporating the following optional parent-time schedule:

(a) The noncustodial parent or the court may specify one weekday for parent-time. If no day is specified, weekday parent-time shall be on Wednesday from 5:30 p.m. until the following day when delivering the child to school, or until 8 a.m., if there is no school the following day. Once the election of the weekday is made, it may only be changed in accordance with Subsection (5). At the election of the noncustodial parent, weekday parent-time may commence:

(i) from the time the child's school is regularly dismissed; or

(ii) if school is not in session, and the parent is available to be with the child, at approximately 8 a.m., accommodating the custodial parents work schedule.

(b) Beginning on the first weekend after the entry of the decree, the noncustodial parent shall be entitled to alternating weekends beginning on the first weekend after the entry of the decree from 6 p.m. on Friday until Monday when delivering the child to school, or until 8 a.m. if there is no school on Monday. At the election of the noncustodial parent, weekend parent-time may commence:

(i) from the time the child's school is regularly dismissed on Friday; or

(ii) if school is not in session, and the parent is available to be with the child, at approximately 8 a.m. on Friday, accommodating the custodial parents work schedule.

(c) [The provisions of Subsections 30-3-35(2)(f) through (p) are incorporated into this section and constitute the parent-time schedule with the exception that all instances that require the noncustodial parent to return the child at any time after 6 p.m. be changed so that the noncustodial parent is required to return the child to school the next morning or at 8 a.m., if there is no school.

(7) A stepparent, grandparent, or other responsible adult designated by the noncustodial parent may pick up the child if the custodial parent is aware of the identity of the individual, and if the noncustodial parent will be with the child by 7 p.m.

(8) Weekends include any "snow" days, teacher development days, or other days when school is not scheduled and that are contiguous to the weekend period.

(9) Holidays include any "snow" days, teacher development days after the child begins the school year, or other days when school is not scheduled, contiguous to the holiday period, and take precedence over weekend parent-time. Changes may not be made to the regular rotation of the alternating weekend parent-time schedule.

(a) If a holiday falls on a school day, the noncustodial parent shall be responsible for the child's attendance at school for that school day.

(b) If a holiday falls on a weekend or on a Friday or Monday and the total holiday period extends beyond that time so that the child is free from school and the parent is free from work, the noncustodial parent shall be entitled to this lengthier holiday period.

(c) At the election of the noncustodial parent, parent-time over a scheduled holiday weekend may begin from the time the child's school is dismissed at the beginning of the
holiday weekend or, if school is not in session, and if the noncustodial parent is available to be with the child, parent-time over a scheduled holiday weekend may begin at approximately 8 a.m., accommodating the custodial parents work schedule, unless the court directs the application of Subsection (6)(a).

(10) Birthdays take precedence over holidays and extended parent-time, except Mother's Day and Father's Day. Birthdays do not take precedence over uninterrupted parent-time if the parent exercising uninterrupted time is out of town for the uninterrupted extended parent-time. At the discretion of the noncustodial parent, other siblings may be taken along for birthdays.

(11) Notwithstanding Subsection (9)(b), the Halloween holiday may not be extended beyond the hours designated in Subsection 30-3-35(2)(g)(vi).

(12) If there is a child aged 5 to 18 and a child under the age of five who are the natural or adopted children of the parties, the parents and the court should consider an upward deviation for parent-time with all the minor children so that parent-time is uniform based on a schedule pursuant to this section.

Special Circumstances

Section 30-3-36 deals with special circumstances. It provides that children should be gradually reintroduced to an unfamiliar noncustodial parent. It also provides that, when a child travels with a parent, the other parent should have the itinerary of travel dates, destinations, places to be reached, and the name and phone number of a knowledgeable third party.

Relocation

Section 30-3-37 deals with relocation. A parent who is relocating (150 miles or more from the “residence specified in the court’s decree”) needs to give “60 days advance written notice of the intended relocation to the other parent.” The court may “make appropriate orders regarding the parent-time and costs”, considering the best

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113 Utah Code Ann. § 30-3-35 (LexisNexis 2019). Section 30-3-32(3)(b) of the Utah Code Annotated defines Christmas school vacation as “(i) for a single child, the time period beginning on the evening the child is released from school for the Christmas or winter school break and ending the evening before the child returns to school; and (ii) for multiple children when the children's school schedules differ, the time period beginning on the first evening all children's schools are released for the Christmas or winter school break and ending the evening before any of the children returns to school.”
118 Utah Code Ann. § 30-3-37(1)-(2) (LexisNexis 2019). The notice is to contain statements affirming the court-determined or parties-agreed parent-time schedule and affirming that the parents will not interfere with parent-time arrangements or schedule. Utah Code Ann. § 30-3-37(2) (LexisNexis 2019).
interest of the child and other factors.\textsuperscript{119} “If the court determines that relocation is not in the best interest of the child, and the custodial parent relocates, the court may order a change of custody.”\textsuperscript{120}

“Unless otherwise ordered by the court, upon relocation,” the noncustodial parent is to have the child(ren) (ages 5 to 18) for one-half of the summer break (or “off-track time”) as well as Thanksgiving (during odd numbered years), spring break (during odd numbered years), winter break (during even numbered years), and fall break (during even numbered years).\textsuperscript{121} In addition, “at the option and expense of the noncustodial parent”, the noncustodial parent is entitled to one weekend per month.\textsuperscript{122}

For children under the age of five, the court is to set a parent-time schedule based on the child(ren)’s age and developmental needs, distance between parents, travel arrangements and costs, level of attachment, and other relevant factors.\textsuperscript{123}

Unless the noncustodial parent specifies otherwise or unless there is a conflict with holiday parent-time, this monthly weekend parent-time is to be on the last weekend of the month.\textsuperscript{124} If there is a conflict with holiday parent-time, this monthly weekend parent-time is to be on the next to last weekend of the month.\textsuperscript{125} This monthly weekend parent-time is to include teacher development days and snow days that are “contiguous with” the monthly weekend parent-time.\textsuperscript{126}

If “finances and distance preclude the exercise of minimum parent-time for the noncustodial parent during the school year, the court should consider awarding more time for the noncustodial parent during the summer time if it is in the best interests of the children.”\textsuperscript{127} “Unless otherwise ordered by the court the relocating party shall be responsible for all of the child’s travel expenses” related to this relocation parent-time, except for half of the travel expense for the summer visit.\textsuperscript{128} A noncustodial parent who has been found in contempt for failure to pay child support, is responsible for all of the child’s parent-time travel expenses, unless the court orders otherwise.\textsuperscript{129}

The court has discretion to order a minimum of thirty days of uninterrupted parent-time with the noncustodial parent during extended parent-time, and the court is to specify who “is responsible for the child’s travel expenses.”\textsuperscript{130}

\textsuperscript{119} Utah Code Ann. § 30-3-37(3)-(4) (LexisNexis 2019).
\textsuperscript{120} Utah Code Ann. § 30-3-37(4) (LexisNexis 2019).
\textsuperscript{121} Utah Code Ann. § 30-3-37(6) (LexisNexis 2019).
\textsuperscript{122} Utah Code Ann. § 30-3-37(6)(d) (LexisNexis 2019).
\textsuperscript{123} Utah Code Ann. § 30-3-37(8) (LexisNexis 2019).
\textsuperscript{124} Utah Code Ann. § 30-3-37(8) (LexisNexis 2019).
\textsuperscript{125} Utah Code Ann. § 30-3-37(10) (LexisNexis 2019).
\textsuperscript{126} Utah Code Ann. § 30-3-37(10) (LexisNexis 2019).
\textsuperscript{127} Utah Code Ann. § 30-3-37(12) (LexisNexis 2019).
\textsuperscript{128} Utah Code Ann. § 30-3-37(12) (LexisNexis 2019).
\textsuperscript{129} Utah Code Ann. § 30-3-37(11) (LexisNexis 2019).
A parent who does not comply with a notice of relocation “shall be in contempt of the court’s order.”

Under certain circumstances, section 30-3-40 of the Utah Code Annotated allows families members of a noncustodial parent to exercise the noncustodial parent’s parent-time rights while that parent is away in military service.

Noncompliance with a Parent-time Order

The court may award costs and attorney fees to a prevailing parent or close family member for noncompliance with a visitation or parent-time order. The court may also order “any other appropriate equitable remedy” including payment of childcare and transportation expenses and lost wages.

\[\text{131} \quad \text{Utah Code Ann. § 30-3-37(15) (LexisNexis 2019).}\]
\[\text{132} \quad \text{Utah Code Ann. § 30-3-5 (7) ((a)-(d) (LexisNexis 2019).}\]
Chapter 5
Child Support

Utah’s Child Support Guidelines

Utah’s child support guidelines act as a rebuttable presumption for determining the amount of child support.\(^{133}\) There are instructions for calculating child support for sole,\(^{134}\) joint,\(^{135}\) and split custody\(^{136}\).

The tables for calculating child support amounts are found in sections 78B-12-301 and 78B-12-302 of the Utah Code Annotated.\(^{137}\) If the combined monthly income exceeds the highest level specified in the tables, the judge sets support on a case-by-case basis, but the amount can not be less than the highest amount shown in the tables.\(^{138}\) If the adjusted gross income of a parent is $649 or less, the amount of child support is to be calculated on a case-by-case basis, but is not to be less than $30 per month.\(^{139}\)

The guidelines can be rebutted, and, if so, support will be calculated based upon the standard of living, age, relative wealth and income, ability to earn, needs of each party and the child, and responsibility for the support of others.\(^{140}\) Worksheets for calculating child support are found in appendix G of the Utah Code Annotated court rules volume and in the appendices in the forms portion of this book.

Calculating Income

Adjusted gross income is to be used in calculating child support and only the income of natural or adoptive parents may be considered.\(^{141}\) Gross income is “prospective income from any source”, such as salaries, wages, commissions, royalties, bonuses, rents, gifts, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security, workers’ compensation, unemployment, disability insurance, and “payments from ‘nonmeans-tested’ government programs.”\(^{142}\) Excluded from gross income are: Supplemental Security Income, Social Security Disability Insurance, Medicaid, General Assistance, SNAP benefits, housing subsidies, benefits received under the Job Training Partnership Act, etc.\(^{143}\) Income is

\(^{133}\) Utah Code Ann. § 78B-12-210(2) (LexisNexis 2018).
\(^{134}\) Utah Code Ann. § 78B-12-205 (LexisNexis 2018).
\(^{136}\) Utah Code Ann. § 78B-12-209 (LexisNexis 2018).
\(^{137}\) Appendix 13 of the forms portion of this book shows the child support tables.
\(^{138}\) See Utah Code Ann. § 78B-12-206 (LexisNexis 2018).
\(^{139}\) Utah Code Ann. 78B-12-205(6) (LexisNexis 2018).
\(^{140}\) Utah Code Ann. § 78B-12-202(3) (LexisNexis 2018).
\(^{141}\) Utah Code Ann. § 78B-12-207 (LexisNexis 2018).
\(^{142}\) Utah Code Ann. § 78B-12-203(1) (LexisNexis 2018).
\(^{143}\) Utah Code Ann. § 78B-12-203(3) (LexisNexis 2018).
based upon one full-time 40-hour job unless, just prior to the original support order, it is found that the parent normally and consistently worked more than 40 hours per week at their job.\textsuperscript{144} Income from self-employment or business is to be calculated at the gross income minus “expenses necessary to allow the business to operate at a reasonable level”.\textsuperscript{145} When possible, income should be calculated “on an annual basis and then recalculated to determine the average gross monthly income.”\textsuperscript{146} Income verification is required.\textsuperscript{147} Incarceration of at least six months may not be treated as voluntary unemployment by the office in establishing or modifying a support order.\textsuperscript{148} 

In certain cases income may be imputed.\textsuperscript{149} This is allowed only by stipulation, default, or, in contested cases, after a hearing and a judge or “presiding officer in an administrative proceeding enters findings of fact as to the evidentiary basis for the imputation.”\textsuperscript{150} Income is imputed on the basis of employment potential and probable earnings as considering, to the extent known: employment opportunities, work history, occupational qualifications, educational attainment, literacy, age, health, criminal record, other employment barriers and background factors, and prevailing earnings and job availability.\textsuperscript{151} If there is “no recent work history or a parent’s occupation is unknown,” income may “be imputed at least at the federal minimum wage for a 40-hour work week.”\textsuperscript{152} Income is not to be imputed “if any of the following conditions exist and the condition is not of a temporary nature:” (1) reasonable child care costs would “approach or equal” the amount the custodial parent could make; (2) the “parent is physically or mentally unable to earn minimum wage;” (3) the parent is receiving job training to “establish basic job skills;” or (4) “unusual emotional or physical needs of a child require the custodial parent’s presence in the home.”\textsuperscript{153} The fact that someone is pursuing a bachelor’s degree does not exempt him from having income imputed.\textsuperscript{154} 

Social security benefits given to a child because of the earnings of a parent are to be a credit for that parent against their child support obligation.\textsuperscript{155} 

Child support is to be reduced by 50% for each child during times when the child (by court order or written agreement) is with the noncustodial parent at least 25 of 30 consecutive days.\textsuperscript{156} Child support is to be reduced by 25% for each child during times

\textsuperscript{144} Utah Code Ann. § 78B-12-203(2) (LexisNexis 2018).
\textsuperscript{145} Utah Code Ann. § 78B-12-203(4) (LexisNexis 2018).
\textsuperscript{146} Utah Code Ann. § 78B-12-203(5)(a) (LexisNexis 2018).
\textsuperscript{147} Utah Code Ann. § 78B-12-203(5)(b) (LexisNexis 2018).
\textsuperscript{148} Utah Code Ann. § 78B-12-203(6) (LexisNexis 2018).
\textsuperscript{149} See Utah Code Ann. § 78B-12-203(7) (LexisNexis 2018).
\textsuperscript{150} Utah Code Ann. § 78B-12-203(8)(a) (LexisNexis 2018).
\textsuperscript{151} Utah Code Ann. § 78B-12-203(8)(b) (LexisNexis 2018).
\textsuperscript{152} Utah Code Ann. § 78B-12-203(8)(c) (LexisNexis 2018). 29 U.S.C. § 206 says that minimum wage is $7.25 per hour.
\textsuperscript{153} Utah Code Ann. § 78B-12-203(8)(d) (LexisNexis 2018).
\textsuperscript{155} Utah Code Ann. § 78B-12-203(9) (LexisNexis 2018).
\textsuperscript{156} Utah Code Ann. § 78B-12-216(1)(a)(LexisNexis 2018).
when the child (by court order or written agreement) is with the noncustodial parent at least 12 of 30 consecutive days.  

Materials That Need to be Filed

In any matter in which child support is ordered, the moving party needs to submit a child support worksheet, financial verification, a written statement that says whether or not the amount of support is consistent with the child support guidelines, and identification information.  

Termination of Child Support

Child support terminates at age 18 (or upon graduation from high school in the normal and expected year of graduation if that is after the child turns 18), or upon the child’s death, emancipation, marriage, entry into military service, or adoption. However, “courts in divorce actions may order support to age 21.”

Medical and Child Care Expenses

Every decree of divorce is to include “an order assigning responsibility for the payment of reasonable and necessary medical and dental expenses of a dependent child” and an order requiring insurance if available “at a reasonable cost.” A parent will be ordered to provide insurance, if available at a reasonable cost, and the parents are to equally share the cost of insurance premiums and uninsured expenses. Both are to give timely information to each other about insurance and expenses.  

158 Utah Code Ann. § 78B-12-201 (LexisNexis 2018). The financial verification is to include such things as year-to-date pay stubs and completed tax returns for the most recent year. Utah Code Ann. § 78B-12-203(5) (LexisNexis 2018). The identifying information is to include the party’s social security number, driver’s license number, addresses, phone numbers; it is also to include the name, address, and phone number of their employer; upon entry of a support order, each party is to submit this same identifying information. Utah Code Ann. § 78B-12-201(3) (LexisNexis 2018); Utah Code Ann. § 62A-11-304.4(1) (LexisNexis 2018). The social security number of anyone who is subject to a support order is to be placed in the records relating to the case. Utah Code Ann. § 78B-12-116 (LexisNexis 2018).
159 See Utah Code Ann. § 78B-12-219(1) (LexisNexis Supp. 2021). The child support amount is adjusted for the remaining children based upon the child support table that was used in setting the most recent order, rather than just reducing it “by a per child amount derived from the base child support award originally ordered.” Utah Code Ann. § 78B-12-219(1)-(2) (LexisNexis Supp. 2021).
163 See Utah Code Ann. § 78B-12-212(8)-(10) (LexisNexis 2018).
Each parent is to share equally in reasonable work-related child care expenses.\textsuperscript{164} These amounts are to be paid monthly.\textsuperscript{165} Written verification is required of the cost and the provider’s identity.\textsuperscript{166} Changes in the child care arrangements need to be disclosed to the other party within thirty days or the parent may not get reimbursed for the expenses.\textsuperscript{167}

\textbf{Tax Deduction}

26 U.S.C. § 71 says that, for tax purposes, a person’s gross income includes alimony but not child support. Section 78B-12-217 of the Utah Code Annotated makes no presumption about who should get to claim a child for federal and state income tax purposes; however, the court or administrative agency, in awarding the tax exemption, is to consider the “relative contribution of each parent to the cost of raising the child” and “the relative tax benefit to each parent.” 26 U.S.C. § 152(c)(4)(B) says that the parent claiming a child as a dependent for tax purposes is to be the parent the child resides with most of the time.

\textbf{Bankruptcy}


\textsuperscript{164} Utah Code Ann. § 78B-12-214(1) (LexisNexis 2018).
\textsuperscript{165} Utah Code Ann. § 78B-12-214(2)(a) (LexisNexis 2018).
\textsuperscript{166} Utah Code Ann. § 78B-12-214(2)(b)(i) (LexisNexis 2018).
\textsuperscript{167} Utah Code Ann. § 78B-12-214(2)(b)(ii)-(3) (LexisNexis 2018).
Chapter 6
Alimony

Alimony is a continuation of each spouse’s duty to support and maintain the other. The court has “broad latitude” in setting alimony and these determinations “will not be lightly disturbed.” The court is to “consider at least the following factors in determining alimony”: (1) the financial condition and needs of the person who is to receive alimony, (2) the earning capacity of the person who is to receive alimony “including the impact of diminished workplace experience resulting from primarily caring for a child of the payor spouse”; (3) the ability of the person who is to pay alimony to provide support, (4) “the length of the marriage”, (5) whether or not the “recipient spouse has custody of minor children” who require support, (6) whether or not the “recipient spouse worked in a business” that was “owned or operated by the payor spouse”, and (7) whether or not “the recipient spouse directly contributed to” an “increase in the payor spouse’s skill by paying for education received by the payor spouse or enabling the payor spouse to attend school during the marriage.” The court is to consider all sources of income including overtime, second jobs, self employment, etc.

The court may consider fault in determining alimony. In Childs v. Childs, 967 P.2d 942, 946-47 (Utah Ct. App. 1998), a woman was given a lower amount of alimony, in part, because of her fault in engaging in an extra-marital affair.

Generally, the court should look at the standard of living that existed at the time of the separation, in determining alimony; but the court is to “consider all relevant facts and equitable principles” and “may, in its discretion, base alimony on the standard of living that existed at the time of trial.” In short-term marriages, “when no children have been conceived or born during the marriage, the court may consider the standard of living that existed at the time of the marriage.” “The court may, under appropriate circumstances, attempt to equalize the parties’ respective standards of living.”

If a long-term marriage is ending on the “threshold of a major change in the income of one of the spouses due to the collective efforts of both,” the change is to “be considered in dividing the marital property and in determining” alimony. Similarly, if “one spouse’s earning capacity has been greatly enhanced” by “the efforts of both spouses during the marriage, the court may make a compensating adjustment” in regard

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176 Utah Code Ann. § 30-3-5(8)(g) (LexisNexis 2019).
to alimony as well as in the division of marital property. In short-term marriages, where “no children have been conceived or born during the marriage, the court may” restore each party to the condition that “existed at the time of the marriage.”

Alimony generally is not to be ordered for a period longer than the number of years of the marriage.

Unless income withholding is involved or otherwise ordered by the court, half of alimony is to be paid on the fifth day of each month and the other half on the twentieth of the month.

Unless otherwise ordered by the court, alimony “automatically terminates upon the remarriage or death of the former spouse” but is to resume if “the remarriage is annulled and found to be void ab initio” and the paying spouse is “made a party to the action.” An order of alimony also terminates “upon establishment by the party paying alimony that the former spouse, after the order for alimony is issued, cohabits with another person even if the former spouse is not cohabitating with another person when the party paying alimony files the motion to terminate.” The party seeking termination must do so no later than one year from the day the party knew or should have known about the cohabitation.


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177 Utah Code Ann. § 30-3-5(8)(g) (LexisNexis 2019).
180 Utah Code Ann. § 30-3-10.5 (LexisNexis 2019).
In a divorce, the court may include equitable orders relating to debts.\textsuperscript{183} The court has “considerable latitude of discretion in adjusting financial . . . interests.”\textsuperscript{184} There is no fixed formula for distributing a marital estate.\textsuperscript{185} The court could consider such things as each party’s ability to pay, whether the debt was jointly incurred, whether or not the debt can be documented, when the debt was incurred, and who is going to receive the property.

Spouses are not liable for each other’s separate debts that were incurred during the marriage, other than family expenses.\textsuperscript{186} The court may specify which party is responsible for payment of joint debts incurred during the marriage, require the parties to notify creditors regarding the court’s division of the debts, and provide for enforcement.\textsuperscript{187}

A decree cannot alter or end any joint contractual obligation between the parties and a creditor.\textsuperscript{188} However, a creditor cannot make a negative credit report against a party who has not been ordered to pay, unless they have first demanded payment by the other party, who then failed to pay.\textsuperscript{189} When there is a court order or an administrative order, providing for payment of children’s medical expenses, a creditor (who has a copy of the order) may be prohibited from charging more than the court-ordered amount, of a parent who has paid their court-ordered portion in full, and from making a negative credit report regarding that parent.\textsuperscript{190} If one party ultimately fails to repay a joint debt, as ordered by the court, the remedy is a contempt order and judgment for money paid.

Some parties try to insure future liability for debts, even after bankruptcy, by putting “hold harmless” language in the decree (i.e., one party agrees to pay certain debts and to hold the other party harmless from liability on those debts). This will only help if payment of those debts is “in the nature of support”.\textsuperscript{191}

\textsuperscript{183} Utah Code Ann. § 30-3-5(1) (LexisNexis 2019).
\textsuperscript{184} Mitchell v. Mitchell, 527 P.2d 1359, 1360 (Utah 1994).
\textsuperscript{185} Turner v. Turner, 649 P.2d 6, 8 (Utah 1982).
\textsuperscript{186} Utah Code Ann. § 30-2-5 (LexisNexis 2019). These are the “expenses of the family and the education of the children” and the husband and wife “may be sued jointly or separately” for these expenses. Utah Code Annotated § 30-2-9 (LexisNexis 2019). Case law has found family expenses to include expenses incurred while a wife was ill, Izatt v. Izatt, 627 P.2d 49, 52 (Utah 1981), as well as expenses related to children, Gulley v. Gulley, 570 P.2d 127, 128-29 (Utah 1977).
\textsuperscript{187} Utah Code Ann. § 30-3-5(1)(c) (LexisNexis 2019).
\textsuperscript{188} Utah Code Ann. § 15-4-6.5(1) (LexisNexis 2013).
\textsuperscript{189} Utah Code Ann. § 15-4-6.5(3) (LexisNexis 2013).
\textsuperscript{190} Utah Code Ann. § 15-4-6.7 (LexisNexis Supp. 2021).
\textsuperscript{191} See Beckmann v. Beckmann, 685 P.2d 1045 (Utah 1984).
Debt payment can be considered part of alimony, but 26 U.S.C. § 71(a) says that alimony is taxable. Debts could also be considered as additional child support, but the ongoing duty to pay child support ends when the youngest child turns eighteen.192

If a creditor seeks to take a debtor’s property for unpaid debts, certain items of property are exempt, such as $42,000 of the value of the “primary personal residence”193 The following things are also among those that are exempt: alimony, burial plots, health aids, some appliances and furniture, wearing apparel, year’s supply of provisions, and bedding.194 Also exempt is a motor vehicle, “not exceeding $3,000 in value”.195 However, a creditor may collect against exempt property, other than unemployment benefits, to enforce certain claims (e.g., alimony and support).196 A person’s earnings may be garnished under Rule 64D of the Utah Rules of Civil Procedure. This cannot exceed 25% of a person’s disposable earnings (50% if for child support).197

11 U.S.C. § 523(a)(5) says that domestic support obligations are not dischargeable, in bankruptcy. The federal or state court decides if the debt was in the form of alimony or support.198 Types of bankruptcy include Chapter 7 (liquidation (voluntary or involuntary)); Chapter 13 (individual reorganization of debts); Chapter 11 (business reorganization of debts); Chapter 12 (farm reorganization of debts).199 11 U.S.C. § 362(b)(2) says that bankruptcy proceedings do not “operate as a stay” of a civil action in regard to child custody/visitation or dissolution of a marriage or “collection of a domestic support obligation from property that is not property of the [bankruptcy] estate”.200

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197 Utah R. Civ. P. 64D(a)(1).
199 More information about these different types of bankruptcy can be found in Title 11 of the United States Code.
Chapter 8
Property Division

In a divorce, the court may include equitable orders relating to property.\(^{200}\) Orders must be “fair and reasonable to all concerned.”\(^{201}\) The court has “considerable latitude of discretion” in “adjusting . . . property interests” in a divorce action.\(^{202}\) The court’s “disposition of property” should be “as it deems fair, equitable, and necessary for the protection and welfare of the parties.”\(^{203}\)

The court first needs to “properly categorize the parties’ property as part of the marital estate or as the separate property of one or the other.”\(^{204}\) There is a presumption that each party is “entitled to all of his or her separate property and fifty percent of the marital property.”\(^{205}\) “[T]he court should then consider the existence of exceptional circumstances. . . .”\(^{206}\)

There is “no fixed formula” for dividing property in a divorce.\(^{207}\)

Pension plans that have accrued during the marriage are “subject to equitable distribution”. In *Woodward v. Woodward*, 656 P.2d 431, 433-434 (Utah 1982), the court ruled that equitable division of a pension plan means giving each spouse one-half of the benefits earned during the marriage (i.e., one-half of the “portion of the retirement benefits represented by the number of years of the marriage divided by the number of years the [wage-earner’s] employment”).\(^{208}\) This formula may be modified, however, to adapt to the varied circumstances related to a defined benefit plan so long as the division is still equitable.\(^{209}\)

A QDRO (domestic relations order) is required in order to give ERISA retirement plan benefits to someone other than the participant (e.g., a former spouse). 29 U.S.C. § 1003 says that, generally, this applies “to any employee benefit plan” that is established or maintained by an employer that is “engaged in commerce or in any industry or activity affecting commerce”. 29 U.S.C. § 1056(d)(3)(C) says that a domestic relations order must provide the participant’s name and address, all alternative payees’ names and addresses, the amount or percentage of their benefits, the number of payments, and a list of each plan to which the order applies.

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\(^{201}\) In re Estate of Knickerbocker, 912 P.2d 969, 977 (Utah 1996) (citing § 30-3-5).
Chapter 9
Temporary Orders

Some cases require a temporary court order regarding the rights and obligations of the parties. There are several types of temporary orders that may be used in a domestic relations case: ex parte temporary restraining orders, protective orders, and other temporary orders.

Ex Parte Temporary Restraining Orders

Ex parte temporary restraining orders (ordered without first giving notice to the other party) are possible (1) if it clearly appears that immediate or irreparable injury, loss, or damage will result prior to a hearing, and (2) documentation of efforts to give notice to the opposing party are provided to the court. Temporary orders generally expire within fourteen days. This rule does not limit the equitable powers of the court in administering temporary restraining orders in domestic relations cases. (Form 15 of the Utah Rules of Civil Procedure provides a sample application for temporary restraining order.)

Protective Orders

In situations where there has been cohabitant abuse, the victim may get a protective order or an ex parte protective order. The following things can be included in an ex parte protective order: (1) a prohibition against further abuse or threats of abuse, (2) a prohibition against harassment or communication, (3) exclusion from the abuse victim’s residence, place employment, etc., (4) prohibition against use or possession of a weapon, (5) use of personal effects and an automobile, (6) maintenance of an existing wireless telephone contact or account, (7) temporary custody of the children, (8) assistance of the office of the Guardian Ad Litem, (9) other relief needed to provide safety and welfare, and (10) child support and alimony (income verification needs to be brought to the hearing). (Violation of items 1-5 are criminal offenses. Violation of items 6, 8, and 9 are civil offenses.)

210 See Utah R. Civ. P. 65A(b).
211 See Utah Code Ann. §§ 78B-7-103 (LexisNexis 2018).
212 Utah R. Civ. P. 65A(b)(1).
213 Utah R. Civ. P. 65A(b)(2).
214 Utah R. Civ. P. 65A(f).
215 Utah Code Ann. § 78B-7-106(1) (LexisNexis 2018) (protective orders require prior notice to the other party but ex parte protective orders do not).
216 Utah Code Ann. § 78B-7-106(2) (LexisNexis 2018).
Expedited service is required of the sheriff’s office in these cases.219 A hearing is to be held within 20 days after the ex parte order is issued.220

The civil portion of the final order is generally to last 150 days or less.221 After two years, a hearing may be held to dismiss the criminal portion of the final order.222 Violation of the “safety” provisions of a protective order is a class A misdemeanor.223 Violations of the other provisions is subject to a contempt proceeding.224

Other Temporary Orders

Sometimes parties need non-emergency, temporary relief, prior to the divorce trial (e.g., for support during the pendency of the action). This is allowed by Utah Code Annotated §§ 30-1-17.2(1), 30-3-3(3), and 78A-2-220(1)(i). The court is given the motion, a memorandum, a proposed order, and a request to submit for a decision; the court may order a hearing.225 Judgments and written motions need to be served on the opposing party or their attorney, in accordance with Rule 5(b) of the Utah Rules of Civil Procedure.

221 See Utah Code Ann. § 78B-7-106(7)(a) (LexisNexis 2018).
Chapter 10
Decrees of Divorce

The final document in a divorce case is the decree of divorce. The decree may include orders regarding the children, medical coverage for the children, property, and debts. The court needs to take evidence, even if by affidavit, to support the decree of divorce.

The decree is absolute: (1) upon signing by the court and entry by the clerk in the register of actions, or (2) at the expiration of a time period designated by the court, unless an appeal or other proceeding for review is pending, or (3) when the court otherwise orders, prior to the decree becoming absolute, if “sufficient cause” exists. A court can extend the designated time period up to six months after the “signing and entry of the decree.” The file, except for the final order, can be classified as private.

228 See Utah Code Ann. § 30-3-4(1)(b), (d) (LexisNexis 2019).
229 Utah Code Ann. § 30-3-7(1) (LexisNexis 2019).
230 Utah Code Ann. § 30-3-7(2) (LexisNexis 2019).
231 Utah Code Ann. § 30-3-4(2) (LexisNexis 2019).
Chapter 11
Enforcement

Disobedience of a court order is contempt.232

When the contempt is not committed in the presence of the court, evidence of the contempt is given to the court through an affidavit or statement of the facts.233 An application can be made to the court for an order to show cause to enforce an existing order or to seek “sanctions for violating an existing order”,234 A request for an order is to be done by motion and generally must be in writing, stating the grounds and the relief that is being requested.235 Motions are generally to be accompanied by a supporting memorandum.236 After briefing has been completed the parties can “file a ‘Request to Submit for Decision.’”237

The court may hold a hearing on a motion.238 And an order can be entered.239

If a person is found in contempt, the court may order payment of a fine not exceeding $1,000, and/or sentence the person to 30 days (or less) in jail.240 In addition, the court may order the person to pay the aggrieved party enough money to compensate them for their costs and expenses caused by the contempt.241 If a person is refusing to do something that the law requires them to do, and which are capable of doing, the court may imprison the person until they do it.242

If a parent does not comply with the minimum amount of parent-time or child support ordered, the court can order ten or more hours of compensatory service and order the offender to participate in workshops, classes, or counseling.243

Enforcement of a child support order may be pursued at any time “within four years after the date the youngest child reaches majority” or “eight years from the date of entry of the sum certain judgment by a tribunal.”244

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233 Utah Code Ann. § 78B-6-302(2) (LexisNexis 2018).
234 See Utah R. Civ. P. 7(b) and 7(q).
235 Utah R. Civ. P. 7(b).
236 Utah R. Civ. P. 7(c)(1).
237 Utah R. Civ. P. 7(g).
239 See Utah R. Civ. P. 7(j).
241 Utah Code Ann. § 78B-6-311 (LexisNexis Supp. 2021) (it is possible that bail, paid by the judgment debtor, can be given to the judgment creditor).
242 Utah Code Ann. § 78B-6-312 (LexisNexis 2018).
If child support or parent-time has been withheld for 60 days, “[a] court may, in addition to other available sanctions, withhold, suspend, or restrict the use of driver’s licenses, professional and occupational licenses, and recreational licenses . . .”\textsuperscript{245}

Criminal nonsupport of children under 18 years of age is a class A misdemeanor (for a first offense).\textsuperscript{246} Repeat offenses can result in a conviction of a third-degree felony.\textsuperscript{247}

\textbf{Recovery Services}

The office (Office of Recovery Services\textsuperscript{248} or O.R.S.) has the duty of providing child support services if O.R.S. has received an application for child support services, the state has provided public assistance, or the child lives out of the home under state custody or care.\textsuperscript{249} In cases where the children are receiving public assistance, immediate income withholding is available (as of the effective date of the order), even if no delinquency exists.\textsuperscript{250} In cases where the children are not receiving public assistance, immediate income withholding is also available (as of the effective date of the order), even if no delinquency exists, unless preempted by good cause or by a written contract provision.\textsuperscript{251} O.R.S. can use an administrative proceeding to require payment of child support.\textsuperscript{252} 42 U.S.C. § 664(a)(2)(A) says that agencies like O.R.S. can intercept federal and state income tax refunds to satisfy unpaid child support.

Each child support payment is, “on or after the date it is due,” a judgment.\textsuperscript{253}

\textsuperscript{245} Utah Code Ann. § 78B-6-315 (LexisNexis 2018).
\textsuperscript{246} Utah Code Ann. § 76-7-201 (LexisNexis Supp. 2021).
\textsuperscript{247} Utah Code Ann. § 76-7-201(3) (LexisNexis Supp. 2021).
Chapter 12
Modifications

“The court has continuing jurisdiction to make subsequent changes or new orders for the custody of the children and their support, maintenance, health, and dental care, and for distribution of the property and obligations for debts as is reasonable and necessary.”254 Attorney fees may be awarded if a petition to modify or defense against modification was not done in good faith.255

Modification of Custody or Parent Time

In order to justify a modification of custody the court must find that a substantial change in circumstances has occurred and that the change is in the best interest of the child.256 For example, it would be wrong for a court to “focus on a [noncustodial parent’s] re-marriage and the consequent circumstances of a stepmother as a full-time homemaker in finding a change of circumstances.”257 But that fact that a noncustodial parent has overcome her emotional problems is an example of a substantial change of circumstances.258

To modify or terminate an order of joint legal or physical custody, the court must find that there has been a “material and substantial change of circumstances” and that modification would be “an improvement for and in the best interest of the child.”259

Where the original order was stipulated rather than litigated, the court can modify custody without applying a “strict changed circumstances” test.260

Utah courts can modify custody decrees from other states if they could now make an initial custody determination and if the other state’s court determines that it no longer has “exclusive continuing jurisdiction” or that Utah would be a more convenient forum or if one of the states’ courts determines that the child and parents (or the person acting as parent) no longer live in the other state.261

If a parent moves 150 miles or more from the original residence, the court may order the relocating parent to pay some of the costs associated with exercising parent time.262 Unless otherwise ordered by the court, the noncustodial parent is entitled to spend certain time with the children upon relocation of one of the parties.263 During odd

numbered years it is the Thanksgiving holiday and spring school break, if applicable. During even numbered years it is the winter and fall breaks. In addition, extended parent-time is to be one-half of the summer or off-track time and, “one weekend per month, at the option and expense of the noncustodial parent.”

Modification of Child Support

“If the prior court order contains a stipulated provision for the automatic adjustment for prospective support, the prospective support shall be the amount as stated in the order, without a showing of a material change of circumstances,” so long as the stipulated provision is “clear and unambiguous”, self-executing, provides for support equaling or exceeding the base child support amount found in the guidelines, and “does not allow a decrease in support as a result of the obligor’s voluntary reduction of income.”

The trial court retains jurisdiction to modify child support.

If the amount was not set or modified within the past three years, the court can adjust the amount. If the court finds a permanent difference of 10% or more and if “the order adjusting the payor’s ordered support amount does not deviate from the guidelines”, the court will adjust the amount. A showing of substantial change in circumstances is not required.

The court may be petitioned, anytime, to adjust the support amount upon a showing of a substantial change in circumstances (e.g., a material change in custody, a material change in the relative wealth or assets of a party, a change of 30% or more in a parent’s income, a material change “in the employment potential and ability of a parent to earn,” a material change in the medical needs of a child, or a material change in the legal responsibility of a parent for the support of other people). If the court finds a permanent change of 15% or more, in the amount of support, it will change the amount.

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266 Utah Code Ann. § 30-3-37(6)(c) (LexisNexis 2019).
269 Utah Code Ann. § 30-3-5(3) (LexisNexis 2019).
Child support cannot be changed retroactively, but it can begin with the date that the pleading was served on the person who is to pay the additional child support.\textsuperscript{275}

**Modification of Alimony**

The court can modify alimony “based on a substantial material change in circumstances not foreseeable at the time of the divorce.”\textsuperscript{276} The court is not permitted to modify or award new alimony for “needs of the recipient that did not exist at the time the decree was entered, unless the court finds extenuating circumstances that justify that action.”\textsuperscript{277}

The court can consider a “subsequent spouse’s financial ability to share living expenses” and “may consider the income of a subsequent spouse if . . . the “payor’s improper conduct justifies that consideration.”\textsuperscript{278}

Alimony may be given later even if not awarded in the initial decree.\textsuperscript{279}

**Modification of Property and Debt Division**

“The court has continuing jurisdiction to make subsequent changes or new orders . . . for distribution of the property and obligations for debts as is reasonable and necessary.”\textsuperscript{280}

**Other Considerations**

The juvenile court “may acquire jurisdiction” in child abuse, child neglect, and dependent child cases, and change custody, support, and parent-time, “as necessary to implement the order of the juvenile court for the safety and welfare of the child.”\textsuperscript{281}

\textsuperscript{275} Utah Code Ann. § 78B-12-112(4) (LexisNexis 2018).
\textsuperscript{276} Utah Code Ann. § 30-3-5(8)(i)(i) (LexisNexis 2019).
\textsuperscript{277} Utah Code Ann. § 30-3-5(8)(i)(ii) (LexisNexis 2019).
\textsuperscript{278} Utah Code Ann. § 30-3-5(8)(i)(iii) (LexisNexis 2019).
\textsuperscript{279} Georgedes v. Georgedes, 627 P.2d 44, 46 n.1 (Utah 1981).
\textsuperscript{280} Utah Code Ann. § 30-3-5(3) (LexisNexis 2019). A substantial change of circumstances must be found before a property division can be modified. See Childs v. Callahan, 993 P.2d 244, 247 (Utah Ct. App. 1999) (vesting of a military retirement was not a sufficient change of circumstances).
\textsuperscript{281} Utah Code Ann. § 78A-6-104(3) (LexisNexis Supp. 2021).
Chapter 13
Mediation

Civil cases are generally required to submit to alternative dispute resolution.\footnote{282}{See Utah Code Jud. Administration 4-510.05(1)(A).}

Mediation, a form of alternative dispute resolution, is defined as “a private forum in which one or more impartial persons facilitate communication between parties to a civil action to promote a mutually acceptable resolution or settlement.”\footnote{283}{Utah Code Ann. § 78B-6-202 (LexisNexis 2018).} The purpose of alternative dispute resolution is to “promote the efficient and effective operation of the courts of this state by authorizing and encouraging the use of alternative methods of dispute resolution to secure the just, speedy, and inexpensive determination of civil actions filed in the courts of this state.”\footnote{284}{Utah Code Ann. § 78B-6-203(1) (LexisNexis Supp. 2021).} Confidentiality of ADR procedures is intended to aid in the “successful resolution of civil actions in a just, speedy, and inexpensive manner . . . .”\footnote{285}{Utah Code Ann. § 78B-6-203(2)(b) (LexisNexis Supp. 2021).} The “Judicial Council may by rule establish experimental and permanent ADR programs . . . .”\footnote{286}{Utah Code Ann. § 78B-6-205 (LexisNexis 2018).} Mediation is governed by the Utah Rules of Court Annexed Alternative Dispute Resolution\footnote{287}{These rules are located at http://www.utcourts.gov/resources/rules/adr/.} and Rule 4-510 of the Utah Code of Judicial Administration.

Unless all agree, only the parties, representatives, and mediator may attend mediation sessions.\footnote{288}{Utah Code Ann. § 78B-6-207(3)(a) (LexisNexis Supp. 2021). A lawyer who serves “as a mediator in a mediation in which the parties have fully resolved all issues” is allowed to “prepare formal documents that memorialize and implement the agreement reached in mediation;” the lawyer-mediator “shall recommend that each party seek independent legal advice before executing the documents;” the lawyer-mediator “with the informed consent of all parties confirmed in writing, may record or may file the documents in court, informing the court of the mediator’s limited representation of the parties for the sole purpose of obtaining such legal approval as may be necessary.” Utah R. Prof. Conduct 2.4(c).} A settlement agreement between the parties as a result of mediation can be put in writing, filed with the court, and enforced as a judgment of the court.\footnote{289}{Utah Code Ann. § 78B-6-207(2)(a) (LexisNexis Supp. 2021).}

A wide range of civil cases are to be referred to the alternative dispute resolution (“ADR”) program and only certain kinds of cases are exempt from the ADR rules.\footnote{290}{See Utah Code Jud. Admin. 4-510.06.} ADR is to proceed upon the filing of the responsive pleading unless the parties have participated in another ADR program or have been excused by the court.\footnote{291}{Utah Code Jud. Admin. 4-510.05(1)(A).}
There is currently an Expedited Parent-time Program in the third judicial district.292 If a parent files a motion in the third judicial district alleging that court-ordered parent-time rights are being violated, the clerk of the court, after assigning the case to a judge, shall refer the case . . . for assignment to a mediator . . . .”293 The mediation can be terminated if an agreement is reached or if the parents are unable to reach an agreement.294 A judge may sign a mediated agreement as an order, “order the parents to receive services to facilitate parent-time”, “proceed with the case”, or “take other appropriate action.”295 If abuse is alleged, the judge and Division of Child and Family Services are to be informed immediately.296 Expenses of mediation are to be “divided equally between the parents”, unless one of them “failed to participate in good faith” or “made an unfounded assertion or claim” of abuse (in which case they may be required to pay more).297

In addition, there is a mandatory domestic mediation program throughout the entire state.298 After the filing of an answer to a complaint for divorce, the parties are to participate in at least one mediation session.299 Unless the court orders otherwise or the parties agree, the cost of mediation is to “be divided equally between the parties.”300 The parties may be excused from mediation for good cause.301

Mediators will go through seven steps or stages of mediation.302 The first is intake, in which the parties contact the mediator’s office and schedule the first visit.303 The second is contracting, in which the parties review the goals of mediation, discuss the role of the mediator, agree to work together, agree to costs, and sign a formal mediation agreement.304 The third is gathering information, in which the mediator gets a description of the facts and feelings of the parties and the parties begin to listen to each other.305 The fourth step is identifying issues, in which the mediator makes a list of the issues, based upon the statements of the parties.306 The fifth is agenda setting, in which the mediators work with the parties to organize and prioritize issues.307 The sixth is resolving each issue, in which the mediator (a) gathers additional information, (b) helps the parties explore needs and interests, (c) helps the parties list options to deal with issues, (d) has

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the parties evaluate options, and (e) has the parties negotiate with one another and make decisions.\textsuperscript{308} Sometimes the mediator will caucus, or meet with the parties individually, “to help them consider their alternatives and to encourage them to make movement in order to reach agreement.”\textsuperscript{309} The final step is reviewing and drafting final agreements.\textsuperscript{310}
APPENDIXES 2021*

*Current with 2021 Legislative Acts

Compiled and edited by Laureen C. Urquiaga
Appendix 1: Sample Documents for Beginning a Divorce

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Appendix 4: Sample Waiting Period Waiver Documents

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Waiver Forms

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TOC NOTES:
Financial Disclosure Forms should also be submitted with a Petition to Modify.
Sample Custody and Support Worksheets are in Appendix 13

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Appendix 13: Child Support Worksheets and Official Child Support Table

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Utah Code 78B-12-§302: Utah Low Income Table -- Obligor Parent Only ........ A13–29
Sample Insurance Premium and Child Care Adjustment Worksheet ....... A13–30
Roadmap for Divorce Cases

**Case Starts.** Petitioner files Petition for Divorce

Summons and Petition are **served** on respondent and proof of service is filed within 120 days (unless parties agree and file a Stipulation)

**Parties Disagree***

Respondent files **Answer** and optional Counterpetition

Parties exchange:
- **Financial Declarations**
- **Initial Disclosures**

Parties attend **mediation** or file:
- **Application or Motion to Excuse Mediation**

One party files:
- **Certification of Readiness for Trial**

Both parties file:
- **Proposed settlement**
- **Updated Financial Declarations**

Both parties attend **pre-trial conference**

**At any time...**

Either party can file a **Motion for temporary order**

**Parties Agree***

They file a Stipulation

Wait 30 days from the date petition was filed

**File:**
- **Final documents**
  - If there are children, also file:
  - Proof of income for both parties
  - Certificates of Completion of Divorce Education Courses (or get waiver)

Judge reviews final documents

**Case is finished.**
Judge signs Divorce Decree
If needed: parties can file **QDRO**

**Respondent Doesn’t File Answer** **within:**
- 21 days (in UT),
- 30 days (not in UT)*

Petitioner files paperwork for a Default Divorce

* If there are children: both parties must attend education classes or file:
  - **Motion to Waive Education Requirements**

**Use OCAP for forms**

Get help at selfhelp@utcourts.gov or 888-683-0009

Revised November 2019
Additional forms, as well as sample motions (for example, to file an answer or to dismiss the action), are available at [https://www.utcourts.gov/howto/divorce/](https://www.utcourts.gov/howto/divorce/).

**ADVISORY NOTE**

Fillable online forms are provided at the [Utah Online Court Assistance Program](https://www.utcourts.gov/howto/divorce/) (OCAP) website, and readers are strongly encouraged to use that system whenever possible. Documents generated by the OCAP site automatically meet court requirements.

The documents included in this and the following appendixes are provided for reference only. Links to Utah court website source documents are provided when available. Please be aware that while PDF documents are included for the purposes of this publication, many of these forms are also available in DOC format (used by Microsoft Word, Google Docs and other open source word processing programs).

Certain documents, such as the Complaint (see page A1-5), Stipulation (see Appendix 6) and QDRO (see Appendix 8), must be individually customized to represent the circumstances of a particular case and no official form is provided. An example of a typical document for each type is provided for reference, and these are identified by a note on each first page. These forms should never be used “as is”. Careful drafting of these documents (preferably by an attorney or a licensed paralegal) is necessary in every case to insure that any documents submitted to a court are accurate and relevant.
Utah District Court Cover Sheet for All Civil Actions Except Probate Cases

Interpretation. If you do not speak or understand English, the court will provide an interpreter. Contact court staff immediately to ask for an interpreter.

**Plaintiff/Petitioner (First)**

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<th>Address</th>
<th>City, State, Zip</th>
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**First Plaintiff/Petitioner's Attorney or Licensed Paralegal Practitioner**

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**Plaintiff/Petitioner (Second)**

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**Second Plaintiff/Petitioner's Attorney or Licensed Paralegal Practitioner**

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**Defendant/Respondent (First)**

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*Attorney or LPP addresses provided by Utah State Bar.

**Total Claim for Damages $**

**Jury Demand**

- [ ] Yes  [ ] No  $250  [ ] Jury Demand

**Schedule of Fees: §78A-2-301** (Choose all that apply. See Page 2 for fees for claims other than claims for damages.)

**CHOOSE ONE:**

- [ ] No monetary damages are requested (URCP 26: Tier 2)
- [ ] Damages requested are $50,000 or less (URCP 26: Tier 1)
- [ ] Damages requested are more than $50,000 and less than $300,000 (URCP 26: Tier 2)
- [ ] Damages requested are $300,000 or more (URCP 26: Tier 3)
- [ ] Domestic relations (URCP 26: Tier 4)
- [ ] Damages are unspecified.
- [ ] This case is exempt from URCP 26. (E)

- [ ] Damages $2001 - $9,999  $100
- [ ] Damages $10,000 & over  $187.50
- [ ] Damages $2000 or less  $90
- [ ] Damages $2001 - $9999  $200
- [ ] Damages $10,000 & over  $375
- [ ] Damages unspecified  $375
- [ ] Damages $2000 or less  $165
- [ ] Damages $2001 - $9999  $170
- [ ] Damages $10,000 & over  

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**Motion to Renew Judgment**

- [ ] Damages $2000 or less  $45
### Appendix 1: Sample Documents for Beginning a Divorce

#### Choose One

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- Check if child support, custody or parent-time will be part of decree
- Check if Temporary Separation filed

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**JUDGMENTS**

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**PROBATE**

Use the Utah District Court Cover Sheet for Probate Actions for the following:

Adoptions/foreign adoptions; conservatorships; estate personal rep; foreign probate; gestational agreements; guardianships; minor’s settlements; name changes; supervised administration cases; trusts; other probate actions

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**SPECIAL MATTERS**

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<td>Arbitration Award (E)</td>
</tr>
<tr>
<td>$0</td>
<td>Determination Competency-Criminal (E)</td>
</tr>
<tr>
<td>$150</td>
<td>Expungement Petition (E)</td>
</tr>
<tr>
<td>$0</td>
<td>Hospital Lien (E)</td>
</tr>
<tr>
<td>$35</td>
<td>Judicial Approval of Document: Not Part of Pending Case (E)</td>
</tr>
<tr>
<td>$35</td>
<td>Notice of Deposition in Out-of-State Case/Foreign Subpoena (E)</td>
</tr>
<tr>
<td>$35</td>
<td>Open Sealed Record (E)</td>
</tr>
<tr>
<td>$50</td>
<td>Petition for Adjudication of Priority to Funds on Trustee’s Sale</td>
</tr>
</tbody>
</table>

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**OCAP**

Use the Utah District Court Cover Sheet for Probate Actions for the following:

Documents prepared using Online Court Assistance Program (OCAP)
# UDOH DVRS Form 404 Rev. 01/16

## STATE OF UTAH - DEPARTMENT OF HEALTH

### CERTIFICATE OF DIVORCE, DISSOLUTION

OF MARRIAGE, OR ANNULMENT

<table>
<thead>
<tr>
<th>1a. First Name</th>
<th>1b. Middle Name</th>
<th>1c. Last name before first marriage, if applicable</th>
<th>1d. Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>1e. Sex</th>
<th>2a. RESIDENCE - CITY, TOWN OR LOCATION</th>
<th>2b. COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
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</table>

<table>
<thead>
<tr>
<th>2c. STATE</th>
<th>3. BIRTHPLACE (State or Foreign Country)</th>
<th>4. BIRTHDATE (MM/DD/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5. NUMBER OF THIS MARRIAGE - First, Second, etc. (Specify)</th>
<th>6. IF NOT FIRST MARRIAGE, LAST MARRIAGE ENDED: By Death, Divorce, Dissolution, or annulment (Specify)</th>
<th>7. RACE: White, Black, American Indian, etc. (Specify)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>8. EDUCATION: (Specify only highest grade completed)</th>
<th>9a. First Name</th>
<th>9b. Middle Name</th>
<th>9c. Last name before first marriage, if applicable</th>
<th>9d. Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary/Secondary (0 - 12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College (13-16 or 17+)</td>
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<table>
<thead>
<tr>
<th>9e. Sex</th>
<th>10a. RESIDENCE - CITY, TOWN OR LOCATION</th>
<th>10b. COUNTY</th>
</tr>
</thead>
<tbody>
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<tr>
<th>10c. STATE</th>
<th>11. BIRTHPLACE (State or Foreign Country)</th>
<th>12. BIRTHDATE (MM/DD/YY)</th>
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<table>
<thead>
<tr>
<th>13. NUMBER OF THIS MARRIAGE - First, Second, etc. (Specify)</th>
<th>14. IF NOT FIRST MARRIAGE, LAST MARRIAGE ENDED: By Death, Divorce, dissolution, or annulment (Specify)</th>
<th>15. RACE: White, Black, American Indian, etc. (Specify)</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>16. EDUCATION: (Specify only highest grade completed)</th>
<th>17a. PLACE OF THIS MARRIAGE - CITY TOWN, OR LOCATION</th>
<th>17b. COUNTY</th>
<th>17c. STATE OR FOREIGN COUNTRY</th>
<th>18. DATE OF THIS MARRIAGE (MM/DD/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary/Secondary (0 - 12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>College (13-16 or 17+)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>19. DATE COUPLE LAST RESIDED IN SAME HOUSEHOLD (MM/DD/YY)</th>
<th>20. NUMBER OF CHILDREN UNDER 18 IN THIS HOUSEHOLD AS OF THE DATE IN ITEM 19 Number_________</th>
<th>21. PETITIONER</th>
<th>22a. NAME OF PETITIONER'S ATTORNEY (Type/Print)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Spouse 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spouse 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Both</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>22b. ADDRESS (Street and Number or Rural Route Number, City, or Town, State, Zip Code)</th>
<th>23. I CERTIFY THAT THE MARRIAGE OF THE ABOVE NAMED PERSONS WAS DISSOLVED ON (MM/DD/YY)</th>
<th>24. TYPE OF DECREE, Divorce, dissolution, or annulment (Specify)</th>
<th>25. DATE RECORDED (MM/DD/YY)</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>26. NUMBER OF CHILDREN UNDER 18 WHOSE PHYSICAL CUSTODY WAS AWARDED TO: Spouse 1_____</th>
<th>Spouse 2_____</th>
<th>Joint______</th>
<th>Other_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Children</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Not Determined Yet</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>27. COUNTY OF DECREE</th>
<th>28. TITLE OF COURT</th>
<th>29. SIGNATURE OF CERTIFYING OFFICIAL</th>
<th>30. TITLE OF CERTIFYING OFFICIAL</th>
</tr>
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<table>
<thead>
<tr>
<th>DEGREE</th>
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<th>23. I CERTIFY THAT THE MARRIAGE OF THE ABOVE NAMED PERSONS WAS DISSOLVED ON (MM/DD/YY)</th>
<th>24. TYPE OF DECREE, Divorce, dissolution, or annulment (Specify)</th>
<th>25. DATE RECORDED (MM/DD/YY)</th>
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</table>

Appendix 1: Sample Documents for Beginning a Divorce

{Utah Department of Health/Divorce Certificate}
Sample Complaint (NOT from utcourts.gov)

Name

Address

City, State, Zip

Phone

Email

In the _______________ District Court of Utah

__________ Judicial District ________________ County

Court Address ______________________________________________________

_______________________________

VERIFIED COMPLAINT FOR DIVORCE

Plaintiff/Petitioner

V.

Defendant/Respondent

____________________________________

Case Number

Commissioner (or Judge)

Petitioner, _______________________________, complains and alleges as follows.

1. Petitioner has been an actual and bona fide resident of __________ County, State of Utah, for at least three months immediately prior to the filing of this action.
2. The parties are wife and husband, having been married on
________________________________, in ______________________________,
State of Utah.

3. The parties maintained their marital domicile and/or the acts giving rise to this
action occurred in the County of ________________________________, State of
Utah.

4. Petitioner should be granted a divorce from Respondent on the ground of
irreconcilable differences because the parties have been unable to resolve their
marital problems, making continuation of their marriage impossible.

5. The parties have __________ minor child(ren) namely:
________________________________, born ______________________________,
________________________________, born ______________________________.

6. The parties’ minor child(ren) has/have resided in the State of Utah for at least six
(6) months immediately prior to the filing of this action. (NOTE: Insert, here, any
other addresses where the child(ren) lived during the past five years and the
names and present addresses of people they lived with during that time. In
addition, declare, under oath, whether the petitioner has information of any other
pending custody proceeding concerning the child(ren); and whether the petitioner
knows of any person, not a party to the action, who has or claims custody or
parent-time rights to the child.)

7. The parties’ minor child(ren) currently live(s) with Petitioner and Petitioner has
been the child(ren)’s primary caretaker and is a fit and proper parent. Therefore,
it is in the best interest of the parties’ minor child(ren) that Petitioner be awarded
permanent sole care, custody and control of the minor child(ren).

8. Respondent should be awarded rights of parent-time with the parties’ minor
child(ren) as follows: ________________________________.
9. Pick up and return of the parties’ minor child(ren) should occur at Petitioner’s residence.

10. Respondent should be responsible for all costs associated with visiting the parties’ minor child(ren).

11. If Respondent contests the child custody and parent-time sought by Petitioner, then a qualified agency or person should conduct a child custodial evaluation. The agency or person conducting the evaluation should submit a report of their methods, findings, conclusions, and recommendations to the Court and the parties’ attorneys. The cost of the evaluation, including fees for the evaluator to testify in Court, should be paid by Respondent.

12. Respondent should be permanently restrained from removing the parties’ minor child(ren) from Petitioner’s state of residence without the Petitioner’s notarized, written consent, or by court order. If Respondent does remove the child(ren), an immediate pick-up order should be issued.

13. Each party should be permanently restrained from saying and/or doing anything derogatory against the other in the presence of the parties’ minor child(ren).

14. Petitioner should be entitled to claim the parties’ minor child(ren) as a dependent (dependents) for tax purposes.

15. Each party should attend and complete the mandatory courses for people going through a divorce, as required by Utah Code sections 30-3-11.3 and/or 30-3-11.4. Information and course schedules may be obtained through the Clerk of the District Court, ________________________________, County. This paragraph should serve as notice to Respondent that he/she is required to attend this course.

16. Public assistance has/has not been received from the State of Utah for the parties’ minor child(ren). (If yes, the State of Utah, Office of the Attorney General,
must be given written notification of this action, and evidence of that notification must be filed with the court.)

17. Petitioner has a gross monthly income of $__________, is/is not under court order to pay child support; does/does not pay alimony to any ex-spouse; contributes $__________ toward monthly premiums for health, hospital, and dental care insurance on the parties’ minor child(ren); and pays $__________ as work-related child care costs.

18. To the best of Petitioner’s knowledge and belief, Respondent has a gross monthly income of approximately $__________; is/is not under order to pay child support; does/does not pay alimony to any ex-spouse; contributes $__________ toward monthly premiums for health, hospital, and dental care insurance on the parties’ minor child(ren) and pays $_________ as work-related child care costs.

19. Respondent’s base child support obligation should be set at $_________ per month, beginning _______________________________. (Two copies of the “Child Support Obligation Worksheet” are attached and incorporated by reference herein.)

a. Respondent should pay child support, other than any court-ordered child care costs, in two equal installments on or before the 5th and 20th of each month to the Utah State Office of Recovery Services (P.O. Box 45011, Salt Lake City, Utah 84145-0011) (“the Office”), unless the Office notifies Respondent that payments should be sent elsewhere.

b. Respondent’s income should be subject to immediate and automatic income withholding as of the effective date of the order, regardless of whether a delinquency exists.

c. Each party should keep the Office informed of changes in his or her address, employment and income.
20. Each party should pay half of all reasonable and necessary health, optical, hospital, dental, and other medical expenses of the parties’ minor child(ren) including, but not limited to: out-of-pocket costs actually paid by either parent for the minor child(ren)’s portion of health, optical, hospital, dental, and other medical insurance coverage and all reasonable and necessary uninsured health, optical, hospital, dental, and other medical expenses, including deductibles and co-payments, incurred for the dependent child(ren) and actually paid by either parent.

   a. _______________________________ should maintain health, optical, hospital, dental, and other medical insurance on the parties’ minor child(ren) if coverage is or becomes available at a reasonable cost.

   b. _______________________________ should provide proper verification of health, optical, hospital, dental, and other medical insurance coverage to _______________________________ and the Office if requested, upon initial enrollment of the dependent child(ren), and thereafter on or before January 2nd of each calendar year. Furthermore, _______________________________ should notify _______________________________ and the Office, if requested, of any change of insurance carrier, premium, or benefits within thirty (30) days of the date he/she first knew or should have known of the change. If such verification is not provided to the Office, no credit should be given by the Office.

   c. Either parent who incurs health, optical, hospital, dental, and other medical expenses for the parties’ minor child(ren) should provide written verification of the costs and payment of such health, optical, hospital, dental, or other medical expenses to the other parent within thirty (30) days of payment.

21. Each party should be responsible and liable for one-half of the reasonable child care costs actually incurred each month as a result of Petitioner’s schooling.
and/or work. Petitioner should provide documentation for reimbursement within thirty (30) days. Respondent’s portion of these child care costs should be paid directly to Petitioner by the 5th of each month.

a. Petitioner should provide written verification of the cost and identity of the child care provider to Respondent.

b. Petitioner should notify Respondent of any change in the child care provider or the monthly child care expenses within thirty (30) calendar days from the date of the change.

22. A cash payment of alimony, in the following amount ($____________________. ), should be awarded to Petitioner in this matter.

23. Petitioner should be ordered to pay and assume only the following debt(s):

___________________________________________________________. Petitioner should hold Respondent harmless from any liability on these debts.

24. Respondent should be ordered to pay and assume all other debts incurred during the parties’ marriage, but prior to their separation, including but not limited to the following: _________. Respondent should hold Petitioner harmless from any liability on these debts.

25. Each party should be ordered to pay and assume their own debts incurred after the parties’ separation on or about _______________________________. Each party should hold the other harmless from any liability on these debts.

26. The parties acquired personal property during the marriage and it should be divided and awarded as follows:

a. To Petitioner: ______________________________________________

___________________________________________________________.

b. To Respondent: ______________________________________________

___________________________________________________________.
c. All remaining personal property should be awarded as currently held by each party.

27. The parties do not own an interest in real property.

(Or: During the marriage, the parties acquired real property located at _____________. This real property is presently owned by ____________ and _____________. The legal description of the property is _____________. The parties’ real property, and its debt and equity, should be awarded to Petitioner. Petitioner should hold Respondent harmless from any mortgages, liens, taxes, encumbrances, and any other liabilities on this real property.)

28. The parties are expecting an income tax refund for the tax year ____________. Any tax refund should be awarded to Petitioner.

29. Neither party has pensions, profit sharing, and/or retirement benefits which accrued during the parties’ marriage. (Or, _______________ has pension, profit sharing, or retirement benefits which should be divided as follows _________________.)

30. Respondent should be permanently restrained from bothering, harassing, annoying, threatening, and/or harming Petitioner at any time or in any place.

31. Petitioner’s (or Respondent’s) name should be changed to _________________.

32. Respondent should be responsible and liable for all service fees and court costs incurred as a result of this action.

33. Each party should be responsible for his or her own attorney’s fees.

34. Each party should be ordered to execute and deliver to the other party any documents necessary to implement the provisions of the Decree of Divorce entered by the Court.

Wherefore, Petitioner asks for the following things.
1. A Decree of Divorce should be awarded to Petitioner and become absolute upon entry by the Court.
2. Petitioner should be awarded relief and judgment as requested in the foregoing Verified Complaint for Divorce.
3. Petitioner should be awarded other and further relief as the Court deems just and proper.

________________________________________   Sign here ▶  ____________________________________________
Date
Typed or Printed Name  ____________________________________________
Attorney for Petitioner  ____________________________________________

________________________________________, being first duly sworn, deposes and states: he/she is the Petitioner in the above-entitled action; he/she has read the foregoing Verified Complaint for Divorce and understands its contents; and the facts set forth in this pleading are true and correct to his/her own personal knowledge or belief, where indicated.

________________________________________   Sign here ▶  ____________________________________________
Date
Typed or Printed Name  ____________________________________________

Subscribed and sworn to before me this _____ day of ____________________________.

________________________________________
NOTARY PUBLIC

Petitioner’s Address: ______________________________________________
_________________________________________________________________
_________________________________________________________________
(Link to Parenting Plan and Pointers for Parents)

Name

Address

City, State, Zip

Phone

Check your email. You will receive information and documents at this email address.

Email

I am

[ ] Plaintiff/Petitioner

[ ] Defendant/Respondent

[ ] Plaintiff/Petitioner’s Attorney

[ ] Defendant/Respondent’s Attorney (Utah Bar #:________)

[ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner

[ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #:________)

In the District Court of Utah

__________ Judicial District ________________ County

Court Address ______________________________________________________

_____________________________________
Petitioner

v.

_____________________________________
Respondent

Parenting Plan
(Utah Code 30-3-10.7 through 30-3-10.10)

Petitioner

Case Number

v.

Judge

Respondent

Commissioner

Utah law requires the following:

• A joint physical custody arrangement may result in denial of cash assistance under the Employment Support Act, Title 35A, Chapter 3, of the Utah Code.

• The objectives of a parenting plan are to:
  o provide for the children’s physical care and emotional stability;
  o provide for the children’s changing needs in a way that minimizes the need to change the parenting plan;
  o minimize the children’s exposure to conflict between the parents;
  o state the authority and responsibilities of each parent to the children;
  o encourage the parents to meet their responsibilities to their children through agreement rather than judicial decision; and
o protect the best interests of the children.
• Each parent must follow the parenting plan even if the other does not. If a parent does not follow the parenting plan, the court may find that parent in contempt of court.
• For further guidance, see Utah Code 30-3-33

This parenting plan is: (Choose all that apply.)

[ ] agreed to by petitioner and respondent.
[ ] proposed by [ ] petitioner [ ] respondent.

1. **Family information**

   **Petitioner**
   
<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
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</table>

   **Respondent**
   
<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
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<tr>
<td>City, State, Zip</td>
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<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
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</tr>
</tbody>
</table>

   **Minor Children**

<table>
<thead>
<tr>
<th>Child’s name (first, middle and last)</th>
<th>Child’s gender</th>
<th>Month and year of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
2. **Parent-time** (Choose one.)

[ ] The parents will follow the parent-time schedule in the statute(s).

The children will live with [ ] petitioner [ ] respondent and will have parent-time with the other parent according to the statutory parent-time schedule. That parent will be the “custodial” parent:

(You can find the Utah Code at le.utah.gov/xcode/code.html. Print and attach a copy of the statute(s) for the option(s) you choose.)

[ ] Children under 5 (Utah Code 30-3-35.5)
[ ] Children 5-18 (Utah Code 30-3-35)
[ ] Children 5-18 (expanded schedule) (Utah Code 30-3-35.1)
[ ] Children 5-18 (equal parent-time) (Utah Code 30-3-35.2)

For children 5-18 the parents choose the following.

**Weekday parent-time** will be on this day: (Choose one.)

[ ] Monday [ ] Thursday
[ ] Tuesday [ ] Friday
[ ] Wednesday

If not specified, the weekday is Wednesday.

**On school days** parent-time starts: (Choose one.)

[ ] at the standard time (5:30 p.m. on weekdays; 6:00 p.m. on weekends).

[ ] when school is out.

**On days when school is not in session** parent-time starts: (Choose one.)

[ ] at the standard time (5:30 p.m. on weekdays; 6 p.m. on weekends).

[ ] at the morning time listed in the statute (depending on custodial parent’s work schedule) if the noncustodial parent is able to be with the child:

- 9:00 a.m. (30-3-35).
• 8:00 a.m. (30-3-35.1).

[ ] The parents will make our own parent-time schedule.
The children will live with [ ] petitioner [ ] respondent and will have parent-time with the other parent for the following days and times:

[ ] The above choices do not fit this parenting plan. Instead, the parent-time schedule will be as follows:

[ ] Parent-time for special occasions
(Choose one.)

[ ] The parents will follow the holiday schedule in the statute(s) for special occasions. The
[ ] petitioner
[ ] respondent

will be the custodial parent for purposes of the holiday.

[ ] On school days, holiday parent-time starts: (Choose one.)
[ ] at the time listed for the holiday.
[ ] when school is out until 7:00 p.m. on the last day of the holiday weekend.

[ ] On days when school is not in session, holiday parent-time starts:
(Choose one.)
[ ] at the time listed for the holiday
[ ] at approximately 9:00 a.m. on the first day of the holiday period until 7:00 p.m. on the last day of the holiday weekend (depending on custodial parent’s work schedule) if the noncustodial parent is able to be with the child.

[ ] The parent-time schedule for special occasions is as described below. If a schedule for a special occasion is not described, the regular schedule applies.

(Describe the children’s parent-time schedule as needed. For example, Thanksgiving: Even-numbered years with petitioner; odd-numbered years with respondent. From Wednesday at 6 p.m. to Friday at 6 p.m.)

<table>
<thead>
<tr>
<th>Special Occasion</th>
<th>Parent-Time Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day Weekend</td>
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<tr>
<td>Columbus Day Weekend</td>
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</tr>
<tr>
<td>Fall School Break</td>
<td></td>
</tr>
<tr>
<td>Halloween</td>
<td></td>
</tr>
<tr>
<td>Veterans' Day</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>Winter School Break</td>
<td></td>
</tr>
<tr>
<td>Christmas Eve</td>
<td></td>
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<td>New Year's Eve</td>
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<tr>
<td>New Year's Day</td>
<td></td>
</tr>
<tr>
<td>Dr. MLK, Jr. Day Weekend</td>
<td></td>
</tr>
<tr>
<td>Presidents’ Day Weekend</td>
<td></td>
</tr>
<tr>
<td>Spring School Break</td>
<td></td>
</tr>
</tbody>
</table>
### Special Occasion | Parent-Time Schedule
--- | ---
Mother’s Day |  
Memorial Day Weekend |  
Father’s Day |  
Summer School Break / Vacation |  
Independence Day |  
Pioneer Day |  
Children’s Birthdays |  
Petitioner’s Birthday |  
Respondent’s Birthday |  
Other Religious Holiday |  
Other Civic or School Holiday |  
Other Special Occasion |  
Other Special Occasion |  

4. **Parent-time transfers**

Pick-up and drop-off (“transfers”) of the children for parent-time will be as described below (Choose one.):

[ ] Transfer at **beginning** of parent-time will be by:

[ ] Petitioner

[ ] Respondent

[ ] Other adult ________________________________ (name)

picking up/dropping off the children at this address:
and transfer at end of parent-time by:

[ ] Petitioner
[ ] Respondent
[ ] Other adult _______________________________________________ (name)

picking up/dropping off the children at this address:

______________________________

[ ] Curbside transfers (The parent/person picking up or dropping off the children does not leave the vehicle and the other parent/person does not leave the residence).

[ ] Other pick-up/drop-off arrangement (Describe in detail.):

____________________________________________________________________

5. **Decision-making**

The following applies to the Parenting Plan:

- Each parent will make day-to-day decisions for the children during the time they are caring for the children.

- Either parent may make emergency decisions affecting the health or safety of the children. A parent who makes an emergency decision must share the decision with the other parent as soon as reasonably possible.

(Choose one.)

[ ] **Joint decision-making.**

The parents will share responsibility for making major decisions about the children. If there is a disagreement, the parents will resolve the dispute as provided in the Resolving disputes section below.

Other:

____________________________________________________________________

[ ] **Sole decision-making.**

The following parent will make decisions about:

Education
6. **Education plan**

**Location of school** (Choose one.)

- [ ] The school the children will attend is based on:
  - [ ] Petitioner's home residence
  - [ ] Respondent's home residence
  - [ ] Other specific plan for where the children will attend school:

School access

The following people have authority to check the children out of school:

- [ ] Petitioner
- [ ] Respondent
- [ ] Other ________________________________________ (name)

The following people have access to the children during school:

- [ ] Petitioner
- [ ] Respondent
- [ ] Other ________________________________________ (name)

**Education decisions**

If the parents cannot agree, education decisions will be made by:
7. **Communication with each other**

Parents will communicate with each other: (Choose all that apply.)

- [ ] by any method
- [ ] in person
- [ ] by telephone
- [ ] by texting
- [ ] by letter
- [ ] by e-mail
- [ ] other (describe): ______________________________________________

8. **Communication with the children**

The parents agree they will:

- provide age-appropriate help to the children to communicate with the other parent.
- give the children privacy during their communication with the other parent. The parents will not interfere with or monitor communication between the children and the other parent.

Parents and children may communicate with each other: (Choose all that apply.)

- [ ] Whenever the children choose.
- [ ] At any reasonable times (Specify.):
  - [ ] weekends and holidays: between _______ am/pm and _______ am/pm
  - [ ] school days: between _______ am/pm and _______ am/pm
  - [ ] school vacation days: between _______ am/pm and _______ am/pm

Parents may communicate with the children by following method: (Choose all that apply.)

- [ ] by any method
- [ ] in person
[ ] by telephone
    [ ] parents will maintain voice mail so the children can leave and receive
    messages.

[ ] by texting
[ ] by letter
[ ] by e-mail
[ ] other (describe): ______________________________________________

[ ] Other terms about communication with the children:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

9. **Records and information sharing**
(Choose all that apply.)

[ ] Both parents will have access to records and the ability to consult with
providers regarding education, child care, and health care.

[ ] Other terms regarding records and information sharing:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

10. **Travel by the children**
During their parent-time, the parent may consent for the children to travel with a
sports team, religious group, school group, relatives, friends, by themselves, or
with others.

[ ] If the children will be travelling for more than _____ days, the parent
arranging the travel will notify the other parent at least _____ days in
advance. That parent will give the other parent the travel schedule, locations
and phone numbers at least _____ days in advance. In case of emergency,
the parent will provide as much notice as possible.

[ ] Other agreements about travel by the children:
11. **Military service by a parent**
   (Choose one.)
   
   [ ] One or both parents are servicemembers and a Military Parenting Plan is attached.
   
   [ ] Neither parent is a servicemember.

12. **Child care**
   (Choose all that apply.)
   
   [ ] A child care provider for our children must be:
     
     [ ] a licensed child care provider.
     
     [ ] a relative, friend or neighbor.
     
     [ ] over the age of ________.
     
     [ ] other qualifications: ________________________________________
   
   [ ] Other terms about child care:
     
     ____________________________________________________________
     
     ____________________________________________________________
     
     ____________________________________________________________
     
     ____________________________________________________________

13. **Relocation of a parent**
   (Choose all that apply.)
   
   [ ] If either parent moves more than 149 miles from the other parent, Utah Code 30-3-37 will apply.
   
   [ ] Neither parent may relocate with the minor children more than ____ miles from their current residence without a written agreement signed by the parties or further court order.
[ ] Other terms about relocating:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

14. **Changing the plan**

This plan remains in effect until changed. A change must be agreed to by both of us and in the following manner:

[ ] All changes must be in writing

[ ] Major or permanent changes must be in writing, but minor or temporary changes can be made orally

[ ] Other

________________________________________________________________________
________________________________________________________________________

15. **Resolving disputes**

If the parents need to resolve a dispute regarding the children, they will discuss the issues in good faith and try to reach an agreement based on what is best for their children.

If the parents are unable to agree, they will go to the following before bringing the issue to the court (Choose all that apply.):

[ ] mediation

[ ] arbitration

[ ] counseling

[ ] Other agreements about resolving disputes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
16. [ ] Other terms that are important to us or our children

(Describe)

17. [ ] Additional parenting responsibilities, expectations or commitments:

18. This plan is made in good faith and is in the best interests of the children.

Petitioner

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at _______________________________ (city, and state or country).

_____________________________ Signature ► _______________________________

Date

_____________________________ Printed Name _______________________________

Attorney or Licensed Paralegal Practitioner of record (if applicable)

_____________________________ Signature ► _______________________________

Date

_____________________________ Printed Name _______________________________
Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ________________________________ (city, and state or country).

_________________________________________  ________________________________
Date                                               Signature

_________________________________________  ________________________________
Printed Name                                      Signature

Attorney or Licensed Paralegal Practitioner of record (if applicable)

_________________________________________  ________________________________
Date                                               Signature

_________________________________________  ________________________________
Printed Name                                      Signature
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Parenting Plan on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] Mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Hand Delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] E-filed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Hand Delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] E-filed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature ► ______________________________________________________________________

Date

Printed Name ____________________________________________

---

**Appendix 1: Sample Documents for Beginning a Divorce**
This is a private record

Name

Address

City, State, Zip

Phone

Email

Check your email. You will receive information and documents at this email address.

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent [ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #:__________) [ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner [ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #:__________)

In the [ ] District [ ] Justice Court of Utah

Judicial District County

Court Address ______________________________________________________

Motion to Waive Fees and Statement Supporting Motion
(Utah Code 78A-2-302 and Code of Judicial Administration Rule 4-508)

Plaintiff/Petitioner

v.

Defendant/Respondent

Case Number

Judge

Commissioner (domestic cases)

1. I cannot pay the court fees in this case. I believe I qualify for a waiver.

2. I ask the following fee(s) be waived:
(Choose all that apply. Ask court staff for help if needed.)

[ ] Filing fee (Refer to Civil Cover Sheet): Amount: $______________

[ ] Divorce education class fee
(Maximum $35.00.)

[ ] Divorce orientation class fee
(Maximum $30.00.)

[ ] OCAP fee ($20.00)
[ ] Office of Vital Records fee
(Certificate of Adoption or Certificate of Divorce; $8.00):

[ ] Service fee (within Utah)

[ ] Appeal fee

[ ] Other _____________________

[ ] Other _____________________

3. **Employment**

[ ] I am employed as (Choose all that apply):

[ ] an hourly employee (Form W-2)

[ ] a salaried employee (Form W-2)

[ ] self-employed (Form 1099, Form K-1, Schedule C, etc.)

[ ] other (Explain): ___________________________________________

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Employer's address and phone number</th>
<th>Job title</th>
<th>Hourly rate or annual salary</th>
<th>Hours per week (If hourly)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

[ ] I am unemployed because:

________________________________________________________________________

________________________________________________________________________

4. **Dependents** (Count spouse, children or other dependents in your household. If none, write 0.)

The following people depend on me for support.

<table>
<thead>
<tr>
<th>Number of adults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of children under 18</th>
</tr>
</thead>
</table>
## Gross Monthly Income

[ ] I have the following monthly income before tax deductions:

(Print your pre-tax income in the boxes below. For income that changes from month to month, calculate the annual total and divide by 12 months to list a monthly average.)

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Monthly amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work (Including self employment, wages, salaries, commissions, bonuses, tips and overtime)</td>
<td>$</td>
</tr>
<tr>
<td>Rental income</td>
<td>$</td>
</tr>
<tr>
<td>Business income</td>
<td>$</td>
</tr>
<tr>
<td>Interest</td>
<td>$</td>
</tr>
<tr>
<td>Dividends</td>
<td>$</td>
</tr>
<tr>
<td>Retirement income (Including pensions, 401(k), IRA, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Worker’s compensation</td>
<td>$</td>
</tr>
<tr>
<td>Private disability insurance</td>
<td>$</td>
</tr>
<tr>
<td>Social Security Disability Income (SSDI)</td>
<td>$</td>
</tr>
<tr>
<td>Supplemental Security Income (SSI)</td>
<td>$</td>
</tr>
<tr>
<td>Social Security (Other than SSDI or SSI)</td>
<td>$</td>
</tr>
<tr>
<td>Unemployment benefits</td>
<td>$</td>
</tr>
<tr>
<td>Education benefits (Including grants, loans, cash scholarships, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Veteran’s benefits</td>
<td>$</td>
</tr>
<tr>
<td>Alimony</td>
<td>$</td>
</tr>
<tr>
<td>Child support</td>
<td>$</td>
</tr>
<tr>
<td>Payments from civil litigation</td>
<td>$</td>
</tr>
<tr>
<td>Victim restitution</td>
<td>$</td>
</tr>
<tr>
<td>Public assistance (Including AFDC, FEP, TANF, welfare, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Financial support from household members</td>
<td>$</td>
</tr>
<tr>
<td>Financial support from non-household members</td>
<td>$</td>
</tr>
<tr>
<td>Trust income</td>
<td>$</td>
</tr>
<tr>
<td>Annuity income</td>
<td>$</td>
</tr>
<tr>
<td>Other (Describe)</td>
<td>$</td>
</tr>
<tr>
<td>Other (Describe)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total gross monthly income</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
[ ] I have no income because:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. **Monthly Tax Deductions**

[ ] I have no monthly tax deductions because I have no income.

[ ] I have the following monthly tax deductions.

<table>
<thead>
<tr>
<th>Type of tax deduction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal income tax</td>
<td>$</td>
</tr>
<tr>
<td>State income tax</td>
<td>$</td>
</tr>
<tr>
<td>Municipal income tax</td>
<td>$</td>
</tr>
<tr>
<td>FICA</td>
<td>$</td>
</tr>
<tr>
<td>Medicare</td>
<td>$</td>
</tr>
<tr>
<td>Total monthly tax deductions</td>
<td>$</td>
</tr>
</tbody>
</table>

7. **After Tax Income**

[ ] My monthly income is:

\[
\begin{align*}
  \text{Gross monthly income from section 5} & = \text{\$ \underline{\phantom{0000}} } \\
  \text{Minus monthly tax deductions from section 6} & = \text{\$ \underline{\phantom{0000}} } \\
  \text{Equals after-tax monthly income} & = \text{\$ \underline{\phantom{0000}} }
\end{align*}
\]

[ ] I have no income.

8. **Monthly Expenses** (Include amounts you pay for yourself and any spouse, children or other dependents in your household.)

<table>
<thead>
<tr>
<th>Monthly expense</th>
<th>Current Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent or mortgage</td>
<td>$</td>
</tr>
<tr>
<td>Real estate taxes (if not included in mortgage)</td>
<td>$</td>
</tr>
<tr>
<td>Real estate insurance (if not included in mortgage)</td>
<td>$</td>
</tr>
<tr>
<td>Monthly expense</td>
<td>Current Amount</td>
</tr>
<tr>
<td>--------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Real estate maintenance</td>
<td>$</td>
</tr>
<tr>
<td>Food and household supplies</td>
<td>$</td>
</tr>
<tr>
<td>Clothing</td>
<td>$</td>
</tr>
<tr>
<td>Automobile payments</td>
<td>$</td>
</tr>
<tr>
<td>Automobile insurance</td>
<td>$</td>
</tr>
<tr>
<td>Automobile fuel</td>
<td>$</td>
</tr>
<tr>
<td>Automobile maintenance</td>
<td>$</td>
</tr>
<tr>
<td>Other transportation costs (public transportation, parking, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Utilities (such as electricity, gas, water, sewer, garbage)</td>
<td>$</td>
</tr>
<tr>
<td>Telephone</td>
<td>$</td>
</tr>
<tr>
<td>Paid television, cable, satellite</td>
<td>$</td>
</tr>
<tr>
<td>Internet</td>
<td>$</td>
</tr>
<tr>
<td>Credit card payments</td>
<td>$</td>
</tr>
<tr>
<td>Loans and other debt payments</td>
<td>$</td>
</tr>
<tr>
<td>Alimony</td>
<td>$</td>
</tr>
<tr>
<td>Child support</td>
<td>$</td>
</tr>
<tr>
<td>Child care</td>
<td>$</td>
</tr>
<tr>
<td>Extracurricular activities for children</td>
<td>$</td>
</tr>
<tr>
<td>Education (children)</td>
<td>$</td>
</tr>
<tr>
<td>Education (self)</td>
<td>$</td>
</tr>
<tr>
<td>Health care insurance</td>
<td>$</td>
</tr>
<tr>
<td>Health care expenses (excluding insurance listed above)</td>
<td>$</td>
</tr>
<tr>
<td>Other insurance (describe)</td>
<td>$</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$</td>
</tr>
<tr>
<td>Laundry and dry cleaning</td>
<td>$</td>
</tr>
<tr>
<td>Donations</td>
<td>$</td>
</tr>
<tr>
<td>Gifts</td>
<td>$</td>
</tr>
<tr>
<td>Union and other dues</td>
<td>$</td>
</tr>
<tr>
<td>Garnishment or income withholding order</td>
<td>$</td>
</tr>
<tr>
<td>Retirement deposits (including pensions, 401(k), IRA, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Other (describe)</td>
<td>$</td>
</tr>
</tbody>
</table>
9. **Business Interests** (Add additional sheets if needed.)

[ ] I have no business interests.

[ ] I have the following business interests.

<table>
<thead>
<tr>
<th>Business name</th>
<th>Address &amp; phone</th>
<th>Nature of business</th>
<th>Current value of the business</th>
<th>Percent owned by Petitioner</th>
<th>Percent owned by Respondent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>____%</td>
<td>____%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business name</th>
<th>Address &amp; phone</th>
<th>Nature of business</th>
<th>Current value of the business</th>
<th>Percent owned by Petitioner</th>
<th>Percent owned by Respondent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>____%</td>
<td>____%</td>
</tr>
</tbody>
</table>

10. **Financial Assets** (Add additional sheets if needed.)

[ ] I have no financial assets.

[ ] I have the following financial assets.

<table>
<thead>
<tr>
<th>Asset</th>
<th>Name &amp; address of institution</th>
<th>Names on account</th>
<th>Current balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank or credit union</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Account number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] checking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] savings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset</td>
<td>Name &amp; address of institution</td>
<td>Names on account</td>
<td>Current balance</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------</td>
<td>------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Bank or credit union</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] checking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] savings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stocks, bonds, securities, money market account</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Account number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement account</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Account number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Profit sharing plan</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Account number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Annuity</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Account number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Life insurance</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Account number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Money owed to me</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Date of loan:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
11. **Real Estate** *(Add additional sheets if needed.)*

[ ] I have no real estate.

[ ] I have the following real estate.

**Home**

<table>
<thead>
<tr>
<th>Asset</th>
<th>Name &amp; address of institution</th>
<th>Names on account</th>
<th>Current balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

### Home

- **Address**
- **Date acquired**
- **Name(s) on title**
- **Original cost**
- **Current value**

- **First mortgage or lien holder (name & address)**
  - **Amount owed**
  - **Monthly payments**

- **Second mortgage or lien holder (name & address)**
  - **Amount owed**
  - **Monthly payments**

### Other real estate

- **Address**
- **Date acquired**
- **Name(s) on title**
- **Original cost**
- **Current value**

- **First mortgage or lien holder (name & address)**
  - **Amount owed**
  - **Monthly payments**

- **Second mortgage or lien holder (name & address)**
  - **Amount owed**
  - **Monthly payments**

12. **Personal Property** *(Such as vehicles, boats, trailers, major equipment, furniture, jewelry, and collectibles. Add additional sheets if needed.)*

[ ] I have no personal property.

[ ] I have the following personal property.
### 13. Debts Owed

(Do not include amounts you owe on property reported in the Real Estate or Personal Property sections. Add additional sheets if needed.)

[ ] I do not owe any debts.

[ ] I owe the following debts.

<table>
<thead>
<tr>
<th>Type of debt (such as credit card, cash loan, or installment payment)</th>
<th>Debt owed to (name and address and phone number)</th>
<th>Names on debt</th>
<th>Amount owed</th>
<th>Minimum monthly payments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
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<td></td>
<td></td>
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<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### 14. Other

[ ] The following facts also show why I cannot pay these court fees.

__________________________________________________________

__________________________________________________________

__________________________________________________________
I do solemnly swear or affirm that due to my poverty I am unable to bear the expenses of the action or legal proceedings which I am about to commence or the appeal which I am about to take, and that I believe I am entitled to the relief sought by the action, legal proceedings, or appeal.

Plaintiff/Petitioner or Defendant/Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at _______________________________ (city, and state or country).

______________________________  Signature ► _______________________________

Date

______________________________  Printed Name _______________________________

Attorney or Licensed Paralegal Practitioner of record (if applicable)

______________________________  Signature ► _______________________________

Date

______________________________  Printed Name _______________________________
Order on Motion to Waive Fees

The matter before the court is a Motion to Waive Fees. Having reviewed the Motion to Waive Fees and Statement Supporting Motion and supporting financial evidence, and having made an independent determination,

The court orders:

1. [ ] The motion is denied. The information shows that the party is reasonably able to pay the fees.

2. [ ] The motion is denied. The party failed to provide the required information. The party may re-file the motion with the required information within 14 days.

3. [ ] The motion is granted. The following fees are waived. If the fee is waived in part, it is because the party is reasonably able to pay the balance.
<table>
<thead>
<tr>
<th>Fee</th>
<th>Waived in Full</th>
<th>Waived in Part – Amount to be Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing fee</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>OCAP fee</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Divorce education class fee</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Divorce orientation class fee</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Vital stats fee – divorce certificate or report of adoption</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Service fee (within Utah)</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Other (Describe.)</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

4. Any fees not waived must be paid within 30 days or the case may be dismissed.

5. This order is subject to review and amendment as long as the court has jurisdiction of the case.

Judge’s signature may instead appear at the top of the first page of this document.

_________________________  Signature ➤ ____________________________
Date  Judge

**Notice to the Moving Party**

If the fee waiver was denied because the judge found **you are reasonably able to pay** (paragraph 1 is marked), and you:

- have lost your source of income;
- have unaccounted expenses limiting your ability to pay;
- will suffer immediate irreparable harm if the action is delayed; or
- would lose the opportunity to file the case because of the delay,

you may file a Memorandum Demonstrating Inability to Pay Fees within 10 days of the date of this order.

If the fee waiver was denied **because you failed to provide the required information** (paragraph 2 is marked), and you want your request to be reconsidered, you must file a corrected motion with the required information within 14 days of the date of this order.
Clerk’s Certificate of Service

I certify that on ____________________ (date) a copy of this order was served on the moving party by the method indicated below:

<table>
<thead>
<tr>
<th>Mailed</th>
<th>Emailed</th>
<th>Party Name</th>
<th>Mail or Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date ____________________
Signature ▶ ____________________

Printed name of court clerk ____________________
Name  

Address  

City, State, Zip  

Phone  

Email  

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent  
[ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #:_______)  
[ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner  
[ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #:_______)  

In the District Court of Utah  

[_________] Judicial District [____________] County  

Court Address ______________________________________________  

----- Summons (To be served in Utah) -----  

Plaintiff/Petitioner  

v.  

Defendant/Respondent  

Case Number  

Judge  

Commissioner (domestic cases)  

The State of Utah to  

_________________________________________________________ (party’s name):  

A lawsuit has been filed against you. You must respond in writing by the deadline for the court to consider your side. The written response is called an Answer.  

Se ha presentado una demanda en su contra. Si desea que el juez considere su lado, deberá presentar una respuesta por escrito dentro del periodo de tiempo establecido. La respuesta por escrito es conocida como la Respuesta.
Deadline!
Your Answer must be filed with the court and served on the other party within 21 days of the date you were served with this Summons.

If you do not file and serve your Answer by the deadline, the other party can ask the court for a default judgment. A default judgment means the other party can get what they asked for, and you do not get the chance to tell your side of the story.

Read the complaint/petition
The Complaint or Petition has been filed with the court and explains what the other party is asking for in their lawsuit. Read it carefully.

Answer the complaint/petition
You must file your Answer in writing with the court within 21 days of the date you were served with this Summons. You can find an Answer form on the court’s website: utcourts.gov/ans

Serve the Answer on the other party
You must email, mail or hand deliver a copy of your Answer to the other party (or their attorney or licensed paralegal practitioner, if they have one) at the address shown at the top left corner of the first page of this Summons.

¡Fecha límite para contestar!
Su Respuesta debe ser presentada en el tribunal y también con la debida entrega formal a la otra parte dentro de 21 días a partir de la fecha en que usted recibió la entrega formal del Citatorio.

Si usted no presenta una respuesta ni hace la entrega formal dentro del plazo establecido, la otra parte podrá pedirle al juez que asiente un fallo por incumplimiento. Un fallo por incumplimiento significa que la otra parte recibe lo que pidió, y usted no tendrá la oportunidad de decir su versión de los hechos.

Lea la demanda o petición
La demanda o petición fue presentada en el tribunal y ésta explica lo que la otra parte pide. Léala cuidadosamente.

Cómo responder a la demanda o petición
Usted debe presentar su Respuesta por escrito en el tribunal dentro de 21 días a partir de la fecha en que usted recibió la entrega formal del Citatorio. Puede encontrar el formulario para la presentación de la Respuesta en la página del tribunal: utcourts.gov/ans-span

Entrega formal de la respuesta a la otra parte
Usted deberá enviar por correo electrónico, correo o entregar personalmente una copia de su Respuesta a la otra parte (o a su abogado o asistente legal, si tiene) a la dirección localizada en
### Finding help
The court’s Finding Legal Help web page (utcourts.gov/help) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

### Cómo encontrar ayuda legal
Para información sobre maneras de obtener ayuda legal, vea nuestra página de Internet Cómo Encontrar Ayuda Legal. (utcourts.gov/help-span)

### An Arabic version of this document is available on the court’s website:
UTCOURTS.GOV/ARABIC

### A Simplified Chinese version of this document is available on the court’s website:
UTCOURTS.GOV/CHINESE

### A Vietnamese version of this document is available on the court’s website:
UTCOURTS.GOV/VIET

#### Plaintiff/Petitioner or Defendant/Respondent
I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ____________________________________________ (city, and state or country).

______________________________  ______________________________
Date  Printed Name

---

**Appendix 1: Sample Documents for Beginning a Divorce**
Appendix 1: Sample Documents for Beginning a Divorce

Attorney or Licensed Paralegal Practitioner of record (if applicable)

Date

Signature ►

Printed Name

1015GEJ Approved January 22, 2018 / Revised January 21, 2021
Summons - In Utah
Proof of Completed Service
(Utah Rule of Civil Procedure 4)

Plaintiff/Petitioner _________________________________________________

v. __________________________________________________________________

Defendant/Respondent ________________________________________________

1. The following documents were served by the method described below (Choose all that apply.):
   [ ] Summons (File or attach copy.)
   [ ] Complaint or Petition
   [ ] Amended Complaint or Petition
   [ ] Notice of Divorce Education Requirements
   [ ] Notice of Disclosure Requirements in Domestic Relations Cases
   [ ] Notice to Defendant of Disclosure Requirements in Unlawful Detainer Actions
   [ ] Domestic Relations Injunction
   [ ] Parenting Plan
   [ ] Other: ___________________________________________________________ (describe)
Complete paragraph 2, or paragraphs 3 and 4.

**Service by Mail**
(Service by mail requires a signed receipt. Attach the receipt.)

2. [ ] I served the following person by sending a copy of the documents listed in Paragraph (1) by mail or commercial courier service to:

   Name of Addressee

   Address

   City, State, Zip

I have attached a signed receipt proving delivery. It was signed by:

[ ] the addressee personally.

[ ] someone authorized by appointment or by law to receive service of process on behalf of the addressee.

**Service by Third Person**

3. [ ] I am over the age of 18, and
   - I am not a party or an attorney for a party to this action.
   - I have not been convicted of a felony violation of a sex offense (Listed in Utah Code 77-41-102(16)).
   - I am not a respondent in a protective order proceeding (Utah Code 78B-7-101 et seq.).

4. [ ] On ______________________ (date), I went to ______________________
   ______________________________________________________
   (address),
   and I delivered the documents listed in paragraph 1 to
   __________________________________________________________
   (name),
   who is (Check one.):

   [ ] the named defendant/respondent.
   [ ] the named plaintiff/petitioner.
   [ ] a person of suitable age and discretion residing at that address, which is the named party’s residence. (Describe why the person lives at the named party’s residence and why they are of suitable age and discretion.)
[ ] an agent authorized by appointment or by law to receive service of process on behalf of the named party.

If serving a corporation, partnership, or an unincorporated association
[ ] an officer, a managing agent, general agent.

OR
[ ] an agent authorized by appointment or by law to receive service of process and by also mailing a copy of the complaint and summons to the named party, if the agent is one authorized by statute to receive process and the statute so requires.

If serving a city or town
[ ] the city/town recorder.

If serving a county
[ ] the county clerk.

If serving the state
[ ] the attorney general, and to

____________________________ (name of any other person or agency required by statute to be served) at

____________________________ (address).

If serving a department or agency of the state
[ ] a member of named party’s governing board, executive employee or secretary.

If the document was served in some other way
[ ] Other (Describe how the document was served.)

____________________________________________________________________

____________________________________________________________________
Person Completing Service

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ____________________________ (city, and state or country).

_________________________________________  Signature ► ________________________________
Date                                                                                     Printed Name ____________________________

Attorney or Licensed Paralegal Practitioner of record (if applicable)

_________________________________________  Signature ► ________________________________
Date                                                                                     Printed Name ____________________________
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Proof of Completed Service on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hand Delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-filed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left at business (With person in charge or in receptacle for deliveries.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hand Delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-filed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left at business (With person in charge or in receptacle for deliveries.)</td>
<td></td>
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<td></td>
<td>Left at home (With person of suitable age and discretion residing there.)</td>
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<td>Mail</td>
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<tr>
<td></td>
<td>Hand Delivery</td>
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<td>Left at business (With person in charge or in receptacle for deliveries.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_________________________  __________________________
Date  Printed Name

Signature ➤
Name ________________________________

Address ________________________________

City, State, Zip ________________________________

Phone ________________________________

Email ________________________________

Check your email. You will receive information and documents at this email address.

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent
[ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #:__________)

In the [ ] District [ ] Justice Court of Utah

____________ Judicial District ______________ County

Court Address ________________________________

Certificate of Service
(Utah Rule of Civil Procedure 5)

Plaintiff/Petitioner

v.

Defendant/Respondent

Case Number

Judge

Commissioner (domestic cases)

I certify that I served a copy of

______________________________________________ (document name), which was filed with the court on _____________________ (date). I delivered the document as indicated below.
<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Method of Service</th>
<th>Served at this Address</th>
<th>Served on this Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] Mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Hand Delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] E-filed</td>
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<td></td>
<td>[ ] Email</td>
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<tr>
<td></td>
<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
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</tr>
<tr>
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<td>[ ] Mail</td>
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<td>[ ] E-filed</td>
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<td>[ ] Mail</td>
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<td></td>
<td>[ ] Hand Delivery</td>
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<td>[ ] E-filed</td>
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<td>[ ] Email</td>
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<td></td>
<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date

Printed Name

Signature ► ________________________________
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Certificate of Service on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] Mail</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>[ ] Hand Delivery</td>
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<td></td>
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<tr>
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<tr>
<td></td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
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</tr>
</tbody>
</table>

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<td></td>
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<tr>
<td></td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature ►

Date

Printed Name

Appendix 1: Sample Documents for Beginning a Divorce

A1-52
Name

Address

City, State, Zip

Phone

Email

[ ] Plaintiff/Petitioner
[ ] Defendant/Respondent
[ ] Plaintiff/Petitioner’s Attorney
[ ] Defendant/Respondent’s Attorney (Utah Bar #:_______)
[ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner
[ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #:_______)

In the District Court of Utah

Judicial District County

Court Address

---

Acceptance of Service
(Utah Rule of Civil Procedure 4(d)(3))

Plaintiff/Petitioner

v.

Defendant/Respondent

Case Number

Judge

Commissioner (domestic cases)

1. I received and accept service of the following documents in this case (Choose all that apply.):

[ ] Summons
[ ] Complaint or Petition
[ ] Amended Complaint or Petition

[ ] Parenting Plan
[ ] Notice of Divorce Education Requirements
[ ] Notice of URCP 26.1 Disclosure and Discovery Requirements in Domestic Relations Actions

[ ] Notice of URCP 26.3 Disclosure Requirements in Unlawful Detainer Actions

[ ] Other: ________________________________________________ (describe)

2. I understand that service is effective on the date I sign this document.

3. I know I can still respond to the complaint or petition in this case.

**Plaintiff/Petitioner or Defendant/Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ________________________________ (city, and state or country).

_________________________                   ________________________________
Date                                      Signature

______________________________
Printed Name

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_________________________                   ________________________________
Date                                      Signature

______________________________
Printed Name
**Certificate of Service**

I certify that I filed with the court and am serving a copy of this Acceptance of Service on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mail</td>
<td></td>
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<tr>
<td></td>
<td>Hand Delivery</td>
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<td>E-filed</td>
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<td>Email</td>
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<td></td>
<td>Left at business (With person in charge or in receptacle for deliveries.)</td>
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<tr>
<td></td>
<td>Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
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</tr>
</tbody>
</table>

|               | Mail           |                 |              |
|               | Hand Delivery  |                 |              |
|               | E-filed        |                 |              |
|               | Email          |                 |              |
|               | Left at business (With person in charge or in receptacle for deliveries.) | | |
|               | Left at home (With person of suitable age and discretion residing there.) | | |

|               | Mail           |                 |              |
|               | Hand Delivery  |                 |              |
|               | E-filed        |                 |              |
|               | Email          |                 |              |
|               | Left at business (With person in charge or in receptacle for deliveries.) | | |
|               | Left at home (With person of suitable age and discretion residing there.) | | |

Signature ► __________________________

Date

Printed Name __________________________
IN THE ___________ JUDICIAL DISTRICT COURT
OF _______________ COUNTY, STATE OF UTAH

_____________________________________________________
________________________________,
Petitioner,  

vs.  

______________________________,  
Respondent.

*  *  *  *  *

Commissioner: ___________

Judge: ____________________

The Respondent, _____________________________________________, being first duly sworn and under oath, affirms and states as follows:

1. I have received and read a copy of the Petitioner's Verified Divorce Petition.

2. I understand that I have the right to have a summons and the Verified Divorce Petition served upon me if I were not to sign this Acceptance of Service, Appearance, Consent, and Waiver.

3. I understand that after service I would have the right to answer the Verified Divorce Petition within the time set out in the Summons (21 days if served in the state of Utah; 30 days if served outside the state of Utah) if I were not to sign this Acceptance of Service, Appearance, Consent and Waiver.

4. I understand that I have the right to retain an attorney to consult, with me about this divorce, to review and advise me on all of the documents relating to this divorce and to otherwise

SIGNING THIS FORM WAIVES SOME OF THE RESPONDENT'S RIGHTS.

(This form is only to be used if the divorce is not contested and both parties are in 100% agreement about all details. If use of this form is appropriate, you are STRONGLY advised to complete the document at the OCAP Website, in preference to filling in this form by hand.)
assist and represent me in this divorce.

5. I understand that there is a statutory 30-day waiting period between the date of filing of the Verified Divorce Petition and the date for the granting of a Decree of Divorce in Utah.

6. I understand the allegations in Petitioner's Verified Divorce Petition.

7. Being familiar with the requirements of the summons and the allegations in the Verified Divorce Petition and of my rights to seek legal advice of my own choosing, I voluntarily do the following:
   a. I enter my appearance in this divorce action;
   b. I consent to the personal jurisdiction of this court;
   c. I waive the statutory time in which to answer or otherwise respond to the Verified Petition;
   d. I consent that Judgment by Default may be entered against me at any time and without further notice to me in accordance with the terms of the Verified Divorce Petition;
   e. I understand that Petitioner may ask the court to waive the statutory waiting period and I do not object if the waiting period is waived.

8. It is my intention in signing this Acceptance of Service, Appearance, Consent, and Waiver that a divorce be granted to Petitioner in accordance with the terms of the Verified Divorce Petition.

__________________________________________  ______________________________
Date                                             Signature

Printed Name ________________________________

On this date, I certify that ____________________________________________ (name) who is known to me or who presented satisfactory identification, in the form of ____________________________________________, (form of identification), has, while in my presence and while under oath or affirmation, voluntarily signed this document and declared that it is true.

__________________________________________  ______________________________
Date                                             Signature

Printed name (Court Clerk or Notary Public) ______________________________

Notary Seal

Appendix 1: Sample Documents for Beginning a Divorce

A1-57
Appendix 2: Sample Protective Order Documents

Protective Order information and forms can be found at https://www.utcourts.gov/abuse/; algunos documentos también son disponibles en Español.

The Online Court Assistance Program (OCAP) website is the recommended method for completing protective order documents.

If you are in danger, call: 911

Call the Domestic Violence Hotline:
They can help you find emergency housing, medical care, and support and advocacy for you and your children.
Call toll-free: 800-897-5465
### Request for Protective Order
(Utah Code 78B-7-601 et seq.)

1. **Petitioner** (person asking for protection):
   - **First**   **Middle**   **Last**
   - **Address and phone #** *(to keep private, leave blank):
     - **Street**
     - **City --- State --- Zip**
     - **Phone #’s:**
     - **What is your date of birth?:**
   - **Name and phone number of Petitioner’s attorney (if any):**

2. **Respondent** (person you need to be protected from):
   - **First**   **Middle**   **Last**
   - **Other Names Used**
   - **Relationship to Petitioner:**
   - **Address (street):**
   - **City --- State --- Zip**
   - **Respondent’s Employer (Name and address):**

### This is a private record.

**Other people protected by this order** *(relatives or people who live with you):**
- **Name**
- **Age**
- **Relationship to Petitioner**

### Describe Respondent
*Required. If you do not know, write unknown.
- **Sex**
- **Race**
- **Date of Birth**
- **Ht.**
- **Wt.**
- **Eyes**
- **Hair**
- **Full Social Security # (if known)**
- **Distinguishing features *(like tattoos, scars, limp, etc.)***
- **Driver’s license issued by *(State):***
- **Expires:**

### Other places to find Respondent
(work, relatives, friend, hangouts, etc. – include city/state/zip on each address, if possible)

<table>
<thead>
<tr>
<th>Location Type (work, relatives, friend, hangouts, etc)</th>
<th>Best times to find at this address</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Describe Respondent’s vehicle(s):
- **Make**
- **Model**
- **Color**
- **License Plates**

### Has the Respondent used weapons or been violent in the past? **[ ]** Yes  **[ ]** No  If yes, describe here:

---

{Access the OCAP Website or link to the Utah Protective Order forms.}
Is the Respondent on probation or parole?  [ ] Yes  [ ] No   If yes, list the name of the probation/parole agency, the officer, and the telephone number here: ____________________________________________

3  What is your relationship to the Respondent? (Check all that apply)

☐ a. We are married now.
☐ b. We used to be married.
       Date of Divorce: __________________________
☐ c. We live together as a couple.
☐ d. We used to live together as a couple.
☐ e. We are or used to be in a consensual sexual relationship.
☐ f. We live or used to live in the same home

☐ g. We are related by blood, marriage, or adoption as a child, parent, aunt, uncle, niece, nephew, grandparent, grandchild, or sibling.
       (Specify the relationship):

       __________________________

☐ h. We are expecting a child now.
       List Due Date: __________________________

☐ i. We have or had a child or children together.
       List below:

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Birth date (mm/dd/yyyy)</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4  Describe the most recent abuse (if any):

a. When did it happen? (Date): ______________________________________________________

b. Where did it happen? ____________________________
       Street    City    State

c. Did the police come?  [ ] Yes  [ ] No

d. If the police came answer these questions:
       What police department came? __________________________________________________
       Was anyone arrested?  [ ] Yes  [ ] No
       If yes, who was arrested? ______________________________________________________
       What is the case number? ______________________________________________________
       Did anyone get a ticket?  [ ] Yes  [ ] No
       If yes, who got the ticket? ______________________________________________________

e. Describe the abuse or domestic violence: _________________________________________
       ______________________________________________________
       ______________________________________________________
       ______________________________________________________

f. What did the other person do or say to make you afraid? __________________________
       ______________________________________________________
       ______________________________________________________
       ______________________________________________________

[ ] Check here if you need more space and attach a separate sheet of paper to this form
g. Did the other person use or threaten to use a gun or other weapon? [ ] Yes [ ] No (If yes, describe any weapons the Respondent owns and how they were used against you): __________________________________________________________

h. Were any children present when this happened? [ ] Yes [ ] No (If "yes," who?)______________________________________
i. Who else was there? ____________________________________________
j. Was anyone hurt? ____________________________________________
k. Other facts: ______________________________________________________

5 Describe past abuse (if any):
   a. When did it happen? (Date): _______________________________________
   b. Where did it happen? Street      City      State
   c. Did the police come? [ ] Yes [ ] No
   d. If the police came answer these questions:
      What police department came? ________________________________________
      Was anyone arrested? [ ] Yes [ ] No
         If yes, who was arrested? ________________________________________
      What is the case number? _______________________________________
      Did anyone get a ticket? [ ] Yes [ ] No
         If yes, who got the ticket? ________________________________________
   e. Describe the past abuse or domestic violence: ________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

[ ] Check here if you need more space and attach a separate sheet of paper to this form

6 Fear of imminent physical harm
[ ] Other than what I describe above, I fear there is a substantial likelihood of imminent physical harm by respondent against me.
   (Describe in detail why you are afraid the respondent will cause you physical harm in the immediate future.)
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

[ ] Check here if you need more space and attach additional pages to this form.

7 Other Court Cases
   a. Are you or the Respondent on probation now for domestic violence? [ ] Yes [ ] No (If Yes, who? ____________)
   b. Have you or the Respondent ever been involved in any other court case involving either of you or your

Appendix 2: Sample Protective Order Documents

A2-4
children? [ ] Yes [ ] No (If yes, list ALL court cases below):

<table>
<thead>
<tr>
<th>Court case name</th>
<th>Court case number</th>
<th>County and state</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judge’s name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of case</td>
<td>[ ] Order of protection</td>
<td>[ ] Juvenile court proceeding</td>
</tr>
<tr>
<td></td>
<td>[ ] Civil litigation</td>
<td>[ ] Criminal case</td>
</tr>
<tr>
<td>Person involved</td>
<td>[ ] Petitioner</td>
<td>Did the judge make an order? [ ] Yes [ ] No</td>
</tr>
<tr>
<td></td>
<td>[ ] Respondent</td>
<td></td>
</tr>
<tr>
<td>Court case name</td>
<td>Court case number</td>
<td>County and state</td>
</tr>
<tr>
<td>Judge’s name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of case</td>
<td>[ ] Order of protection</td>
<td>[ ] Juvenile court proceeding</td>
</tr>
<tr>
<td></td>
<td>[ ] Civil litigation</td>
<td>[ ] Criminal case</td>
</tr>
<tr>
<td>Person involved</td>
<td>[ ] Petitioner</td>
<td>Did the judge make an order? [ ] Yes [ ] No</td>
</tr>
<tr>
<td></td>
<td>[ ] Respondent</td>
<td></td>
</tr>
<tr>
<td>Court case name</td>
<td>Court case number</td>
<td>County and state</td>
</tr>
<tr>
<td>Judge’s name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of case</td>
<td>[ ] Order of protection</td>
<td>[ ] Juvenile court proceeding</td>
</tr>
<tr>
<td></td>
<td>[ ] Civil litigation</td>
<td>[ ] Criminal case</td>
</tr>
<tr>
<td>Person involved</td>
<td>[ ] Petitioner</td>
<td>Did the judge make an order? [ ] Yes [ ] No</td>
</tr>
<tr>
<td></td>
<td>[ ] Respondent</td>
<td></td>
</tr>
</tbody>
</table>

c. Fill out below if any child listed on the first page of this form is involved in any other court case, like adoption, juvenile, or custody, or has been investigated by the Division of Child and Family Services.

<table>
<thead>
<tr>
<th>Type of Case</th>
<th>County and State</th>
<th>Court or DCFS case number (if you know it)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Request for Protective Orders**

I ask the court for the following orders.
(Choose all that apply.)
8 [___] **Personal Conduct** Order the Respondent not to commit, try to commit or threaten to commit any form of violence against me or any person listed on the first page of this form. This includes stalking, harassing, threatening, physically hurting, or causing any other form of abuse.

9 [___] **No Contact** Order the Respondent not to contact, phone, mail, e-mail, or communicate with me and the people listed on the first page of this form in any way, either directly or indirectly except as allowed by the parent-time provisions of the temporary protective order.

10 [___] **Contact for Mediation** Order that the Respondent may contact me **only** during mediation sessions for our divorce or custody case that are scheduled with a Court Qualified Mediator.

11 [___] **Stay Away** Order the Respondent to stay away from:

[ ] a. Stay at least ____________________________ (distance) from me.

[ ] b. Stay away from my

  Home: ________________________________ (address)

  Work: ________________________________ (address)

  The respondent [ ] does [ ] does not work at the same place as me.

School: ________________________________ (address)

  The respondent [ ] does [ ] does not go to the same school as me.

Place of worship: ________________________________ (address)

  The respondent [ ] does [ ] does not attend the same place of worship as me.

If you work, go to the same school, or attend the same place of worship as the respondent, the court cannot order the Respondent to stay away from those places. Give information the court should consider about potential or necessary interactions with the Respondent in those settings.

[ ] c. Stay away from the people listed on the first page of this form at their:

Home: ________________________________ (address)

Work: ________________________________ (address)

  The respondent [ ] does [ ] does not work at the same place as the people listed on the first page of this form.

School: ________________________________ (address)

  The respondent [ ] does [ ] does not go to the same school as the people listed on the first page of this form.

Place of worship: ________________________________ (address)
The respondent [ ] does [ ] does not attend the same place of worship as the people listed on the first page of this form.

[ ] d. Other (specify):

12 [___] No Guns or Weapons – Order the Respondent not to use, possess, have, or buy a gun or firearm or any of these weapons:

13 [___] Property Control – Order that only I can use, control and possess the following:
[___] a. Home at (address):

[___] b. Car, truck or other essential personal belongings (describe):

14 [___] Property Control  Order the Respondent
[ ] Not to interfere with or change my phone, utility or other services.
[ ] To maintain existing wireless phone contracts or accounts.

15 [___] Transfer Wireless Phone Number(s) Order the Respondent and the wireless service provider to transfer my current wireless phone number(s) to a new account of my choice.
- The Respondent is the account holder for the following wireless phone number(s):

- The number(s) are assigned to phones that are primarily used by me, or by people who will live with me while the protective order is in effect.
- I will have full financial responsibility for each wireless phone number, beginning on the day of transfer. This includes monthly service costs and costs for any mobile device associated with the wireless phone number(s).
- A wireless service provider may apply standard requirements for account establishment to me when transferring financial responsibility.

16 [___] Child Custody & Parent-time Orders
Give temporary custody of these minor children I have with the respondent to
[ ] me
[ ] _________________________________________________________________ (name of person other than the Respondent):

Give the Respondent parent-time as follows:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
If you asked for a No Contact Order above, who can communicate only parent-time information to the Respondent? (Name):_________________________________________

17 [___] **No Alcohol or Drugs** Order the Respondent not to use alcohol or illegal drugs before or during visitation.

18 [___] **Supervised Visitation** Provide the Respondent with supervised parent-time as follows: (list name and phone number of supervising agency or person):_________________________________________

19 [___] **Travel Restrictions** Order the Respondent not to take the children listed above out of the state of Utah.

20 [___] **Child Support, Spousal Support and other Expenses** -- Order the Respondent to:
   a. Pay $ ______ / month in child support according to Utah Child Support Guidelines.
   b. Pay $ ______ / month in spousal support.
   d. Pay 50% of the minor children’s childcare expenses.
   e. Pay 50% of the minor children’s medical expenses, including premiums, deductibles and co-payments.
   f. Pay $ ______ for the minor children’s medical expenses related to the abuse and $ ______ for my medical expenses related to the abuse.

21 [___] **Other Assistance Needed** (List below any other orders needed to protect you and other protected people listed on page 1 of this form):

________________________________________________________________________
________________________________________________________________________

I also ask for these Orders to Agencies:

22 [___] **Law Enforcement to Assist** Order a law enforcement officer from:__________________________________________ to enforce the orders checked below:
   a. Help me gain and keep control of home, car or other personal belongings.
   b. Help me obtain custody of the children.
   c. Help the [___] Respondent or [___] me remove essential personal belongings from the home.

23 [___] **Investigate Possible Child Abuse** Refer this matter to the Division of Child and Family Services for review and possible investigation of child abuse.

24 [___] **Guardian for your children** Appoint an attorney to speak for the best interests of the children in this case.

The Petitioner must read and sign below:

I swear that:
   a. I am the Petitioner and I have read this Request for Protective Order.
• **I understand it is a serious crime to lie to get a Protective Order.** If I lie, I can be charged with a felony, punishable by up to 5 years in prison.
• I believe I have the right to the protective orders I have asked for in this Request.
• I am not using this Request to harass the Respondent or to abuse the judicial process.

I declare under criminal penalty under the law of Utah that everything stated in this document is true.
Signed at ______________________________ (city, and state or country).

______________________________    Signature ► ________________________________
Date                                    Printed Name ________________________________
Temporary Protective Order

Ex Parte Order
(Utah Code 78B-7-603)

Case Number: _____________________ District:_____
County: _____________________ State: Utah
Judge: _____________________
Commissioner: _____________________

Petitioner (protected person):

First Name _____________________ Middle _________ Last _________

Address and phone # (to keep private, leave blank):

Street __________________________________________

City --- State --- Zip _____________________ __________

Phone # _____________________ __________

Petitioner’s date of birth: _____________________ __________

Petitioner’s attorney (if any): _____________________ Phone # __________

Respondent
(person Petitioner is protected from):

First Name _____________________ Middle _________ Last _________

Other Names Used __________________________________________

____________________

Eyes _________ Hair _________ Social Security # __________
(only the last 4 numbers)

Relationship to Petitioner: _____________________

Address (street): _____________________ __________

City --- State --- Zip _____________________ __________

Describe Respondent

Sex _________ Race _________ Date of Birth _________ Ht. _________ Wt. _________

Eyes _________ Hair _________ Social Security # _____

Distinguishing features (like scars, tattoos, limp, etc.)

____________________

Driver’s license issued by (State):______ Expires: ________

Warning! [ ] Weapon involved (Box to be initialed by Court, if applicable)

Findings: The Court finds there is reason to believe: it has jurisdiction over the parties and this case, the Respondent and Petitioner are cohabitants, the Respondent will be served notice of his/her opportunity to be heard at the scheduled hearing, and the Respondent has abused or committed domestic violence against Petitioner, or that there is a substantial likelihood that Respondent immediately threatens Petitioner’s physical safety.

[ ] The petitioner is an intimate partner of the respondent.

The term “intimate partner” means, with respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabitates or has cohabited with the person. 18 USC Sec. 921 (a) (32).
[ ] The party to be protected is the child of an intimate partner of the respondent.

The Court orders the Respondent to obey all orders initialed on this form and to not abuse, or threaten to abuse, anyone protected by this order.

[____] You must not have any contact with the Petitioner.

(The court fills out this section)
This order lasts until the hearing on:

________________________________________________________

Month – Day – Year
Or later, if the Court extends time for service.

Warnings to the Respondent:
• This is a court order. No one except the court can change it. You can tell your side when you go to court. If you do not obey this order, you can be arrested, fined, and face other charges.
• This order is valid in all U.S. states and territories, the District of Columbia, and tribal lands. If you go to another U.S. state, territory or tribal land to violate this order, a federal judge can send you to prison.
• No guns or firearms! (See item 5.)

To: (Respondent’s name):____________________________________________________

Go to the court hearing on the date listed below. If you do not go to the hearing, the judge can make orders without hearing your side.

Date: ____________  Time: _____ [_] a.m.  [_] p.m.  Judicial Officer: _________________

Address: ____________________________________________  Room: ____________

Respondent must obey all orders marked below.

Criminal orders (you can be arrested for violating these)
If you (respondent) violate orders 1-6 it is a criminal Class A Misdemeanor, punishable by up to 364 days in jail and a fine. A second or subsequent violation can result in more severe penalties.

1 [____] Personal Conduct Order Do not commit, try to commit or threaten to commit any form of violence against the Petitioner or any person listed on the first page of this form. This includes stalking, harassing, threatening, physically hurting, or causing any other form of abuse.
2 [___] **No Contact Order** Do not contact, phone, mail, e-mail, or communicate in any way with the Petitioner and the people listed on the first page of this order either directly or indirectly except as allowed by the parent-time provisions of this order.

3 [___] **Contact for Mediation** You are allowed to have contact with the Petitioner **only** during court mediation sessions for your divorce or custody case that are scheduled with a Court Qualified Mediator.

4 [___] **Stay Away Order**

[  ] a. Stay at least ___________________________ (distance) from the Petitioner.

[  ] b. Stay away from Petitioner's

- Home: ___________________________ (address)
- Work: ___________________________ (address)
- School: ___________________________ (address)
- Place of worship: ___________________________ (address)

[  ] c. Must comply with the following restrictions while at Respondent's and Petitioner's

- Work: ___________________________ (address)
  ____________________________________________________________________
  ____________________________________________________________________

- School: ___________________________ (address)
  ____________________________________________________________________
  ____________________________________________________________________

- Place of worship: ___________________________ (address)
  ____________________________________________________________________
  ____________________________________________________________________

[  ] d. Stay away from the people listed on the first page of this form at their:

- Home: ___________________________ (address)
- Work: ___________________________ (address)
  The respondent [  ] does [  ] does not work at the same place as the people listed on the first page of this form.
- School: ___________________________ (address)
  The respondent [  ] does [  ] does not go to the same school as the people listed on the first page of this form.
- Place of worship: ___________________________ (address)
The respondent [ ] does [ ] does not attend the same place of worship as the people listed on the first page of this form.

[ ] e. Must comply with the following restrictions while at Respondent's and the people listed on the first page of this form's:

Work: _________________________________________________________ (address)
____________________________________________________________________________
____________________________________________________________________________

School: _________________________________________________________ (address)
____________________________________________________________________________
____________________________________________________________________________

Place of worship: _________________________________________________ (address)
____________________________________________________________________________
____________________________________________________________________________

[ ] f. Other (specify): ____________________________________________
____________________________________________________________________________

5 [ ] No Guns or Other Weapons The Court finds that your use or possession of a weapon poses a serious threat of harm to the Petitioner. You cannot possess, have, or buy a gun or firearm or any of these weapons: ________________________________________________

Warning! If a final protective order is issued against you after the hearing, you will then become subject to the federal law making it a crime to possess, transport, ship or receive any firearm or ammunition, including a hunting weapon.

6 [ ] Property Orders Until the hearing, only the Petitioner can use, control and possess the following property and things, but cannot dispose of this property without court approval:

[ ] a. Home at (address):

____________________________________________________________________________

[ ] b. Car, truck or other property (describe):

____________________________________________________________________________

Civil orders (you can be held in contempt of court for violating these)
If you (respondent) violate orders 7-14, you will be in contempt of court and may be punished with jail time and fines.

7 [ ] Property Orders
8 [ ___] Transfer Wireless Phone Number(s)
You must transfer the Petitioner's current wireless phone number(s) to a new account of their choice.

The court will issue a separate order to the wireless service provider to transfer Petitioner's wireless phone number(s) to a new account.

9 [ ___] Proof of Income
You and Petitioner must bring the following proof of income to the hearing: pay stubs or employer statements for this year, and complete tax returns for the most recent year.

10 [ ___] Child Custody & Parent-time Orders
[    ] The Petitioner (the person asking for protection)
[    ] ______________________________________________________________
(name)

will have temporary custody of the minor children of the parties listed below. The person with custody may give a copy of this order to the principal or director of the child’s school or daycare. If you do not obey the custody and parent-time orders listed here, the person with custody may ask for the court’s help (such as an order to show cause for contempt):

[    ] You will have parent-time as follows: _______________________________________

If there is a “No Contact” order, you can communicate with the Petitioner or the person with custody only about parent-time matters through:

11 [ ___] No Parent Time
No parent time is allowed until the scheduled hearing.

12 [ ___] No Alcohol or Illegal Drugs
Do not use alcohol or illegal drugs before or during visitation.

13 [ ___] No Travel with Children
Do not take the children listed above out of the state of Utah.

14 [ ___] Other Orders (List below):____________________________________________
__________________________________________________________________________

Orders to Agencies

15 [ ___] Law Enforcement to Assist
A law enforcement officer from:______________________
will enforce the orders checked below:
[    ] a. Help the Petitioner gain and keep control over home, car or other personal belongings.
[    ] b. Help the Petitioner obtain custody of the children.
[    ] c. Help the [ ___] Respondent or [ ___] Petitioner remove essential personal belongings from the home.
“Essential personal belongings” means daily use items, such as clothing, medications, jewelry, toiletries, financial or personal records solely in one person’s name, or items needed to work at a job or go to school.

**Warning to the Respondent:** Do not go to the home or other protected places without the officer. Law enforcement can evict you or keep you away from protected places, if needed.

16 [___] **Investigate Possible Child Abuse**
This matter will be referred to the Division of Child and Family Services for review and possible investigation of child abuse.

17 [___] **Guardian for your children**
The court appoints an attorney to speak for the best interests of the children in this case.

**Notice to the Petitioner:** The court may amend or dismiss a protective order after one year if it finds that the basis for the issuance of the protective order no longer exists and the petitioner has repeatedly acted in contravention of the protective order provisions to intentionally or knowingly induce the respondent to violate the protective order, demonstrating to the court that the petitioner no longer has a reasonable fear of the respondent. (Utah Code 78B-7-105(6)(c)).

Date: ___________ Time: ___________ [___] a.m.[___] p.m _____________________________________

Judge (printed name) ________________________________

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Asistencia</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must attend. If you do not attend, you might be held in contempt of court and the relief requested might be granted. You have the right to be represented by a lawyer.</td>
<td>Presentarse es obligatorio. Si usted no llegara a presentarse, se lo podría encontrar en desacato de las órdenes del juez y la reparación solicitada podría ser otorgada. Usted tiene el derecho de que lo represente un abogado.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence</th>
<th>Pruebas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bring with you any evidence that you want the court to consider.</td>
<td>Traiga con usted cualquier prueba que quiera que el tribunal tome en cuenta.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interpretation</th>
<th>Adaptación o Arreglo en Caso de Discapacidad</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you do not speak or understand English, the court will provide an interpreter. Contact court staff immediately to ask for an interpreter.</td>
<td>Si usted no habla ni entiende el Inglés el tribunal le proveerá un intérprete. Contacte a un empleado del tribunal inmediatamente para pedir un intérprete.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADA Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you need an accommodation, including an ASL interpreter, contact court staff.</td>
</tr>
<tr>
<td>Finding help</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>The court’s Finding Legal Help web page (<a href="http://www.utcourts.gov/howto/legalassist/">www.utcourts.gov/howto/legalassist/</a>) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.</td>
</tr>
</tbody>
</table>
## Protective Order
(Utah Code 78B-7-603)

**Petitioner (protected person):**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
</table>

**Address and phone # (to keep private, leave blank):**

<table>
<thead>
<tr>
<th>Street</th>
<th>Phone #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City --- State --- Zip</th>
<th>Other people protected by this order</th>
</tr>
</thead>
</table>

**Respondent (person Petitioner is protected from):**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle</th>
<th>Last</th>
<th>Sex</th>
<th>Race</th>
<th>Date of Birth</th>
<th>Ht.</th>
<th>Wt.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Eyes</th>
<th>Hair</th>
<th>Social Security # (only the last 4 numbers)</th>
</tr>
</thead>
</table>

**Relationship to Petitioner:**

**Address (street):**

<table>
<thead>
<tr>
<th>City --- State --- Zip</th>
<th>Distinguishing features (like scars, tattoos, limp, etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Driver’s license issued by (State):</th>
<th>Expires:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th></th>
</tr>
</thead>
</table>

**Warning! [ ] Weapon involved (Box to be initialed by Court, if applicable)**

There was a hearing on *(date):* . The Respondent was given notice and an opportunity to be heard in the hearing that gave rise to this order. The following people were present at the hearing:

- [ ] Petitioner
- [ ] Petitioner’s attorney *(name):*
- [ ] Respondent
- [ ] Respondent’s attorney *(name):*
- [ ] Other *(name)*

The Court reviewed the Request for Protective Order and [ ] received argument and evidence, [ ] accepted the stipulation of the parties, [ ] entered the default of the Respondent for failure to appear,
finds that domestic violence or abuse has occurred or there is substantial likelihood of abuse or domestic violence by the Respondent, [ ] finds that a minor child witnessed the abuse or domestic violence, and makes the orders initialed below.

[ ] The petitioner is an intimate partner of the respondent.

The term “intimate partner” means, with respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabitates or has cohabited with the person. 18 USC Sec. 921 (a)(32).

[ ] The party to be protected is the child of an intimate partner to the respondent.

[ ] Mutual Protective Order (Utah Code 78B-7-108)

The court is entering a mutual protective order because:

- each party filed an independent petition against the other for a protective order and both petitions are served
- each party has made a showing at a due process protective order hearing because of abuse or domestic violence committed by the other party; and
- each party demonstrates the abuse or domestic violence did not occur in self-defense.

Warnings:

- This is a court order. No one except the court can change it. If you do not obey this order, you can be arrested, fined, and face other charges.
- This order is valid in all U.S. states and territories, the District of Columbia, and tribal lands. If you go to another U.S. state, territory or tribal land to violate this order, a federal judge can send you to prison.
- No guns or firearms! (See paragraph 5.) Violence Against Women Act of 1994, 18 U.S.C. Sec. 2265, 2262, 18 U.S.C. 922(g)(8)

Respondent must obey all provisions initialed below.

Criminal orders (you can be arrested for violating these)

If you (respondent) violate orders 1-6 it is a criminal Class A Misdemeanor, punishable by up to 364 days in jail and a fine. A second or subsequent violation can result in more severe penalties.

1 [ ] Personal Conduct Order – Do not commit, try to commit or threaten to commit any form of violence against the Petitioner or any person listed on the first page of this form. This includes stalking, harassing, threatening, physically hurting, or causing any other form of abuse.

2 [ ] No Contact Order – Do not contact, phone, mail, e-mail, or communicate in any way with the Petitioner and the people listed on the first page of this order either directly or indirectly except as allowed by the parent-time provisions of this order.

3 [ ] Contact during Mediation – You are allowed to have contact with the Petitioner only during mediation sessions for your divorce or custody case that are scheduled with a Court Qualified Mediator.
4 [ ] Stay Away Order

[ ] a. Stay at least ______________________________ (distance) from the Petitioner.

[ ] b. Stay away from Petitioner’s

Home: ________________________________________________ (address)

Work: ________________________________________________ (address)

School: ________________________________________________ (address)

Place of worship: ________________________________________ (address)

[ ] c. Must comply with the following restrictions while at Respondent’s and Petitioner’s

Work: ________________________________________________ (address)

______________________________________________________________________________

______________________________________________________________________________

School: ________________________________________________ (address)

______________________________________________________________________________

______________________________________________________________________________

Place of worship: ________________________________________ (address)

______________________________________________________________________________

______________________________________________________________________________

[ ] d. Stay away from the people listed on the first page of this form at their:

Home: ________________________________________________ (address)

Work: ________________________________________________ (address)

The respondent [ ] does [ ] does not work at the same place as the people listed on the first page of this form.

School: ________________________________________________ (address)

The respondent [ ] does [ ] does not go to the same school as the people listed on the first page of this form.

Place of worship: ________________________________________ (address)

The respondent [ ] does [ ] does not attend the same place of worship as the people listed on the first page of this form.

[ ] e. Must comply with the following restrictions while at Respondent’s and the people
listed on the first page of this form’s:

Work: ________________________________________________ (address)

______________________________________________________________________________

______________________________________________________________________________

School: ________________________________________________ (address)

______________________________________________________________________________
Place of worship: _________________________________________________ (address)
______________________________________________________________________________
______________________________________________________________________________

[ ] f. Other (specify): ________________________________________________

5 [___] No Guns or Other Weapons -- The Court finds that your use or possession of a weapon poses a serious threat of harm to the Petitioner. You cannot possess, have, or buy a gun or firearm or any of these weapons: _____________________________________________

Warning! If a final protective order is issued against you after the hearing, you will then become subject to the federal law making it a crime to possess, transport, ship or receive any firearm or ammunition, including a hunting weapon.

6 [___] Property Orders -- Until further court order, Only the Petitioner can use, control and possess the following property and things, but cannot dispose of this property without court approval:

[ ] a. Home at (address):

______________________________________________________________________________

[ ] b. Car, truck or other property (describe):

______________________________________________________________________________

Civil orders (you can be in held contempt of court for violating these)
If you (respondent) violate orders 7-13, you will be in contempt of court and may be punished with jail time and fines.

7 [___] Property Orders
[ ] You cannot interfere with or change Petitioner’s phone, utility or other services.
[ ] You must maintain Petitioner’s existing wireless phone contracts or accounts.

8 [___] Transfer Wireless Phone Number(s)
You must transfer the Petitioner's current wireless phone number(s) to a new account of their choice.

The court will issue a separate order to the wireless service provider to transfer Petitioner's wireless phone number(s) to a new account.

9 [___] Child Custody & Parent-time Orders –
[ ] The Petitioner (the person asking for protection)
[ ] _______________________________________________ (name)

will have temporary custody of the minor children of the parties listed below. The person with custody may give a copy of this order to the principal or director of the child’s school or daycare. If you do not obey the custody and parent-time orders listed here, the person with
custody may ask for the court’s help by filing a motion to enforce the order:
__________________________________________________________________________
__________________________________________________________________________
You will have parent-time as follows:
__________________________________________________________________________
__________________________________________________________________________
If there is a “No Contact” order, you can communicate with the Petitioner or person with custody only about parent-time matters through:
__________________________________________________________________________

10 [___] No Alcohol or Illegal Drugs -- Do not use alcohol or illegal drugs before or during visitation.

11 [___] No Travel with Children -- Do not take the children listed above out of Utah.

12 [___] Child Support, Spousal Support and other Expenses -- The Respondent will:
   a. Pay $ ______ / month in child support.
   b. Have child support withheld from the Respondent’s earnings. (Utah Code 62A-11, Parts 4 and 5)
   c. Pay $ ______ / month in spousal support.
   d. Pay 50% of the minor children’s childcare expenses.
   e. Pay 50% of the minor children’s medical expenses, including premiums, deductibles and co-payments.
   f. Pay $ __________ for the minor children’s medical expenses related to the abuse and $ __________ for the Petitioner’s medical expenses related to the abuse.

13 [___] Other Assistance Needed (List below any other orders needed to protect you and other protected people listed on page 1 of this form):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Orders to Agencies

14 [___] Law Enforcement to Assist A law enforcement officer from: ____________________________ will enforce the orders checked below:
   a. Help the Petitioner gain and keep control over home, car or other personal belongings.
   b. Help the Petitioner obtain custody of the children.
   c. Help the [__] Respondent or [__] Petitioner remove essential personal belongings from the home.
“Essential personal belongings” means daily use items, such as clothing, medications, jewelry, toiletries, financial or personal records solely in one person’s name, or items needed to work at a job or go to school.

**Warning to the Respondent:** Do not go into the home or other protected places without the officer. Law enforcement can evict you or keep you away from protected places, if needed.

**15 [___]** Investigate Possible Child Abuse -- This matter will be referred to the Division of Child and Family Services for review and possible investigation of child abuse.

Respondent was afforded both notice and opportunity to be heard in the hearing that gave rise to this order. Pursuant to the Violence Against Women Act of 1994, P.L. 103-322, 108 Stat. 1796, 18 U.S.C. Sec. 2265, this order is valid in all the United States, the District of Columbia, tribal lands, and United States territories. This order complies with the Uniform Interstate Enforcement of Domestic Violence Protection Orders Act. (Utah Code 78B-7-105.5(4)).

<table>
<thead>
<tr>
<th>Paragraphs 1-6 of this protective order expires in three years, on</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________ (date)</td>
</tr>
<tr>
<td>(Utah Code 78B-7-606)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paragraphs 7-13 of this protective order expire in 150 days, on</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________ (date)</td>
</tr>
<tr>
<td>(Utah Code 78B-7-606)</td>
</tr>
</tbody>
</table>

The court could extend the expiration date for paragraphs 7-13.

**Notice to petitioner**

The court may amend or dismiss a protective order after one year if it finds that the basis for the issuance of the protective order no longer exists and the petitioner has repeatedly acted in contravention of the protective order provisions to intentionally or knowingly induce the respondent to violate the protective order, demonstrating to the court that the petitioner no longer has a reasonable fear of the respondent. (Utah Code 78B-7-105(6)(c)).

The respondent can ask to dismiss the criminal provisions of this protective order within two years of the date the order is issued, but only if the petitioner agrees to the dismissal. (Utah Code 78B-7-603(10)).
If you receive services from the Office of Recovery Services (ORS) and want to keep your address confidential, you must give ORS a copy of your current Protective Order.

— The Court fills out below —

Judge or commissioner’s signature may instead appear at the top of the first page of this document.

Date  
Commissioner  

— The Respondent fills out below —

By signing here, the Respondent approves the form, and accepts service of this Protective Order and waives the right to be personally served.

Respondent’s Address

Street  City  State  Zip

Respondent’s Signature
Notice of Hearing
On Request for Protective Order

Case Number: ________________  District:_____
County:_______________________  State: Utah
Judge: _________________________
Commissioner:__________________

Petitioner (person who asked for the protective order):

First        Middle        Last

Respondent (person Petitioner asked to be protected from):

First        Middle        Last

This is a private record.

To the Respondent (Name):

Go to the court hearing on the date listed below. The Court will make a decision on the
Petitioner’s Request for Protective Order. If you do not go to the hearing, the Court can make orders
without hearing your side. You may have an attorney present at the hearing.

Date: ___________  Time: ______  □ a.m. □ p.m.  Judicial Officer: _______________________

Address: ___________________________  Room: ______________

Signed on: __________________________  District Court Clerk

Disability and Interpreter Services  Assistive listening systems, sign language and oral language interpreter services are
available at no charge in protective order proceedings. Contact the clerk’s office at least 5 days before your hearing.
**Instructions to law enforcement:** Do **not** serve this form with the other papers. You may keep this form for your records or destroy it.

**Instructions to the court:** Do not place in court file. Provide to law enforcement only.

{Access the **OCAP Website** or link to the Utah Protective Order forms.}

### Service Assistance Form

This is a Private Record (CJA 4-202.02)

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Document to be Served</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Court Name &amp; Address</th>
<th>Name of Person Requesting Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Information About the Person to be Served

(Print clearly.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Alias/Nickname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Social Security #</th>
<th>Date of Birth *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race *</th>
<th>Sex *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weight</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hair color</th>
<th>Eye color</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* **Required.** If you do not know, write unknown.

### Special characteristics (tattoos, scars, etc.)

Home: street address, city, state, zip

Cell phone

Home phone

Best times to reach

Work: name, street address, city, state, zip

Work phone

Best times to reach

Driver’s license number

Car license number

<table>
<thead>
<tr>
<th>Car Make</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is this person on probation or parole?

[ ] Yes  [ ] No  [ ] Don’t know

If known, print the name of the supervising agency and officer and the officer’s telephone number.

Has this person used weapons or been violent in the past?

[ ] Yes  [ ] No  [ ] Don’t know
The matter before the court is Petitioner's Request for Protective order.

The court finds:

1. ____________________________________________________________ (respondent) is the account holder of the following wireless phone number(s):
   ____________________________________________________________

2. These phone number(s) are used primarily by the Petitioner.

3. Petitioner has asked that these number(s) be transferred to them.

Having considered the documents filed with the court, the evidence and the arguments, and now being fully informed,
The court orders:

4. The Petitioner's request to transfer the wireless phone number(s) is
   [ ] granted  [ ] denied.

5. [ ] ______________________________________________ (wireless service
   provider) shall transfer the rights to, billing responsibility for and these
   wireless phone number(s)

   ________________________________________________________________
   from ________________________________________________ (respondent)
   to ____________________________________________________________ (petitioner).

   Petitioner is responsible for the account from the date of transfer.

6. [ ] The provider must comply with this order within four business days upon
   receipt of this order, unless they are unable to comply for the reasons stated
   in Utah Code 77-36-5.3.
Appendix 3: Sample Temporary Order Documents

Sample Temporary Order Documents

Information about Temporary Orders and sample forms for filing are available at: https://www.utcourts.gov/howto/family/Temporary_Order/. Temporary Orders are used to govern issues such as child custody, parent time and support, alimony, property distribution, attorney fees and other matters during divorce or parentage proceedings. Parties must follow a temporary order until it is changed or until there is a final order (judgment) in the case.

Motions (Requests) for a Temporary Order may be filed together with or after the paperwork for the Petition for Divorce. Temporary Orders require justification and are not automatic. For the temporary order to govern joint legal or physical custody, the paperwork must include a Parenting Plan (see Appendix 1). If the temporary order is intended to govern any financial payments, such as alimony, child support or attorney fees, the Financial Declaration (Appendix 7) and the appropriate Child Support Worksheets (Appendix 13) must also be included.

The website also includes forms for cases when children are not involved, as well as for filing objections.
Motion for Temporary Order – With Children - Commissioner

I ask the court to enter temporary orders in the paragraphs I have marked below.

1. [ ] Children (including only unborn, minor and adult incapacitated children)

   The petitioner and the respondent are the parents of the following children: (Add additional pages if needed.)
Child’s name
(first, middle and last)  

Month and
year of birth  

Type of child

Example:
Jennie Eliza Jones  

January 2017  

[] Unborn

[] Minor

[] Adult incapacitated

[] Unborn

[] Minor

[] Adult incapacitated

[] Unborn

[] Minor

[] Adult incapacitated

[] Unborn

[] Minor

[] Adult incapacitated

[] Unborn

[] Minor

[] Adult incapacitated

[] Unborn

[] Minor

[] Adult incapacitated

The children have lived at the addresses listed below and with the persons listed
below for the past five years: (Add additional pages if needed.)

Child’s name  

Address (street, city, state, ZIP)  

Dates child lived at this address  

Name(s) of person(s) who lived with child at this address  

Relationship(s) to child

Example:
Jennie Jones  

123 Maple St
Mayberry, UT 84444

5/15/15 to present

Jane Doe, John Jones

Mother, maternal grandfather

2. [ ] Child custody

All orders involving children will include two types of custody: physical custody and legal
 custody.

Physical custody deals with where the children live and how many overnights the children
spend with each parent.

Sole physical custody means that the children live primarily with one parent and have
parent time (visitation) with the other parent (see parent-time options in Section 3).

Joint physical custody means that the children typically spend at least 30% of overnights
with both parents each year and that both parents contribute to the expenses of the child in
addition to paying child support.

**Split physical custody** means that where there is more than one child, each parent is awarded sole physical custody of at least one of the children.

**Legal custody** deals with access to information and decision making.

**Sole legal custody** means that one parent has the right to make important decisions about the child.

**Joint legal custody** means that both parents: (1) have the right to information about the child (events, appointments, access to school and medical records, etc.); and (2) that both parents discuss and make major decisions together – (education, religion, medical, extra-curricular activities, etc.) but designate a parent to make the final decision if they cannot agree.

I ask the court to order temporary custody below (Choose one. If you ask for any joint legal custody or joint physical custody arrangement, you must file or attach a Parenting Plan based on Utah Code 30-3-10.7 to 30-3-10.10.):

[ ] Custody arrangement: (Add additional pages if needed.)

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Month and year of birth</th>
<th>Order physical custody to</th>
<th>Order legal custody to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Jennie Jones</td>
<td>January 2013</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
</tr>
</tbody>
</table>

[ ] Other custody arrangement (Describe in detail.):
3. **Parent-time**

I ask the court to order temporary parent-time below (Choose one.):

- [ ] Statutory parent-time schedule: (Choose all that apply. You can find the Utah Code at le.utah.gov/xcode/code.html. Print and attach a copy of the statute(s) for the option(s) you choose.)
  - [ ] Children under 5 (Utah Code 30-3-35.5)
  - [ ] Children 5-18 (Utah Code 30-3-35)
  - [ ] Children 5-18 (expanded schedule) (Utah Code 30-3-35.1)
  - [ ] Children 5-18 (equal parent-time) (Utah Code 30-3-35.2)
- [ ] Parent-time described in the filed or attached Parenting Plan.
- [ ] Other parent-time schedule: (Describe in detail.)

I ask the court to order the parent-time schedule I chose above because:
4. [ ] **Parent-time transfers**

I ask the court to order transfer (pick-up and drop-off) of the children for parent-time described below (Choose one):

[ ] Order transfer of the children for parent-time described in the filed or attached Parenting Plan.

[ ] Order transfer at **beginning** of parent-time with

- [ ] petitioner
- [ ] respondent
- [ ] other adult (Name) _______________________________

transferring the children at this address:

____________________________________________________________________________________

and transfer at **end** of parent-time with

- [ ] petitioner
- [ ] respondent
- [ ] other adult (Name) _______________________________

transferring the children at this address:

____________________________________________________________________________________

[ ] Order curbside transfers (The parent/person picking up or dropping off the children does not leave the vehicle and the other parent/person does not leave the residence).

[ ] Other transfer arrangements (Describe in detail.):

____________________________________________________________________________________

____________________________________________________________________________________

I ask the court to order the transfer arrangement I chose above because:
5. **Communication between parties**

I ask the court to order communication between the parties as described below (Choose as many options as you want.):

- [ ] In person
- [ ] Phone
  - Petitioner’s # ____________________
  - Respondent’s # ____________________
- [ ] Text
  - Petitioner’s # ____________________
  - Respondent’s # ____________________
- [ ] Email
  - Petitioner’s email address ____________________________
  - Respondent’s email address ____________________________
- [ ] Through a third party
  - Name __________________________
  - Phone # ______________________
- [ ] Other method of communication: (Describe in detail.)

[ ] Communications between the parties must be civil and respectful and limited to parent-time issues only.

[ ] The parties must not make negative or harmful remarks about each other in the presence of the children, must not allow other people to do so and must remove the children if anyone makes negative remarks about the other party.

[ ] The parties must not discuss this case in the presence of the minor children, must not allow other people to do so and must remove the children if anyone discusses the case in the presence of the minor children.

[ ] The parties must not harm or threaten to harm the other parent or the children and must not allow other people to do so and must remove the children if anyone harms or threatens harm to the other parent or children.
6. **Child support**

I ask the court to order child support based on the parties’ incomes or estimate of income based on ability or work history.

a. Petitioner’s total countable gross monthly income for child support purposes is $______________ (Utah Code 78B-12-203).

   This income is from these sources:

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

   [ ] The court should consider petitioner's income to be $______________ based on (Choose one.):

   [ ] minimum wage.
   [ ] historical earnings.

   [ ] Petitioner does receive or has received public assistance.

b. Respondent’s total countable gross monthly income for child support purposes is $______________ (Utah Code 78B-12-203).

   This income is from these sources:

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

   [ ] The court should consider respondent's income to be $______________ based on (Choose one.):

   [ ] minimum wage.
   [ ] historical earnings.

   [ ] Respondent does receive or has received public assistance.

c. Order [ ] petitioner [ ] respondent to pay $______________ per month for child support. The following child support worksheet is filed or attached (Choose one.):

   [ ] sole physical custody worksheet
   [ ] joint physical custody worksheet
   [ ] split custody worksheet

(Choose one.)
[ ] This amount is based on the Uniform Child Support Guidelines (Utah Code 78B-12-201 et seq.).

[ ] This amount is **not** based on the Uniform Child Support Guidelines and I am asking for a different amount because (Choose one.):

[ ] the guidelines are unjust.

[ ] the guidelines are inappropriate.

[ ] the guidelines amount is not in the best interest of the children. (Utah Code 78B-12-202 and 210.)

Explain your choice:

_______________________________________________________

______________________________________________________.

d. Effective date (Choose one.):

[ ] The child support is effective upon entry of this order.

**OR**

[ ] The child support is effective as of this date: ________________.

e. Child support will be paid as follows (Choose one.):

[ ] Mandatory income withholding by the Office of Recovery Services. Unless the Office of Recovery Services gives notice that payments will be sent elsewhere, all child support payments must be made to: Office of Recovery Services, PO Box 45011, Salt Lake City, UT 84145

**OR**

[ ] Direct payments to the parent receiving child support by:

[ ] Check

[ ] Deposit in bank account

[ ] Cashier’s check or money order

[ ] Other: ________________________________________________

I ask for direct payment because (Utah Code 62A-11-404):

________________________________________________________

________________________________________________________

f. I ask that child support payments be made (Choose one.):
[ ] One-half on or before the 5th day of each month, and one-half on or before the 20th day of each month.

OR

[ ] Other payment arrangement:

________________________________________________________

g. Child support not paid on or before the due date is delinquent on the day after the due date.

h. Child support arrearages will be determined by further judicial or administrative process. Any federal or state tax refund or rebate due to the non-custodial parent will be intercepted by the state of Utah and applied to child support arrearages.

7. [ ] Child care expenses

I ask the court to order that both parties share equally the reasonable child care expenses related to the custodial parent’s work or occupational training.

The parent who pays child care expenses must immediately provide to the other parent written verification of the cost of the child care expenses and the identity of the child care provider when hired, within 30 calendar days after a change in the provider or the expense, and anytime upon the request of the other parent.

If the parent who pays child care expenses fails to provide written verification of child care above, that parent may be denied the right to recover or receive credit for the other parent’s one-half share of the child care expense.

The other parent must begin paying one-half the child care amount on a monthly basis immediately after receiving proof from the parent that pays the child care expense.

[ ] Other request for child care payment:

________________________________________________________

________________________________________________________

8. [ ] Health insurance, medical and dental expenses

Our minor children currently have health insurance coverage through:

[ ] Petitioner’s insurance

[ ] Respondent’s insurance
I ask the court to order that [ ] petitioner [ ] respondent maintain health insurance for our minor children. Both parties must share equally:

a. the cost of the premium paid by a parent for the children's portion of the insurance. The children's portion of the premium will be calculated by dividing the premium amount by the number of people covered by the policy and multiplying the result by the number of minor children of the parties; and

b. all reasonable and necessary uninsured medical and dental expenses incurred for the children and paid by a parent, including deductibles and co-payments.

The parent ordered to maintain insurance must provide written verification of coverage to the other parent or the Office of Recovery Services when the children are first enrolled, on or before January 2nd of each calendar year and upon any change of insurance carrier, premium, or benefits within 30 calendar days after the date that parent knew or should have known of the change.

If the parent ordered to maintain insurance fails to provide written verification of coverage to the other parent or to the Office of Recovery Services, or if the parent incurring medical expenses fails to provide written verification of the cost and payment of the expenses to the other parent within 30 days of payment, that parent may be denied the right to receive credit for the expenses or to recover the other parent's share of the expenses.

The parent receiving written verification will reimburse the parent who incurred the medical or dental expenses one-half of the amount within 30 days after receiving the written verification.

I ask for this order because (Choose all that apply): 

[ ] the insurance is available to [ ] petitioner [ ] respondent;
[ ] the cost of the insurance is reasonable
[ ] the custodial parent prefers this arrangement.
[ ] Other reasons:
I ask for these additional orders regarding health insurance and medical and dental expenses:

9. [ ] Pregnancy expenses

I ask the court to order that [ ] petitioner [ ] respondent pay 50% of the pregnancy expenses. These expenses were billed for services the mother received after becoming pregnant and before the pregnancy ended. (You must attach all documents supporting the amounts you are requesting.)

[ ] One-half of health insurance premiums not paid by an employer or government program
from _________ to _________ (dates)
$ _______________

[ ] One-half of medical costs related to the pregnancy not covered by insurance or government program
$ _______________

10. [ ] Tax exemptions for dependent children

I ask the court to order tax exemptions for the dependent children for tax year ____________, as follows:

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Month and year of birth</th>
<th>Parent who may claim exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Petitioner</td>
<td>[ ] Respondent</td>
<td></td>
</tr>
<tr>
<td>[ ] Petitioner</td>
<td>[ ] Respondent</td>
<td></td>
</tr>
<tr>
<td>[ ] Petitioner</td>
<td>[ ] Respondent</td>
<td></td>
</tr>
</tbody>
</table>
11. **Payment of bills and debts**

I ask the court to order payment of bills and debts (such as mortgage, rent, credit card, utilities, medical expenses, car payments, insurance, etc.) as follows (File or attach Financial Declaration. Add additional pages if needed.):

[ ] Petitioner to pay:

<table>
<thead>
<tr>
<th>Type of debt</th>
<th>Name of creditor</th>
<th>Last 4 digits of account no.</th>
<th>Total amount owed</th>
<th>Monthly amount owed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
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<td></td>
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<td></td>
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<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

[ ] Respondent to pay:

<table>
<thead>
<tr>
<th>Type of debt</th>
<th>Name of creditor</th>
<th>Last 4 digits of account no.</th>
<th>Total amount owed</th>
<th>Monthly amount owed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

The bills and debts should be paid as requested because:
12. [ ] **Property**

I ask the court to order the temporary use and possession of the following property (File or attach Financial Declaration. File or attach additional pages if needed):

[ ] To petitioner

[ ] Residence (Address): ________________________________

[ ] Vehicle(s) (Make/model/year): ________________________

[ ] Personal property items:

________________________________________________________________

________________________________________________________________

[ ] Other: ________________________________________________

[ ] To respondent

[ ] Residence (Address): ________________________________

[ ] Vehicle(s) (Make/model/year): ________________________

[ ] Personal property items:

________________________________________________________________

________________________________________________________________

[ ] Other: ________________________________________________

[ ] I ask the court to order that neither party sell, transfer or dispose of any property without a court order or written agreement signed by both parties.

I ask for this property order because:

________________________________________________________________

________________________________________________________________

13. [ ] **Temporary alimony** (Divorce cases only. (Utah Code 30-3-5(8)).)

I am unable to meet my own financial needs, and I ask the court to order temporary alimony as follows (File or attach Financial Declaration.):

[ ] petitioner   [ ] respondent shall pay to  [ ] petitioner   [ ] respondent temporary alimony in the amount of $ _______________ per month by:

(Choose one.):

[ ] Check
[ ] Deposit in bank account
[ ] Cashier’s check or money order
[ ] Other: ________________________________________________

[ ] Petitioner   [ ] Respondent needs temporary alimony because:
________________________________________________________________________
________________________________________________________________________

[ ] Petitioner   [ ] Respondent has the financial ability to pay temporary alimony because:
________________________________________________________________________
________________________________________________________________________

14. [ ] Attorney fees
I ask the court to order the other party to pay $___________ to my attorney. (You can only ask for this if you are paying an attorney to represent you in this case. You must file or attach a Financial Declaration.)

I ask for attorney fees because:
________________________________________________________________________
________________________________________________________________________

15. [ ] Other
I ask the court for these additional orders:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I ask for these additional orders because:
________________________________________________________________________
________________________________________________________________________
16. **Documents**

I have filed or attached the following documents in support of this Motion for Temporary Order (Check all that apply. Forms can be found at www.utcourts.gov):

- [ ] Parenting Plan (Utah Code 30-3-10.7 to 30-3-10.10)
- [ ] Parent time Schedule (Utah Code 30-3-35; 30-3-35.5; 30-3-35.1; 30-3-35.2)
- [ ] Child Support Obligation Worksheet (Utah Code 78B-12)
- [ ] Financial Declaration (Utah Rule of Civil Procedure 26.1)
- [ ] Income verification (Most recent tax return and pay stub)
- [ ] Other supporting documents:_____________________________________

---

**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ________________________________ (city, and state or country).

_________________________________________ Signature ► ________________________________

Date

Printed Name ________________________________

---

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_________________________________________ Signature ► ________________________________

Date

Printed Name ________________________________
Notice to responding party
You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:

- within 14 days of this motion being filed, if the motion will be decided by a judge, or
- at least 14 days before the hearing, if the motion will be decided by a commissioner.

In some situations a statute or court order may specify a different deadline.

If you do not respond to this motion or attend the hearing, the person who filed the motion may get what they requested.

See the court’s Motions page for more information about the motions process, deadlines and forms:
utcourts.gov/motions

Finding help
The court’s Finding Legal Help web page (utcourts.gov/help) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

Aviso para la parte que responde
Su tiempo para responder a esta moción es limitado. En la mayoría de casos deberá presentar una respuesta escrita con el tribunal y darle una copia de la misma a la otra parte:

- dentro de 14 días del día que se presenta la moción, si la misma será resuelta por un juez, o
- por lo menos 14 días antes de la audiencia, si la misma será resuelta por un comisionado.

En algunos casos debido a un estatuto o a una orden de un juez la fecha límite podrá ser distinta.

Si usted no responde a esta moción ni se presenta a la audiencia, la persona que presentó la moción podría recibir lo que pidió.

Vea la página del tribunal sobre Mociones para encontrar más información sobre el proceso de las mociones, las fechas límites y los formularios:
utcourts.gov/motions-span

Cómo encontrar ayuda legal
La página de la internet del tribunal Cómo encontrar ayuda legal (utcourts.gov/help-span) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.
**Certificate of Service**

I certify that I filed with the court and am serving a copy of this Motion for Temporary Order – With Children on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] Mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Hand Delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] E-filed</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Email</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|               | [ ] Mail       |                 |              |
|               | [ ] Hand Delivery |             |              |
|               | [ ] E-filed    |                 |              |
|               | [ ] Email      |                 |              |
|               | [ ] Left at business (With person in charge or in receptacle for deliveries.) | | |
|               | [ ] Left at home (With person of suitable age and discretion residing there.) | | |

|               | [ ] Mail       |                 |              |
|               | [ ] Hand Delivery |             |              |
|               | [ ] E-filed    |                 |              |
|               | [ ] Email      |                 |              |
|               | [ ] Left at business (With person in charge or in receptacle for deliveries.) | | |
|               | [ ] Left at home (With person of suitable age and discretion residing there.) | | |

__________________________  __________________________________________
Date                                        Printed Name

Signature ►
I ask the court to enter temporary orders in the paragraphs I have marked below.

1. **[ ] Children** (including only unborn, minor and adult incapacitated children)
   
   The petitioner and the respondent are the parents of the following children: (Add additional pages if needed.)
The children have lived at the addresses listed below and with the persons listed below for the past five years:  (Add additional pages if needed.)

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Address (street, city, state, ZIP)</th>
<th>Dates child lived at this address</th>
<th>Name(s) of person(s) who lived with child at this address</th>
<th>Relationship(s) to child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Jennie Jones</td>
<td>123 Maple St Mayberry, UT 84444</td>
<td>5/15/15 to present</td>
<td>Jane Doe, John Jones</td>
<td>Mother, maternal grandfather</td>
</tr>
</tbody>
</table>

2. [ ] Child custody

All orders involving children will include two types of custody: physical custody and legal custody.

Physical custody deals with where the children live and how many overnights the children spend with each parent.

Sole physical custody means that the children live primarily with one parent and have parent time (visitation) with the other parent (see parent-time options in Section 3).

Joint physical custody means that the children typically spend at least 30% of overnights with both parents each year and that both parents contribute to the expenses of the child in
addition to paying child support.

**Split physical custody** means that where there is more than one child, each parent is awarded sole physical custody of at least one of the children.

**Legal custody** deals with access to information and decision making.

**Sole legal custody** means that one parent has the right to make important decisions about the child.

**Joint legal custody** means that both parents: (1) have the right to information about the child (events, appointments, access to school and medical records, etc.); and (2) that both parents discuss and make major decisions together – (education, religion, medical, extra-curricular activities, etc.) but designate a parent to make the final decision if they cannot agree.

I ask the court to order temporary custody below (Choose one. If you ask for any joint legal custody or joint physical custody arrangement, you must file or attach a Parenting Plan based on Utah Code 30-3-10.7 to 30-3-10.10.):

[ ] Custody arrangement: (Add additional pages if needed.)

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Month and year of birth</th>
<th>Order physical custody to</th>
<th>Order legal custody to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Jennie Jones</td>
<td>January 2013</td>
<td>[ ] Petitioner [x] Respondent</td>
<td>[ ] Petitioner [x] Respondent</td>
</tr>
<tr>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Petitioner [ ] Respondent [ ] Joint physical</td>
<td>[ ] Petitioner [ ] Respondent [ ] Joint legal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[ ] Other custody arrangement (Describe in detail.):
I ask the court to order the custody arrangement I have marked above because:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

3. [ ] Parent-time

I ask the court to order temporary parent-time below (Choose one.):

[ ] Statutory parent-time schedule: (Choose all that apply. You can find the Utah Code at le.utah.gov/xcode/code.html. Print and attach a copy of the statute(s) for the option(s) you choose.)

  [ ] Children under 5 (Utah Code 30-3-35.5)
  [ ] Children 5-18 (Utah Code 30-3-35)
  [ ] Children 5-18 (expanded schedule) (Utah Code 30-3-35.1)
  [ ] Children 5-18 (equal parent-time) (Utah Code 30-3-35.2)

[ ] Parent-time described in the filed or attached Parenting Plan.

[ ] Other parent-time schedule: (Describe in detail.)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

I ask the court to order the parent-time schedule I chose above because:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
4. [ ] **Parent-time transfers**

I ask the court to order transfer (pick-up and drop-off) of the children for parent-time described below (Choose one.):

[ ] Order transfer of the children for parent-time described in the filed or attached Parenting Plan.

[ ] Order transfer at **beginning** of parent-time with

[ ] petitioner

[ ] respondent

[ ] other adult (Name) _______________________________

transferring the children at this address:

______________________________

and transfer at **end** of parent-time with

[ ] petitioner

[ ] respondent

[ ] other adult (Name) _______________________________

transferring the children at this address:

______________________________

[ ] Order curbside transfers (The parent/person picking up or dropping off the children does not leave the vehicle and the other parent/person does not leave the residence).

[ ] Other transfer arrangements (Describe in detail.):

________________________________________________________________________

________________________________________________________________________

I ask the court to order the transfer arrangement I chose above because:

________________________________________________________________________
5. [ ] **Communication between parties**

I ask the court to order communication between the parties as described below (Choose as many options as you want.):

[ ] In person

[ ] Phone

Petitioner's # ___________________ Respondent's # ___________________

[ ] Text

Petitioner's # ___________________ Respondent's # ___________________

[ ] Email

Petitioner's email address ________________________________

Respondent's email address ________________________________

[ ] Through a third party

Name ______________________________ Phone # __________________

[ ] Other method of communication: (Describe in detail.)

_________________________________________________________

[ ] Communications between the parties must be civil and respectful and limited to parent-time issues only.

[ ] The parties must not make negative or harmful remarks about each other in the presence of the children, must not allow other people to do so and must remove the children if anyone makes negative remarks about the other party.

[ ] The parties must not discuss this case in the presence of the minor children, must not allow other people to do so and must remove the children if anyone discusses the case in the presence of the minor children.

[ ] The parties must not harm or threaten to harm the other parent or the children and must not allow other people to do so and must remove the children if anyone harms or threatens harm to the other parent or children.
6. [ ] Child support

I ask the court to order child support based on the parties’ incomes or estimate of income based on ability or work history.

a. Petitioner’s total countable gross monthly income for child support purposes is $______________ (Utah Code 78B-12-203).

This income is from these sources:

________________________________________________________________________
________________________________________________________________________.

[ ] The court should consider petitioner's income to be $______________ based on (Choose one.):

[ ] minimum wage.

[ ] historical earnings.

[ ] Petitioner does receive or has received public assistance.

b. Respondent’s total countable gross monthly income for child support purposes is $________________ (Utah Code 78B-12-203).

This income is from these sources:

________________________________________________________________________
________________________________________________________________________.

[ ] The court should consider respondent's income to be $______________ based on (Choose one.):

[ ] minimum wage.

[ ] historical earnings.

[ ] Respondent does receive or has received public assistance.

c. Order [ ] petitioner [ ] respondent to pay $______________ per month for child support. The following child support worksheet is filed or attached (Choose one.):

[ ] sole physical custody worksheet

[ ] joint physical custody worksheet

[ ] split custody worksheet

(Choose one.)
[ ] This amount is based on the Uniform Child Support Guidelines (Utah Code 78B-12-201 et seq.).

[ ] This amount is not based on the Uniform Child Support Guidelines and I am asking for a different amount because (Choose one.):

[ ] the guidelines are unjust.

[ ] the guidelines are inappropriate.

[ ] the guidelines amount is not in the best interest of the children. (Utah Code 78B-12-202 and 210.)

Explain your choice:

________________________________________________________________________

________________________________________________________________________.

d. Effective date (Choose one.):

[ ] The child support is effective upon entry of this order.

OR

[ ] The child support is effective as of this date: ____________________.

e. Child support will be paid as follows (Choose one.):

[ ] Mandatory income withholding by the Office of Recovery Services. Unless the Office of Recovery Services gives notice that payments will be sent elsewhere, all child support payments must be made to: Office of Recovery Services, PO Box 45011, Salt Lake City, UT 84145

OR

[ ] Direct payments to the parent receiving child support by:

[ ] Check

[ ] Deposit in bank account

[ ] Cashier’s check or money order

[ ] Other: __________________________________________________________

I ask for direct payment because (Utah Code 62A-11-404):

________________________________________________________________________

________________________________________________________________________.

f. I ask that child support payments be made (Choose one.):
[ ] One-half on or before the 5th day of each month, and one-half on or before the 20th day of each month.

OR

[ ] Other payment arrangement:

________________________________________________________

g. Child support not paid on or before the due date is delinquent on the day after the due date.

h. Child support arrearages will be determined by further judicial or administrative process. Any federal or state tax refund or rebate due to the non-custodial parent will be intercepted by the state of Utah and applied to child support arrearages.

7. [ ] Child care expenses

I ask the court to order that both parties share equally the reasonable child care expenses related to the custodial parent’s work or occupational training.

The parent who pays child care expenses must immediately provide to the other parent written verification of the cost of the child care expenses and the identity of the child care provider when hired, within 30 calendar days after a change in the provider or the expense, and anytime upon the request of the other parent.

If the parent who pays child care expenses fails to provide written verification of child care above, that parent may be denied the right to recover or receive credit for the other parent’s one-half share of the child care expense.

The other parent must begin paying one-half the child care amount on a monthly basis immediately after receiving proof from the parent that pays the child care expense.

[ ] Other request for child care payment:

____________________________________________________________________

____________________________________________________________________

8. [ ] Health insurance, medical and dental expenses

Our minor children currently have health insurance coverage through:

[ ] Petitioner’s insurance

[ ] Respondent’s insurance
I ask the court to order that [ ] petitioner [ ] respondent maintain health insurance for our minor children. Both parties must share equally:

a. the cost of the premium paid by a parent for the children's portion of the insurance. The children's portion of the premium will be calculated by dividing the premium amount by the number of people covered by the policy and multiplying the result by the number of minor children of the parties; and

b. all reasonable and necessary uninsured medical and dental expenses incurred for the children and paid by a parent, including deductibles and co-payments.

The parent ordered to maintain insurance must provide written verification of coverage to the other parent or the Office of Recovery Services when the children are first enrolled, on or before January 2nd of each calendar year and upon any change of insurance carrier, premium, or benefits within 30 calendar days after the date that parent knew or should have known of the change.

If the parent ordered to maintain insurance fails to provide written verification of coverage to the other parent or to the Office of Recovery Services, or if the parent incurring medical expenses fails to provide written verification of the cost and payment of the expenses to the other parent within 30 days of payment, that parent may be denied the right to receive credit for the expenses or to recover the other parent's share of the expenses.

The parent receiving written verification will reimburse the parent who incurred the medical or dental expenses one-half of the amount within 30 days after receiving the written verification.

I ask for this order because (Choose all that apply.):

[ ] the insurance is available to [ ] petitioner [ ] respondent;

[ ] the cost of the insurance is reasonable

[ ] the custodial parent prefers this arrangement.

[ ] Other reasons:
I ask for these additional orders regarding health insurance and medical and dental expenses:

9. [ ] **Pregnancy expenses**

I ask the court to order that [ ] petitioner [ ] respondent pay 50% of the pregnancy expenses. These expenses were billed for services the mother received after becoming pregnant and before the pregnancy ended. (You must attach all documents supporting the amounts you are requesting.)

[ ] One-half of health insurance premiums not paid by an employer or government program $ ______________

from _________ to ________ (dates)

[ ] One-half of medical costs related to the pregnancy not covered by insurance or government program $ ______________

10. [ ] **Tax exemptions for dependent children**

I ask the court to order tax exemptions for the dependent children for tax year ______________, as follows:

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Month and year of birth</th>
<th>Parent who may claim exemption</th>
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<tr>
<td></td>
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<td>[ ] Petitioner [ ] Respondent</td>
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<td>[ ] Petitioner [ ] Respondent</td>
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<tr>
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<td>[ ] Petitioner [ ] Respondent</td>
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</tbody>
</table>
11. [ ] Payment of bills and debts

I ask the court to order payment of bills and debts (such as mortgage, rent, credit card, utilities, medical expenses, car payments, insurance, etc.) as follows (File or attach Financial Declaration. Add additional pages if needed):

- [ ] Petitioner to pay:

<table>
<thead>
<tr>
<th>Type of debt</th>
<th>Name of creditor</th>
<th>Last 4 digits of account no.</th>
<th>Total amount owed</th>
<th>Monthly amount owed</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

- [ ] Respondent to pay:

<table>
<thead>
<tr>
<th>Type of debt</th>
<th>Name of creditor</th>
<th>Last 4 digits of account no.</th>
<th>Total amount owed</th>
<th>Monthly amount owed</th>
</tr>
</thead>
<tbody>
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</table>

The bills and debts should be paid as requested because:
12.  [ ] Property
I ask the court to order the temporary use and possession of the following property (File or attach Financial Declaration. File or attach additional pages if needed.):

[ ] To petitioner
[ ] Residence (Address): ________________________________
[ ] Vehicle(s) (Make/model/year): ________________________________
[ ] Personal property items:

________________________________________________________________________
________________________________________________________________________
[ ] Other: ________________________________

[ ] To respondent
[ ] Residence (Address): ________________________________
[ ] Vehicle(s) (Make/model/year): ________________________________
[ ] Personal property items:

________________________________________________________________________
________________________________________________________________________
[ ] Other: ________________________________

[ ] I ask the court to order that neither party sell, transfer or dispose of any property without a court order or written agreement signed by both parties.

I ask for this property order because:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

13.  [ ] Temporary alimony (Divorce cases only. (Utah Code 30-3-5(8)).)
I am unable to meet my own financial needs, and I ask the court to order temporary alimony as follows (File or attach Financial Declaration.):

[ ] petitioner    [ ] respondent shall pay to    [ ] petitioner    [ ] respondent temporary alimony in the amount of $ ______________ per month by:
(Choose one.):

[ ] Check
[ ] Deposit in bank account
[ ] Cashier’s check or money order
[ ] Other: ________________________________________________

[ ] Petitioner  [ ] Respondent needs temporary alimony because:


[ ] Petitioner  [ ] Respondent has the financial ability to pay temporary alimony because:


14.  [ ] Attorney fees
I ask the court to order the other party to pay $___________ to my attorney. (You can only ask for this if you are paying an attorney to represent you in this case. You must file or attach a Financial Declaration.)

I ask for attorney fees because:


15.  [ ] Other
I ask the court for these additional orders:


I ask for these additional orders because:


16. **Documents**

I have filed or attached the following documents in support of this Motion for Temporary Order (Check all that apply. Forms can be found at www.utcourts.gov.):

- [ ] Parenting Plan (Utah Code 30-3-10.7 to 30-3-10.10)
- [ ] Parent time Schedule (Utah Code 30-3-35; 30-3-35.5; 30-3-35.1; 30-3-35.2)
- [ ] Child Support Obligation Worksheet (Utah Code 78B-12)
- [ ] Financial Declaration (Utah Rule of Civil Procedure 26.1)
- [ ] Income verification (Most recent tax return and pay stub)
- [ ] Other supporting documents: ____________________________________________

**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ____________________________ (city, and state or country).

Date ____________________________

Signature ► ____________________________

Printed Name ____________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

Date ____________________________

Signature ► ____________________________

Printed Name ____________________________
Notice to responding party
You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:

- within 14 days of this motion being filed, if the motion will be decided by a judge, or
- at least 14 days before the hearing, if the motion will be decided by a commissioner.

In some situations a statute or court order may specify a different deadline.

If you do not respond to this motion or attend the hearing, the person who filed the motion may get what they requested.

See the court’s Motions page for more information about the motions process, deadlines and forms: utcourts.gov/motions

Finding help
The court’s Finding Legal Help web page (utcourts.gov/help) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

Aviso para la parte que responde
Su tiempo para responder a esta moción es limitado. En la mayoría de casos deberá presentar una respuesta escrita con el tribunal y darle una copia de la misma a la otra parte:

- dentro de 14 días del día que se presenta la moción, si la misma será resuelta por un juez, o
- por lo menos 14 días antes de la audiencia, si la misma será resuelta por un comisionado.

En algunos casos debido a un estatuto o a una orden de un juez la fecha límite podrá ser distinta.

Si usted no responde a esta moción ni se presenta a la audiencia, la persona que presentó la moción podría recibir lo que pidió.

Vea la página del tribunal sobre Mociones para encontrar más información sobre el proceso de las mociones, las fechas límites y los formularios: utcourts.gov/motions-span

Cómo encontrar ayuda legal
La página de la internet del tribunal Cómo encontrar ayuda legal (utcourts.gov/help-span) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.
# Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion for Temporary Order – With Children on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
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<th>Service Date</th>
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|               | [ ] Left at home (With person of suitable age and discretion residing there.) |                 |              |

|               | [ ] Mail                                 |                 |              |
|               | [ ] Hand Delivery                        |                 |              |
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|               | [ ] Left at home (With person of suitable age and discretion residing there.) |                 |              |

__________________________
Signature ►

__________________________
Date

__________________________
Printed Name
Request to Submit for Decision
(Utah Rule of Civil Procedure 7)

[ ] Hearing Requested

Case Number

Judge

Commissioner (domestic cases)

1. The Motion to ________________________________ (name of motion) was filed on ____________________ (date).

2. A memorandum opposing the motion
   [ ] was not filed   [ ] was filed on ____________________ (date).

3. A reply memorandum supporting the motion
   [ ] was not filed   [ ] was filed on ____________________ (date).
4. A stipulation
   [ ] was not filed    [ ] was filed on ______________________ (date).

5. A hearing
   [ ] has been requested    [ ] has not been requested.

6. I request that the motion be submitted for decision because it is now ready for
   the court to review and issue a decision.

Plaintiff/Petitioner or Defendant/Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ________________________________ (city, and state or country).

_________________________   Signature ► ________________________________
Date                           Printed Name ________________________________

Attorney or Licensed Paralegal Practitioner of record (if applicable)

_________________________   Signature ► ________________________________
Date                           Printed Name ________________________________
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Request to Submit on the following people.

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|               | [ ] Email      |                 |              |
|               | [ ] Left at business (With person in charge or in receptacle for deliveries.) | | |
|               | [ ] Left at home (With person of suitable age and discretion residing there.) | | |

__________________________________________   _________________________________
Date                                           Signature

____________________________________________
Printed Name
Notice of Hearing

In the [ ] District [ ] Justice Court of Utah

__________ Judicial District ________________ County

Court Address ______________________________________________________

Plaintiff/Petitioner

V.

Defendant/Respondent

Case Number

Judge

Commissioner (domestic cases)

To:

Petitioner Name

Respondent Name

The court has scheduled a hearing about _________________________________
(titile of motion or subject of hearing) at the following location, date, and time.

El tribunal ha programado una audiencia sobre _________________________________
(título de la moción o tema de la audiencia) en la fecha y hora que sigue.

Courthouse Address (Dirección del tribunal):

Check your email. You will receive information and documents at this email address.

Access the OCAP Website or link to the Utah Temporary Order forms.}
<table>
<thead>
<tr>
<th>Attendance</th>
<th>You must attend. If you do not attend, you might be held in contempt of court and the relief requested might be granted. You have the right to be represented by a lawyer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence</td>
<td>Bring with you any evidence that you want the court to consider.</td>
</tr>
<tr>
<td>Interpretation</td>
<td>If you do not speak or understand English, the court will provide an interpreter. Contact court staff immediately to ask for an interpreter.</td>
</tr>
<tr>
<td>ADA Accommodation</td>
<td>If you need an accommodation, including an ASL interpreter, contact court staff immediately to ask for an accommodation.</td>
</tr>
<tr>
<td>Finding help</td>
<td>The court’s Finding Legal Help web page (<a href="http://www.utcourts.gov/howto/legalassist/">www.utcourts.gov/howto/legalassist/</a>) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.</td>
</tr>
<tr>
<td>Asistencia</td>
<td>Presentarse es obligatorio. Si usted no llegara a presentarse, se lo podría encontrar en desacato de las órdenes del juez y la reparación solicitada podría ser otorgada. Usted tiene el derecho de que lo represente un abogado.</td>
</tr>
<tr>
<td>Pruebas</td>
<td>Traiga con usted cualquier prueba que quiera que el tribunal tome en cuenta.</td>
</tr>
<tr>
<td>Interpretación</td>
<td>Si usted no habla ni entiende el Inglés el tribunal le proveerá un intérprete. Contacte a un empleado del tribunal inmediatamente para pedir un intérprete.</td>
</tr>
<tr>
<td>Adaptación o Arreglo en Caso de Discapacidad</td>
<td>Si usted requiere una adaptación o arreglo, que incluye un intérprete de la lengua de signos americana, contacte a un empleado del tribunal inmediatamente para pedir una adaptación.</td>
</tr>
<tr>
<td>Cómo encontrar ayuda legal</td>
<td>La página de la internet del tribunal Cómo encontrar ayuda legal (<a href="http://www.utcourts.gov/howto/legalassist/index-sp.html">www.utcourts.gov/howto/legalassist/index-sp.html</a>) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.</td>
</tr>
</tbody>
</table>
Appendix 3: Sample Temporary Order Documents

An Arabic version of this document is available on the court’s website:

A Simplified Chinese version of this document is available on the court’s website

A Vietnamese version of this document is available on the court’s website:

__________________________________________________________________________
Date ________________________________

Signature ► ________________________________

Printed Name ________________________________
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Notice of Hearing on the following people.

<table>
<thead>
<tr>
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_________________________________________  __________________________________________
Date  Printed Name
Stipulation to Motion

1. I have received and read the Motion to _______________ (name of motion) and its supporting documents. I fully understand the claims and the requested order.

2. I understand that I have the right to challenge the claims and to have a judge decide the issues.

3. I voluntarily stipulate (agree) that the court may grant the order requested in the motion at any time and without further notice.

Name

Address

City, State, Zip

Phone

Email

Check your email. You will receive information and documents at this email address.

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent

[ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #:__________)

[ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner

[ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #:__________)

In the [ ] District [ ] Justice Court of Utah

[ ] Judicial District [ ] County

Court Address ______________________________________________________

Stipulation to Motion to

Plaintiff/Petitioner

v.

Defendant/Respondent

Case Number

Judge

Commissioner (domestic cases)

Access the OCAP Website or link to the Utah Temporary Order forms.
Plaintiff/Petitioner or Defendant/Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

Date ___________________________ Signature ► _________________________________
Printed Name ____________________________

Attorney or Licensed Paralegal Practitioner of record (if applicable)

Date ___________________________ Signature ► _________________________________
Printed Name ____________________________
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Stipulation to Motion on the following people.

<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Service Method</th>
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|               | [ ] Left at home (With person of suitable age and discretion residing there.) |                 |              |

__________________________________  __________________________
Signature ▶ Date

Printed Name __________________________
In the District Court of Utah

[________] Judicial District [____________] County

Court Address ____________________________

Order on Motion for Temporary Order – With Children

Petitioner ____________________________
v. [ ]

Respondent ____________________________

The matter before the court is a Motion for Temporary Order. This matter is being resolved by: (Choose all that apply.)

[ ] The default of [ ] petitioner [ ] respondent.

[ ] The stipulation of the parties.

[ ] The pleadings and other papers of the parties.

[ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner

[ ] was [ ] was not present

[ ] was represented by __________________________
[ ] was not represented.

Respondent

[ ] was [ ] was not present

[ ] was represented by _________________________

[ ] was not represented.

The court orders:

1. [ ] Child custody

[ ] Custody arrangement:

<table>
<thead>
<tr>
<th>Child's name</th>
<th>Month and year of birth</th>
<th>Physical custody to</th>
<th>Legal custody to</th>
</tr>
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<tbody>
<tr>
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<td>[ ] Petitioner</td>
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<td>[ ] Joint physical</td>
<td>[ ] Joint legal</td>
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</table>

[ ] Other custody arrangement (Describe in detail.):

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
2. [ ] **Parent-time** (Choose one.):

   [ ] Statutory parent-time schedule:
     
     [ ] Children 5-18 (Utah Code 30-3-35)
     [ ] Children under 5 (Utah Code 30-3-35.5)
     [ ] Children 5-18 (expanded schedule) (Utah Code 30-3-35.1)

   [ ] Parent-time described in the filed or attached Parenting Plan.

   [ ] Other parent-time schedule: (Describe in detail.)

     ______________________________________________________

     ______________________________________________________

     ______________________________________________________

3. [ ] **Parent-time transfers** (Choose one.):

   [ ] Transfer of the children for parent-time described in the filed or attached Parenting Plan.

   [ ] Transfer at **beginning** of parent-time with
     
     [ ] petitioner
     [ ] respondent
     [ ] other adult (Name) ________________________________

   transferring the children at this address:

     ______________________________________________________

   and transfer at **end** of parent-time with

     [ ] petitioner
     [ ] respondent
     [ ] other adult (Name) ________________________________

   transferring the children at this address:

     ______________________________________________________

   [ ] Curbside transfers (The parent/person picking up or dropping off the children does
   not leave the vehicle and the other parent/person does not leave the residence).

   [ ] Other transfer arrangements (Describe in detail.):
4. [ ] **Communication between parties** (Choose all that apply): 
   [ ] In person
   [ ] Phone  
     Petitioner’s # ___________________ Respondent’s #__________________  
   [ ] Text  
     Petitioner’s # ___________________ Respondent’s #__________________  
   [ ] Email  
     Petitioner’s email address ______________________________________  
     Respondent’s email address ____________________________________  
   [ ] Through a third party  
     Name ____________________________ Phone # ___________________  
   [ ] Other method of communication: (Describe in detail.) ____________________________________________________________  
   [ ] Communications between the parties must be civil and respectful and limited to parent-time issues only.  
   [ ] The parties must not make negative or harmful remarks about each other in the presence of the children, must not allow other people to do so and must remove the children if anyone makes negative remarks about the other party.  
   [ ] The parties must not discuss this case in the presence of the children, must not allow other people to do so and must remove the children if anyone discusses the case in the presence of the children.  
   [ ] The parties must not harm or threaten to harm the other parent or the children and must not allow other people to do so and must remove the children if anyone harms or threatens harm to the other parent or children.  

5. [ ] **Child support**
   a. Petitioner’s total countable gross monthly income for child support purposes is $_______________ (Utah Code 78B-12-203).
[ ] Petitioner's income is imputed based on
   [ ] minimum wage.
   [ ] historical earnings.

[ ] Petitioner does receive or has received public assistance.

b. Respondent’s total countable gross monthly income for child support
   purposes is $________________ (Utah Code 78B-12-203).

[ ] Respondent’s income is imputed based on
   [ ] minimum wage.
   [ ] historical earnings.

[ ] Respondent does receive or has received public assistance.

c. [ ] Petitioner   [ ] Respondent must pay $________________ per month
   for child support. The following child support worksheet is attached (Choose
   one.):

   [ ] sole physical custody worksheet
   [ ] joint physical custody worksheet
   [ ] split custody worksheet

(Choose one.)

[ ] This amount is based on the Uniform Child Support Guidelines (Utah
   Code 78B-12-2).

[ ] This amount deviates from the Uniform Child Support Guidelines.
   The court finds that a deviated child support amount is in the best
   interests of the minor children based on:

   [ ] the standard of living and situation of the parties.
   [ ] the relative wealth and income of the parties.
   [ ] the ability of the obligor to earn.
   [ ] the ability of the obligee to earn.
   [ ] the ability of an incapacitated adult child to earn, or other
       benefits received by the adult child or on the adult child's behalf
       including Supplemental Security Income.
   [ ] the needs of the obligee, the obligor, and the child.
   [ ] the ages of the parties.
the responsibilities of the obligor and the obligee for the support of others.

[ ] other. (Describe.):

______________________________________________________________

The reason for the deviated child support amount is:

______________________________________________________________

______________________________________________________________

______________________________________________________________

d. Effective date (Choose one.):

[ ] The child support will be effective upon entry of this order.

OR

[ ] The child support will be effective as of this date: ________________.

e. Child support must be paid as follows (Choose one.):

[ ] Mandatory income withholding by the Office of Recovery Services. Unless the Office of Recovery Services gives notice that payments should be sent elsewhere, all child support payments must be made to:
Office of Recovery Services, PO Box 45011, Salt Lake City, UT 84145

OR

[ ] Direct payments to the parent receiving child support by:

[ ] Check
[ ] Deposit in bank account
[ ] Cashier’s check or money order
[ ] Other: ______________________________________________________

f. Child support payments must be made (Choose one.):

[ ] One-half on or before the 5th day of each month, and one-half on or before the 20th day of each month.

OR

[ ] Other payment arrangement:

______________________________________________________________
g. Child support not paid on or before the due date is delinquent on the day after the due date.

h. Child support arrearages will be determined by further judicial or administrative process. Any federal or state tax refund or rebate due to the non-custodial parent will be intercepted by the state of Utah and applied to child support arrearages.

6. [ ] Child care expenses
Both parties must share equally the reasonable child care expenses related to the custodial parent’s work or occupational training.

The parent who pays child care expenses must immediately provide to the other parent written verification of the cost of the child care expenses and the identity of the child care provider when hired, within 30 calendar days after a change in the provider or the expense, and anytime upon the request of the other parent.

If the parent who pays child care expenses fails to provide written verification of child care above, that parent may be denied the right to recover or receive credit for the other parent’s one-half share of the child care expense.

The other parent must begin paying one-half the child care amount on a monthly basis immediately after receiving proof from the parent that pays the child care expense.

[ ] Other order for child care payment:

[ ]  Other: ______________________________________________

[ ] Not covered by insurance

7. [ ] Health insurance, medical and dental expenses
The minor children currently have health insurance coverage through:

[ ] Petitioner’s insurance
[ ] Respondent’s insurance
[ ] Medicaid
[ ] CHIP
[ ] Other: ______________________________________________

[ ] Not covered by insurance
[ ] [ ] Petitioner  [ ] Respondent must maintain health insurance for the minor children if it is available to that parent at a reasonable cost. Both parties must share equally:

a. the cost of the premium paid by a parent for the children's portion of the insurance. The children's portion of the premium will be calculated by dividing the premium amount by the number of people covered by the policy and multiplying the result by the number of minor children of the parties; and

b. all reasonable and necessary uninsured medical and dental expenses incurred for the children and paid by a parent, including deductibles and co-payments.

The parent ordered to maintain insurance must provide written verification of coverage to the other parent or the Office of Recovery Services when the children are first enrolled, on or before January 2nd of each calendar year and upon any change of insurance carrier, premium, or benefits within 30 calendar days after the date that parent knew or should have known of the change.

If the parent ordered to maintain insurance fails to provide written verification of coverage to the other parent or to the Office of Recovery Services, or if the parent incurring medical expenses fails to provide written verification of the cost and payment of the expenses to the other parent within 30 days of payment, that parent may be denied the right to receive credit for the expenses or to recover the other parent's share of the expenses.

The parent receiving written verification must reimburse the parent who incurred the medical or dental expenses one-half of the amount within 30 days after receiving the written verification.

8. [ ] Tax exemptions for dependent children

Tax exemptions for the dependent children for tax year _____________ is ordered as follows:

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Month and year of birth</th>
<th>Parent who may claim exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>[ ] Petitioner [ ] Respondent</td>
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<td>[ ] Petitioner [ ] Respondent</td>
</tr>
</tbody>
</table>

Appendix 3: Sample Temporary Order Documents
9. **Payment of bills and debts**

   [ ] Petitioner must make at least minimum payments on:

<table>
<thead>
<tr>
<th>Type of debt</th>
<th>Name of creditor</th>
<th>Last 4 digits of account no.</th>
<th>Total amount owed</th>
<th>Monthly amount owed</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

   [ ] Respondent must make at least minimum payments on:

<table>
<thead>
<tr>
<th>Type of debt</th>
<th>Name of creditor</th>
<th>Last 4 digits of account no.</th>
<th>Total amount owed</th>
<th>Monthly amount owed</th>
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10. [ ] **Property**

    Temporary use and possession of property will be as follows:

    [ ] To petitioner

    [ ] Residence (Address): ________________________________
[ ] Vehicle(s) (Make/model/year): __________________________________

[ ] Personal property items:
________________________________________________________
________________________________________________________

[ ] Other: ___________________________________________________________________

[ ] To respondent

[ ] Residence (Address): _________________________________________________

[ ] Vehicle(s) (Make/model/year): _______________________________________

[ ] Personal property items:
________________________________________________________
________________________________________________________

[ ] Other: ___________________________________________________________________

[ ] Neither party may sell, transfer or dispose of any property without a court order or written agreement signed by both parties.

11. [ ] Temporary alimony (Divorce cases only. (Utah Code 30-3-5(8)).)

[ ] Petitioner [ ] Respondent must pay to [ ] petitioner [ ] respondent temporary alimony in the amount of $ _______________ per month by:
(Choose one.):

[ ] Check

[ ] Deposit in bank account

[ ] Cashier’s check or money order

[ ] Other: ___________________________________________________________________

12. [ ] Attorney fees

[ ] Petitioner [ ] Respondent must pay $___________ to

[ ] Petitioner’s attorney

[ ] Respondent’s attorney

13. [ ] Other orders

__________________________________________________________________________
__________________________________________________________________________
Commissioner’s or judge’s signature may instead appear at the top of the first page of this document.

Date

Signature ►

Commissioner

Date

Signature ►

Judge

Approved as to form.

Date

Signature ►

Petitioner, Attorney or Licensed Paralegal Practitioner

Date

Signature ►

Respondent, Attorney or Licensed Paralegal Practitioner
**Certificate of Service**

I certify that I filed with the court and am serving a copy of this Order on Motion for Temporary Order – With Children on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
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________________________________________

Date

Signature ►

Printed Name ________________________________

Appendix 3: Sample Temporary Order Documents

A3-57
Appendix 4: Sample Waiting Period Waiver Documents

{Access the OCAP Website or link to the Utah Waiting Period Waiver forms.}

Name

Address

City, State, Zip

Phone

Email

Check your email. You will receive information and documents at this email address.

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent
[ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #:__________)
[ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner
[ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #:__________)

In the District Court of Utah

_________ Judicial District ________________ County

Court Address ________________________________

Motion to Waive 30-day Divorce Waiting Period
(Utah Code 30-3-18 and Utah Rule of Civil Procedure 105)

Petitioner

v.

Case Number

Respondent

Judge

Commissioner

1. The divorce petition was filed on _________________________ (date).

2. I ask the court to waive the 30-day divorce waiting period because of these extraordinary circumstances:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
3. [ ] The other party has signed a Stipulation to the divorce, which has been filed with the court.

**Plaintiff/Petitioner or Defendant/Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at _______________________________ (city, and state or country).

_________________________ Signature ► _______________________________

Date Printed Name _______________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_________________________ Signature ► _______________________________

Date Printed Name _______________________________
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion to Waive 30-day Divorce Waiting Period on the following people.

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__________________________  ________________________________
Date  Printed Name

Additional information can be found in Appendix 4: Sample Waiting Period Waiver Documents.
Access the [OCAP Website](#) or link to the [Utah Waiting Period Waiver forms](#).}

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<th>Name</th>
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In the District Court of Utah

[Judicial District] [County]

Court Address ________________________________

---

**Order on Motion to Waive 30-day Divorce Waiting Period**

Petitioner v. Respondent

<table>
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<tr>
<th>Case Number</th>
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<tr>
<td>Judge</td>
</tr>
<tr>
<td>Commissioner</td>
</tr>
</tbody>
</table>

The matter before the court is [ ] petitioner's [ ] respondent's Motion to Waive 30-day Divorce Waiting Period. This matter is being resolved by: (Choose all that apply.)

[ ] The default of [ ] petitioner [ ] respondent.

[ ] The pleadings and other papers of the parties.

[ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner

[ ] was present [ ] was not present.

[ ] was represented by ________________________________ (name).

[ ] was not represented.
Respondent

[ ] was present  [ ] was not present.

[ ] was represented by ____________________________ (name).

[ ] was not represented.

The court finds:

1.  [ ] 30 days have passed since the case was filed, or

   [ ] Extraordinary circumstances have been shown

   [ ] Extraordinary circumstances have not been shown.

The court orders:

2.  The Motion to Waive Divorce Waiting Period is

   [ ] no longer relevant because 30 days have passed

   [ ] granted

   [ ] denied

Judge’s signature may instead appear at the top of the first page of this document.
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Order on Motion to Waive 30-day Divorce Waiting Period on the following people.

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Date
Printed Name ________________________________

Signature ► ________________________________
Appendix 5: Sample Divorce Education and Orientation Course Requirements Waiver Forms

{Access the OCAP Website or link to the Utah Divorce Education Waiver forms.}

Name
Address
City, State, Zip
Phone
Email

Check your email. You will receive information and documents at this email address.

I am [ ] Petitioner [ ] Respondent
[ ] Petitioner’s Attorney [ ] Respondent’s Attorney (Utah Bar #:_______)
[ ] Petitioner’s Licensed Paralegal Practitioner
[ ] Respondent’s Licensed Paralegal Practitioner (Utah Bar #:_______)

In the District Court of Utah

__________ Judicial District ________________ County

Court Address ______________________________________________________

__________________________________

Notice of Education Requirements
(Utah Code 30-3-11.3 and 30-3-11.4, and Code of Judicial Administration Rule 4-907)

Petitioner

v.

Respondent

To:

Respondent’s Name

You are required to attend the following course(s):

[ ] an orientation course (parents of minor children; divorce or temporary separation)
[ ] an education course (parents of minor children; divorce only)
Divorce cases
(Utah Code 30-3-11.3 and 30-3-11.4)
- Petitioner must attend the orientation and education courses within 60 days after filing the Petition for Divorce.
- Respondent must attend the orientation and education courses within 30 days after receiving this notice.

Temporary separation cases
(Utah Code 30-3-4.5 and 30-3-11.4)
- Petitioner must attend the orientation course within 60 days after filing the Petition for Temporary Separation.
- Respondent must attend the orientation course within 45 days after receiving this notice.

Course information
Course information is available on the court's website: www.utcourts.gov/specproj/dived/, or call 801-238-7181 (en español 801-238-7180).

Plaintiff/Petitioner or Defendant/Respondent
I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at _________________________________ (city, and state or country).

Date
Printed Name

Attorney or Licensed Paralegal Practitioner of record (if applicable)

Date
Printed Name
# Certificate of Service

I certify that I filed with the court and am serving a copy of this Notice of Education Requirements on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
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<tbody>
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</table>

______________________________
Signature ►

______________________________
Date

______________________________
Printed Name
1. I ask the court to waive the following education requirements.

    [ ] Orientation course for:
    [ ] petitioner.
    [ ] respondent.

    [ ] Education course for:
    [ ] petitioner.
    [ ] respondent.
2. The course(s) is/are not necessary, appropriate, feasible, or in the best interest of the parties because:

________________________________________

________________________________________

________________________________________

________________________________________

3. [ ] I am attaching the following documents to support my motion.

________________________________________

________________________________________

Plaintiff/Petitioner or Defendant/Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

________________________________________    Signature ►

_________________________    Date

_________________________    Printed Name

Attorney or Licensed Paralegal Practitioner of record (if applicable)

________________________________________    Signature ►

_________________________    Date

_________________________    Printed Name
# Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion to Waive Education Requirements on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
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</tbody>
</table>

__________________________   ____________________________
Date                                           Signature ►

__________________________
Printed Name
The matter before the court is [ ] petitioner's [ ] respondent's Motion to Waive Education Requirements. Having considered the documents filed with the court, and now being fully informed,

The court finds:

1. Course completion
   [ ] is [ ] is not
   necessary, appropriate, feasible, or in the best interest of the parties because:
   
   
   

{Access the OCAP Website or link to the Utah Divorce Education Waiver forms.}
The court orders:

2. [ ] The orientation course is:
   [ ] waived    [ ] not waived    for petitioner.
   [ ] waived    [ ] not waived    for respondent.
   [ ] waived with the following conditions:

   __________________________________________________________
   __________________________________________________________

3. [ ] The education course is:
   [ ] waived    [ ] not waived    for petitioner.
   [ ] waived    [ ] not waived    for respondent.
   [ ] waived with the following conditions:

   __________________________________________________________
   __________________________________________________________

Judge’s signature may instead appear at the top of the first page of this document.

_________________________________________  Signature ►  __________________________________________
Date                                                                                     Judge
# Certificate of Service

I certify that I filed with the court and am serving a copy of this Order on Motion to Waive Education Requirements on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date

Signature ►

Printed Name

---

Appendix 5: Sample Divorce Education Course Requirements Waiver Forms

---

A5-9
A stipulation is a document that saves the Court time and resources by listing the items about which both parties completely agree. Potential areas of agreement: identifying children, shared residence &/or real property, employment information, and mutually agreed divorce settlement issues. A stipulation is required and sets a baseline for the Court to build on. Any issues of disagreement must be excluded. Because the agreed-upon issues differ for every couple, there is NO standard form for the stipulation.

Because a stipulation only applies where both parties agree, at least in part, it cannot be used in circumstances that would result in a default judgment (ie. when the non-filing partner fails to respond to attempts to include them or refuses to participate).

IF no issues are in dispute, whether because the divorce is completely uncontested or the parties have resolved all previously-disputed issues through mediation or another process, filing the stipulation together with the decree paperwork is a way to end the case. Where some issues can be stipulated but others are not resolved, the stipulation establishes the agreed-upon issues and the remaining contested issues will proceed to a trial on the merits of those issues.

BOTH parties must sign the stipulation, which is a formal agreement. Issues included in the stipulation cannot be contested later.

You are encouraged to use OCAP or the services of a licensed legal professional (Lawyer or Paralegal) to create the Stipulation.

(See https://www.utcourts.gov/howto/divorce for general information.)
Sample Stipulation (NOT from utcourts.gov)

Name

Address

City, State, Zip

Phone

Email

In the _____________ District Court of Utah

__________ Judicial District ________________ County

Court Address ______________________________________________________

_____________________________________

Plaintiff/Petitioner

V.

Defendant/Respondent

STIPULATION

_____________________________________

Case Number

Commissioner (or Judge)

The parties agree as follows.

2. Respondent hereby withdraws his/her answer to the Verified Complaint for Divorce and allows judgment to be entered by default, in accordance with this stipulation.

3. Petitioner has been an actual and bono fide resident of __________ County, State of Utah, for at least three months immediately prior to the filing of this action.

{See https://www.utcourts.gov/howto/divorce for general information.}
4. The parties are wife and husband, having been married on
______________________________,
in______________________________, State of Utah.

5. The parties maintained their marital domicile and/or the acts giving rise to this
action occurred in the County of _______________________________, State of
Utah.

Petitioner should be granted a divorce from Respondent on the ground of
irreconcilable differences because the parties have been unable to resolve their
marital problems, making continuation of their marriage impossible.

6. The parties have __________ minor child(ren) namely:
_____________________________, born ______________________________,
_____________________________, born ______________________________.

7. The parties’ minor child(ren) has/have resided in the State of Utah for at least six
(6) months immediately prior to the filing of this action.

8. The parties’ minor child(ren) currently live(s) with Petitioner and Petitioner has
been the child(ren)’s primary caretaker and is a fit and proper parent. Therefore,
it is in the best interest of the parties’ minor child(ren) that Petitioner be awarded
permanent sole care, custody and control of the minor child(ren).

9. Respondent should be awarded rights of parent-time with the parties’ minor
child(ren) as follows: ________________________________.

10. Pick up and return of the parties’ minor child(ren) should occur at Petitioner’s
residence.

11. Respondent should be responsible for all costs associated with visiting the
parties’ minor child(ren).

12. Respondent should be permanently restrained from removing the parties’ minor
child(ren) from Petitioner’s state of residence without the Petitioner’s notarized,
written consent, or by court order. If Respondent does remove the child(ren), an immediate pick-up order should be issued.

13. Each party should be permanently restrained from saying and/or doing anything derogatory against the other in the presence of the parties’ minor child(ren).

14. Petitioner should be entitled to claim the parties’ minor child(ren) as a dependent (dependents) for tax purposes.

15. Public assistance has/has not been received from the State of Utah for the parties’ minor child(ren).

16. Petitioner has a gross monthly income of $__________, is/is not under court order to pay child support; does/does not pay alimony to any ex-spouse; contributes $__________ toward monthly premiums for health, hospital, and dental care insurance on the parties’ minor child(ren); and pays $__________ as work-related child care costs.

17. Respondent has a gross monthly income of $__________; is/is not under order to pay child support; does/does not pay alimony to any ex-spouse; contributes $__________ toward monthly premiums for health, hospital, and dental care insurance on the parties’ minor child(ren) and pays $__________ as work-related child care costs.

18. Respondent’s base child support obligation should be set at $__________ per month, beginning _______________________________, pursuant to the “Uniform Civil Liability for Support Act.” (A “Child Support Obligation Worksheet” is attached and incorporated by reference herein.)

   a. Respondent should pay child support, other than any court-ordered child care costs, in two equal installments on or before the 5th and 20th of each month to the Utah State Office of Recovery Services (P.O. Box 45011, Salt Lake City, Utah 84145-0011), unless the Office of Recovery Services notifies Respondent that payments should be sent elsewhere.
b. Respondent’s income should be subject to immediate and automatic income withholding as of the effective date of the order, regardless of whether a delinquency exists.

c. Each party should keep the Office of Recovery Services informed of changes in his or her address, employment, and income.

19. Each party should pay half of all reasonable and necessary health, optical, hospital, dental, and other medical expenses of the parties’ minor child(ren) including, but not limited to: out-of-pocket costs actually paid by either parent for the minor child(ren)’s portion of health, optical, hospital, dental, and other medical insurance coverage and all reasonable and necessary uninsured health, optical, hospital, dental, and other medical expenses, including deductibles and co-payments, incurred for the dependent child(ren) and actually paid by either parent.

a. _______________________________ should maintain health, optical, hospital, dental, and other medical insurance on the parties’ minor child(ren) if coverage is or becomes available at a reasonable cost.

b. _______________________________ should provide proper verification of health, optical, hospital, dental, and other medical insurance coverage to _______________________________ and the Office of Recovery Services if requested, upon initial enrollment of the dependent child(ren), and thereafter on or before January 2nd of each calendar year. Furthermore, _______________________________ should notify _______________________________ and the Office of Recovery Services, if requested, of any change of insurance carrier, premium, or benefits within thirty (30) days of the date he/she first knew or should have known of the change. If such verification is not provided to the Office of Recovery Services, no credit should be given by the Office of Recovery Services.
c. Either parent who incurs health, optical, hospital, dental, and other medical expenses for the parties’ minor child(ren) should provide written verification of the costs and payment of such health, optical, hospital, dental, or other medical expenses to the other parent within thirty (30) days of payment.

20. Each party should be responsible and liable for one-half of the reasonable child care costs actually incurred each month as a result of Petitioner’s schooling and/or work. Petitioner should provide documentation for reimbursement within thirty (30) days. Respondent’s portion of these child care costs should be paid directly to Petitioner by the 5th of each month.

   a. Petitioner should provide written verification of the cost and identity of the child care provider to Respondent.

   b. Petitioner should notify Respondent of any change in the child care provider or the monthly child care expenses within thirty (30) calendar days from the date of the change.

21. A cash payment of alimony, in the following amount ($____________________), should be awarded to Petitioner in this matter.

22. Petitioner should be ordered to pay and assume only the following debt(s):

   ________________________________. Petitioner should hold Respondent harmless from any liability on these debts.

23. Respondent should be ordered to pay and assume all other debts incurred during the parties’ marriage, but prior to their separation, including but not limited to the following: ________________________________.

   Respondent should hold Petitioner harmless from any liability on these debts.

24. Each party should be ordered to pay and assume their own debts incurred after the parties’ separation on or about ________________________________.

   Each party should hold the other harmless from any liability on these debts.
25. The parties acquired personal property during the marriage and it should be divided and awarded as follows:
   
   a. To Petitioner: ____________________________________________________________
      ____________________________________________________________.
   
   b. To Respondent: __________________________________________________________
      ____________________________________________________________.
   
   c. All remaining personal property should be awarded as currently held by each party.

26. The parties do not own an interest in real property. (Or, During the marriage, the parties acquired real property located at ___________. This real property is presently owned by ___________ and ___________. The legal description of the property is ___________. The parties’ real property, and its debt and equity, should be awarded to Petitioner. Petitioner should hold Respondent harmless from any mortgages, liens, taxes, encumbrances, and any other liabilities on this real property.)

27. The parties are expecting an income tax refund for the tax year ___________. Any tax refund should be awarded to Petitioner.

28. Neither party has pensions, profit sharing, and/or retirement benefits which accrued during the parties’ marriage. (Or, ______________ has pension, profit sharing, or retirement benefits which should be divided as follows _________________________________________________________________.)

29. Respondent should be permanently restrained from bothering, harassing, annoying, threatening, and/or harming Petitioner at any time or in any place.

30. Petitioner’s (or Respondent’s) name should be changed to _________________.

31. Respondent should be responsible and liable for all service fees and court costs incurred as a result of this action.

32. Each party should be responsible for his or her own attorney’s fees.
33. Each party should be ordered to execute and deliver to the other party any documents necessary to implement the provisions of the Decree of Divorce entered by the Court.

________________________________________________________________________ Petitioner ► ______________________________________________________________________

Date

Typed or Printed Name __________________________________________________________________________

Attorney for Petitioner __________________________________________________________________________

________________________________________________________________________, being first duly sworn, deposes and states: he/she is the Petitioner in the above-entitled action; he/she has read the foregoing stipulation and agrees to its contents.

________________________________________________________________________ Sign here ► ______________________________________________________________________

Date

Typed or Printed Name __________________________________________________________________________

Subscribed and sworn to before me this _____ day of ________________________.

________________________________________________________________________

NOTARY PUBLIC

Petitioner’s Address: __________________________________________________________________________

________________________________________________________________________

________________________________________________________________________.
Respondent, being first duly sworn, deposes and states: he/she is the Respondent in the above-entitled action; he/she has read the foregoing stipulation and agrees to its contents.

Subscribed and sworn to before me this _____ day of ______________________.

NOTARY PUBLIC

Respondent’s Address: ________________________________

______________________________________________

______________________________________________
This is a private record.

Name

Address

City, State, Zip

Phone

Email

Check your email. You will receive information and documents at this email address.

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent
[ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #:__________)
[ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner
[ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #:__________)

In the District Court of Utah

__________ Judicial District _________________ County

Court Address ____________________________________________

Certification of Readiness for Trial
(Utah Rule of Civil Procedure 16)

[ ] Request for Pretrial Conference

Plaintiff/Petitioner

v.

Defendant/Respondent

Case Number

Judge

Commissioner (domestic cases)

I certify the following:

1. This case is ready for trial.

2. **Pretrial conference.** (Required in districts 1-4; optional in districts 5-8.)
   - [ ] I request a pretrial conference.
   - [ ] I do not request a pretrial conference.
3. **Pleadings.** All required pleadings have been filed.

4. **Discovery.** All required discovery has been completed. (Utah Rule of Civil Procedure 26, 26.1, 26.2 and 26.3, as applicable.)

5. **Mediation.**
   
   - [ ] All required mediation has been completed, or
   - [ ] mediation has been excused, or
   - [ ] mediation is not required in this case.

Paragraphs 6 and 7 apply in domestic cases only.

6. **Divorce education requirement.** (Choose all that apply.)
   
   - [ ] I have attended the required divorce education classes.
   - [ ] the other party has attended the required divorce education classes.
   
   or
   
   - [ ] the divorce education requirement has been waived for
     - [ ] petitioner [ ] respondent
   
   or
   
   - [ ] there are no children of this marriage.
   
   or
   
   - [ ] this is not a divorce case.

7. **Notice to Office of Recovery Services** (Utah Code 78B-12-113)  
   (Applicable in domestic cases in which a party received public assistance.)
   
   - [ ] I have notified the Office of Recovery Services about this case, or
   - [ ] notice to the Office of Recovery Services is not required.
Plaintiff/Petitioner or Defendant/Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ____________________________ (city, and state or country).

Date  
Signature ►  
Printed Name ____________________________

Attorney or Licensed Paralegal Practitioner of record (if applicable)

Date  
Signature ►  
Printed Name ____________________________
**Certificate of Service**

I certify that I filed with the court and am serving a copy of this Certification of Readiness for Trial on the following people.

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</table>

Signature ➤

Date

Printed Name

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Appendix 6: Sample Documents for Ending a Divorce Case (Stipulation and Trial)

A6-13
In the District Court of Utah

____________ Judicial District ____________ County

Court Address ______________________________________________________

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<table>
<thead>
<tr>
<th>Trial Issues – Domestic Cases</th>
</tr>
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<tbody>
<tr>
<td>Petitioner</td>
</tr>
<tr>
<td>v.</td>
</tr>
<tr>
<td>Respondent</td>
</tr>
</tbody>
</table>

Case Number
Judge
Commissioner (domestic cases)

I am the [ ] plaintiff/petitioner [ ] defendant/respondent.

The unresolved issues are stated below.

<table>
<thead>
<tr>
<th>Issue</th>
<th>My Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>Child’s full name</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Custody</td>
<td>Legal custody:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Issue</td>
<td>My Position</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Child Support</td>
<td>Child support amount $____________ (attach child support worksheet)</td>
</tr>
<tr>
<td></td>
<td>Petitioner’s gross monthly income $____________</td>
</tr>
<tr>
<td></td>
<td>Sources:</td>
</tr>
<tr>
<td></td>
<td>Respondent’s gross monthly income $____________</td>
</tr>
<tr>
<td></td>
<td>Sources:</td>
</tr>
<tr>
<td>Parent-time</td>
<td>Parenting plan? (Required if requesting joint legal or joint physical custody)</td>
</tr>
<tr>
<td></td>
<td>[ ] Yes (already filed, or attached)</td>
</tr>
<tr>
<td></td>
<td>[ ] No</td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td></td>
</tr>
<tr>
<td>Restraining Orders</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
## Divorce Issues Only

<table>
<thead>
<tr>
<th>Issue</th>
<th>My Position</th>
</tr>
</thead>
</table>
| Marriage               | Date of marriage:  
                        | Date of separation: |
| Real Property          |             |
| Vehicles               |             |
| Personal Property      |             |
| Financial Accounts     |             |
| Debts                  |             |
| Retirement Money       |             |
| Alimony                |             |
| Name Change            |             |
| Other                  |             |
| Other                  |             |
| Other                  |             |
Send this to the other party only. Do not file it with the court.

You may be required to bring a copy to court.

________________________________________  Signature ► ________________________________
Date                                                                                                                                              

Printed Name ______________________________
Stipulated Motion for Informal Trial

This motion will be decided by the court commissioner at an upcoming hearing. If you do not appear at the hearing, the Court might make a decision against you without your input. In addition, you may file a written response at least 14 days before the hearing.

Check your email. You will receive information and documents at this email address.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent [ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #: __________)</th>
</tr>
</thead>
</table>

In the District Court of Utah

[__________ Judicial District ________________ County]

<table>
<thead>
<tr>
<th>Petitioner</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>v.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Respondent</th>
<th>Judge</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Commissioner</th>
</tr>
</thead>
</table>

1. We move for an informal trial on the issues of: (Choose all that apply.)
   [ ] child support
   [ ] child custody
   [ ] parent-time

2. This is a stipulated motion supported by the attached Consent to Informal Trial and Waiver of Rules of Evidence.
Appendix 6: Sample Documents for Ending a Divorce Case (Stipulation and Trial)

Date
Printed Name of Petitioner or Counsel
Signature ►

Date
Printed Name of Respondent or Counsel
Signature ►

Date
Printed Name of Counsel for ORS
Signature ►

Date
Printed Name of Counsel for Minor Child
Signature ►
### Notice to responding party
You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:

- within 14 days of this motion being filed, if the motion will be decided by a judge, or
- at least 14 days before the hearing, if the motion will be decided by a commissioner.

In some situations a statute or court order may specify a different deadline.

If you do not respond to this motion or attend the hearing, the person who filed the motion may get what they requested.

See the court’s Motions page for more information about the motions process, deadlines and forms: utcourts.gov/motions

### Finding help
The court’s Finding Legal Help web page (utcourts.gov/help) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

<table>
<thead>
<tr>
<th>Appendix 6: Sample Documents for Ending a Divorce Case (Stipulation and Trial)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notice to responding party</strong>&lt;br&gt;You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:&lt;br&gt;- within 14 days of this motion being filed, if the motion will be decided by a judge, or&lt;br&gt;- at least 14 days before the hearing, if the motion will be decided by a commissioner.&lt;br&gt;In some situations a statute or court order may specify a different deadline.&lt;br&gt;If you do not respond to this motion or attend the hearing, the person who filed the motion may get what they requested.&lt;br&gt;See the court’s Motions page for more information about the motions process, deadlines and forms: utcourts.gov/motions</td>
</tr>
<tr>
<td><strong>Aviso para la parte que responde</strong>&lt;br&gt;Su tiempo para responder a esta moción es limitado. En la mayoría de casos deberá presentar una respuesta escrita con el tribunal y darle una copia de la misma a la otra parte:&lt;br&gt;- dentro de 14 días del día que se presenta la moción, si la misma será resuelta por un juez, o&lt;br&gt;- por lo menos 14 días antes de la audiencia, si la misma será resuelta por un comisionado.&lt;br&gt;En algunos casos debido a un estatuto o a una orden de un juez la fecha límite podrá ser distinta.&lt;br&gt;Si usted no responde a esta moción ni se presenta a la audiencia, la persona que presentó la moción podría recibir lo que pidió.&lt;br&gt;Vea la página del tribunal sobre Mociones para encontrar más información sobre el proceso de las mociones, las fechas límites y los formularios: utcourts.gov/motions-span</td>
</tr>
<tr>
<td><strong>Finding help</strong>&lt;br&gt;The court’s Finding Legal Help web page (utcourts.gov/help) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.</td>
</tr>
<tr>
<td><strong>Cómo encontrar ayuda legal</strong>&lt;br&gt;La página de la internet del tribunal Cómo encontrar ayuda legal (utcourts.gov/help-span) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.</td>
</tr>
</tbody>
</table>
**Certificate of Service**

I certify that I filed with the court and am serving a copy of this Stipulated Motion for Informal Trial on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

________________________________________  __________________________________________
Date                                                Printed Name

Appendix 6: Sample Documents for Ending a Divorce Case (Stipulation and Trial)


Name

Address

City, State, Zip

Phone

Email

Check your email. You will receive information and documents at this email address.

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent
[ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #: _________)

In the District Court of Utah

[ ] judicial District [ ] County

Court Address ________________________________

Consent to Informal Trial and Waiver of Rules of Evidence

Petitioner Case Number

v.

Judge

Respondent Commissioner

1. [ ] I have read and I understand Code of Judicial Administration Rule 4-904.

2. [ ] I understand that I have the right to a formal trial at which the Rules of Evidence apply.

3. [ ] I have discussed the informal trial process with my lawyer and I have told my lawyer all the details of my situation and all of the statements the other party might make about me whether true or not.

OR

[ ] I have decided not to discuss the process with a lawyer.

Access the OCAP Website or link to the Informal Trial page (for families).
4. [ ] I understand that by signing this document I consent to an informal trial and:
   - the Rules of Evidence will not apply;
   - I and the other party will be allowed to make any statement we wish to the judge;
   - I and the other party will be allowed to present any document or other evidence to the judge;
   - neither I nor my lawyer will be able to question the other party, but the judge may do so;
   - neither the other party nor their lawyer will be able to question me, but the judge may do so;
   - neither I nor my lawyer will be able to object to any statement or evidence of the other party;
   - neither the other party nor their lawyer will be able to object to any statement or evidence of mine;
   - the order entered by the judge after the informal trial will have the same force and effect as if entered after a formal trial; and
   - my right of appeal is limited to grounds that do not rely upon the Utah Rules of Evidence.

5. [ ] Understanding all of this, I knowingly and voluntarily consent to an informal trial of the issues identified in the motion and waive the application of the Rules of Evidence. No one has made any threats or promises for my agreement.

_________________________________________  Signature ► ____________________________________________

Date

Printed Name of Petitioner or Counsel  ____________________________________________

_________________________________________  Signature ► ____________________________________________

Date

Printed Name of Respondent or Counsel  ____________________________________________

_________________________________________  Signature ► ____________________________________________

Date

Printed Name of Counsel for ORS  ____________________________________________

_________________________________________  Signature ► ____________________________________________

Date

Printed Name of Counsel for Minor Child  ____________________________________________
The Respondent received a copy of the Verified Complaint for Divorce and signed an Acceptance of Service, Appearance, Consent, and Waiver and has failed to appear in person or otherwise file responsive pleadings and the Court therefore enters the Respondent’s Default.
The Court having found and entered its Findings of Fact and Conclusions of Law and being otherwise fully advised, it is hereby,

ORDERED, ADJUDGED, AND DECREED:

1. That the Petitioner is hereby awarded a Decree of Divorce from Respondent, such to become final upon signature and entry by the Court.

   1. The parties have __________ minor child(ren) namely:
      ____________________________________________, born ________________________________.
      ____________________________________________, born ________________________________.

2. Petitioner is a fit and proper person and is awarded permanent sole care, custody and control of the minor child(ren).

3. Respondent is awarded rights of parent-time with the parties’ minor child(ren) as follows: ____________________________________________________________.

4. Pick up and return of the parties’ minor child(ren) is to occur at Petitioner’s residence.

5. Respondent is responsible for all costs associated with visiting the parties’ minor child(ren).

6. Respondent is permanently restrained from removing the parties’ minor child(ren) from Petitioner’s state of residence without the Petitioner’s notarized, written consent, or by court order. If Respondent does remove the child(ren), an immediate pick-up order shall be issued.

7. Petitioner is entitled to claim the parties’ minor child(ren) as a dependent (dependents) for tax purposes.

8. Respondent is ordered to pay child support in the amount of $_________ per month, beginning ________________________________.
a. Respondent is to pay child support, other than any court-ordered child care costs, in two equal installments on or before the 5th and 20th of each month to the Utah State Office of Recovery Services (P.O. Box 45011, Salt Lake City, Utah 84145-0011) (“the Office”), unless the Office notifies Respondent that payments should be sent elsewhere.

b. Respondent’s income shall be subject to immediate and automatic income withholding as of the effective date of the order, regardless of whether a delinquency exists.

c. Each party should keep the Office informed of changes in his or her address, employment and income.

9. Each party share equally all reasonable and necessary health, optical, hospital, dental, and other medical expenses of the parties’ minor child(ren) including, but not limited to: out-of-pocket costs actually paid by either parent for the minor child(ren)’s portion of health, optical, hospital, mental, and other medical insurance coverage and all reasonable and necessary uninsured health, optical, hospital, dental, and other medical expenses, including deductibles and co-payments, incurred for the dependent child(ren) and actually paid by either parent.

a. _______________________________ is to maintain health, optical, hospital, dental, and other medical insurance on the parties’ minor child(ren) if coverage is or becomes available at a reasonable cost.

b. _______________________________ is to provide proper verification of health, optical, hospital, dental, and other medical insurance coverage to _______________________________ and the Office, if requested, upon initial enrollment of the dependent child(ren), and thereafter on or before January 2nd of each calendar year. Furthermore, _______________________________ shall notify _______________________________ and the Office, if requested, of
any change of insurance carrier, premium, or benefits within thirty (30) days of the date he/she first knew or should have known of the change. If such verification is not provided to the Office, no credit shall be given by the Office.

c. Either parent who incurs health, optical, hospital, dental, and other medical expenses for the parties’ minor child(ren) shall provide written verification of the costs and payment of such health, optical, hospital, dental, or other medical expenses to the other parent within thirty (30) days of payment.

10. Each party should be responsible and liable for one-half of the reasonable child care costs actually incurred each month as a result of Petitioner’s schooling and/or work. Petitioner shall provide documentation for reimbursement within thirty (30) days. Respondent’s portion of these child care costs should be paid directly to Petitioner by the 5th of each month.

   a. Petitioner shall provide written verification of the cost and identity of the child care provider to Respondent.

   b. Petitioner shall notify Respondent of any change in the child care provider or the monthly child care expenses within thirty (30) calendar days from the date of the change.

11. A cash payment of alimony, in the following amount $_____________________, is awarded to Petitioner in this matter.

12. Petitioner is ordered to pay and assume only the following debt(s): __________ _____________________________________________________________. Petitioner shall hold Respondent harmless from any liability on these debts.

13. Respondent is ordered to pay and assume all other debts incurred during the parties’ marriage, but prior to their separation, including but not limited to the following:
13. Respondent shall hold Petitioner harmless from any liability on these debts.

14. Each party is ordered to pay and assume their own debts incurred after the parties’ separation on or about _______________________________. Each party shall hold the other harmless from any liability on these debts.

15. The parties personal property, acquired during the marriage, divided and awarded as follows:

   a. To Petitioner: _______________________________________________
      ____________________________________________________________.

   b. To Respondent: _____________________________________________
      ____________________________________________________________.

   c. All remaining personal property is awarded as currently held by each party.

16. The parties do not own an interest in real property. (Or, During the marriage, the parties acquired real property located at ________________________________. This real property is presently owned by ________________________________ and ________________________________. The legal description of the property is ___________________________________________________________. The parties’ real property, and its debt and equity, is awarded to Petitioner. Petitioner shall hold Respondent harmless from any mortgages, liens, taxes, encumbrances, and any other liabilities on this real property.)

17. Any tax refund that is received for the tax year of ______________ is awarded to Petitioner.

18. Neither party has pensions, profit sharing, and/or retirement benefits which accrued during the parties’ marriage. (Or, ____________________________________________
has pension, profit sharing, or retirement benefits which are divided as follows
_____________________________________________________________________.)

19. Respondent is permanently restrained from bothering, harassing, annoying, threatening, and/or harming Petitioner at any time or in any place.

20. Petitioner’s (or Respondent’s) name is hereby changed to
_______________________________.

21. Respondent is responsible and liable for all service fees and court costs incurred as a result of this action.

22. Each party is responsible for his or her own attorney’s fees.

23. Each party is ordered to execute and deliver to the other party any documents necessary to implement the provisions of the Decree of Divorce entered by the Court.

________________________________________________________________________
Sign here ►

Date

Commissioner or Judge

(Judge’s signature may appear at top of first page)
Access the OCAP Website or link to the ORS enforcement forms.

Name

Address

City, State, Zip

Phone

Email

I am [ ] Petitioner [ ] Respondent
[ ] Petitioner’s Attorney [ ] Respondent’s Attorney (Utah Bar #:__________)
[ ] Petitioner’s Licensed Paralegal Practitioner
[ ] Respondent’s Licensed Paralegal Practitioner (Utah Bar #:__________)

In the District Court of Utah

[_________] Judicial District [__________] County

Court Address ______________________________________________________

Petition to Register Office of Recovery Services (ORS) Support Order
(Utah Code 78B-12-113)

Petitioner

v.

Respondent

Case Number

Judge

Commissioner (domestic cases)

1. I am a resident of ___________________________ County, Utah.

2. Respondent is a resident of ___________________________ (county, state).

3. The Utah Office of Recovery Services (ORS) has the authority to establish, enforce, and modify support orders.

4. I have attached a copy of the ORS child support order issued on
5. ORS is currently providing or has provided child support services. I will serve the Office of the Attorney General, Child Support Division, with a copy of this petition.

6. This court has the authority to enforce the administrative support order.

7. I ask the court to register the support order.

**Petitioner**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

_________________________________________  Signature ► _________________________________

Date

Printed Name ________________________________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_________________________________________  Signature ► _________________________________

Date

Printed Name ________________________________________________
Order Confirming Registration of Office of Recovery Services (ORS) Support Order

In the District Court of Utah

_________ Judicial District ________________ County

Court Address ______________________________________________________

<table>
<thead>
<tr>
<th>Plaintiff/Petitioner</th>
<th>Defendant/Respondent</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

The matter before the court is a Petition to Register Office of Recovery Services Support Order. This matter is being resolved by: (Choose all that apply.)

- [ ] The default of   [ ] Petitioner   [ ] Respondent.
- [ ] The stipulation of the parties.
- [ ] The pleadings and other papers of the parties.
- [ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner

[ ] was present   [ ] was not present.

Access the OCAP Website or link to the ORS enforcement forms.
[ ] was represented by ________________________________ (name).
[ ] was not represented.

Respondent
[ ] was present  [ ] was not present.
[ ] was represented by ________________________________ (name).
[ ] was not represented.

The court finds:

1. This court:
   [ ] has the authority to enforce the ORS support order.
   [ ] does not have the authority to enforce the ORS support order.

Having considered the documents filed with the court, the evidence and the arguments, and now being fully informed,

The court orders:

2. The Petition to Register Office of Recovery Services (ORS) Support Order is
   [ ] granted. The ORS administrative support order dated
   __________________________ is the order of this court.
   [ ] denied.

3. [ ] The ORS administrative support order has the full force and effect of a
   district court order.

4. [ ] This court shall have continuing jurisdiction over this matter

5. [ ] Other
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
Commissioner's or Judge's signature may instead appear at the top of the first page of this document.

Date
Commissioner

Date
Judge

Approved as to form.

Date
Petitioner, Attorney or Licensed Paralegal Practitioner

Date
Respondent, Attorney or Licensed Paralegal Practitioner
# Certificate of Service

I certify that I filed with the court and am serving a copy of this Order Confirming Registration of ORS Administrative Support Order on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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Signature ►

Date

Printed Name ________________________________________________
Appendix 7: Sample Documents for Ending a Divorce Case

The information and forms for this section are found on two pages at the Utah Courts website:

https://www.utcourts.gov/howto/filing/default_judgment/
https://www.utcourts.gov/howto/family/financial_declaration/

NOTE: Most of these examples assume that the Petitioner’s Spouse has been properly notified of the divorce filings and any scheduled hearings and has failed to respond. Default decrees are not allowed in cases when both parties are actively involved in the proceedings.

There are specific rules for how cases are managed when one party is on active duty with any branch of the military. Those forms and the others included on the following pages should be downloaded from the court website if available. Completion of forms via OCAP is always the preferred method whenever possible.
IN THE ________ JUDICIAL DISTRICT COURT
OF ______________________ COUNTY, STATE OF UTAH
____________________________________________________________ (court address)

____________________________________
Petitioner, vs. ______________________________________

____________________________________
Respondent.

I, ______________________________________, state that I am not in the military service.

I declare under criminal penalty of Utah Code Section 78B-5-705 that the information in this document is true and correct. I understand that for knowingly making a false statement, I can be fined as provided in Title 19, United States Code, or imprisoned for not more than one year, or both.

Date ______________________ Sign here: ______________________________________

Printed Name: ________________________________
CERTIFICATE OF MAILING/DELIVERY

On _____________ (date) I mailed a copy of the Respondent’s Declaration of Military Service, to the other party at (other party’s address):

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Respondent’s Signature
Name

Address

City, State, Zip

Phone

Email

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent
[ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #: ____)
[ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner
[ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #: ____)

In the [ ] District [ ] Justice Court of Utah

[ ] Judicial District [ ] County

Court Address _______________________________________________________

<table>
<thead>
<tr>
<th>Military Service Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaintiff/Petitioner</td>
</tr>
<tr>
<td>v.</td>
</tr>
<tr>
<td>Defendant/Respondent</td>
</tr>
</tbody>
</table>

1. I have asked the clerk of court to issue a Default Certificate showing
   [ ] plaintiff/petitioner
   [ ] defendant/respondent
   is the defaulting party.

2. The military status of the defaulting party is
   [ ] in military service. I will also submit a Military Service Order.
   [ ] not in military service.
   [ ] unknown to me.
3. My statement about the defaulting party's military status is based on the following:
(For example: "John Doe is 88 years old which is too old to be in the military. I've lived with him for the past twenty years. I personally know he has not been in the military during those twenty years. He has worked full-time at ACME Cleaning Services as a janitor in Salt Lake City for the past five years.")

Plaintiff/Petitioner or Defendant/Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

Date
Printed Name

Attorney or Licensed Paralegal Practitioner of record (if applicable)

Date
Printed Name
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Military Service Declaration on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
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</tr>
</tbody>
</table>

Signature ► ________________________

Date ________________________________

Printed Name ________________________________
In the [ ] District [ ] Justice Court of Utah

[ ] Judicial District [ ] County

Court Address ______________________________________________________

<table>
<thead>
<tr>
<th>Plaintiff/Petitioner</th>
<th>Military Service Order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Case Number</td>
</tr>
<tr>
<td></td>
<td>Judge</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Defendant/Respondent</th>
<th>Commissioner (domestic cases)</th>
</tr>
</thead>
</table>

**The court finds**

1. Based on the statements made in the Military Service Declaration, the court finds (choose one):
   - [ ] the military service status of the non-appearing party is unknown.
   - [ ] the non-appearing party is in military service.

**The court orders**

(Choose paragraph 2 or 3.)

2. [ ] Because the court finds the military service status is unknown, the case may (choose one):
   - [ ] proceed without a bond being filed.
   - [ ] proceed once the [ ] plaintiff/petitioner [ ] defendant/respondent files a bond in the amount of $______________.

3. [ ] Because the court finds the non-appearing party is in military service, the court appoints an attorney to represent the non-appearing party. The action is stayed for 90 days from this date.

Judge’s signature may instead appear at the top of the first page of this document.

_________________________  __________________________
Date  Judge

Access the OCAP Website or link to the Default Judgment forms.
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Military Service Order on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
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</table>

_________________________________________  __________________________________________________________________________
Date                                                                                       Signature ►

_________________________________________  __________________________________________________________________________
Printed Name                                                                               Printed Name
This motion requires you to respond. Please see the Notice to Responding Party.

Check your email. You will receive information and documents at this email address.

| I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent |
| [ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #:_______) |
| [ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner |
| [ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #:_______) |

In the [ ] District [ ] Justice Court of Utah

___________ Judicial District ________________ County

Court Address ______________________________________________________

| Motion for Default Judgment |
| (Utah Rule of Civil Procedure 55) |
| Plaintiff/Petitioner |
| v. |
| Defendant/Respondent |

| Case Number |
| ____________________________ |

| Judge |
| ____________________________ |

| Commissioner (domestic cases) |
| ____________________________ |

1. The following documents were served:
   [ ] Summons and Complaint/Petition
   [ ] Counterclaim
   on _________________ (date). Proof of service or an acceptance of service has been filed or is attached.

2. The time in which to file an Answer has passed, and the
   [ ] plaintiff/petitioner
   [ ] defendant/respondent
has not answered or otherwise appeared.

3. The default certificate has been submitted.

4. I ask the court to enter judgment as requested in the Complaint/Petition.

**Plaintiff/Petitioner or Defendant/Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at _________________________________ (city, and state or country).

_________________________ Signature ► _________________________________

Date

_________________________ Printed Name _________________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_________________________ Signature ► _________________________________

Date

_________________________ Printed Name _________________________________
### Notice to responding party
You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:

- within 14 days of this motion being filed, if the motion will be decided by a judge, or
- at least 14 days before the hearing, if the motion will be decided by a commissioner.

In some situations a statute or court order may specify a different deadline.

If you do not respond to this motion or attend the hearing, the person who filed the motion may get what they requested.

See the court’s Motions page for more information about the motions process, deadlines and forms: utcourts.gov/motions

### Finding help
The court’s Finding Legal Help web page (utcourts.gov/help) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

### Aviso para la parte que responde
Su tiempo para responder a esta moción es limitado. En la mayoría de casos deberá presentar una respuesta escrita con el tribunal y darle una copia de la misma a la otra parte:

- dentro de 14 días del día que se presenta la moción, si la misma será resuelta por un juez, o
- por lo menos 14 días antes de la audiencia, si la misma será resuelta por un comisionado.

En algunos casos debido a un estatuto o a una orden de un juez la fecha límite podrá ser distinta.

Si usted no responde a esta moción ni se presenta a la audiencia, la persona que presentó la moción podría recibir lo que pidió.

Vea la página del tribunal sobre Mociones para encontrar más información sobre el proceso de las mociones, las fechas límites y los formularios: utcourts.gov/motions-span

### Cómo encontrar ayuda legal
La página de la internet del tribunal Cómo encontrar ayuda legal (utcourts.gov/help-span) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.
# Certificate of Service

I certify that I filed with the court and am serving a copy of this Motion for Default Judgment on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
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</table>

__________________________________________  Signature ➤

Date
Printed Name ________________________________

Appendix 7: Sample Documents for Ending a Divorce Case

A7-12
IN THE ________________  JUDICIAL DISTRICT COURT
OF ______________________________ COUNTY, STATE OF UTAH
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
                                                                                   (court address)

________  ___________,  

Petitioner,  *

vs.  *

____________________________________,  *  

Respondent.  *

___________________________________________________________________

* Affidavit of Jurisdiction and Grounds for Divorce

Case No. ________________

Commissioner: ________________

Judge: ________________

My name is _____________________________________________________________.

[ ] Petitioner [ ] Respondent was a resident of ________________________ County for
at least three months immediately preceding the filing of the divorce petition on
____________________ (date).

[ ] Petitioner [ ] Respondent and I were married on ________________ (date), in
______________________________ (county, state), and are presently married.

We separated on ________________ (date).

During my marriage to [ ] Petitioner [ ] Respondent, irreconcilable differences
developed. The irreconcilable differences are (describe):

Access the OCAP Website or download the OCAP form.
6. All attempts to reconcile have failed. I do not feel this marriage can continue.

7. To the best of my knowledge the Findings of Fact and Conclusions of Law and Decree of Divorce conform to the original divorce petition.

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at __________________________ (city, and state or country).

Date

Printed Name

CERTIFICATE OF DELIVERY

On _______________ (date) I mailed a copy of this Affidavit of Jurisdiction and Grounds to

(Other party’s address):

_________________________________

_________________________________

_________________________________

_________________________________

Signature ► __________________________
Notice of Disclosure Requirements in Domestic Relations Cases
(Utah Rule of Civil Procedure 26.1)

Petitioner

v.

Respondent

To:

(Respondent Name or Name of Joined Party)

1. Because you are involved in one of these cases:
   - divorce
   - temporary separation
   - separate maintenance
   - parentage
   - child custody
   - child support
   - domestic order modification

Check your email. You will receive information and documents at this email address.

I am [ ] Petitioner [ ] Respondent
[ ] Petitioner’s Attorney [ ] Respondent’s Attorney (Utah Bar #:_______)
[ ] Petitioner’s Licensed Paralegal Practitioner
[ ] Respondent’s Licensed Paralegal Practitioner (Utah Bar #:_______)
You must give to the petitioner ("disclose") the following documents:

- **Initial Disclosures.** (The court-approved Initial Disclosures form is available at www.utcourts.gov.)
- **Financial Declaration and required attachments.** (The court-approved Financial Declaration form is available at www.utcourts.gov.)
  - Documents verifying the amounts for every item listed in the Financial Declaration (excluding monthly expenses).
  - Federal and state income **tax returns for the past two tax years** before the petition in this case was filed. If you don’t have these, contact the IRS or the State Tax Commission.
  - **Pay stubs** and other evidence of income for the **past 12 months**.
  - All loan applications and financial statements from the 12 months before the petition was filed.
  - Documents verifying the value of all real estate in which you have an interest. This includes the most recent appraisal, tax valuation, and refinance documents.
  - All statements for the 3 months before the petition was filed for all financial accounts. This includes checking, savings, money market funds, certificates of deposit, brokerage, investment, and retirement.
  - If you do not have some of the above documents, you may estimate the amounts. You must explain on the Financial Declaration how you chose the estimated amount and why the documents are not available.

2. You must send the completed Initial Disclosures form, the Financial Declaration, and all required attachments to the petitioner within:
   - 42 days after filing of the first answer, or
   - 28 days after your appearance in this case, whichever is later.

The petitioner must send their completed Initial Disclosures form, the Financial Declaration, and all required attachments to you within 14 days after service of your first answer to the petition.

3. If you do not disclose all assets and income in the Financial Declaration and attachments, you may be subject to sanctions. (Utah Rule of Civil Procedure 37). Sanctions may include awarding assets to the other party, requiring you to pay the other party’s attorney’s fees, or other sanctions decided by the court.
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Notice of Disclosure Requirements in Domestic Relations Cases on the following people.

<table>
<thead>
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<th>Person’s Name</th>
<th>Service Method</th>
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<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
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</table>

________________________________________  ________________________________
Date                                                                 Signature ►

________________________________________
Printed Name
You must fully and accurately disclose all assets and income in this document and provide attachments. If you fail to disclose all assets and income, you could be subject to sanctions under Utah Rule of Civil Procedure 37. Sanctions can include an award of non-disclosed assets to the other party, attorney’s fees or other sanctions.

1. I am providing this form to the other party and (Choose one.):

   [  ] I am not filing the Financial Declaration with the court because a hearing about child support, spousal support, property, debts, attorney fees and court costs is not scheduled, or because the court has not ordered me to file it.
I am filing the separate Certificate of Service of Financial Declaration.

I am filing the Financial Declaration with the court because a hearing about child support, spousal support, property, debts, attorney fees and court costs is scheduled, or the court has ordered me to file it.

I am also filing the separate Certificate of Service of Financial Declaration.

2. I am attaching the following documents, if available:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Attached</th>
<th>Not Attached</th>
<th>Doesn’t Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax returns. For the two years before the petition was filed:</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>• federal and state income tax returns – personal and for any entities in which I have a majority or controlling interest</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>• all documents used to prepare the tax returns</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>Pay stubs or other proof of income. For the 12 months before the petition was filed:</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>• pay stubs</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>• other proof of all earned and un-earned income</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>Loan applications. For the 12 months before the petition was filed:</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>• all loan applications</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>• financial statements used to apply for the loans</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>Real estate documents. Documents verifying the value of all real estate in which I have an interest. This includes the most recent appraisal, tax valuation, and refinance documents.</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
<tr>
<td>Financial statements. For the 3 months before the petition was filed all financial statements for all financial accounts. This includes checking, savings, money market funds, certificates of deposit, brokerage, investment, and retirement.</td>
<td>[ ] Attached</td>
<td>[ ] Not attached</td>
<td>[ ] Doesn’t apply</td>
</tr>
</tbody>
</table>

I marked some documents above as “not attached” because:

<table>
<thead>
<tr>
<th>Document</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix 7: Sample Documents for Ending a Divorce Case
3. **Employment** (You must attach proof of amounts listed. If the proof is not available, estimate the amount and explain how you reached that amount.)

[ ] I am employed as (Choose all that apply):

- [ ] an hourly employee (Form W-2)
- [ ] a salaried employee (Form W-2)
- [ ] self-employed (Form 1099, Form K-1, Schedule C, etc.)
- [ ] other (Explain): ___________________________________________________

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Employer's address and phone number</th>
<th>Job title</th>
<th>Hourly rate or annual salary</th>
<th>Hours per week (If hourly)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

[ ] I am unemployed because:

__________________________________________________________________________

__________________________________________________________________________

[ ] I have estimated the amounts in paragraph 3.

<table>
<thead>
<tr>
<th>Item estimated</th>
<th>Basis for estimation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. **Gross Monthly Income** (You must attach proof of amounts listed. If the proof is not available, estimate the amount and explain how you reached that amount.)

[ ] I have the following monthly income before tax deductions:
(Print your pre-tax income in the boxes below. For income that changes from month to month, calculate the annual total and divide by 12 months to list a monthly average.)

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Monthly amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work (Including self employment, wages, salaries, commissions, bonuses, tips and overtime)</td>
<td>$</td>
</tr>
<tr>
<td>Rental income</td>
<td>$</td>
</tr>
<tr>
<td>Business income</td>
<td>$</td>
</tr>
<tr>
<td>Interest</td>
<td>$</td>
</tr>
<tr>
<td>Dividends</td>
<td>$</td>
</tr>
<tr>
<td>Retirement income (Including pensions, 401(k), IRA, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Worker’s compensation</td>
<td>$</td>
</tr>
<tr>
<td>Private disability insurance</td>
<td>$</td>
</tr>
<tr>
<td>Social Security Disability Income (SSDI)</td>
<td>$</td>
</tr>
<tr>
<td>Supplemental Security Income (SSI)</td>
<td>$</td>
</tr>
<tr>
<td>Social Security (Other than SSDI or SSI)</td>
<td>$</td>
</tr>
<tr>
<td>Unemployment benefits</td>
<td>$</td>
</tr>
<tr>
<td>Education benefits (Including grants, loans, cash scholarships, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Veteran’s benefits</td>
<td>$</td>
</tr>
<tr>
<td>Alimony</td>
<td>$</td>
</tr>
<tr>
<td>Child support</td>
<td>$</td>
</tr>
<tr>
<td>Payments from civil litigation</td>
<td>$</td>
</tr>
<tr>
<td>Victim restitution</td>
<td>$</td>
</tr>
<tr>
<td>Public assistance (Including AFDC, FEP, TANF, welfare, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Financial support from household members</td>
<td>$</td>
</tr>
<tr>
<td>Financial support from non-household members</td>
<td>$</td>
</tr>
<tr>
<td>Trust income</td>
<td>$</td>
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<tr>
<td>Annuity income</td>
<td>$</td>
</tr>
<tr>
<td>Other (Describe)</td>
<td>$</td>
</tr>
<tr>
<td>Other (Describe)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total gross monthly income</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>
[ ] I have estimated the amounts in paragraph 4.

<table>
<thead>
<tr>
<th>Item estimated</th>
<th>Basis for estimation</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

[ ] I have no income because:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. **Monthly Tax Deductions** (You must attach proof of amounts listed. If the proof is not available, estimate the amount and explain how you reached that amount.)

[ ] I have no monthly tax deductions because I have no income.

[ ] I have the following monthly tax deductions.

<table>
<thead>
<tr>
<th>Type of tax deduction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal income tax</td>
<td>$</td>
</tr>
<tr>
<td>State income tax</td>
<td>$</td>
</tr>
<tr>
<td>Municipal income tax</td>
<td>$</td>
</tr>
<tr>
<td>FICA</td>
<td>$</td>
</tr>
<tr>
<td>Medicare</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total monthly tax deductions</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

[ ] I have estimated the amounts in paragraph 5.

<table>
<thead>
<tr>
<th>Item estimated</th>
<th>Basis for estimation</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. **After Tax Income**

[ ] My monthly income is:

$ ____________ Gross monthly income from section 4

- $ ____________ Minus monthly tax deductions from section 5

________________________________________________________________________
= $ ____________  Equals after-tax monthly income

[ ] I have no income.

7. Monthly Expenses  (You must attach proof of amounts listed. If the proof is not available, estimate the amount and explain how you reached that amount. Include amounts you pay for yourself and any spouse, children or other dependents in your household.)

[ ] No party has requested alimony so I am only completing the "Current Amount" column, which represents the amount I pay now.

[ ] One of the parties has requested alimony so I am completing both the "Current Amount" and the "Marital Expenses" column, which represents the amount paid during the marriage prior to separation.

<table>
<thead>
<tr>
<th>Monthly expense</th>
<th>Current Amount</th>
<th>Marital Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent or mortgage</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Real estate taxes (if not included in mortgage)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Real estate insurance (if not included in mortgage)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Real estate maintenance</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Food and household supplies</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Clothing</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Automobile payments</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Automobile insurance</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Automobile fuel</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Automobile maintenance</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other transportation costs (public transportation, parking, etc.)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Utilities (such as electricity, gas, water, sewer, garbage)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Telephone</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Paid television, cable, satellite</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Internet</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Credit card payments</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Loans and other debt payments</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Alimony</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Child support</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Child care</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Monthly expense</td>
<td>Current Amount</td>
<td>Marital Expenses</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Extracurricular activities for children</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Education (children)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Education (self)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Health care insurance</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Health care expenses (excluding insurance listed above)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other insurance (describe)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Laundry and dry cleaning</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Donations</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Gifts</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Union and other dues</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Garnishment or income withholding order</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Retirement deposits (including pensions, 401(k), IRA, etc.)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (describe)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (describe)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total monthly expenses</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

[ ] I have estimated the amounts in paragraph 7.

<table>
<thead>
<tr>
<th>Item estimated</th>
<th>Basis for estimation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. **Business Interests** (You must attach proof of amounts listed. If the proof is not available, estimate the amount and explain how you reached that amount. Add additional sheets if needed.)

[ ] I have no business interests.

[ ] I have the following business interests.

<table>
<thead>
<tr>
<th>Business name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Nature of business</td>
<td>Percent owned by</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address &amp; phone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nature of business</th>
<th>Percent owned by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current value of the business</th>
<th>Percent owned by</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nature of business</th>
<th>Percent owned by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address &amp; phone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current value of the business</th>
<th>Percent owned by</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

[ ] I have estimated the amounts in paragraph 8.

<table>
<thead>
<tr>
<th>Item estimated</th>
<th>Basis for estimation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. **Financial Assets** (You must attach proof of amounts listed. If the proof is not available, estimate the amount and explain how you reached that amount. Add additional sheets if needed.)

[ ] I have no financial assets.

[ ] I have the following financial assets.

<table>
<thead>
<tr>
<th>Asset</th>
<th>Name &amp; address of institution</th>
<th>Names on account</th>
<th>Current balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank or credit union</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account number:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type:</td>
<td>checking</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset</td>
<td>Name &amp; address of institution</td>
<td>Names on account</td>
<td>Current balance</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------</td>
<td>-----------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Bank or credit union</strong>&lt;br&gt;Account number:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Type:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] checking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] savings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Stocks, bonds, securities, money market account</strong>&lt;br&gt;Account number:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Retirement account</strong>&lt;br&gt;Account number:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Profit sharing plan</strong>&lt;br&gt;Account number:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Annuity</strong>&lt;br&gt;Account number:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Life insurance</strong>&lt;br&gt;Account number:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Date opened:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Money owed to me</strong>&lt;br&gt;Date of loan:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Cash</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Other (describe)</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Asset</td>
<td>Name &amp; address of institution</td>
<td>Names on account</td>
<td>Current balance</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------</td>
<td>------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

[ ] I have estimated the amounts in paragraph 9.

<table>
<thead>
<tr>
<th>Item estimated</th>
<th>Basis for estimation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. **Real Estate** (You must attach proof of amounts listed. If the proof is not available, estimate the amount and explain how you reached that amount. Add additional sheets if needed.)

[ ] I have no real estate.

[ ] I have the following real estate.

### Home

<table>
<thead>
<tr>
<th>Address</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date acquired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name(s) on title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current value</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First mortgage or lien holder (name &amp; address)</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount owed</td>
<td>Monthly payments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second mortgage or lien holder (name &amp; address)</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount owed</td>
<td>Monthly payments</td>
<td></td>
</tr>
</tbody>
</table>

### Other real estate

<table>
<thead>
<tr>
<th>Address</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date acquired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name(s) on title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current value</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First mortgage or lien holder (name &amp; address)</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount owed</td>
<td>Monthly payments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second mortgage or lien holder (name &amp; address)</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount owed</td>
<td>Monthly payments</td>
<td></td>
</tr>
</tbody>
</table>

[ ] I have estimated the amounts in paragraph 10.
11. **Personal Property** (Such as vehicles, boats, trailers, major equipment, furniture, jewelry, and collectibles. You must attach proof of amounts listed. If the proof is not available, estimate the amount and explain how you reached that amount. Add additional sheets if needed.)

[  ] I have no personal property.

[  ] I have the following personal property.

<table>
<thead>
<tr>
<th>Property description (if automobile, include year, make, and model)</th>
<th>Debt owed to (name and address)</th>
<th>Names on title (if applicable)</th>
<th>Amount owed</th>
<th>Minimum monthly payments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

[  ] I have estimated the amounts in paragraph 11.

<table>
<thead>
<tr>
<th>Item estimated</th>
<th>Basis for estimation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. **Debts Owed** (Do not include amounts you owe on property reported in the Real Estate or Personal Property sections. You must attach proof of amounts listed. If the proof is not available, estimate the amount and explain how you reached that amount. Add additional sheets if needed.)

[  ] I do not owe any debts.

[  ] I owe the following debts.

<table>
<thead>
<tr>
<th>Type of debt (such as credit card, cash loan, or installment payment)</th>
<th>Debt owed to (name and address and phone number)</th>
<th>Names on debt</th>
<th>Amount owed</th>
<th>Minimum monthly payments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Type of debt (such as credit card, cash loan, or installment payment) | Debt owed to (name and address and phone number) | Names on debt | Amount owed | Minimum monthly payments
--- | --- | --- | --- | ---

$ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |

[ ] I have estimated the amounts in paragraph 12.

<table>
<thead>
<tr>
<th>Item estimated</th>
<th>Basis for estimation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Warning**

If you do not fully disclose all assets and income in this document and provide attachments you could be subject to sanctions under Utah Rule of Civil Procedure 37.

Sanctions can include an award of non-disclosed assets to the other party, attorney’s fees or other sanctions.

**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at __________________________ (city, and state or country).

________________________________________ Signature ► __________________________________________

Date

Printed Name
Attorney or Licensed Paralegal Practitioner of record (if applicable)

Date  
Signature  
Printed Name

Appendix 7: Sample Documents for Ending a Divorce Case
Name

Address

City, State, Zip

Phone

Check your email. You will receive information and documents at this email address.

Email

I am [ ] Petitioner [ ] Respondent
[ ] Petitioner’s Attorney [ ] Respondent’s Attorney (Utah Bar #:__________)
[ ] Petitioner’s Licensed Paralegal Practitioner
[ ] Respondent’s Licensed Paralegal Practitioner (Utah Bar #:__________)

In the District Court of Utah

Judicial District County

Court Address

Plaintiff/Petitioner

v.

Defendant/Respondent

Declaration of Other Parent’s Earnings
(Utah Code 78B-12-201(2) and 78B-12-203(8))

Case Number

Judge

Commissioner

1. My name is: ______________________________________________________.

2. I believe: ________________________________________________________ (name of other party) (Choose one.):

   [ ] earns $__________________ in gross income per month.

   [ ] should be considered to make minimum wage.

   [ ] should be considered to have zero income. They are in a non-temporary situation and they:

Access the OCAP Website or link to the Default Judgment forms.
• cannot earn more than the reasonable costs of child care for our minor children;
• are physically or mentally unable to earn minimum wage;
• are engaged in career or occupational training to establish basic job skills; or
• care for one or more of our children whose unusual emotional or physical needs require them to be present in the home.

3. I am relying on the following:

<table>
<thead>
<tr>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other party's employment opportunities, work history, and occupation qualifications</td>
</tr>
<tr>
<td>Educational attainment and literacy</td>
</tr>
<tr>
<td>Age and health</td>
</tr>
<tr>
<td>Criminal record</td>
</tr>
<tr>
<td>Other employment barriers and background factors</td>
</tr>
<tr>
<td>Prevailing earnings and job availability for persons of similar backgrounds in the community</td>
</tr>
</tbody>
</table>
Petitioner or Respondent
I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

__________________________  Signature ► _____________________________
Date                      Printed Name ________________________________

Attorney or Licensed Paralegal Practitioner of record (if applicable)

__________________________  Signature ► _____________________________
Date                      Printed Name ________________________________
**Certificate of Service**

I certify that I filed with the court and am serving a copy of this Declaration of Other Parent's Earnings on the following people.

<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Mail</td>
<td>[ ] Hand Delivery</td>
<td>[ ] E-filed</td>
<td>[ ] Email</td>
</tr>
<tr>
<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Mail</td>
<td>[ ] Hand Delivery</td>
<td>[ ] E-filed</td>
<td>[ ] Email</td>
</tr>
<tr>
<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Mail</td>
<td>[ ] Hand Delivery</td>
<td>[ ] E-filed</td>
<td>[ ] Email</td>
</tr>
<tr>
<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________
Signature ►

__________________________
Date

__________________________
Printed Name
The Petitioner (or their Attorney) will normally provide the Court with the proposed Decree of Divorce together with a document stating proposed Findings of Fact and Conclusions of Law (next example, A7-47).

"If you are preparing your own document, it may include findings and conclusions only on the matters you alleged in your Complaint/Petition. If the court website has a form, use the form and follow the instructions provided in that section of the website." *link to quote*

You are encouraged to use OCAP or the services of a licensed legal professional (Lawyer or Paralegal).

The Respondent received a copy of the Verified Complaint for Divorce and signed an Acceptance of Service, Appearance, Consent, and Waiver and has failed to appear in person or otherwise file responsive pleadings and the Court therefore enters the Respondent’s Default.
The Court having found and entered its Findings of Fact and Conclusions of Law and being otherwise fully advised, it is hereby,

ORDERED, ADJUDGED, AND DECREED:

1. That the Petitioner is hereby awarded a Decree of Divorce from Respondent, such to become final upon signature and entry by the Court.

   1. The parties have _________ minor child(ren) namely:
      ________________________________, born ________________________________.
      ________________________________, born ________________________________.

2. Petitioner is a fit and proper person and is awarded permanent sole care, custody and control of the minor child(ren).

3. Respondent is awarded rights of parent-time with the parties’ minor child(ren) as follows: ________________________________.

4. Pick up and return of the parties’ minor child(ren) is to occur at Petitioner’s residence.

5. Respondent is responsible for all costs associated with visiting the parties’ minor child(ren).

6. Respondent is permanently restrained from removing the parties’ minor child(ren) from Petitioner’s state of residence without the Petitioner’s notarized, written consent, or by court order. If Respondent does remove the child(ren), an immediate pick-up order shall be issued.

7. Petitioner is entitled to claim the parties’ minor child(ren) as a dependent (dependents) for tax purposes.

8. Respondent is ordered to pay child support in the amount of $__________ per month, beginning ________________________________.
a. Respondent is to pay child support, other than any court-ordered child care costs, in two equal installments on or before the 5th and 20th of each month to the Utah State Office of Recovery Services (P.O. Box 45011, Salt Lake City, Utah 84145-0011) (“the Office”), unless the Office notifies Respondent that payments should be sent elsewhere.

b. Respondent’s income shall be subject to immediate and automatic income withholding as of the effective date of the order, regardless of whether a delinquency exists.

c. Each party should keep the Office informed of changes in his or her address, employment and income.

9. Each party shall equally share all reasonable and necessary health, optical, hospital, dental, and other medical expenses of the parties’ minor child(ren) including, but not limited to: out-of-pocket costs actually paid by either parent for the minor child(ren)’s portion of health, optical, hospital, mental, and other medical insurance coverage and all reasonable and necessary uninsured health, optical, hospital, dental, and other medical expenses, including deductibles and co-payments, incurred for the dependent child(ren) and actually paid by either parent.

a. _______________________________ is to maintain health, optical, hospital, dental, and other medical insurance on the parties’ minor child(ren) if coverage is or becomes available at a reasonable cost.

b. _______________________________ is to provide proper verification of health, optical, hospital, dental, and other medical insurance coverage to _______________________________ and the Office, if requested, upon initial enrollment of the dependent child(ren), and thereafter on or before January 2nd of each calendar year. Furthermore, _______________________________ shall notify _______________________________ and the Office, if requested, of
any change of insurance carrier, premium, or benefits within thirty (30) days of the date he/she first knew or should have known of the change. If such verification is not provided to the Office, no credit shall be given by the Office.

c. Either parent who incurs health, optical, hospital, dental, and other medical expenses for the parties’ minor child(ren) shall provide written verification of the costs and payment of such health, optical, hospital, dental, or other medical expenses to the other parent within thirty (30) days of payment.

10. Each party should be responsible and liable for one-half of the reasonable child care costs actually incurred each month as a result of Petitioner’s schooling and/or work. Petitioner shall provide documentation for reimbursement within thirty (30) days. Respondent’s portion of these child care costs should be paid directly to Petitioner by the 5th of each month.

   a. Petitioner shall provide written verification of the cost and identity of the child care provider to Respondent.

   b. Petitioner shall notify Respondent of any change in the child care provider or the monthly child care expenses within thirty (30) calendar days from the date of the change.

11. A cash payment of alimony, in the following amount $_______________________, is awarded to Petitioner in this matter.

12. Petitioner is ordered to pay and assume only the following debt(s): __________ __________________________________________________________________________________________. Petitioner shall hold Respondent harmless from any liability on these debts.

13. Respondent is ordered to pay and assume all other debts incurred during the parties’ marriage, but prior to their separation, including but not limited to the following:
Respondent shall hold Petitioner harmless from any liability on these debts.

14. Each party is ordered to pay and assume their own debts incurred after the parties’ separation on or about _______________________________. Each party shall hold the other harmless from any liability on these debts.

15. The parties personal property, acquired during the marriage, divided and awarded as follows:

a. To Petitioner: ________________________________________________

b. To Respondent: _____________________________________________

c. All remaining personal property is awarded as currently held by each party.

16. The parties do not own an interest in real property. (Or, During the marriage, the parties acquired real property located at _______________________________. This real property is presently owned by _______________________________ and _______________________________. The legal description of the property is ___________________________________________. The parties’ real property, and its debt and equity, is awarded to Petitioner. Petitioner shall hold Respondent harmless from any mortgages, liens, taxes, encumbrances, and any other liabilities on this real property.)

17. Any tax refund that is received for the tax year of ________________ is awarded to Petitioner.

18. Neither party has pensions, profit sharing, and/or retirement benefits which accrued during the parties’ marriage. (Or, ___________________________________________
has pension, profit sharing, or retirement benefits which are divided as follows
_______________________________________________________________.

19. Respondent is permanently restrained from bothering, harassing, annoying,
threating, and/or harming Petitioner at any time or in any place.

20. Petitioner’s (or Respondent’s) name is hereby changed to
_______________________________________________________________.

21. Respondent is responsible and liable for all service fees and court costs incurred
as a result of this action.

22. Each party is responsible for his or her own attorney’s fees.

23. Each party is ordered to execute and deliver to the other party any documents
necessary to implement the provisions of the Decree of Divorce entered by the Court.

Sign here ►

Date
______________________________

Commissioner or Judge
______________________________

(Judge’s signature may appear at top of first page)
In the _____________ District Court of Utah

__________ Judicial District ________________ County

Court Address ______________________________________________________

<table>
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<th>Plaintiff/Petitioner</th>
<th>Defendant/Respondent</th>
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**FINDINGS OF FACT AND CONCLUSIONS OF LAW**

Respondent was regularly served and there is a return of service on file with the Court. The Court found that _____________________________ had been properly served with _____________________________’s Petition for a Decree of Divorce (see A7-41).
Divorce but had failed to answer. The Court found that the time to answer had passed. The Court entered ____________________________’s default.

The Court, having received sworn affidavits of the Petitioner, having reviewed the file in this matter and being otherwise fully advised, enters its:

FINDINGS OF FACT

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

CONCLUSIONS OF LAW

1.  This Court has jurisdiction to issue the decree of divorce.

2.  The Court concludes that all other issues of dispute have been resolved by the Court pursuant to the above Findings of Fact.

______________________________________________________________________  

Sign here ►  

___________________________________________  

Date  

Commissioner or Judge  

___________________________________________  

(Judge’s signature may appear at top of first page)
In the [ ] District [ ] Justice Court of Utah

___________ Judicial District _________________ County

Court Address ______________________________________________________

_________________________                                  Default Certificate
(Utah Rule of Civil Procedure 55)

Plaintiff/Petitioner                                      Case Number

v.                                                  Judge

Defendant/Respondent                                    Commissioner (domestic cases)

1. The following documents were served:
[ ] Summons and Complaint/Petition
[ ] Counterclaim
on ______________________ (date). Proof of service or an acceptance of service has
been filed or is attached.

2. The time to file an Answer has passed, and the
[ ] plaintiff/petitioner
[ ] defendant/respondent
has not answered or otherwise appeared.

3. I hereby enter the default of the
[ ] plaintiff/petitioner
[ ] defendant/respondent
and issue this Default Certificate.

Signature ►

Date

Court Clerk

{Access the OCAP Website or link to the Default Judgment forms.}
Access the OCAP Website or link to the Default Judgment forms.

Name

Address

City, State, Zip

Phone

Email

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent
[ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #: _________)
[ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner
[ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #: _________)

In the [ ] District [ ] Justice Court of Utah

____________ Judicial District _______________ County

Court Address

____________

Plaintiff/Petitioner

v.

Defendant/Respondent

Notice of Judgment
(Utah Rule of Civil Procedure 58A(g) and 5(a)(2)(D))

Case Number

Judge

Commissioner (domestic cases)

The court has entered the attached judgment. You may appeal a judgment by filing a Notice of Appeal with this court within 30 days after the date the judgment was entered.

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________ (city, and state or country).

Signature ► ______________________________

Date

Printed Name ______________________________
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Notice of Judgment on the following people.

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__________________________
Signature ►

__________________________
Date

__________________________
Printed Name
Sample Notice of Entry (NOT from utcourts.gov)

Name

Address

City, State, Zip

Phone

Email

In the _______________ District Court of Utah

__________ Judicial District ________________ County

Court Address ______________________________________________________


NOTICE OF ENTRY OF DECREE OF DIVORCE

Plaintiff/Petitioner

V.

Defendant/Respondent

Case Number

Commissioner (or Judge)

TO RESPONDENT AND ALL INTERESTED PARTIES:

Please take notice that on the ______ day of _______________________________,

a DECREE OF DIVORCE AND JUDGMENT was entered in this case, a copy of which is attached.

(See https://www.utcourts.gov/howto/divorce/property.html for information. The website does not provide forms.)
Appendix 8: Sample QDRO (Qualified Domestic Relations Order)

_________________________________________ Petitioner ► _______________________________________

Date

Typed or Printed Name _____________________________________________

Attorney for Petitioner ___________________________________________
Certificate of Mailing

On this ________ day of ____________________________, a true and correct copy of the NOTICE OF ENTRY OF DECREE OF DIVORCE was hand delivered (or mailed with all needed postage prepaid) to ______________________________________ at ______________________________________.

Recipient’s Address: ______________________________________

______________________________________

_____________________________________.
Sample QDRO (NOT from utcourts.gov)

Name

Address

City, State, Zip

Phone

Email

In the _______________ District Court of Utah

________ Judicial District ________________ County

Court Address ______________________________________________________

Plaintiff/Petitioner

v.

Defendant/Respondent

QUALIFIED DOMESTIC RELATIONS ORDER

Case Number

Commissioner (or Judge)

1. _______________________________ (“the participant”) is a participant in the
   _______________________________ retirement plan (“the plan”).

2. The participant’s social security number is _______________________________
   His/her last known address is _______________________________.
____________________________________________________________________ (“the spouse”) is the former spouse of the participant. Her/his last known address is ____________________________________ and his/her social security number is _______________________________.

3. _______________________________________ is the administrator of the plan.

4. The participant and the spouse were married on _________________________.

5. The participant and the spouse were divorced on _________________________.

6. Paragraph ___________ of the Decree of Divorce awards the spouse an interest in the plan.

7. The spouse’s interest in the plan shall be calculated as follows: _____________.

8. The spouse’s interest in the plan shall be payable to him/her in a manner that he/she chooses, upon:

   a. termination of the participant's employment;
   
   b. the participant’s retirement and receipt of benefits;
   
   c. the participant’s death.

9. The spouse shall have the right, upon written request, to withdraw her interest in the plan at the time that the participant becomes, or would have become, eligible to withdraw any funds from the plan.

10. The spouse shall have the right to designate the beneficiary of her interest in the plan in the event of her death.

11. The plan administrator shall not be required to provide the spouse any benefit or option not available to the participant under the plan.
12. The plan administrator shall not be required to provide increased benefits, determined by actuarial value, not available to the participant.

13. The plan administrator shall not be required to pay any benefits to the spouse which are required to be paid to another alternate payee under a prior Qualified Domestic Relations Order.

14. For the purposes of sections 72 and 402(a) of the Internal Revenue Code, the spouse shall be treated as the distributee of any distribution or payment made to her by the plan pursuant to this order.

15. Counsel for the spouse shall mail copies of this order to the plan administrator.

16. Pursuant to 29 U.S.C. 1056(d)(3)(D), the plan administrator shall promptly notify the participant, the spouse, and any other alternate payee of:

   a. the receipt of a copy of this order by the plan administrator;

   b. the plan’s procedures for determining the qualified state of the domestic relations order;

   c. determine whether or not this order is a qualified domestic relations order and notify the court, the participant, the spouse, and any other alternate payee;

   d. pending the determination of whether or not this order is a qualified domestic relations order, segregate in a separate account in the plan or in an escrow account the amounts which would have been available to the spouse during such period if this order had been determined to be a qualified domestic relations order pursuant to 29 U.S.C. 1056(d)(3)(H)(i).
17. This order is intended to be a qualified domestic relations order made pursuant to the Retirement Equity Act of 1984 and its provisions shall be administered and interpreted in conformity with that act.

18. The court retains jurisdiction to amend this order as needed to establish or maintain the order's qualification as a qualified domestic relations order under the Retirement Equity Act of 1984.

Sign here ►

__________________________________________  ____________________________________________
Date  Commissioner or Judge

(Judge's signature may appear at top of first page)
Appendix 9: Sample Notice of Withdrawal

Notice of Withdrawal of Counsel or Licensed Paralegal Practitioner
(Utah Rule of Civil Procedure 74 and 86)

Plaintiff/Petitioner

v.

Defendant/Respondent

1. I notify the court, counsel and parties that I am withdrawing as counsel or licensed paralegal professional for:

Client's Name

Address

City, State, ZIP

2. There are no motions pending. There are no hearings scheduled. There is no trial scheduled, or there has been a substitution of counsel.
(If there are motions pending and/or there are hearings scheduled and/or there is a trial scheduled, a separate Motion to Withdraw must be filed.)

{Access the OCAP Website or link to the Change of Counsel forms.}
3. [ ] I entered a limited appearance on behalf of my client, and the purpose for that appearance is finished.
(An attorney or licensed paralegal practitioner may withdraw after completing the purpose of a limited appearance even though a motion is pending or a hearing or trial has been scheduled, provided the limited appearance was not for the purpose of that motion, hearing or trial.)

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

_____________________________________________________________ Signature ►

_____________________________________________________________ Date

Printed Name of Attorney or Licensed Paralegal Practitioner ____________________________________________
**Certificate of Service**

I certify that I filed with the court and am serving a copy of this Notice of Withdrawal of Counsel or Licensed Paralegal Practitioner on the following people.

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________________________________________  ____________________________
Date                                           Printed Name

Appendix 9: Sample Notice of Withdrawal
Notice to Appear or to Appoint Counsel or Licensed Paralegal Practitioner
(Utah Rule of Civil Procedure 74 and 86)

1. I am notifying you that because your counsel or licensed paralegal practitioner has withdrawn from this case, you must file a Notice of Personal Appearance or Appointment of Counsel or Licensed Paralegal Practitioner.

2. No further proceedings will be held in this case until at least 21 days after ___________________________. (Date on which this notice is filed.).

3. A Notice of Personal Appearance or Appointment of Counsel or Licensed Paralegal Practitioner form is attached for your convenience.
I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ____________________________ (city, and state or country).

__________________________ Date

__________________________ Signature ►

__________________________ Printed Name
Certificate of Service

I certify that I filed with the court and am serving a copy of this Notice to Appear or to Appoint Counsel or Licensed Paralegal Practitioner on the following people.

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Signature ► ____________________________

Date

Printed Name ____________________________

Appendix 9: Sample Notice of Withdrawal
Notice of Personal Appearance or Notice of Counsel’s or Licensed Paralegal Practitioner’s Appearance

In the District Court of Utah

[ ] Notice of Personal Appearance
OR
[ ] Notice of Counsel’s or Licensed Paralegal Practitioner’s Appearance

Case Number

Judge

Commissioner (domestic cases)

1. [ ] Plaintiff/Petitioner v. [ ] Defendant/Respondent

(name of former attorney or licensed paralegal practitioner) has filed a Notice of Withdrawal.

Check your email. You will receive information and documents at this email address.
(Check 2 or 3, whichever applies.)

2. [ ] I now represent myself.
   OR

3. [ ] I now represent _______________________________ (name of client).

**Plaintiff/Petitioner or Defendant/Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________ (city, and state or country).

________________________________________  Signature ►  __________________________________________

Date

Printed Name  ____________________________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

________________________________________  Signature ►  __________________________________________

Date

Printed Name  ____________________________________________
## Certificate of Service

I certify that I filed with the court and am serving a copy of this Notice of Personal Appearance or Notice of Counsel's Appearance on the following people.

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Signature ►  __________________________________________

Date  
Printed Name  ________________________________
Substitution of Counsel or Licensed Paralegal Practitioner
(Utah Rule of Civil Procedure 74 and 86)

Plaintiff/Petitioner

v.

Defendant/Respondent

1. I notify the court, counsel and parties that I am replacing ______________________ (name) as counsel or licensed paralegal practitioner for ______________________ (name of client).

2. I will comply with the existing hearing schedule and deadlines.
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# Certificate of Service

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Signature ►

Date

Printed Name

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Appendix 9: Sample Notice of Withdrawal

A9-12
Enforcing the terms of a Decree is done through a "Motion to Enforce Order" (before 1 May 2021, this was called an “Order to Show Cause”). Using the OCAP website to prepare the necessary documents is strongly recommended.

An explanation of the OSC procedure is found at [https://www.utcourts.gov/howto/family/enforcement/](https://www.utcourts.gov/howto/family/enforcement/). Procedures vary between Utah Judicial Districts depending on whether divorce cases are heard by a Commissioner (Districts 1-4), or a Judge (Districts 5-8).

For the Office of Recovery Services (ORS) to enforce a support order, the order must first be registered by following the process on the page [Registering an ORS Support Order](https://www.utcourts.gov/howto/family/enforcement/). The forms for registering ORS support are included in Appendix 6.
This motion will be decided by the court commissioner at an upcoming hearing. If you do not appear at the hearing, the Court might make a decision against you without your input. In addition, you may file a written response at least 14 days before the hearing.

Check your email. You will receive information and documents at this email address.

Name

Address

City, State, Zip

Phone

Email

I am [ ] Petitioner [ ] Respondent

[ ] Petitioner’s Attorney [ ] Respondent’s Attorney (Utah Bar #:__________)

[ ] Petitioner’s Licensed Paralegal Practitioner

[ ] Respondent’s Licensed Paralegal Practitioner (Utah Bar #:__________)

In the District Court of Utah

__________ Judicial District ________________ County

Court Address _______________________________________

Ex Parte Verified Motion to Enforce Domestic Order and for Sanctions - Commissioner

(Utah Rule of Civil Procedure 7B)

Petitioner

v.

Respondent

Ex Parte Verified Motion to Enforce Domestic Order and for Sanctions - Commissioner

1. I ask the court to enforce the following order:

Title of Order

Date Signed __________________________ Name of Signing Judge __________________________

2. I ask for the relief described below and any other relief as may be determined by the court.
3. I personally know the facts below to be true. If I am called as a witness I would and could testify about those facts.

4. [ ] The following amounts have not been paid as required by the order I want to enforce. I ask the court to enter judgment for these amounts. (You must attach all documents supporting the amounts you are requesting.)

   [ ] Past due alimony $ ______________
      (If you have a contingency fee agreement with an attorney to collect alimony, use paragraph 13.)
      from ___________ to ___________ (dates)

   [ ] Past due child support $ ______________
      (If you have a contingency fee agreement with an attorney to collect alimony, use paragraph 13.)
      from ___________ to ___________ (dates)

   [ ] Reimbursement of child care expenses $ ______________
      from ___________ to ___________ (dates)

   [ ] Reimbursement of medical expenses $ ______________
      from ___________ to ___________ (dates)

   [ ] Reimbursement of medical insurance premiums $ ______________
      from ___________ to ___________ (dates)

   [ ] Reimbursement of the following debts I have paid:
      (Describe the debts including the amounts and to whom they were paid. You must attach proof of payment.)

   __________________________________________
   __________________________________________
   __________________________________________

   [ ] Other (Describe):

   __________________________________________
   __________________________________________ $ ______________

5. [ ] The other party has not paid the following debts as required by the order I want to enforce. (Describe the debt, including the amount and to whom it is owed. Do not include any debts described in paragraph 4.)
I ask the court to order the party to pay the debts and order appropriate sanctions.

6. [ ] The other party has not delivered the following personal property as required by the order I want to enforce.

I ask the court order to the party to deliver the property to me and order appropriate sanctions.

7. [ ] The other party has not refinanced the following loan as required by the order I want to enforce: (Describe the loan, including the amount and to whom it is owed.)

I ask the court to order the party to refinance the loan and order appropriate sanctions.

8. [ ] The other party has not signed a quitclaim deed to the following premises as required by the order I want enforce:

I ask the court to order the party to sign a quitclaim deed and order appropriate sanctions.

9. [ ] The other party has not followed these parent-time provisions of the order I want to enforce: (Describe.)

I ask the court to order the party to follow these parent-time provisions and order appropriate sanctions.
I ask for additional or make-up parent-time: (Describe.)

10. [ ] The other party has not followed these custody provisions of the order I want to enforce: (Describe.)

I ask the court to order the party to follow the custody provisions of the order I want to enforce and order appropriate sanctions.

11. [ ] The other party has not done the following as required by the order I want to enforce: (Describe anything else the court has ordered the other party to do that has not been done.)

I ask the court to order the party to do this and order appropriate sanctions.

12. [ ] I have paid the following amount in fees to serve the motion and other costs, and I ask for reimbursement: $________________.
   (Attach receipts to prove the amount you paid. If you have a contingency fee agreement with an attorney to collect fees, use paragraph 13.)

13. [ ] I have a contingency fee arrangement with an attorney to collect the child support or alimony debt or both. I ask for judgment for:

   a. [ ] The principal amount due for past due alimony from _________ to _________ (dates) in the amount of $______________ and applicable interest in the amount of $______________.

   b. [ ] The principal amount for past due child support from _________ to _________ (dates) in the amount of $______________, and applicable interest in the amount of $______________.
c.  [  ] A collection fee of $_______________, as provided in the contingency fee agreement, which does not exceed the lesser of:

    [  ] the actual amount the moving party is required to pay for collection costs, or
    
    [  ] 40% of the principal amount owed to the moving party.

d.  Reasonable attorney fees, and
e.  Costs related to obtaining the judgment requiring the payment of the child support or alimony debt.

14.  I am:

    [  ] requesting that the other party be held in contempt because the other party knew of the court's order, had the ability to follow the order, and willfully failed to follow the order.
    
    [  ] not requesting that the other party be held in contempt.

**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ____________________________ (city, and state or country).

_________________________________________  Signature ►  ______________________________________

Date  Printed Name  ______________________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_________________________________________  Signature ►  ______________________________________

Date  Printed Name  ______________________________________
## Notice to responding party
You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:

- within 14 days of this motion being filed, if the motion will be decided by a judge, or
- at least 14 days before the hearing, if the motion will be decided by a commissioner.

In some situations a statute or court order may specify a different deadline.

If you do not respond to this motion or attend the hearing, the person who filed the motion may get what they requested.

See the court’s Motions page for more information about the motions process, deadlines and forms: utcourts.gov/motions

## Finding help
The court’s Finding Legal Help web page (utcourts.gov/help) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

## Aviso para la parte que responde
Su tiempo para responder a esta moción es limitado. En la mayoría de casos deberá presentar una respuesta escrita con el tribunal y darle una copia de la misma a la otra parte:

- dentro de 14 días del día que se presenta la moción, si la misma será resuelta por un juez, o
- por lo menos 14 días antes de la audiencia, si la misma será resuelta por un comisionado.

En algunos casos debido a un estatuto o a una orden de un juez la fecha límite podrá ser distinta.

Si usted no responde a esta moción ni se presenta a la audiencia, la persona que presentó la moción podría recibir lo que pidió.

Vea la página del tribunal sobre Mociones para encontrar más información sobre el proceso de las mociones, las fechas límites y los formularios:
utcourts.gov/motions-span

## Cómo encontrar ayuda legal
La página de la internet del tribunal Cómo encontrar ayuda legal (utcourts.gov/help-span) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.
**Certificate of Service**

This certificate of service is required only if the other party is represented by an attorney, or if ORS or a Guardian ad Litem involved in the case. **The other party should be served in accordance with Utah Rule of Civil Procedure 4.**

I certify that I filed with the court and am serving a copy of this Ex Parte Verified Motion to Enforce Domestic Order and for Sanctions on the following people.

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**Signature ► ___________________________**

**Date**

**Printed Name ___________________________**
Access the OCAP Website or link to the Domestic Order Enforcement forms. Use THIS form for Utah Districts 5-8.

Name
Address
City, State, Zip
Phone
Email
Check your email. You will receive information and documents at this email address.

I am [ ] Petitioner [ ] Respondent
[ ] Petitioner’s Attorney [ ] Respondent’s Attorney (Utah Bar #:__________)
[ ] Petitioner's Licensed Paralegal Practitioner
[ ] Respondent’s Licensed Paralegal Practitioner (Utah Bar #:__________)

In the District Court of Utah

__________ Judicial District ________________ County

Court Address

Ex Parte Verified Motion to Enforce Domestic Order and for Sanctions
(Utah Rule of Civil Procedure 7B)

Case Number

Judge

Commissioner

1. I ask the court to enforce the following order:

   Title of Order

   Date Signed       Name of Signing Judge

2. I ask for the relief described below and any other relief as may be determined by the court.
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   (Describe the debts including the amounts and to whom they were paid. You must attach proof of payment.)

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   __________________________________________________________________________

   [ ] Other (Describe):

   __________________________________________________________________________
   __________________________________________________________________________ $ ______________

5. [ ] The other party has not paid the following debts as required by the order I want to enforce. (Describe the debt, including the amount and to whom it is owed. Do not include any debts described in paragraph 4.)
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[ ] requesting that the other party be held in contempt because the other party knew of the court's order, had the ability to follow the order, and willfully failed to follow the order.

[ ] not requesting that the other party be held in contempt.

**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ________________________________ (city, and state or country).

_______________________________  Signature ► ________________________________

Date  Printed Name ________________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_______________________________  Signature ► ________________________________

Date  Printed Name ________________________________
| **Notice to responding party**  
You have a limited amount of time to respond to this motion. In most cases, you must file a written response with the court and provide a copy to the other party:  
  - within 14 days of this motion being filed, if the motion will be decided by a judge, or  
  - at least 14 days before the hearing, if the motion will be decided by a commissioner. | **Aviso para la parte que responde**  
Su tiempo para responder a esta moción es limitado. En la mayoría de casos deberá presentar una respuesta escrita con el tribunal y darle una copia de la misma a la otra parte:  
  - dentro de 14 días del día que se presenta la moción, si la misma será resuelta por un juez, o  
  - por lo menos 14 días antes de la audiencia, si la misma será resuelta por un comisionado.  

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If you do not respond to this motion or attend the hearing, the person who filed the motion may get what they requested.

See the court’s Motions page for more information about the motions process, deadlines and forms: utcourts.gov/motions  

| **Finding help**  
The court’s Finding Legal Help web page (utcourts.gov/help) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics. | **Cómo encontrar ayuda legal**  
La página de la internet del tribunal Cómo encontrar ayuda legal (utcourts.gov/help-span) tiene información sobre algunas maneras de encontrar ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados que ofrecen descuentos u ofrecen ayuda legal limitada, y talleres legales gratuitos.  

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1150FAJ Approved April 26, 2021  
**Ex Parte Verified Motion to Enforce Domestic Order and for Sanctions**  
Page 6 of 7  
A10-14
**Certificate of Service**

This certificate of service is required only if the other party is represented by an attorney, or if ORS or a Guardian ad Litem involved in the case. **The other party should be served in accordance with Utah Rule of Civil Procedure 4.**

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Signature ► ______________________________

Date

Printed Name ____________________________________________
Access the OCAP Website or link to the Domestic Order Enforcement forms.

Name

Address

City, State, Zip

Phone

Email

Check your email. You will receive information and documents at this email address.

In the District Court of Utah

____________ Judicial District ______________ County

Court Address ____________________________________________

Order to Attend Hearing
Orden para Asistir a una Audiencia

Petitioner/Plaintiff

v.

Respondent/ Defendant

____________________________________

Case Number

Judge

Commissioner

To:

Petitioner/Plaintiff Name

Respondent/ Defendant Name

Having reviewed the ex parte verified motion to enforce order, the court has scheduled a hearing at the following date and time:

Habiendo revisado la moción verificada ex parte para hacer cumplir una orden, el tribunal ha programado una audiencia en la siguiente fecha y hora:
Courthouse Address (Dirección del tribunal):

______________________________

Date (Fecha): ____________________   Time (Hora): _______________ [ ] a.m. [ ] p.m.

Room (Sala): ______________________

Judge or Commissioner (Juez o Comisionado): ________________________________

| At which time you must personally appear or through counsel to explain whether you have violated the court order. | Es cuando usted debe comparecer personalmente o a través de un abogado para explicar si es que usted ha desobedecido la orden judicial. |
| Purpose of Motion | El Propósito de la Moción |
| The moving party seeks to enforce the following order: | La parte actora busca hacer cumplir la siguiente orden: |
| (Order or Judgement Name) | (Nombre de la Orden o Fallo) |
| (Date Order or Judgement was Signed) | (Fecha en que la Orden o Fallo fueron Firmados) |
| The moving party is seeking the relief described in the attached motion and supporting statement. | La parte actora está buscando la reivindicación descrita en la moción y declaración de respaldo adjunta. |

| Purpose of Hearing | El Propósito de la Audiencia |
| A written response is not required, but you may file one. If you do, you must file it at least 14 days before the hearing, unless the court sets a different deadline. Any written response must follow the requirements of Utah Rule of Civil Procedure 7 or 101 if the hearing will be before a commissioner. | No se requiere una respuesta por escrito, pero puede presentar una. Si lo hace, usted debe presentarla por lo menos 14 días antes de la audiencia, a menos que el tribunal fije una fecha límite diferente. Cualquier respuesta por escrito debe seguir los requisitos de la Ley de Utah de Procedimiento Civil 7 o 101 si la audiencia será ante un comisionado. |

| Contempt of Court | Desacato al Tribunal |
| The moving party | La parte actora |
| [ ] has [ ] has not requested that you be held in contempt of court. If the judge finds that you are in | [ ] ha [ ] no ha solicitado que usted sea encontrado en desacato. Si el juez determina que usted |
contempt of court, the sanctions may include a fine of up to $1000 and confinement in jail for up to 30 days.

está en desacato a las órdenes del juez las sanciones, pueden incluir una multa de hasta $1000 dólares y confinamiento en la cárcel hasta por 30 días.

**Attendance**

You must attend. If you do not attend, you might be held in contempt of court and the relief requested might be granted. You have the right to be represented by a lawyer.

**Asistencia**

Usted debe asistir. Si no asiste, usted podría ser encontrado en desacato y la reivindicación solicitada podría ser otorgada. Usted tiene el derecho de ser representado por un abogado.

**Evidence**

If you want the court to consider your evidence:

- if your case is before a commissioner you must file your evidence 14 days before the hearing;
- if your case is not before a commissioner you must file your evidence 14 days after the motion was filed.

If you bring evidence on the day of the hearing, the court may not consider the evidence, continue the hearing and impose fees.

**Pruebas**

Si usted quiere que el juez considere sus pruebas:

- usted debe presentar sus evidencias 14 días antes de la audiencia, si su caso va a estar frente a un comisionado.
- si su caso no va a estar ante un comisionado usted deberá presentar sus pruebas 14 días después de que la moción fue presentada.

Si usted trae consigo las pruebas el día de la audiencia, el juez podría no considerar esas pruebas, podría posponer la audiencia e imponer multas.

**Interpretation**

If you do not speak or understand English, the court will provide an interpreter. Contact court staff immediately to ask for an interpreter.

**Interpretación**

Si usted no habla o no entiende el inglés el tribunal le proveerá un intérprete. Contacte a un empleado del tribunal inmediatamente para pedir un intérprete.

**ADA Accommodation**

If you need an accommodation, including an ASL interpreter, contact court staff immediately to ask for an accommodation.

**Ajustes razonables ADA**

Si usted necesita algún ajuste que sea razonable, incluyendo un intérprete ASL, contacte a un empleado del tribunal inmediatamente para solicitarlo.

**Finding help**

Cómo encontrar ayuda legal
The court’s Finding Legal Help web page (utcourts.gov/help/) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

La página de Internet del tribunal Cómo encontrar ayuda legal (utcourts.gov/help-span) provee información sobre las diferentes maneras en que usted puede obtener ayuda legal, incluyendo el Centro de Ayuda de los Tribunales de Utah, abogados a bajo costo, ayuda legal limitada, y talleres jurídicos gratuitos.

Judge’s signature may instead appear at the top of the first page of this document.

__________________________________________  ________________________________
Date                                           Signature

__________________________________________  ________________________________
Judge                                           

Certificate of Service

This certificate of service is required only if the other party is represented by an attorney, or if ORS or a Guardian ad Litem is involved in the case. The other party should be served in accordance with Utah Rule of Civil Procedure 4.

I certify that I filed with the court and am serving a copy of this Order to Attend Hearing on the following people.

<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
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<tr>
<td>(Other party's attorney, if applicable)</td>
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<td></td>
<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
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<td>(Office of Recovery Services, if applicable)</td>
<td>[ ] Mail</td>
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<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
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_________________________________________  ________________________________
Date                                          Signature

Printed Name  ____________________________________________
Access the OCAP Website or link to the Domestic Order Enforcement forms.

Name

Address

City, State, Zip

Phone

Email

Check your email. You will receive information and documents at this email address.

In the District Court of Utah

__________ Judicial District ________________ County

Court Address ____________________________________________

Petitioner

v.

Respondent

Order on Motion to Enforce Domestic Order

Case Number

Judge

Commissioner

The matter before the court is a Motion to Enforce Domestic Order. This matter is being resolved by: (Choose all that apply.)

[ ] The default of [ ] Petitioner [ ] Respondent.
[ ] The stipulation of the parties.
[ ] The pleadings and other papers of the parties.
[ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner

[ ] was present [ ] was not present.
[ ] was represented by __________________________ (name).
[ ] was not represented.

Respondent
[ ] was present   [ ] was not present.
[ ] was represented by ________________________________ (name).
[ ] was not represented.

Having considered the documents filed with the court, the evidence and the arguments, and now being fully informed,

The court finds:

1. The [ ] petitioner   [ ] respondent:
   [ ] did [ ] did not     know of the court's order;
   [ ] did [ ] did not     have the ability to follow the order;
   [ ] did [ ] did not     willfully fail to comply with the order.

2. The moving party:
   [ ] does not have a contingency fee arrangement with an attorney to collect the past child support, past alimony debt, or both.
   [ ] does have a contingency fee arrangement with an attorney to collect the past child support, past alimony debt, or both.

3. [ ] Other findings:

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

The court orders:

4. The Motion to Enforce Domestic Order is [ ] granted   [ ] denied.

5. [ ] The moving party does not have a contingency fee arrangement with an attorney to collect the past child support, past alimony debt, or both.
   (If the moving party has a contingency fee arrangement do not complete this section. Instead, skip to Paragraph 6.)

   [ ] Judgment is entered for the following amounts and
   [ ] Petitioner   [ ] Respondent is ordered to pay the following amounts:
[ ] Past due alimony $___________
    from _________ to _________ (dates)

[ ] Past due child support $___________
    from _________ to _________ (dates)

[ ] Reimbursement of child care expenses $___________
    from _________ to _________ (dates)

[ ] Reimbursement of medical expenses $___________
    from _________ to _________ (dates)

[ ] Reimbursement of medical insurance premiums $___________
    from _________ to _________ (dates)

[ ] Reimbursement of the following debts: $___________
    (Describe the debts including the amount and to whom it is owed)
    ____________________________________________________________

[ ] Other (Describe): $___________
    ____________________________________________________________

6. [ ] The moving party does have a contingency fee arrangement with an attorney to collect the child support, alimony, or both.

The Office of Recovery Services may not collect on the debts in this section of the order, with the exception of any arrears assigned to the State of Utah. This order shall not include arrears assigned to the State of Utah and does not preclude the rights of the Office of Recovery Services to collect those arrears. If you have a case open with the Office of Recovery Services, you must provide them with a copy of this order.

[ ] Judgment is entered against [ ] petitioner [ ] respondent for $___________, which is a total of all the amounts below (Choose all that apply):

a. [ ] The principal amount due for past due alimony from _________ to _________ (dates) in the amount of $___________ and applicable interest in the amount of $___________.
b. [ ] The principal amount for past due child support from ________
to ________ (dates) in the amount of $______________, and
applicable interest in the amount of $______________.

c. A collection fee of $______________, as provided in the
contingency fee agreement, which does not exceed the lesser of:
[ ] the actual amount the moving party is required to pay for
collection costs, or
[ ] 40% of the principal amount owed to the moving party.

d. Reasonable attorney fees [ ] in the amount of $______________.

e. Costs related to obtaining the judgment requiring the payment of the
child support or alimony debt.

[ ] in the amount of $______________

The court further orders [ ] petitioner [ ] respondent

7. [ ] to pay the following debts: (Describe the debt, including the amount and to whom it is
owed. Omit debts described under Paragraph (5).)

________________________________________________________________________

8. [ ] to deliver the following personal property:

________________________________________________________________________

9. [ ] to refinance the following loan:

________________________________________________________________________

10. [ ] to execute a quit claim deed to the following premises:

________________________________________________________________________

11. [ ] to provide make-up parent-time as follows:

________________________________________________________________________
12. [ ] to do the following concerning custody of the minor children:

[ ]

13. [ ] to do the following: (Describe anything else the court orders the party to do.)

[ ]

14. [ ] Contempt. (Choose (a) or (b).)

[ ] a. The question of whether [ ] petitioner [ ] respondent should be held in contempt for failing to follow the previous orders of the court [ ] is [ ] is not certified by the commissioner to the district court judge for further consideration.

[ ] b. [ ] Petitioner [ ] Respondent [ ] is not in contempt.

[ ] knew of the court’s order, had the ability to follow the order, and willfully refused to do so. The party therefore is in contempt for failing to follow the previous orders of the court and is ordered:

[ ] to pay a fine of $__________.

[ ] to serve _____ days in jail.

[ ] to: (describe)

[ ]

[ ] can avoid the contempt sentence by doing the following:

(describe)

[ ]

15. [ ] The court further orders: (describe)

[ ]

[ ]
Commissioner's or Judge’s signature may instead appear at the top of the first page of this document.

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<th>Date</th>
<th>Signature</th>
<th>Commissioner</th>
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Approved as to form.

<table>
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<th>Signature</th>
<th>Petitioner, Attorney or Licensed Paralegal Practitioner</th>
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<th>Date</th>
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## Certificate of Service

I certify that I filed with the court and am serving a copy of this Order on Motion to Enforce Domestic Order on the following people.

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<th>Person's Name</th>
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<td>Left at home (With person of suitable age and discretion residing there.)</td>
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<td>Left at home (With person of suitable age and discretion residing there.)</td>
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</tbody>
</table>

________________________  _______________
Signature ➤ Printed Name

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Appendix 10: Sample Enforcement Documents

A10-27
Appendix 11: Sample Modification Documents

There are 2 methods for requesting the modification of a Divorce Decree. The most common option is by Petition. The documents for a **Petition to Modify Child Support** are included in this Appendix. Modifications by Motion are less complicated, but also have stricter requirements and are used less often. It is very important to use the correct form for your circumstances. See [https://www.utcourts.gov/howto/family/modification/child_support/#motion-petition](https://www.utcourts.gov/howto/family/modification/child_support/#motion-petition) to determine which forms you should use.

See also:

- [https://www.utcourts.gov/howto/family/modification/child_support/](https://www.utcourts.gov/howto/family/modification/child_support/)
- [https://www.utcourts.gov/howto/family/modification/parent_time](https://www.utcourts.gov/howto/family/modification/parent_time)

(Note: the first document (re-)opens a case, and should be served in the same manner as the initial divorce petition.)

In general, a child support order is not modifiable for at least 3 years after it has been issued. An order can be modified by **Motion** if it has been three or more years since the order was entered and:

- there is a difference of 10% or more between the support amount as ordered and the support amount as required under the guidelines; and
- the difference is not temporary; and
- the proposed child support amount is consistent with the guidelines.

If any of the three factors is not met, there must be grounds to make the modification (see the [website](https://www.utcourts.gov/howto/family/modification/child_support/)) and it must be requested by **Petition**. Petitions to Modify will usually require additional steps to resolve, often including a hearing.

Requests to **modify custody &/or parenting time** must always be submitted by **Petition**.

Again, using the **OCAP** website to prepare the necessary documents is strongly recommended.

There is a **FREE** Child Support Calculator at [https://orscsc.dhs.utah.gov/orscscapp-hs/orscscweb/](https://orscsc.dhs.utah.gov/orscscapp-hs/orscscweb/) for creating the correct documents for a particular case. If neither of those options can be used, specific forms based on the existing legal and physical custody arrangement should be downloaded from [https://www.utcourts.gov/howto/family/modification/child_support/](https://www.utcourts.gov/howto/family/modification/child_support/) and [https://www.utcourts.gov/howto/divorce/support.html#child](https://www.utcourts.gov/howto/divorce/support.html#child). Be aware that current financial declarations as well as the child support worksheets (see Appendix 13) will be required with either a **Motion** or a **Petition**.

To submit a **Motion** to modify support, follow the instructions at [https://www.utcourts.gov/howto/family/modification/child_support/#motion](https://www.utcourts.gov/howto/family/modification/child_support/#motion).

For the Office of Recovery Services (ORS) to enforce a support order, the order must first be registered by following the process on the page **Registering an ORS Support Order**. The forms for registering ORS support are included in Appendix 6.
Support Modification Jurisdiction Chart

The Utah district court must have "jurisdiction" to modify child support. Jurisdiction can be complex, especially if the child support order was entered in another state or the child or the parties reside in another state. This chart may help you decide whether the Utah district court has jurisdiction.

Start: Was the controlling order entered or last changed by a Utah court?

Yes

Do any of the following reside in Utah? (78B-14-205)
- Petitioner
- Respondent
- Children

No

Utah has Jurisdiction

Yes

Is either of the following true? (78B-14-611(1)(b))
- Children reside in Utah.
- Utah has personal jurisdiction over at least one party. (78B-14-201)

No

No

Utah does not have Jurisdiction

Do both parties consent to Utah jurisdiction? (78B-14-205)

No

No

Yes

Has the order been registered and confirmed in Utah?

No

No

No

No

No

No

No

No

No

No

Yes

Appendix 11: Sample Modification Documents

A11-2
{Access the OCAP Website or link to the Child CUSTODY* Modification forms.}
*CUSTODY modification automatically includes Parent Time and Support.

Name

Address

City, State, Zip

Phone

Email

I am [ ] Petitioner [ ] Respondent
 [ ] Petitioner’s Attorney [ ] Respondent’s Attorney (Utah Bar #:________)
[ ] Petitioner’s Licensed Paralegal Practitioner
 [ ] Respondent’s Licensed Paralegal Practitioner (Utah Bar #:________)

In the District Court of Utah

[ ] Petitioner v. [ ] Respondent

Petition to Modify Child Custody, Parent-time and Child Support
(Utah Rule of Civil Procedure 106)

[ ] and Stipulation

Case Number

Judge

Commissioner

If you do not respond to this document within applicable time limits, judgment could be entered against you as requested.

Check your email. You will receive information and documents at this email address.

I ask the court to modify the child custody, parent-time and child support orders as follows.
1. **Controlling order**

The order controlling child custody, parent-time and child support is:

<table>
<thead>
<tr>
<th>Title of order:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Court:</td>
<td></td>
</tr>
<tr>
<td>Address of Clerk of Court:</td>
<td></td>
</tr>
<tr>
<td>Phone Number of Clerk of Court:</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Case Number:</td>
<td></td>
</tr>
<tr>
<td>Case Name</td>
<td></td>
</tr>
<tr>
<td>Signed by Judge:</td>
<td></td>
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</tbody>
</table>

2. **Controlling custody order**

(Required.)

[ ] I have attached a copy of the current order.

3. **Jurisdiction (Authority to Modify Order)**

(Note: an order could be registered in another state, but that does not always mean the other state has jurisdiction to modify or change the order.)

The children reside:

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Where child resides (state or country)</th>
<th>Lived there more than 6 months?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes</td>
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<td>[ ] Yes</td>
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</tbody>
</table>
| The petitioner resides in: ____________________________ (state or country).

The respondent resides in: ____________________________ (state or country).

The controlling order was issued by (Choose one.):

[ ] a Utah court, and

(Choose all that apply.)
[ ] jurisdiction **has never** been transferred to another state.
That court has always maintained the case
No other court has ever expressed a willingness to change the order
Jurisdiction has always remained with this court.

[ ] jurisdiction **has** been transferred to another state.
Name of court: ________________ Date transferred: ____________

[ ] other (Describe what has happened with the order):
________________________________________________________________________

**OR**

[ ] a non-Utah court, and
(Choose all that apply.)

[ ] jurisdiction **has never** been transferred to Utah.

[ ] jurisdiction **has** been transferred to Utah. Date: ________________.

[ ] the order **has** been registered in Utah for enforcement purposes only.

[ ] there is substantial evidence in Utah about the children's care,
protection, training, and personal relationships.

[ ] other courts have made a decision about jurisdiction and a copy of that
order is attached to this petition.

[ ] other (Describe what has happened with the order):
________________________________________________________________________

4. **Relationship to children**

I am the (Choose all that apply.):

[ ] person who pays child support.

[ ] person who receives child support.

I am

[ ] the mother of

[ ] the father of

[ ] the legal guardian or legal custodian of

[ ] a person who has been acting as a parent (Utah Code 30-5a-103) to
the children listed below.
5. **Minor children**

There are _________ (number) minor children included in the controlling order.

<table>
<thead>
<tr>
<th>Child’s name (first, middle and last)</th>
<th>Child’s gender</th>
<th>Month and year of birth</th>
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</table>

6. **Current living arrangement**

The children are currently living (Choose one.):

  [ ] as stated in the controlling order.

  [ ] as described below:

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Address (street, city, state, ZIP)</th>
<th>Name(s) of person(s) who live with child at this address</th>
<th>Relationship(s) to child</th>
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7. **Minor children’s residence** (Utah Code 78B-13-209)

The minor children have lived at the following addresses with the persons listed below for the past five years:

(Add additional pages if needed.)

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Address (street, city, state, ZIP)</th>
<th>Dates child lived at this address</th>
<th>Name(s) of person(s) who lived with child at this address</th>
<th>Relationship(s) to child</th>
</tr>
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</tbody>
</table>
8. **People claiming custody or parent-time** (Utah Code 78B-13-209)

The following people other than petitioner and respondent claim a right to custody or parent-time with the children:

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Current Address</th>
<th>Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Custody</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Custody</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Custody</td>
</tr>
</tbody>
</table>

9. **Other cases** (Utah Rule of Civil Procedure 100)

[ ] There are no other cases that involve(d) the children or this case.

[ ] The following cases involve(d) the children or this case:

(Include pending or closed, civil or criminal, in this court or in any other court, in this state or in any other state. Each party has a continuing duty to notify the court of any case (past, current, or future) that could affect this case.)

<table>
<thead>
<tr>
<th>Court (Name, address, and phone number)</th>
<th>Case number</th>
<th>Type of case (Choose all that apply.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] adoption</td>
</tr>
</tbody>
</table>

[ ]

[ ]

[ ]
10. **Pre-filing dispute resolution** (Utah Code 30-3-10.4(1)(c))

(Choose one.)

- [ ] The other party agrees with the petition.
- [ ] Dispute resolution was not required because this petition seeks to modify a court order that does not provide for joint legal custody or joint physical custody.
- [ ] Both parents have complied in good faith with the dispute resolution process but we did not reach an agreement.
- [ ] The parties have not yet used a dispute resolution process.

11. **Controlling parent-time order**

The parent-time schedule in the controlling order is (Choose one.):

- [ ] according to the attached statutory parent-time schedule.
- [ ] described in the attached controlling Parenting Plan.
- [ ] described as follows in the controlling order (Quote the order exactly.):
12. **Change in circumstances** (Utah Code 30-3-10.4)

The following material and substantial change in circumstances occurred since the controlling order was entered:

(Describe in detail the material and substantial changes (important and major changes). Attach additional pages if needed.)

---

13. **Proposed custody order**

A joint physical or legal custody arrangement requires a separate Parenting Plan.

A joint physical custody arrangement may result in denial of cash assistance. (Employment Support Act, Utah Code 35A-3-101 et seq.)

I ask for the following change in the custody order:

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Month and Year of Birth</th>
<th>Order physical custody to</th>
<th>Order legal custody to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Petitioner</td>
<td>[ ] Respondent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Respondent</td>
<td>[ ] Joint physical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Joint physical</td>
<td>[ ] Petitioner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Respondent</td>
<td>[ ] Joint legal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Joint physical</td>
<td>[ ] Petitioner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Respondent</td>
<td>[ ] Joint legal</td>
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<td>[ ] Joint physical</td>
<td>[ ] Petitioner</td>
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<td>[ ] Respondent</td>
<td>[ ] Joint legal</td>
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<td></td>
<td></td>
<td>[ ] Joint physical</td>
<td>[ ] Petitioner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Respondent</td>
<td>[ ] Joint legal</td>
</tr>
</tbody>
</table>

[ ] Other Custody Arrangement (Describe in detail.):

---

---
Parent-time

14. **Parent-time schedule**
   
   I ask the court to order parent-time as below (Choose one.):
   
   [ ] Statutory parent-time schedule:
   
   (Choose all that apply. You can find the Utah Code at le.utah.gov/xcode/code.html. Print and attach a copy of the statute(s) for the option(s) you choose.)
   
   [ ] Children under 5 (Utah Code 30-3-35.5)
   
   [ ] Children 5-18 (Utah Code 30-3-35)
   
   [ ] Children 5-18 (expanded schedule) (Utah Code 30-3-35.1)
   
   [ ] Relocation (Utah Code 30-3-37)
   
   [ ] Parent-time described in the filed or attached Parenting Plan.
   
   [ ] Other parent-time schedule (Describe in detail.):

15. **Parent-time transfers**
   
   I ask the court to order transfer (pick-up and drop-off) of the children for parent-time as below (Choose one.):
   
   [ ] Order transfer of the children for parent-time described in the filed or attached Parenting Plan.
   
   [ ] Order transfer at **beginning** of parent-time with
      
      [ ] petitioner
      
      [ ] respondent
      
      [ ] other adult (Name) __________________________________________
      
      transferring the children at this address: __________________________________________
and transfer at **end** of parent-time with

[ ] petitioner

[ ] respondent

[ ] other adult (Name) _____________________________________________

transferring the children at this address:

________________________________________________________________

[ ] Order curbside transfers (The parent/person picking up or dropping off the children does not leave the vehicle and the other parent/person does not leave the residence).

[ ] Other transfer arrangements (Describe in detail.):

________________________________________________________________

________________________________________________________________

**Parent-time transportation costs**

16. I ask parent-time transportation costs be divided as follows (Choose one):

[ ] Relocation statute (Utah Code 30-3-37(12)).

[ ] Other costs divided as follows (Attach additional pages if needed.):

________________________________________________________________

________________________________________________________________

17. I ask reimbursement of transportation costs be done as follows: (Choose one.)

[ ] The parent who initially pays for reimbursable travel expenses will provide receipts to the other parent within 30 days. The parent who receives travel receipts will pay the other parent within 30 days.

[ ] Other provisions regarding reimbursement as follows (Attach additional pages if needed.):

________________________________________________________________

________________________________________________________________

________________________________________________________________
18. [ ] Communication between parties

I ask the court to order communication between the parties as described below (Choose as many options as you want.):

[ ] In person

[ ] Phone

Petitioner’s # ________________  Respondent’s # ________________

[ ] Text

Petitioner’s # ________________  Respondent’s # ________________

[ ] Email

Petitioner’s email address ______________________________________

Respondent’s email address ____________________________________

[ ] Through a third party

Name ____________________________ Phone # ________________

[ ] Other method of communication: (Describe in detail.)

________________________________________________________________

[ ] Communications between the parties must be civil and respectful and limited to parent-time issues only.

[ ] The parties must not make negative or harmful remarks about each other in the presence of the minor children, must not allow other people to do so and must remove the minor children if anyone makes negative remarks about the other party.

[ ] The parties must not discuss this case in the presence of the minor children, must not allow other people to do so and must remove the minor children if anyone discusses the case in the presence of the minor children.

[ ] The parties must not harm or threaten to harm the other parent or the minor children and must not allow other people to do so and must remove the minor children if anyone harms or threatens harm to the other parent or minor children.

19. [ ] Travel costs.

(Check this box and complete this section only if you are asking for a change in travel costs.)
I ask the court to order travel cost payments for parent-time transfers as follows (Choose one.):

[ ] as we agree in the attached Parenting Plan.

[ ] as proposed in my attached Parenting Plan.

[ ] each party is responsible for their own travel costs.

[ ] ______% by the Petitioner and ______% by the Respondent.
   The parent who initially pays for reimbursable travel expenses will provide receipts to the other parent within 30 days. The parent who receives travel receipts will pay the other parent within 30 days.

[ ] Other:

______________________________________________________________________________

______________________________________________________________________________

20. [ ] Relocation of a parent

(Check this box and complete this section only if you are asking for a change in relocation terms.)

I ask the court to order:

[ ] If either parent moves more than 149 miles from the other parent, Utah Code 30-3-37 will apply.

[ ] Neither parent may relocate with the minor children more than ____ miles from their current residence without a written agreement signed by the parties or further court order.

[ ] Other terms about relocating:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

21. **Best interest** (Utah Code 30-3-10 and 30-3-10.4)

It is in the best interest of the children to change custody and parent-time because (Explain in detail.):

______________________________________________________________________________

______________________________________________________________________________
22. **Child support – reasons to modify**

I ask that child support be modified because (Choose all that apply.):

- [ ] The order has not been modified within the last three years, and
  - there is a difference of 10% or more between the support amount as ordered and the support amount as required under the guidelines; and
  - the difference is not temporary.
- [ ] There are one or more material changes that affect the child support calculation. I used the child support worksheet and there is a difference of 15% or more from the current support order. The difference is not temporary. There is a change (Choose all that apply.):
  - [ ] in custody.
  - [ ] in the relative wealth or assets of the parties.
  - [ ] of 30% or more in the income of a parent.
  - [ ] in the employment potential and ability of a parent to earn.
  - [ ] in the medical needs of the child.
  - [ ] in the legal responsibilities of a parent for the support of others.
  
(Utah Code 78B-12-210(9))

- [ ] ________________ (child’s name) is emancipated.

- [ ] there has been a change:
  
(At least one must apply, but choose all that do apply.)

- [ ] in the availability, coverage, or reasonableness of cost of health care insurance of the    [ ] payor    [ ] payee;

- [ ] in work-related or education-related child care expenses of the    [ ] payor    [ ] payee.

23. **Current child support order**

The controlling order directs     [ ] petitioner     [ ] respondent to pay $______________ each month for child support.
24. **Proposed child support**

I ask the court to modify child support based on the parties’ incomes or estimated income based on ability or work history.

a. **Petitioner’s Income**

Petitioner’s total countable gross monthly income for child support purposes is $______________ (Utah Code 78B-12-203).

This income is from these sources:

_____________________________________________________________.

[ ] The court should consider petitioner's income to be $______________ based on (Choose one.):

[ ] minimum wage.

[ ] historical earnings.

[ ] Petitioner does receive or has received public assistance.

b. **Respondent’s income**

Respondent’s total countable gross monthly income for child support purposes is $______________ (Utah Code 78B-12-203).

This income is from these sources:

_____________________________________________________________.

[ ] The court should consider respondent’s income to be $______________ based on (Choose one.):

[ ] minimum wage.

[ ] historical earnings.

[ ] Respondent does receive or has received public assistance.

c. **Child support worksheets**

Order [ ] petitioner [ ] respondent to pay $______________ per month for child support. The following child support worksheet is filed or attached (Choose one.):

[ ] sole physical custody worksheet

[ ] joint physical custody worksheet

[ ] split custody worksheet
d. **Statement of compliance with child support guidelines**
   (Choose one.)

   [ ] This amount is based on the Uniform Child Support Guidelines (Utah Code 78B-12-2).

   [ ] This amount is **not** based on the Uniform Child Support Guidelines and I am asking for a different amount because (Choose one.):

   - [ ] the guidelines are unjust.
   - [ ] the guidelines are inappropriate.
   - [ ] the guidelines amount is not in the best interest of the child/ren.
     (Utah Code 78B-12-202 and 210.)

   Explain your choice:

   ____________________________________________________________
   ____________________________________________________________.

   e. **Effective Date**

   Child support should be effective (Choose one.):

   - [ ] the first day of the month following entry of the Order on Petition to Modify.
   - [ ] as of: ___________________ (date).

   f. **Method of payment**

   Child support should be paid as follows (Choose one.):

   - [ ] Mandatory income withholding by the Office of Recovery Services (ORS). Unless ORS gives notice that payments should be sent elsewhere, all child support payments should be made to:
     
     Office of Recovery Services
     PO Box 45011
     Salt Lake City, UT 84145

   - [ ] Direct payments to the parent receiving child support by (Choose one.):
     
     - [ ] Check
     - [ ] Deposit in bank account
     - [ ] Cashier’s check or money order
     - [ ] Other: __________________________________________

   I ask for direct payment because (Utah Code 62A-11-404):
g. Payment schedule
Child support payments must be paid by the following due date (Choose one.):

[ ] One half by the 5th day of each month, and the other half by the 20th day of each month.

[ ] Other:

h. Delinquent payments
Child support not paid by the due date is delinquent the next day.

i. Past-due child support
The issue of past-due child support may be decided by further judicial or administrative process.

If support is past due, the State of Utah may take federal or state tax refunds or rebates and apply the amounts to the child support owed.

25. [ ] Child care expenses (Utah Code 78B-12-214)
(Check this box and complete this section only if you are asking to change payment of child care costs.)

I ask the court to order:

- Both parties share equally all reasonable child care expenses related to the custodial parent's work or occupational training.

- The parent who pays child care expenses must immediately provide to the other parent written verification of the cost of the child care expenses and the identity of the child care provider when hired, within 30 calendar days after a change in the provider or the expense, and anytime upon the request of the other parent.

- If the parent who pays child care expenses does not provide written verification of child care, that parent may be denied the right to recover or receive credit for the other parent's one-half share of the child care expense.

- The other parent must begin paying one-half the child care amount on a monthly basis immediately after receiving proof from the parent that pays the
child care expense.

[ ] Other request for child care payment:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Other Support

26.  [ ] **Health insurance, medical and dental expenses** (Utah Code 78B-12-212)

(Check this box and complete this section only if you are asking for a change in health insurance coverage.)

Our minor children currently have health insurance coverage through:

[ ] Petitioner’s insurance

[ ] Respondent’s insurance

[ ] Medicaid

[ ] CHIP

[ ] Other: _______________________________________________

[ ] Not covered by insurance

[ ] I ask the court to order [ ] petitioner [ ] respondent to maintain health insurance for our minor children. Both parties must share equally:

- the cost of the premium paid by a parent for the children's portion of the insurance. The children's portion of the premium should be calculated by dividing the premium amount by the number of people covered by the policy and multiplying the result by the number of minor children of the parties; and

- all reasonable and necessary uninsured medical and dental expenses incurred for the children and paid by a parent, including deductibles and co-payments.

The parent ordered to maintain insurance must provide written verification of coverage to the other parent or the Office of Recovery Services when the children are first enrolled, on or before January 2nd of each calendar year and upon any change of insurance carrier, premium, or benefits within 30 calendar days after the date that parent knew or should have known of the change.
If the parent ordered to maintain insurance fails to provide written verification of coverage to the other parent or to the Office of Recovery Services, or if the parent incurring medical expenses fails to provide written verification of the cost and payment of the expenses to the other parent within 30 days of payment, that parent may be denied the right to receive credit for the expenses or to recover the other parent’s share of the expenses.

The parent receiving written verification will reimburse the parent who incurred the medical or dental expenses one-half of the amount within 30 days after receiving the written verification.

[ ] I ask for this order because (Choose all that apply):

[ ] the insurance is available to [ ] petitioner [ ] respondent;
[ ] the cost of the insurance is reasonable
[ ] the custodial parent prefers this arrangement.
[ ] Other reasons:

________________________________________________________________________

________________________________________________________________________

[ ] I ask for these additional orders regarding health insurance and medical and dental expenses:

________________________________________________________________________

________________________________________________________________________

27. [ ] Claiming children as dependents/exemptions for tax purposes (Utah Code 78B-12-217)

(Choose one.)

[ ] __________________________________________________________ (name)
will claim the children as dependents/exemptions for tax purposes.

[ ] __________________________________________________________ (name)
will claim the children as dependents/exemptions for tax purposes in even years, and
__________________________________________________________ (name) will
claim the children as dependents/exemptions for tax purposes in **odd years**.

[ ] claiming children as dependents/exemptions for tax purposes will be divided as follows:

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Month and year of birth</th>
<th>Parent who will claim child as dependent / exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Petitioner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Respondent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Petitioner</td>
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<td>[ ] Respondent</td>
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<td>[ ] Petitioner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Respondent</td>
</tr>
</tbody>
</table>

[ ] Other:

________________________________________________________________________

________________________________________________________________________

28. [ ] **Attorney fees and costs**

I ask the court to order the other party pay my attorney fees and costs.

29. [ ] **Other**

I ask the court for these additional orders:

________________________________________________________________________

________________________________________________________________________

I ask for these additional orders because:

________________________________________________________________________

________________________________________________________________________
30. **Remainder of order unchanged**
   The remainder of the order should remain unchanged.

31. **Declaration about child support services** (Utah Code 78B-12-113(2)(b))
   (Child support services include establishing, modifying or enforcing child support, or establishing paternity.)

   The Office of Recovery Services (Choose one.):
   
   [ ] has never provided child support services for any child listed in paragraph 5.
   [ ] has or is providing child support services for any child listed in paragraph 5.

   I will serve on the Attorney General:
   
   • a copy of this petition, and
   • the Stipulation to the petition, if any, and
   • Notice to Child Support Division of the Office of the Attorney General and Request to Join

32. **Documents**

   I am filing the following documents along with this Petition to Modify Child Custody, Parent-time and Child Support:
   (Check all that apply. Forms can be found at www.utcourts.gov.)

   [ ] Cover Sheet
   [ ] Summons
   [ ] Non-public Information – Parent Information and Location
   [ ] Non-public Information – Minors
   [ ] Non-public Information – Safeguarded Address (if applicable)
   [ ] Notice of Disclosure Requirements in Domestic Relations Cases
   [ ] Notice to Child Support Division of the Office of the Attorney General and Request to Join (if applicable; also serve on the Attorney General)
   [ ] Child Support Obligation Worksheet
   [ ] Parenting Plan (Required if joint custody is requested.)
**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at _____________________________ (city, and state or country).

<table>
<thead>
<tr>
<th>Signature ►</th>
<th>_____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Printed Name</td>
<td>_____________________________</td>
</tr>
</tbody>
</table>

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

<table>
<thead>
<tr>
<th>Signature ►</th>
<th>_____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Printed Name</td>
<td>_____________________________</td>
</tr>
</tbody>
</table>
Stipulation (optional)

I am the [ ] petitioner [ ] respondent and the party responding to this Petition to Modify Child Custody, Parent-time and Child Support.

1. I have received and read the petition and its supporting documents.
2. I understand what the petition requests.
3. I understand I have the right to contest the petition by filing an answer, and have the court decide the issues.
4. I waive service of the Summons.
5. I agree this court has the authority to decide this matter and I enter my appearance for that purpose.
6. I agree to the requests in the petition.
7. I agree the court may enter an order of modification consistent with the petition at any time and without further notice.

Petitioner or Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ___________________________ (city, and state or country).

___________________________ (Signature)

Date

Printed Name

Attorney or Licensed Paralegal Practitioner of record (if applicable)

___________________________ (Signature)

Date

Printed Name
Petition to Modify Parent-time
(Utah Rule of Civil Procedure 106)

[ ] and Stipulation

Petitioner

v.

Respondent

I ask the court to modify the parent-time orders as follows. I am not asking to modify child custody or child support.

1. **Controlling order**

   The order controlling parent-time is:

   Title of order:
2. **Controlling parent-time order**  
(Required.)

[ ] I have attached a copy of the current order.

3. **Jurisdiction** (Authority to Modify Order)  
(Note: an order could be registered in another state, but that does not always mean the other state has jurisdiction to modify or change the order.)

The children reside:

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Where child resides (state or country)</th>
<th>Lived there more than 6 months?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] No</td>
</tr>
</tbody>
</table>

The petitioner resides in: ____________________________ (state or country).

The respondent resides in: ____________________________ (state or country).

The controlling order was issued by (Choose one.):

[ ] a Utah court, and  
(Choose all that apply.)

[ ] jurisdiction **has never** been transferred to another state.

That court has always maintained the case

No other court has ever expressed a willingness to change the order

Jurisdiction has always remained with this court.
[ ] jurisdiction has been transferred to another state.

Name of court: _________________  Date transferred: _______________

[ ] other (Describe what has happened with the order):

________________________________________________________________________

OR

[ ] a non-Utah court, and

(Choose all that apply.)

[ ] jurisdiction has never been transferred to Utah.

[ ] jurisdiction has been transferred to Utah. Date: ________________

[ ] the order has been registered in Utah for enforcement purposes only.

[ ] there is substantial evidence in Utah about the children's care, protection, training, and personal relationships.

[ ] other courts have made a decision about jurisdiction and a copy of that order is attached to this petition.

[ ] other (Describe what has happened with the order):

________________________________________________________________________

4. Relationship to children

I am the (Choose all that apply):

[ ] person who pays child support.

[ ] person who receives child support.

I am

[ ] the mother of

[ ] the father of

[ ] the legal guardian or legal custodian of

[ ] a person who has been acting as a parent (Utah Code 30-5a-103) to the children listed below.

5. Minor children

There are ________ (number) minor children included in the controlling order.

<table>
<thead>
<tr>
<th>Child’s name (first, middle and last)</th>
<th>Child’s gender</th>
<th>Month and year of birth</th>
</tr>
</thead>
</table>


## Current living arrangement

The children are currently living (Choose one.):

- [ ] as stated in the controlling order.
- [ ] as described below:

### Table

<table>
<thead>
<tr>
<th>Child's name</th>
<th>Address (street, city, state, ZIP)</th>
<th>Name(s) of person(s) who live with child at this address</th>
<th>Relationship(s) to child</th>
</tr>
</thead>
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</table>

## Minor children’s residence (Utah Code 78B-13-209)

The minor children have lived at the following addresses with the persons listed for the past five years:

(Add additional pages if needed.)

### Table

<table>
<thead>
<tr>
<th>Child's name</th>
<th>Address (street, state, ZIP)</th>
<th>Dates child lived at this address</th>
<th>Name(s) of person(s) who lived with child at this address</th>
<th>Relationship(s) to child</th>
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</table>

### 8. People claiming custody or parent-time (Utah Code 78B-13-209)

The following people other than petitioner and respondent claim a right to custody or parent-time with the children:

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Current Address</th>
<th>Claims</th>
</tr>
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<tbody>
<tr>
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<td></td>
<td>[ ] Custody</td>
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</tbody>
</table>

### 9. Other cases (Utah Rule of Civil Procedure 100)

- [ ] There are no other cases that involve(d) the children or this case.
- [ ] The following cases involve(d) the children or this case:

  (Include pending or closed, civil or criminal, in this court or in any other court, in this state or in any other state. Each party has a continuing duty to notify the court of any case (past, current, or future) that could affect this case.)

<table>
<thead>
<tr>
<th>Court (Name, address, and phone number)</th>
<th>Case number</th>
<th>Type of case (Choose all that apply.)</th>
<th>[ ] adoption</th>
<th>[ ] custody</th>
<th>[ ] delinquency</th>
<th>[ ] divorce</th>
<th>[ ] enforcement of an order</th>
<th>[ ] grandparent visitation</th>
<th>[ ] guardianship</th>
<th>[ ] modification of an order</th>
<th>[ ] parentage</th>
<th>[ ] protective order</th>
<th>[ ] support</th>
<th>[ ] termination of parental rights</th>
<th>[ ] other:</th>
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</table>

Appendix 11: Sample Modification Documents
10. **Pre-filing dispute resolution** (Utah Code 30-3-10.4(1)(c))

(Choose one.)

- [ ] The other party agrees with the petition.
- [ ] Dispute resolution was not required because this petition seeks to modify a court order that does not provide for joint legal custody or joint physical custody.
- [ ] Both parents have complied in good faith with the dispute resolution process but we did not reach an agreement.
- [ ] The parties have not yet used a dispute resolution process.

11. **Controlling parent-time order**

The parent-time schedule in the controlling order is (Choose one.):

- [ ] according to the attached statutory parent-time schedule.
- [ ] described in the attached controlling Parenting Plan.
- [ ] described as follows in the controlling order (Quote the order exactly.):

  ______________________________________________________

  ______________________________________________________

12. **Change in circumstances**

The following material and substantial change in circumstances occurred since the controlling order was entered:

(Describe in detail the material and substantial changes (important and major changes). Attach additional pages if needed.)
13. **Parent-time schedule**

I ask the court to order parent-time as below (Choose one.):

[ ] Statutory parent-time schedule:
(Choose all that apply. You can find the Utah Code at le.utah.gov/xcode/code.html. Print and attach a copy of the statute(s) for the option(s) you choose.)

[ ] Children under 5 (Utah Code 30-3-35.5)
[ ] Children 5-18 (Utah Code 30-3-35)
[ ] Children 5-18 (expanded schedule) (Utah Code 30-3-35.1)
[ ] Relocation schedule (Utah Code 30-3-37)
[ ] Parent-time described in the filed or attached Parenting Plan.
[ ] Other parent-time schedule (Describe in detail.):

14. **Parent-time transfers**

I ask the court to order transfer (pick-up and drop-off) of the children for parent-time as below (Choose one.):

[ ] Order transfer of the children for parent-time described in the filed or attached Parenting Plan.

[ ] Order transfer at **beginning** of parent-time with

[ ] petitioner
[ ] respondent
[ ] other adult (Name) __________________________________________

transferring the children at this address:
and transfer at **end** of parent-time with

[ ] petitioner
[ ] respondent
[ ] other adult (Name) ________________________________________________________________

transferring the children at this address:

________________________________________________________

[ ] Order curbside transfers (The parent/person picking up or dropping off the children does not leave the vehicle and the other parent/person does not leave the residence).

[ ] Other transfer arrangements (Describe in detail.):

__________________________________________________________________________

__________________________________________________________________________

15. [ ] **Travel and transportation costs.**

(Check this box and complete this section only if you are asking for a change in travel costs.)

I ask the court to order travel cost payments for parent-time transfers as follows (Choose one.):

[ ] as we agree in the attached Parenting Plan.
[ ] as proposed in my attached Parenting Plan.
[ ] each party is responsible for their own travel costs.
[ ] ______% by the Petitioner and ______% by the Respondent.

The parent who initially pays for reimbursable travel expenses will provide receipts to the other parent within 30 days. The parent who receives travel receipts will pay the other parent within 30 days.

[ ] costs be divided according to Utah Code 30-3-37(12) (You can find the Utah Code at le.utah.gov/xcode/code.html. Print and attach a copy of the statute.)

The parent who initially pays for reimbursable travel expenses will provide receipts to the other parent within 30 days. The parent who receives travel receipts will pay the other parent within 30 days.

[ ] Other:

__________________________________________________________________________

__________________________________________________________________________
16.  [ ] Relocation of a parent

(Write this box and complete this section only if you are asking for a change in relocation terms.)

I ask the court to order:

[ ] If either parent moves more than 149 miles from the other parent, Utah Code 30-3-37 will apply.

[ ] Neither parent may relocate with the minor children more than ____ miles from their current residence without a written agreement signed by the parties or further court order.

[ ] Other terms about relocating:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

17.  [ ] Communication between parties

I ask the court to order communication between the parties as described below (Choose as many options as you want.):

[ ] In person

[ ] Phone
Petitioner’s # ________________ Respondent’s # ________________

[ ] Text
Petitioner’s # ________________ Respondent’s # ________________

[ ] Email
Petitioner’s email address ____________________________
Respondent’s email address ____________________________

[ ] Through a third party
Name ____________________________ Phone # ________________

[ ] Other method of communication: (Describe in detail.)
________________________________________________________________________

[ ] Communications between the parties must be civil and respectful and limited to parent-time issues only.
[ ] The parties must not make negative or harmful remarks about each other in the presence of the minor children, must not allow other people to do so and must remove the minor children if anyone makes negative remarks about the other party.

[ ] The parties must not discuss this case in the presence of the minor children, must not allow other people to do so and must remove the minor children if anyone discusses the case in the presence of the minor children.

[ ] The parties must not harm or threaten to harm the other parent or the minor children and must not allow other people to do so and must remove the minor children if anyone harms or threatens harm to the other parent or minor children.

18. **Best interest** (Utah Code 30-3-10 and 30-3-10.4)

It is in the best interest of the children to change custody and parent-time because (Explain in detail.):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

19. [ ] **Attorney fees and costs**

I ask the court to order the other party pay my attorney fees and costs.

20. [ ] **Other**

I ask the court for these additional orders:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I ask for these additional orders because:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
21. **Remainder of order unchanged**
   The remainder of the order should remain unchanged.

22. **Documents**
   I am filing the following documents along with this Petition to Modify Parent-time:
   (Check all that apply. Forms can be found at www.utcourts.gov.)
   
   [ ] Cover Sheet  
   [ ] Summons  
   [ ] Non-public Information – Parent Information and Location  
   [ ] Non-public Information – Minors  
   [ ] Non-public Information – Safeguarded Address (if applicable)

**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

____________________________________  Signature ► ________________________________
Date                                  Printed Name ________________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

____________________________________  Signature ► ________________________________
Date                                  Printed Name ________________________________
**Stipulation (optional)**

I am the [ ] petitioner [ ] respondent and the party responding to this Petition to Modify Parent-time.

1. I have received and read the petition and its supporting documents.
2. I understand what the petition requests.
3. I understand I have the right to contest the petition by filing an answer, and have the court decide the issues.
4. I waive service of the Summons.
5. I agree this court has the authority to decide this matter and I enter my appearance for that purpose.
6. I agree to the requests in the petition.
7. I agree the court may enter an order of modification consistent with the petition at any time and without further notice.

**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

_________________________ Signature ► ____________________________
Date

_________________________ Printed Name ____________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_________________________ Signature ► ____________________________
Date

_________________________ Printed Name ____________________________
If you do not respond to this document within applicable time limits, judgment could be entered against you as requested.

Check your email. You will receive information and documents at this email address.

In the District Court of Utah

___________ Judicial District _______________ County

Court Address ____________________________________

Petitioner to Modify Child Support
(Utah Rule of Civil Procedure 106)

[ ] and Stipulation

Petitioner

v.

Respondent

Case Number

Judge

Commissioner

I ask the court to modify the child support orders as follows.

1. **Controlling order**

   The order controlling child support is:

   Title of order: ____________________________

   Name of Court: ____________________________

   State: ____________________________________

   Access the OCAP Website or link to the Child SUPPORT Modification forms.
2. **Controlling support order**  
(Required.)

[ ] I have attached a copy of the current order.

3. **Jurisdiction** (Authority to Modify Order)  
(Note: an order could be registered in another state, but that does not always mean the other state has jurisdiction to modify or change the order.)

The children reside:

<table>
<thead>
<tr>
<th>Child's name</th>
<th>Where child resides (state or country)</th>
<th>Lived there more than 6 months?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes [ ] No</td>
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<td>[ ] Yes [ ] No</td>
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<td>[ ] Yes [ ] No</td>
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<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

The petitioner resides in: ____________________________ (state or country).

The respondent resides in: ____________________________ (state or country).

The controlling order was issued by (Choose one.):

[ ] a Utah court, and  
(Choose all that apply.)

[ ] jurisdiction **has never** been transferred to another state.  
That court has always maintained the case  
No other court has ever expressed a willingness to change the order  
Jurisdiction has always remained with this court.
[ ] jurisdiction has been transferred to another state.

Name of court: _________________ Date transferred: _________________

[ ] other (Describe what has happened with the order):

________________________________________________________________________

OR

[ ] a non-Utah court, and
(Choose all that apply.)

[ ] jurisdiction has never been transferred to Utah.

[ ] jurisdiction has been transferred to Utah. Date: ________________.

[ ] the order has been registered in Utah for enforcement purposes only.

[ ] there is substantial evidence in Utah about the children's care, protection, training, and personal relationships.

[ ] other courts have made a decision about jurisdiction and a copy of that order is attached to this petition.

[ ] other (Describe what has happened with the order):

________________________________________________________________________

4. Relationship to children

I am the (Choose all that apply.):

[ ] person who pays child support.

[ ] person who receives child support.

I am (Choose one.):

[ ] the mother of

[ ] the father of

[ ] the legal guardian or legal custodian of

[ ] a person who has been acting as a parent (Utah Code 30-5a-103) to
the children listed below.

5. Minor children

There are ________ (number) minor children included in the controlling order.

<table>
<thead>
<tr>
<th>Child’s name (first, middle and last)</th>
<th>Child’s gender</th>
<th>Month and year of birth</th>
</tr>
</thead>
</table>


6. **Current living arrangement**

The children are currently living (Choose one.):

[ ] as stated in the controlling order.

[ ] as described below:

<table>
<thead>
<tr>
<th>Child's name</th>
<th>Address (street, city, state, ZIP)</th>
<th>Name(s) of person(s) who live with child at this address</th>
<th>Relationship(s) to child</th>
</tr>
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</table>

7. **Other cases** (Utah Rule of Civil Procedure 100)

[ ] There are no other cases that involve(d) the children or this case.

[ ] The following cases involve(d) the children or this case:

(Include pending or closed, civil or criminal, in this court or in any other court, in this state or in any other state. Each party has a continuing duty to notify the court of any case (past, current, or future) that could affect this case.)

<table>
<thead>
<tr>
<th>Court (Name, address, and phone number)</th>
<th>Case number</th>
<th>Type of case (Choose all that apply.)</th>
<th>adoption</th>
<th>custody</th>
<th>delinquency</th>
<th>grandparent visitation</th>
<th>guardianship</th>
<th>modification of an</th>
<th>protective order</th>
<th>support</th>
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</table>
8. **Child support – reasons to modify**

I ask that child support be modified because (Choose all that apply.):

- [ ] The order has not been modified within the last three years, and
  - there is a difference of 10% or more between the support amount as ordered and the support amount as required under the guidelines; and
  - the difference is not temporary.

- [ ] There are one or more material changes that affect the child support calculation. I used the child support worksheet and there is a difference of 15% or more from the current support order. The difference is not temporary. There is a change (Choose all that apply.):
  - [ ] in custody.
  - [ ] in the relative wealth or assets of the parties.
  - [ ] of 30% or more in the income of a parent.
  - [ ] in the employment potential and ability of a parent to earn.
[ ] in the medical needs of the child.

[ ] in the legal responsibilities of a parent for the support of others.

(Utah Code 78B-12-210(9))

[ ] _____________________________________ (child’s name) is emancipated.

[ ] there has been a change:

(At least one must apply, but choose all that do apply.)

[ ] in the availability, coverage, or reasonableness of cost of health care insurance of the [ ] payor [ ] payee;

[ ] in work-related or education-related child care expenses of the [ ] payor [ ] payee.

9. Current child support order

The controlling order directs [ ] petitioner [ ] respondent to pay $____________ each month for child support.

10. Proposed child support

I ask the court to modify child support based on the parties’ incomes or estimated income based on ability or work history.

a. Petitioner’s Income

Petitioner’s total countable gross monthly income for child support purposes is $_____________ (Utah Code 78B-12-203).

This income is from these sources:

_____________________________________________________________.

[ ] The court should consider petitioner’s income to be $_____________ based on (Choose one.):

[ ] minimum wage.

[ ] historical earnings.

[ ] Petitioner does receive or has received public assistance.

b. Respondent’s income

Respondent’s total countable gross monthly income for child support purposes is $______________ (Utah Code 78B-12-203).

This income is from these sources:
The court should consider respondent's income to be $______________ based on (Choose one.):

[ ] minimum wage.
[ ] historical earnings.

[ ] Respondent does receive or has received public assistance.

c. Child support worksheets

Order [ ] petitioner [ ] respondent to pay $______________ per month for child support. The following child support worksheet is filed or attached (Choose one.):

[ ] sole physical custody worksheet
[ ] joint physical custody worksheet
[ ] split custody worksheet

d. Statement of compliance with child support guidelines

(Choose one.)

[ ] This amount is based on the Uniform Child Support Guidelines (Utah Code 78B-12-2).

[ ] This amount is not based on the Uniform Child Support Guidelines and I am asking for a different amount because (Choose one.):

[ ] the guidelines are unjust.
[ ] the guidelines are inappropriate.
[ ] the guidelines amount is not in the best interest of the child/ren.

(Utah Code 78B-12-202 and 210.)

Explain your choice:

________________________________________________________________________
________________________________________________________________________

e. Effective Date

Child support should be effective (Choose one.):

[ ] the first day of the month following entry of the Order on Petition to Modify.
[ ] as of: ___________________ (date).
f. **Method of payment**

Child support should be paid as follows (Choose one.):

[ ] Mandatory income withholding by the Office of Recovery Services (ORS). Unless ORS gives notice that payments should be sent elsewhere, all child support payments should be made to:

Office of Recovery Services  
PO Box 45011  
Salt Lake City, UT 84145

[ ] Direct payments to the parent receiving child support by (Choose one.):

[ ] Check  
[ ] Deposit in bank account  
[ ] Cashier's check or money order  
[ ] Other: ________________________________________________  

I ask for direct payment because (Utah Code 62A-11-404):

__________________________________________________________________________

__________________________________________________________________________

---

**g. Payment schedule**

Child support payments must be paid by the following due date (Choose one.):

[ ] One half by the 5th day of each month, and the other half by the 20th day of each month.

[ ] Other:

__________________________________________________________________________

__________________________________________________________________________

---

**h. Delinquent payments**

Child support not paid by the due date is delinquent the next day.

---

**i. Past-due child support**

The issue of past-due child support may be decided by further judicial or administrative process.

If support is past due, the State of Utah may take federal or state tax refunds or rebates and apply the amounts to the child support owed.
11. [ ] **Child care expenses** (Utah Code 78B-12-214)
   (Check this box and complete this section only if you are asking to change payment of child care costs.)

   I ask the court to order:

   - Both parties share equally all reasonable child care expenses related to the custodial parent's work or occupational training.

   - The parent who pays child care expenses must **immediately** provide to the other parent written verification of the cost of the child care expenses and the identity of the child care provider when hired, within 30 calendar days after a change in the provider or the expense, and anytime upon the request of the other parent.

   - If the parent who pays child care expenses does not provide written verification of child care, that parent may be denied the right to recover or receive credit for the other parent's one-half share of the child care expense.

   - The other parent must begin paying one-half the child care amount on a monthly basis **immediately** after receiving proof from the parent that pays the child care expense.

   [ ] Other request for child care payment:

   [ ] Other request for child care payment:

   [ ] Other request for child care payment:

12. [ ] **Health insurance, medical and dental expenses** (Utah Code 78B-12-212)
   (Check this box and complete this section only if you are asking for a change in health insurance coverage.)

   Our minor children currently have health insurance coverage through:

   [ ] Petitioner's insurance
   [ ] Respondent's insurance
   [ ] Medicaid
   [ ] CHIP
   [ ] Other: ____________________________________________________________

   [ ] Not covered by insurance
[ ] I ask the court to order [ ] petitioner [ ] respondent to maintain health insurance for our minor children. Both parties must share equally:

- the cost of the premium paid by a parent for the children's portion of the insurance. The children's portion of the premium should be calculated by dividing the premium amount by the number of people covered by the policy and multiplying the result by the number of minor children of the parties; and
- all reasonable and necessary uninsured medical and dental expenses incurred for the children and paid by a parent, including deductibles and co-payments.

The parent ordered to maintain insurance must provide written verification of coverage to the other parent or the Office of Recovery Services when the children are first enrolled, on or before January 2nd of each calendar year and upon any change of insurance carrier, premium, or benefits within 30 calendar days after the date that parent knew or should have known of the change.

If the parent ordered to maintain insurance fails to provide written verification of coverage to the other parent or to the Office of Recovery Services, or if the parent incurring medical expenses fails to provide written verification of the cost and payment of the expenses to the other parent within 30 days of payment, that parent may be denied the right to receive credit for the expenses or to recover the other parent's share of the expenses.

The parent receiving written verification will reimburse the parent who incurred the medical or dental expenses one-half of the amount within 30 days after receiving the written verification.

[ ] I ask for this order because (Choose all that apply.):

- the insurance is available to [ ] petitioner [ ] respondent;
- the cost of the insurance is reasonable
- the custodial parent prefers this arrangement.

[ ] Other reasons:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
[ ] I ask for these additional orders regarding health insurance and medical and dental expenses:

[ ]

[ ]

[ ]

13. [ ] **Claiming children as dependents/exemptions for tax purposes** (Utah Code 78B-12-217)

(Choose one.)

[ ] _________________________________ (name) will claim the children as dependents/exemptions for tax purposes.

[ ] _________________________________ (name) will claim the children as dependents/exemptions for tax purposes in **even years**, and

[ ] _________________________________ (name) will claim the children as dependents/exemptions for tax purposes in **odd years**.

[ ] claiming children as dependents/exemptions for tax purposes will be divided as follows:

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Month and year of birth</th>
<th>Parent who will claim child as dependent / exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>[ ] Petitioner</td>
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<td>[ ] Petitioner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Respondent</td>
</tr>
</tbody>
</table>

[ ] Other:
14. [ ] Attorney fees and costs
I ask the court to order the other party pay my attorney fees and costs.

15. [ ] Other
I ask the court for these additional orders:

I ask for these additional orders because:

16. Remainder of order unchanged
The remainder of the order should remain unchanged.

17. Declaration about child support services (Utah Code 78B-12-113(2)(b))
(Child support services include establishing, modifying or enforcing child support, or establishing paternity.)

The Office of Recovery Services (Choose one.):

[ ] has never provided child support services for any child listed in paragraph 5.

[ ] has or is providing child support services for any child listed in paragraph 5.

I will serve on the Attorney General:

• a copy of this petition, and
• the Stipulation to the petition, if any, and
• Notice to Child Support Division of the Office of the Attorney General and Request to Join

18. Documents
I am filing the following documents along with this Petition to Modify Child Support:
(Check all that apply. Forms can be found at www.utcourts.gov.)

[ ] Cover Sheet

[ ] Summons

[ ] Non-public Information – Parent Information and Location

[ ] Non-public Information – Minors

[ ] Non-public Information – Safeguarded Address (if applicable)

[ ] Notice of Disclosure Requirements in Domestic Relations Cases

[ ] Notice to Child Support Division of the Office of the Attorney General and Request to Join (if applicable; also serve on the Attorney General)

[ ] Child Support Obligation Worksheet

**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ____________________________ (city, and state or country).

___________________________________________ Signature ► ________________________________

Date Printed Name ________________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

___________________________________________ Signature ► ________________________________

Date Printed Name ________________________________
Stipulation (optional)

I am the [ ] petitioner [ ] respondent and the party responding to this Petition to Modify Child Support.

1. I have received and read the petition and its supporting documents.
2. I understand what the petition requests.
3. I understand I have the right to contest the petition by filing an answer, and have the court decide the issues.
4. I waive service of the Summons.
5. I agree this court has the authority to decide this matter and I enter my appearance for that purpose.
6. I agree to the requests in the petition.
7. I agree the court may enter an order of modification consistent with the petition at any time and without further notice.

Petitioner or Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

________________________________________________________________________

Signature ►

Date

Printed Name

Attorney or Licensed Paralegal Practitioner of record (if applicable)

________________________________________________________________________

Signature ►

Date

Printed Name
<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

I am [ ] Plaintiff/Petitioner [ ] Defendant/Respondent
[ ] Plaintiff/Petitioner’s Attorney [ ] Defendant/Respondent’s Attorney (Utah Bar #: ________) [ ] Plaintiff/Petitioner’s Licensed Paralegal Practitioner [ ] Defendant/Respondent’s Licensed Paralegal Practitioner (Utah Bar #: ________) 

In the District Court of Utah

__________ Judicial District ________________ County

Court Address _______________________________________________

<table>
<thead>
<tr>
<th>Summons (To be served in Utah)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaintiff/Petitioner</td>
</tr>
<tr>
<td>v.</td>
</tr>
<tr>
<td>Defendant/Respondent</td>
</tr>
</tbody>
</table>

The State of Utah to

____________________________________ (party’s name):

A lawsuit has been filed against you. You must respond in writing by the deadline for the court to consider your side. The written response is called an Answer.

Se ha presentado una demanda en su contra. Si desea que el juez considere su lado, deberá presentar una respuesta por escrito dentro del periodo de tiempo establecido. La respuesta por escrito es conocida como la Respuesta.
### Deadline!
Your Answer must be filed with the court and served on the other party **within 21 days** of the date you were served with this Summons.

If you do not file and serve your Answer by the deadline, the other party can ask the court for a default judgment. A default judgment means the other party can get what they asked for, and you do not get the chance to tell your side of the story.

### Read the complaint/petition
The Complaint or Petition has been filed with the court and explains what the other party is asking for in their lawsuit. Read it carefully.

### Answer the complaint/petition
You must file your Answer in writing with the court **within 21 days** of the date you were served with this Summons. You can find an Answer form on the court’s website: utcourts.gov/ans

### Serve the Answer on the other party
You must email, mail or hand deliver a copy of your Answer to the other party (or their attorney or licensed paralegal practitioner, if they have one) at the address shown at the top left corner of the first page of this Summons.

### ¡Fecha límite para contestar!
Su Respuesta debe ser presentada en el tribunal y también con la debida entrega formal a la otra parte **dentro de 21 días** a partir de la fecha en que usted recibió la entrega formal del Citatorio.

Si usted no presenta una respuesta ni hace la entrega formal dentro del plazo establecido, la otra parte podrá pedirle al juez que asiente un fallo por incumplimiento. Un fallo por incumplimiento significa que la otra parte recibe lo que pidió, y usted no tendrá la oportunidad de decir su versión de los hechos.

### Lea la demanda o petición
La demanda o petición fue presentada en el tribunal y ésta explica lo que la otra parte pide. Léala cuidadosamente.

### Cómo responder a la demanda o petición
Usted debe presentar su Respuesta por escrito en el tribunal **dentro de 21 días** a partir de la fecha en que usted recibió la entrega formal del Citatorio. Puede encontrar el formulario para la presentación de la Respuesta en la página del tribunal: utcourts.gov/ans-span

### Entrega formal de la respuesta a la otra parte
Usted deberá enviar por correo electrónico, correo o entregar personalmente una copia de su Respuesta a la otra parte (o a su abogado o asistente legal, si tiene) a la dirección localizada en
Finding help
The court’s Finding Legal Help web page (utcourts.gov/help) provides information about the ways you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.

Cómo encontrar ayuda legal
Para información sobre maneras de obtener ayuda legal, vea nuestra página de Internet Cómo Encontrar Ayuda Legal. (utcourts.gov/help-span)
Algunas maneras de obtener ayuda legal son por medio de una visita a un taller jurídico gratuito, o mediante el Centro de Ayuda. También hay ayuda legal a precios de descuento y consejo legal breve.

An Arabic version of this document is available on the court’s website:
utcourts.gov/arabic

A Simplified Chinese version of this document is available on the court’s website:
utcourts.gov/chinese

A Vietnamese version of this document is available on the court’s website:
utcourts.gov/viet

Plaintiff/Petitioner or Defendant/Respondent
I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

_____________________________  Signature ►

Date

Printed Name

Plaintiff/Petitioner or Defendant/Respondent
**Attorney or Licensed Paralegal Practitioner of record (if applicable)**

Date  
Signature ➤  
Printed Name  

---

Appendix 11: Sample Modification Documents
IN THE ________ JUDICIAL DISTRICT COURT
OF __________ COUNTY, STATE OF UTAH

_____________________________________,
Petitioner,
vs.
_____________________________________,
Respondent.

Case No. ____________________________

Commissioner: _____________________

Judge: _____________________________

The Respondent, ____________________________, being first duly sworn and under oath, affirms and states as follows:

1. I have received and read a copy of the Petitioner's Verified Divorce Petition.

2. I understand that I have the right to have a summons and the Verified Divorce Petition served upon me if I were not to sign this Acceptance of Service, Appearance, Consent, and Waiver.

3. I understand that after service I would have the right to answer the Verified Divorce Petition within the time set out in the Summons (21 days if served in the state of Utah; 30 days if served outside the state of Utah) if I were not to sign this Acceptance of Service, Appearance, Consent and Waiver.

4. I understand that I have the right to retain an attorney to consult, with me about this divorce, to review and advise me on all of the documents relating to this divorce and to otherwise
assist and represent me in this divorce.

5. I understand that there is a statutory 30-day waiting period between the date of filing of the Verified Divorce Petition and the date for the granting of a Decree of Divorce in Utah.

6. I understand the allegations in Petitioner's Verified Divorce Petition.

7. Being familiar with the requirements of the summons and the allegations in the Verified Divorce Petition and of my rights to seek legal advice of my own choosing, I voluntarily do the following:

   a. I enter my appearance in this divorce action;

   b. I consent to the personal jurisdiction of this court;

   c. I waive the statutory time in which to answer or otherwise respond to the Verified Petition;

   d. I consent that Judgment by Default may be entered against me at any time and without further notice to me in accordance with the terms of the Verified Divorce Petition;

   e. I understand that Petitioner may ask the court to waive the statutory waiting period and I do not object if the waiting period is waived.

8. It is my intention in signing this Acceptance of Service, Appearance, Consent, and Waiver that a divorce be granted to Petitioner in accordance with the terms of the Verified Divorce Petition.

   ____________________________          ____________________________
   Date                                Signature

   ____________________________  
   Printed Name

On this date, I certify that ____________________________________________ (name) who is known to me or who presented satisfactory identification, in the form of ____________________________________________ (form of identification), has, while in my presence and while under oath or affirmation, voluntarily signed this document and declared that it is true.

   ____________________________          ____________________________
   Date                                Signature

   ____________________________  
   Printed Name (Court Clerk or Notary Public)

   ____________________________
   Notary Seal
To the Child Support Division of the Office of the Attorney General,

1. Enclosed is my Petition or Counterpetition.

2. Child support services under Title IV of the Social Security Act have been or are being provided through the Utah Office of Recovery Services and on behalf of a child who is the subject of this action.

3. I ask ORS to join this action.

{Access the OCAP Website or link to the Child Support Modification forms.}
Petitioner or Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ____________________________________________ (city, and state or country).

________________________________________  Signature ►  ____________________________________________
Date                                                                                                    Printed Name

Attorney or Licensed Paralegal Practitioner of record (if applicable)

________________________________________  Signature ►  ____________________________________________
Date                                                                                                    Printed Name
Certificate of Service

I certify that I filed with the court and am serving a copy of this Request to Join the Office of Recovery Services (ORS) on the following people.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mail</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Hand Delivery</td>
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<td></td>
<td>E-filed</td>
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<td></td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left at business (With person in charge or in receptacle for deliveries.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Mail</td>
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<td></td>
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<tr>
<td></td>
<td>Hand Delivery</td>
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<td></td>
<td>E-filed</td>
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<td></td>
<td>Left at business (With person in charge or in receptacle for deliveries.)</td>
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<td></td>
<td>Left at home (With person of suitable age and discretion residing there.)</td>
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<td></td>
<td>Left at business (With person in charge or in receptacle for deliveries.)</td>
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<tr>
<td></td>
<td>Left at home (With person of suitable age and discretion residing there.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature ► ______________________________________________________________________________________

Date

Printed Name ___________________________________________
### Non-public Information – Parent Identification and Location

**Notice:** This information is required by the U.S. Secretary of Health and Human Services. If the information changes, you must complete and file another form. (Utah Code 62A-11-304.4.)

This form is accessible only by the other party and any attorneys in the case. The form is not a public record.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential address</td>
<td></td>
</tr>
</tbody>
</table>

[ ] Keep my residential address private and do not provide it to the other party because there is reason to believe that releasing the information may result in physical or emotional harm to me or to my child.

(If you check this box, omit your residential address from this document and from all other papers filed with the court. Include it only on the Safeguarded Address form.)

<table>
<thead>
<tr>
<th>Mailing address (if different from residential address)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Social Security Number</th>
<th>Driver's license</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Employer name, address and phone number</th>
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</table>

<table>
<thead>
<tr>
<th>Employer name, address and phone number</th>
</tr>
</thead>
</table>

**I am:** (check all that apply)

[ ] Petitioner [ ] Respondent [ ] Custodial parent [ ] Non-custodial parent

**Filing this information about**

[ ] myself *(required)* [ ] the other party *(optional)*
Petitioner or Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

Date _____________________________________________________________________Signature ► _____________________________________________________________________

Printed Name _____________________________________________________________________

Attorney or Licensed Paralegal Practitioner of record (if applicable)

Date _____________________________________________________________________Signature ► _____________________________________________________________________

Printed Name _____________________________________________________________________
This is a private record.

**Non-public Information – Minors**

Utah Code of Judicial Administration Rule 4-202.02

Use this document to provide non-public information to the court. Write the information here, and omit it from the public document. Complete as many forms as needed. Serve this form on the other party.

I swear or affirm that the following information is true.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Name of minor</td>
<td>Date of birth</td>
<td>Sex</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Residential address*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following information is required *only if* custody or parent time is part of the case.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s name</td>
<td>Address (street, city, state, ZIP)</td>
<td>Dates child lived at this address</td>
<td>Name(s) of person(s) who lived with child at this address</td>
</tr>
<tr>
<td></td>
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</thead>
<tbody>
<tr>
<td>2. Name of minor</td>
<td>Date of birth</td>
<td>Sex</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Residential address*</td>
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</tbody>
</table>

The following information is required *only if* custody or parent time is part of the case.

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</thead>
<tbody>
<tr>
<td>Child’s name</td>
<td>Address (street, city, state, ZIP)</td>
<td>Dates child lived at this address</td>
<td>Name(s) of person(s) who lived with child at this address</td>
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</tr>
</tbody>
</table>
### Non-public Information – Minors

Page 2 of 2

#### 3. Name of minor

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Sex</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

Residential address*

---

The following information is required *only if* custody or parent time is part of the case.

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Address (street, city, state, ZIP)</th>
<th>Dates child lived at this address</th>
<th>Name(s) of person(s) who lived with child at this address</th>
<th>Relationship(s) to child</th>
</tr>
</thead>
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### Petitioner or Respondent

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at _________________________________ (city, and state or country).

---

Signature ► ________________________________

Date

Printed Name _______________________________

---

### Attorney or Licensed Paralegal Practitioner of record (if applicable)

Signature ► ________________________________

Date

Printed Name _______________________________
This is a safeguarded record.

**Non-public Information – Safeguarded Contact Information**  
Utah Code of Judicial Administration Rule 4-202.02

**Instructions:**

If your case is one of the types listed below and you want to safeguard your contact information (or that of your child) from the other party, write the information on this form and omit the information from the other documents you file in the case. File this form with the court, but do not serve this form on the other party.

Keep the following contact information private. Do not provide the contact information to the other party because (Choose all that apply.):

[ ] I have a court order or agency order authorizing me to safeguard my contact information.

[ ] this proceeding is about:
  - a protective order (Utah Code 78B-7-109).
  - a stalking injunction (Utah Code 77-3a-101).
  - a parentage order (Utah Code 62A-11-304.4).
  - a custody order (UCCJEA, Utah Code 78B-13-209).
  - a support order (UIFSA, Utah Code 78B-14-312).

<table>
<thead>
<tr>
<th>Name</th>
<th>Residential Address</th>
<th>City, State, ZIP</th>
<th>Phone</th>
<th>Email address</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Reason for safeguarding contact information</th>
<th>court or agency order</th>
<th>protective order</th>
<th>stalking injunction</th>
<th>parentage order</th>
<th>custody order (UCCJEA)</th>
<th>support order (UIFSA)</th>
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</table>

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<thead>
<tr>
<th>Name</th>
<th>Residential Address</th>
<th>City, State, ZIP</th>
<th>Phone</th>
<th>Email address</th>
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<tr>
<th>Reason for safeguarding contact information</th>
<th>court or agency order</th>
<th>protective order</th>
<th>stalking injunction</th>
<th>parentage order</th>
<th>custody order (UCCJEA)</th>
<th>support order (UIFSA)</th>
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</tbody>
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{Access the OCAP Website or link to the Child Support Modification forms.}
<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Residential Address</td>
<td></td>
</tr>
<tr>
<td>City, State, ZIP</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Email address</td>
</tr>
<tr>
<td>Reason for safeguarding contact information</td>
<td>court or agency order</td>
</tr>
<tr>
<td></td>
<td>protective order</td>
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<tr>
<td></td>
<td>stalking injunction</td>
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<tr>
<td></td>
<td>parentage order</td>
</tr>
<tr>
<td></td>
<td>custody order (UCCJE)</td>
</tr>
<tr>
<td></td>
<td>support order (UIFSA)</td>
</tr>
</tbody>
</table>

**Plaintiff/Petitioner or Defendant/Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at _____________________________ (city, and state or country).

_____________________________  Signature ▶
Date
_____________________________  Printed Name

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_____________________________  Signature ▶
Date
_____________________________  Printed Name
Findings of Fact and Conclusions of Law on Petition to Modify Child Custody, Parent-time and Child Support

(Utah Rule of Civil Procedure 106)

The matter before the court is a Petition to Modify Child Custody, Parent-time and Child Support. This matter is being resolved by: (Choose all that apply.)

[ ] The default of [ ] petitioner [ ] respondent.
[ ] The stipulation of the parties.
[ ] The pleadings and other papers of the parties.
[ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner [ ] was [ ] was not present
[ ] was represented by _______________________
[ ] was not represented.

Respondent
[ ] was [ ] was not present
[ ] was represented by _______________________
[ ] was not represented.

The court finds:

1. The order controlling child custody, parent-time and child support is:

<table>
<thead>
<tr>
<th>Title of order:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Court:</td>
<td></td>
</tr>
<tr>
<td>Address of Clerk of Court:</td>
<td></td>
</tr>
<tr>
<td>Phone Number of Clerk of Court:</td>
<td></td>
</tr>
<tr>
<td>Case Number:</td>
<td></td>
</tr>
<tr>
<td>Case Name</td>
<td></td>
</tr>
<tr>
<td>Date Signed:</td>
<td></td>
</tr>
<tr>
<td>Signed by Judge:</td>
<td></td>
</tr>
</tbody>
</table>

2. There are ________ (number) minor children included in the controlling order.

<table>
<thead>
<tr>
<th>Child’s name (first, middle and last)</th>
<th>Child’s gender</th>
<th>Month and year of birth</th>
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<tbody>
<tr>
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</tbody>
</table>

3. Utah [ ] does [ ] does not have jurisdiction in this case.

4. A material and substantial change in circumstances [ ] has [ ] has not occurred since the controlling order was entered. The court considered the following factors:

__________________________________________________________________________
Child custody findings

5. Changing custody and parent-time [ ] is [ ] is not in the best interest of the children. The court considered the following factors:

6. The parties [ ] have [ ] have not complied with the pre-filing dispute resolution requirements. (Utah Code 30-3-10.4(1)(c))

Child support findings

7. [ ] The order has not been modified within the last three years, and
   - there is a difference of 10% or more between the support amount as ordered and the support amount as required under the guidelines; and
   - the difference is not temporary.

   [ ] There are one or more material changes that affect the child support calculation. There is a difference of 15% or more from the current support order. The difference is not temporary. There is a change (Choose all that apply.):

      [ ] in custody.
      [ ] in the relative wealth or assets of the parties.
      [ ] of 30% or more in the income of a parent.
      [ ] in the employment potential and ability of a parent to earn.
      [ ] in the medical needs of the child.
      [ ] in the legal responsibilities of a parent for the support of others.

   (Utah Code 78B-12-210(9))

   [ ] ________________________________ (child’s name) is emancipated.

   [ ] there has been a change:
   (At least one must apply, but choose all that do apply.)
[ ] in the availability, coverage, or reasonableness of cost of health care
insurance of the [ ] payor [ ] payee;

[ ] in work-related or education-related child care expenses of the
[ ] payor [ ] payee.

a. Petitioner’s total countable gross monthly income for child support
purposes is $________________ (Utah Code 78B-12-203).

[ ] Petitioner’s income is imputed based on:
   [ ] minimum wage.
   [ ] historical earnings.

[ ] Petitioner does receive or has received public assistance.

b. Respondent’s total countable gross monthly income for child support
purposes is $________________ (Utah Code 78B-12-203).

[ ] Respondent’s income is imputed based on:
   [ ] minimum wage.
   [ ] historical earnings.

[ ] Respondent does receive or has received public assistance.

The court concludes:

8. The court [ ] does [ ] does not have jurisdiction.

9. There [ ] are [ ] are not grounds to modify the controlling order.

10. [ ] Other:

____________________________________________________

____________________________________________________

____________________________________________________
Commissioner's or judge’s signature may instead appear at the top of the first page of this document.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature ►</th>
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<tbody>
<tr>
<td></td>
<td>Commissioner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature ►</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Judge</td>
</tr>
</tbody>
</table>

Approved as to form.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature ►</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Petitioner, Attorney or Licensed Paralegal Practitioner</td>
</tr>
</tbody>
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## Certificate of Service

I certify that I filed with the court and am serving a copy of this Findings of Fact and Conclusions of Law on Petition to Modify Child Custody, Parent-time and Child Support on the following people.

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Signature ►  

Date  

Printed Name ________________________________
The matter before the court is a Petition to Modify Child Custody, Parent-time and Child Support. This matter is being resolved by: (Choose all that apply.)

[ ] The default of [ ] petitioner [ ] respondent.
[ ] The stipulation of the parties.
[ ] The pleadings and other papers of the parties.
[ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner

[ ] was [ ] was not present
[ ] was represented by _______________________
[ ] was not represented.

Respondent
[ ] was [ ] was not present
[ ] was represented by _______________________
[ ] was not represented.

The court orders:

1. The petition is:
   [ ] denied.
   [ ] granted. The controlling order dated ___________ (date) is modified as follows.

2. [ ] Child custody
   [ ] Custody arrangement:

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<tr>
<th>Child’s name</th>
<th>Month and year of birth</th>
<th>Physical custody to</th>
<th>Legal custody to</th>
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[ ] Other custody arrangement (Describe in detail.):
3. [ ] Parent-time schedule (Choose one.):
   [ ] Statutory parent-time schedule:
     [ ] Children 5-18 (Utah Code 30-3-35)
     [ ] Children under 5 (Utah Code 30-3-35.5)
     [ ] Children 5-18 (expanded schedule) (Utah Code 30-3-35.1)
     [ ] Relocation (Utah Code 30-3-37)
   [ ] Parent-time described in the filed or attached Parenting Plan.
   [ ] Other parent-time schedule: (Describe in detail.)

4. [ ] Parent-time transfers (Choose one.):
   [ ] Transfer of the children for parent-time described in the filed or attached Parenting Plan.
   [ ] Transfer at beginning of parent-time with
     [ ] petitioner
     [ ] respondent
     [ ] other adult (Name) ___________________________________________
     transferring the children at this address:
     _______________________________________________________
     and transfer at end of parent-time with
     [ ] petitioner
[ ] respondent

[ ] other adult (Name) ____________________________________________________________

transferring the children at this address:

_________________________________________________________

[ ] Curbside transfers (The parent/person picking up or dropping off the children does not leave the vehicle and the other parent/person does not leave the residence).

[ ] Other transfer arrangements (Describe in detail.):

____________________________________________________________________
____________________________________________________________________

Parent-time transportation costs

5. Parent-time transportation costs be divided as follows (Choose one):

[ ] Relocation statute (Utah Code 30-3-37(12)).

[ ] Other costs divided as follows (Attach additional pages if needed.):

____________________________________________________________________
____________________________________________________________________

6. Reimbursement of transportation costs be done as follows: (Choose one.)

[ ] The parent who initially pays for reimbursable travel expenses will provide receipts to the other parent within 30 days. The parent who receives travel receipts will pay the other parent within 30 days.

[ ] Other provisions regarding reimbursement as follows (Attach additional pages if needed.):

____________________________________________________________________
____________________________________________________________________

7. [ ] Communication between parties (Choose all that apply.):

[ ] In person

[ ] Phone
Petitioner’s #_________________ Respondent’s #_________________

[ ] Text

Petitioner’s #_________________ Respondent’s #_________________

[ ] Email

Petitioner’s email address ________________________________

Respondent’s email address ________________________________

[ ] Through a third party

Name ____________________________ Phone # ________________

[ ] Other method of communication: (Describe in detail.)

_________________________________________________________________

[ ] Communications between the parties must be civil and respectful and limited to parent-time issues only.

[ ] The parties must not make negative or harmful remarks about each other in the presence of the minor children, must not allow other people to do so and must remove the minor children if anyone makes negative remarks about the other party.

[ ] The parties must not discuss this case in the presence of the minor children, must not allow other people to do so and must remove the minor children if anyone discusses the case in the presence of the minor children.

[ ] The parties must not harm or threaten to harm the other parent or the minor children and must not allow other people to do so and must remove the minor children if anyone harms or threatens harm to the other parent or minor children.

8. [ ] **Travel costs.**

Travel cost payments for parent-time transfers as follows (Choose one.):

[ ] as we agree in the attached Parenting Plan.

[ ] as proposed in my attached Parenting Plan.

[ ] each party is responsible for their own travel costs.

[ ] ______% by the Petitioner and ______% by the Respondent.

The parent who initially pays for reimbursable travel expenses will provide receipts to the other parent within 30 days. The parent who receives travel receipts will pay the other parent within 30 days.

[ ] Other:
9. [ ] Relocation of a parent

[ ] If either parent moves more than 149 miles from the other parent, Utah Code 30-3-37 will apply.

[ ] Neither parent may relocate with the minor children more than ____ miles from their current residence without a written agreement signed by the parties or further court order.

[ ] Other terms about relocating:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10. [ ] Child support

a. Petitioner’s total countable gross monthly income for child support purposes is $________________ (Utah Code 78B-12-203).

[ ] Petitioner’s income is imputed based on:
   [ ] minimum wage.
   [ ] historical earnings.

[ ] Petitioner does receive or has received public assistance.

b. Respondent’s total countable gross monthly income for child support purposes is $________________ (Utah Code 78B-12-203).

[ ] Respondent’s income is imputed based on:
   [ ] minimum wage.
   [ ] historical earnings.

[ ] Respondent does receive or has received public assistance.
c. [ ] Petitioner  [ ] Respondent must pay $____________ per month for child support. The following child support worksheet is attached (Choose one.):

[ ] sole physical custody worksheet
[ ] joint physical custody worksheet
[ ] split custody worksheet

(Choose one.)

[ ] This amount is based on the Uniform Child Support Guidelines (Utah Code 78B-12-2).

[ ] This amount deviates from the Uniform Child Support Guidelines. The court finds that a deviated child support amount is in the best interests of the minor children based on:

[ ] the standard of living and situation of the parties.
[ ] the relative wealth and income of the parties.
[ ] the obligor’s (person who pays support) ability to earn.
[ ] the ability of the obligee (person who receives support) to earn.
[ ] the ability of an incapacitated adult child to earn, or other benefits received by the adult child or on the adult child's behalf including Supplemental Security Income.
[ ] the needs of the obligee, the obligor, and the child.
[ ] the ages of the parties.
[ ] the responsibilities of the obligor and the obligee for the support of others.
[ ] other. (Describe.):

___________________________________________________
___________________________________________________
___________________________________________________

The reason for the deviated child support amount is:

___________________________________________________
___________________________________________________
___________________________________________________

___________________________________________________.


d.  Effective date (Choose one.):

[ ] The child support will be effective upon entry of this order.

OR
[ ] The child support will be effective as of this date: ________________.

e. Child support must be paid as follows (Choose one.):

[ ] Mandatory income withholding by the Office of Recovery Services. Unless the Office of Recovery Services gives notice that payments should be sent elsewhere, all child support payments must be made to: Office of Recovery Services, PO Box 45011, Salt Lake City, UT 84145

OR

[ ] Direct payments to the parent receiving child support by:

[ ] Check
[ ] Deposit in bank account
[ ] Cashier’s check or money order
[ ] Other: ________________________________________________

f. Child support payments must be made (Choose one.):

[ ] One-half on or before the 5th day of each month, and one-half on or before the 20th day of each month.

OR

[ ] Other payment arrangement:

________________________________________________________

g. Child support not paid on or before the due date is past due on the day after the due date.

h. Past-due child support will be determined by further judicial or administrative process. Any federal or state tax refund or rebate due to the non-custodial parent will be intercepted by the state of Utah and applied to child support arrearages.

11. [ ] Child care expenses

- Both parties share equally all reasonable child care expenses related to the custodial parent's work or occupational training.

- The parent who pays child care expenses must immediately provide to the other parent written verification of the cost of the child care expenses and the identity of the child care provider when hired, within 30 calendar days after a change in the provider or the expense, and anytime upon the request of the other parent.
• If the parent who pays child care expenses does not provide written verification of child care, that parent may be denied the right to recover or receive credit for the other parent's one-half share of the child care expense.

• The other parent must begin paying one-half the child care amount on a monthly basis **immediately** after receiving proof from the parent that pays the child care expense.

[ ] Other order for child care payment:

__________________________________________________________________________

__________________________________________________________________________

12. [ ] **Health insurance, medical and dental expenses**

The minor children currently have health insurance coverage through:

[ ] Petitioner's insurance
[ ] Respondent's insurance
[ ] Medicaid
[ ] CHIP
[ ] Other: ______________________________________________________________
[ ] Not covered by insurance

[ ] [ ] Petitioner [ ] Respondent must maintain health insurance for the minor children if it is available to that parent at a reasonable cost. Both parties must share equally:

a. the cost of the premium paid by a parent for the children's portion of the insurance. The children's portion of the premium will be calculated by dividing the premium amount by the number of people covered by the policy and multiplying the result by the number of minor children of the parties; and

b. all reasonable and necessary uninsured medical and dental expenses incurred for the children and paid by a parent, including deductibles and co-payments.

The parent ordered to maintain insurance must provide written verification of coverage to the other parent or the Office of Recovery Services when the children are first enrolled, on or before January 2nd of each calendar year and upon any change of insurance carrier, premium, or benefits within 30
calendar days after the date that parent knew or should have known of the change.

If the parent ordered to maintain insurance fails to provide written verification of coverage to the other parent or to the Office of Recovery Services, or if the parent incurring medical expenses fails to provide written verification of the cost and payment of the expenses to the other parent within 30 days of payment, that parent may be denied the right to receive credit for the expenses or to recover the other parent's share of the expenses.

The parent receiving written verification must reimburse the parent who incurred the medical or dental expenses one-half of the amount within 30 days after receiving the written verification.

[ ] Other order for health insurance, medical and dental expenses:

____________________________________________________

13. [ ] Claiming children as dependents/exemptions for tax purposes (Utah Code 78B-12-217)

(Choose one.)

[ ] __________________________________________ (name)
will claim the children as dependents/exemptions for tax purposes.

[ ] __________________________________________ (name)
will claim the children as dependents/exemptions for tax purposes in even years, and

________________________________________ (name) will claim the children as dependents/exemptions for tax purposes in odd years.

[ ] claiming children as dependents/exemptions for tax purposes will be divided as follows:

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<th>Child’s name</th>
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[ ] Other:

14. [ ] Attorney fees and costs
   [ ] Petitioner [ ] Respondent must pay $___________ in attorney fees and $___________ in costs.

15. [ ] Other orders

16. Remainder of order unchanged
   The provisions of any previous order not modified by this order remain in effect.

Commissioner’s or judge’s signature may instead appear at the top of the first page of this document.

Date ___________________________ Signature ► ___________________________

Commissioner ___________________________

Date ___________________________ Signature ► ___________________________

Judge ___________________________
Approved as to form.

Date
Petitioner, Attorney or Licensed Paralegal Practitioner

Signature ►

Date
Respondent, Attorney or Licensed Paralegal Practitioner

Signature ►
Certificate of Service

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Date

Signature ►

Printed Name ________________________________
Findings of Fact and Conclusions of Law on Petition to Modify Parent-time
(Utah Rule of Civil Procedure 106)

The matter before the court is a Petition to Modify Parent-time. This matter is being resolved by: (Choose all that apply.)

[ ] The default of [ ] petitioner [ ] respondent.
[ ] The stipulation of the parties.
[ ] The pleadings and other papers of the parties.
[ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner

[ ] was [ ] was not present
[ ] was represented by ____________________________________________
[ ] was not represented.

Respondent
[ ] was [ ] was not present
[ ] was represented by ____________________________________________
[ ] was not represented.

The court finds:

1. The order controlling parent-time is:

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<th>Title of order:</th>
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2. There are _______ (number) minor children included in the controlling order.

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<th>Child’s name (first, middle and last)</th>
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3. Utah [ ] does [ ] does not have jurisdiction in this case.

4. A material and substantial change in circumstances [ ] has [ ] has not occurred since the controlling order was entered. The court considered the following factors:

   ____________________________________________
   ____________________________________________
   ____________________________________________
5. Changing parent-time [ ] is [ ] is not in the best interest of the children. The court considered the following factors:

6. The parties [ ] have [ ] have not complied with the pre-filing dispute resolution requirements. (Utah Code 30-3-10.4(1)(c))

The court concludes:

7. The court [ ] does [ ] does not have jurisdiction.

8. There [ ] are [ ] are not grounds to modify the controlling order.

9. [ ] Other:

Commissioner’s or judge’s signature may instead appear at the top of the first page of this document.

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**Signature ➤**

**Date**

**Printed Name**
The matter before the court is a Petition to Modify Parent-time. This matter is being resolved by: (Choose all that apply.)

[ ] The default of [ ] petitioner [ ] respondent.
[ ] The stipulation of the parties.
[ ] The pleadings and other papers of the parties.
[ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner

[ ] was [ ] was not present

[ ] was represented by __________________________

Order on Petition to Modify Child Parent-time
(Utah Rule of Civil Procedure 106)

Petitioner

v.

Respondent

Case Number

Judge

Commissioner

In the District Court of Utah

__________ Judicial District __________ County

Court Address ______________________________

Order on Petition to Modify Parent-time

Appendix 11: Sample Modification Documents

{Access the OCAP Website or link to the PARENT TIME Modification forms.}
[ ] was not represented.

Respondent

[ ] was [ ] was not present

[ ] was represented by _____________________________________________

[ ] was not represented.

The court orders:

1. The petition is:
   [ ] denied.
   [ ] granted. The controlling order dated ________________ (date) is modified as follows.

2. [ ] Parent-time (Choose one.):
   [ ] Statutory parent-time schedule:
     [ ] Children 5-18 (Utah Code 30-3-35)
     [ ] Children under 5 (Utah Code 30-3-35.5)
     [ ] Children 5-18 (expanded schedule) (Utah Code 30-3-35.1)
     [ ] Relocation schedule (Utah Code 30-3-37)
   [ ] Parent-time described in the filed or attached Parenting Plan.
   [ ] Other parent-time schedule: (Describe in detail.)

3. [ ] Parent-time transfers (Choose one.):
   [ ] Transfer of the children for parent-time described in the filed or attached Parenting Plan.
   [ ] Transfer at beginning of parent-time with
     [ ] petitioner
     [ ] respondent
[ ] other adult (Name) _______________________________________

transferring the children at this address:

__________________________________________________________

and transfer at **end** of parent-time with

[ ] petitioner

[ ] respondent

[ ] other adult (Name) _______________________________________

transferring the children at this address:

__________________________________________________________

[ ] Curbside transfers (The parent/person picking up or dropping off the children does not leave the vehicle and the other parent/person does not leave the residence).

[ ] Other transfer arrangements (Describe in detail.):

__________________________________________________________

__________________________________________________________

Parent-time travel and transportation costs

4. Parent-time travel costs be divided as follows (Choose one):

[ ] pursuant to the filed or attached Parenting Plan.

[ ] each party is responsible for their own travel costs.

[ ] _____% by the Petitioner and _____% by the Respondent.

The parent who initially pays for reimbursable travel expenses will provide receipts to the other parent within 30 days. The parent who receives travel receipts will pay the other parent within 30 days.

[ ] costs be divided according to Utah Code 30-3-37(12)

The parent who initially pays for reimbursable travel expenses will provide receipts to the other parent within 30 days. The parent who receives travel receipts will pay the other parent within 30 days.

[ ] Other costs divided as follows (Attach additional pages if needed.):

__________________________________________________________

__________________________________________________________

__________________________________________________________
5. [ ] **Communication between parties** (Choose all that apply.):
   - [ ] In person
   - [ ] Phone
     - Petitioner’s # ____________________________ Respondent’s #____________________
   - [ ] Text
     - Petitioner’s # ____________________________ Respondent’s #____________________
   - [ ] Email
     - Petitioner’s email address ____________________________
     - Respondent’s email address ____________________________
   - [ ] Through a third party
     - Name ____________________________ Phone # ______________
   - [ ] Other method of communication: (Describe in detail.)

   [ ] Communications between the parties must be civil and respectful and limited to parent-time issues only.

   [ ] The parties must not make negative or harmful remarks about each other in the presence of the minor children, must not allow other people to do so and must remove the minor children if anyone makes negative remarks about the other party.

   [ ] The parties must not discuss this case in the presence of the minor children, must not allow other people to do so and must remove the minor children if anyone discusses the case in the presence of the minor children.

   [ ] The parties must not harm or threaten to harm the other parent or the minor children and must not allow other people to do so and must remove the minor children if anyone harms or threatens harm to the other parent or minor children.

6. [ ] **Attorney fees and costs**
   - [ ] Petitioner [ ] Respondent must pay $____________ in attorney fees and $____________ in costs.

7. [ ] **Other orders**

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
8. **Remainder of order unchanged**

The provisions of any previous order not modified by this order remain in effect.

Commissioner’s or judge’s signature may instead appear at the top of the first page of this document.

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<th>Date</th>
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Certificate of Service

I certify that I filed with the court and am serving a copy of this Order on Petition to Modify Parent-time on the following people.

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<th>Person's Name</th>
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|               | [ ] Left at business (With person in charge or in receptacle for deliveries.) | | |
|               | [ ] Left at home (With person of suitable age and discretion residing there.) | | |

Signature ► ________________________________

Date

Printed Name ________________________________
Findings of Fact and Conclusions of Law on Petition to Modify Child Support
(Utah Rule of Civil Procedure 106)

The matter before the court is a Petition to Modify Child Support. This matter is being resolved by: (Choose all that apply.)

[ ] The default of [ ] petitioner [ ] respondent.
[ ] The stipulation of the parties.
[ ] The pleadings and other papers of the parties.
[ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner
[ ] was [ ] was not present
[ ] was represented by _______________________
[ ] was not represented.

Respondent
[ ] was [ ] was not present
[ ] was represented by _______________________
[ ] was not represented.

The court finds:

1. The order controlling child support is:

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<tr>
<th>Title of order:</th>
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<tr>
<td>Name of Court:</td>
<td>State</td>
</tr>
<tr>
<td>Address of Clerk of Court:</td>
<td>Phone Number of Clerk of Court:</td>
</tr>
<tr>
<td>Case Number:</td>
<td>Case Name</td>
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<tr>
<td>Date Signed:</td>
<td>Signed by Judge:</td>
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2. There are ________ (number) minor children included in the controlling order.

<table>
<thead>
<tr>
<th>Child’s name (first, middle and last)</th>
<th>Child’s gender</th>
<th>Month and year of birth</th>
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3. Utah [ ] does [ ] does not have jurisdiction in this case.

4. A material and substantial change in circumstances [ ] has [ ] has not occurred since the controlling order was entered. The court considered the following factors:

________________________________________________________________________
5. [ ] The order has not been modified within the last three years, and
   • there is a difference of 10% or more between the support amount as
     ordered and the support amount as required under the guidelines; and
   • the difference is not temporary.

[ ] There are one or more material changes that affect the child support
calculation. There is a difference of 15% or more from the current support
order. The difference is not temporary. There is a change (Choose all that
apply.):
   [ ] in custody.
   [ ] in the relative wealth or assets of the parties.
   [ ] of 30% or more in the income of a parent.
   [ ] in the employment potential and ability of a parent to earn.
   [ ] in the medical needs of the child.
   [ ] in the legal responsibilities of a parent for the support of others.
   (Utah Code 78B-12-210(9))

[ ] ________________________________________ (child’s name) is emancipated.

[ ] there has been a change:
   (At least one must apply, but choose all that do apply.)
   [ ] in the availability, coverage, or reasonableness of cost of health care
     insurance of the [ ] payor [ ] payee;
   [ ] in work-related or education-related child care expenses of the
     [ ] payor [ ] payee.

a. Petitioner’s total countable gross monthly income for child support
   purposes is $________________ (Utah Code 78B-12-203).

[ ] Petitioner’s income is imputed based on:
   [ ] minimum wage.
   [ ] historical earnings.

[ ] Petitioner does receive or has received public assistance.
b. Respondent’s total countable gross monthly income for child support purposes is $________________ (Utah Code 78B-12-203).

[ ] Respondent’s income is imputed based on:
  [ ] minimum wage.
  [ ] historical earnings.

[ ] Respondent does receive or has received public assistance.

The court concludes:

6. The court [ ] does [ ] does not have jurisdiction.

7. There [ ] are [ ] are not grounds to modify the controlling order.

8. [ ] Other:


Commissioner’s or judge’s signature may instead appear at the top of the first page of this document.

Date ____________________________________________  Signature ► ________________________________
Commissioner

Date ____________________________________________  Signature ► ________________________________
Judge

Approved as to form.

Date ____________________________________________  Signature ► ________________________________
Petitioner, Attorney or Licensed Paralegal Practitioner

Date ____________________________________________  Signature ► ________________________________
Respondent, Attorney or Licensed Paralegal Practitioner
Certificate of Service

I certify that I filed with the court and am serving a copy of this Findings of Fact and Conclusions of Law on Petition to Modify Child Support on the following people.

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Signature ► ________________________________

Date

Printed Name ________________________________
In the District Court of Utah

____________ Judicial District ________________ County

Court Address ______________________________________________________

---

Petitioner

v.

Respondent

Order on Petition to Modify Child Support
(Utah Rule of Civil Procedure 106)

Petitioner

v.

Respondent

The matter before the court is a Petition to Modify Child Support. This matter is being resolved by: (Choose all that apply.)

[ ] The default of [ ] petitioner [ ] respondent.

[ ] The stipulation of the parties.

[ ] The pleadings and other papers of the parties.

[ ] A hearing held on __________________________ (date), notice of which was served on all parties.

Petitioner

[ ] was [ ] was not present

[ ] was represented by __________________________
[ ] was not represented.

Respondent

[ ] was [ ] was not present

[ ] was represented by _______________________

[ ] was not represented.

The court orders:

1. The petition is:

[ ] denied.

[ ] granted. The controlling order dated _________ (date) is modified as follows.

2. [ ] Child support

a. Petitioner’s total countable gross monthly income for child support purposes is $________________ (Utah Code 78B-12-203).

[ ] Petitioner’s income is imputed based on:

[ ] minimum wage.

[ ] historical earnings.

[ ] Petitioner does receive or has received public assistance.

b. Respondent’s total countable gross monthly income for child support purposes is $________________ (Utah Code 78B-12-203).

[ ] Respondent’s income is imputed based on:

[ ] minimum wage.

[ ] historical earnings.

[ ] Respondent does receive or has received public assistance.

c. [ ] Petitioner [ ] Respondent must pay $________________ per month for child support. The following child support worksheet is attached (Choose one.):

[ ] sole physical custody worksheet

[ ] joint physical custody worksheet

[ ] split custody worksheet

Appendix 11: Sample Modification Documents
(Choose one.)

[ ] This amount is based on the Uniform Child Support Guidelines (Utah Code 78B-12-2).

[ ] This amount deviates from the Uniform Child Support Guidelines. The court finds that a deviated child support amount is in the best interests of the minor children based on:

[ ] the standard of living and situation of the parties.

[ ] the relative wealth and income of the parties.

[ ] the obligor’s (person who pays support) ability to earn.

[ ] the ability of the obligee (person who receives support) to earn.

[ ] the ability of an incapacitated adult child to earn, or other benefits received by the adult child or on the adult child's behalf including Supplemental Security Income.

[ ] the needs of the obligee, the obligor, and the child.

[ ] the ages of the parties.

[ ] the responsibilities of the obligor and the obligee for the support of others.

[ ] other. (Describe):

______________________________________________________

The reason for the deviated child support amount is:

______________________________________________________

______________________________________________________

______________________________________________________

d. Effective date (Choose one):

[ ] The child support will be effective upon entry of this order.

OR

[ ] The child support will be effective as of this date: ________________.

e. Child support must be paid as follows (Choose one):

[ ] Mandatory income withholding by the Office of Recovery Services. Unless the Office of Recovery Services gives notice that payments should be sent elsewhere, all child support payments must be made to: Office of Recovery Services, PO Box 45011, Salt Lake City, UT 84145
OR
[ ] Direct payments to the parent receiving child support by:
  [ ] Check
  [ ] Deposit in bank account
  [ ] Cashier’s check or money order
  [ ] Other: ________________________________________________

f. Child support payments must be made (Choose one.):
   [ ] One-half on or before the 5th day of each month, and one-half on or before the 20th day of each month.

OR
[ ] Other payment arrangement:
   ______________________________________________________

  [ ] One-half on or before the 5th day of each month, and one-half on or before the 20th day of each month.

OR
[ ] Other payment arrangement:
   ______________________________________________________

3. [ ] Child care expenses
   
   • Both parties share equally all reasonable child care expenses related to the custodial parent's work or occupational training.

   • The parent who pays child care expenses must immediately provide to the other parent written verification of the cost of the child care expenses and the identity of the child care provider when hired, within 30 calendar days after a change in the provider or the expense, and anytime upon the request of the other parent.

   • If the parent who pays child care expenses does not provide written verification of child care, that parent may be denied the right to recover or receive credit for the other parent's one-half share of the child care expense.

   • The other parent must begin paying one-half the child care amount on a monthly basis immediately after receiving proof from the parent that pays the child care expense.
4. [ ] Health insurance, medical and dental expenses

The minor children currently have health insurance coverage through:

- [ ] Petitioner's insurance
- [ ] Respondent's insurance
- [ ] Medicaid
- [ ] CHIP
- [ ] Other: _______________________________________________
- [ ] Not covered by insurance

[ ] [ ] Petitioner   [ ] Respondent must maintain health insurance for the minor children if it is available to that parent at a reasonable cost. Both parties must share equally:

a. the cost of the premium paid by a parent for the children's portion of the insurance. The children's portion of the premium will be calculated by dividing the premium amount by the number of people covered by the policy and multiplying the result by the number of minor children of the parties; and

b. all reasonable and necessary uninsured medical and dental expenses incurred for the children and paid by a parent, including deductibles and co-payments.

The parent ordered to maintain insurance must provide written verification of coverage to the other parent or the Office of Recovery Services when the children are first enrolled, on or before January 2nd of each calendar year and upon any change of insurance carrier, premium, or benefits within 30 calendar days after the date that parent knew or should have known of the change.

If the parent ordered to maintain insurance fails to provide written verification of coverage to the other parent or to the Office of Recovery Services, or if the parent incurring medical expenses fails to provide written verification of the cost and payment of the expenses to the other parent within 30 days of payment, that parent may be denied the right to receive...
credit for the expenses or to recover the other parent’s share of the expenses.

The parent receiving written verification must reimburse the parent who incurred the medical or dental expenses one-half of the amount **within 30 days after receiving the written verification.**

[ ] Other order for health insurance, medical and dental expenses:


5. **Claiming children as dependents/exemptions for tax purposes** (Utah Code 78B-12-217)
   
   (Choose one.)

   [ ] ____________________________________________________ (name)
   will claim the children as dependents/exemptions for tax purposes.

   [ ] ____________________________________________________ (name)
   will claim the children as dependents/exemptions for tax purposes in **even years**, and
   ____________________________________________________ (name) will
   claim the children as dependents/exemptions for tax purposes in **odd years**.

   [ ] claiming children as dependents/exemptions for tax purposes will be
   divided as follows:

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<tr>
<th>Child’s name</th>
<th>Month and year of birth</th>
<th>Parent who will claim child as dependent / exemption</th>
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<td>[ ] Petitioner [ ] Respondent</td>
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</table>
6. [ ] Attorney fees and costs

[ ] Petitioner  [ ] Respondent must pay $___________ in attorney fees and $___________ in costs.

7. [ ] Other orders

8. Remainder of order unchanged

The provisions of any previous order not modified by this order remain in effect.

Commissioner’s or judge’s signature may instead appear at the top of the first page of this document.

Date
Signature ➤

Commissioner

Date
Signature ➤

Judge
Approved as to form.

Date ____________________________  Signature ► ____________________________
Petitioner, Attorney or Licensed Paralegal Practitioner

Date ____________________________  Signature ► ____________________________
Respondent, Attorney or Licensed Paralegal Practitioner
# Certificate of Service

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__________________________________________  ___________________________
Signature ► Printed Name

Date

Appendix 11: Sample Modification Documents
Appendix 12: Sample Divorce Mediation Program (ADR) Documents


The State of Utah requires participation in at least one session of mediation if the divorce is disputed. Mediation is typically less expensive than a court ruling, and the parties are often more satisfied with the result. The court self-help website lists mediators throughout the state.

With the approval of BOTH the ADR Office and the Court, the mandatory mediation requirement can be excused if certain conditions are met.
Sample Agreement to Mediate (NOT from utcourts.gov)

We, _______________________________ and ______________________________,
agree to participate in mediation, with _______________________________ as the mediator. We agree to the following guidelines.

1. We agree to sincerely attempt to resolve the issues by fully and genuinely searching for fair and workable solutions.

2. We agree to be honest and to completely disclose all relevant information and legally discoverable documents with the other party and the mediator.

3. We agree to be courteous throughout the sessions.

4. We understand that the mediator is a neutral third party whose only purpose is to promote communication and help the parties reach an understanding as to how the issues will be resolved.

5. We understand that it is our obligation to seek independent legal, accounting, and other professional advice and assistance (e.g., having an attorney prepare the actual court papers).

6. The mediator will not reveal anything discussed in the mediation, other than (a) the mediation agreement, (b) incidents of abuse, or (c) threats of violence, without the permission of both parties. The parties agree that they will never subpoena the mediator as a witness or subpoena any documents of the mediator in any legal or administrative proceeding concerning this dispute. They further agree to reimburse the mediator for any expenses he incurs in any action to quash such subpoenas.

7. We agree that either party may, upon the consent of both parties, hold private sessions with the mediator at their or the mediator’s request. Except for concealment of assets and matters which the mediator is legally bound to disclose, the parties may specify what will remain confidential from these private sessions.
8. Either party or the mediator may terminate mediation at any time.

9. We agree to be on time.

________________________________________ ______
Signature Date

________________________________________ ______
Signature Date
Sample Memorandum of Understanding (NOT from utcourts.gov)

________________________________________
Name
________________________________________
Address
________________________________________
City, State, Zip
________________________________________
Phone
________________________________________
Email

In the _______________ District Court of Utah

____________ Judicial District ________________ County

Court Address ______________________________________________________

________________________________________
Plaintiff/Petitioner

V.

________________________________________
Defendant/Respondent

________________________________________
Memorandum of Understanding

________________________________________
Case Number

________________________________________
Commissioner (or Judge)

We, _______________________________ and _______________________________
accept this document as an expression of our mutual understanding of our rights and
obligations to one another and with regard to our children upon the termination of our
marriage.
We represent, acknowledge, and agree to the following facts, assumptions, representations, and commitments.

We have have __________ child(ren), namely:

___________________________________, born  _____________________________,
___________________________________, born  _____________________________,
___________________________________, born  _____________________________,

_____________________________ is employed by __________________________ at
an income rate of __________ per month. _______________________________ is
employed by __________________________ at an income rate of __________ per
month.

We are presently married and are obtaining a divorce. Irreconcilable differences have
arisen between us, which differences have made the continuation of our marriage
impossible. We have participated in mediation and have reached an understanding
about the terms of our divorce decree. It is our intent that the terms of our Memorandum
of Understanding be incorporated into a Decree of Divorce. We agree that
________________________________ will initiate the divorce and provide all
documents to ________________________________ before any are filed with the
Court.

We agree that we both have loving and valuable relationships with our children and we
agree to work together cooperatively with regard to their physical care and financial and
emotional support. Consequently, we agree to the following principles and commitments
specially pertaining to our children’s custody and parent-time :

____________________________________________________________________

____________________________________________________________________

We agree to the following in regard to child support: __________________________

____________________________________________________________________.
Each party will share, equally, all uninsured medical, dental, optical, or other health related expenses, and in the cost of the children’s medical, dental, optical, or other health insurance premiums. ________________________________ will carry medical, dental, optical, and other health insurance on the children.

We agree to the following in regard to tax matters relating to the children: ____________

______________________________________________________________________________

______________________________________________________________________________.

We agree to the following regarding alimony: ________________________________

______________________________________________________________________________

______________________________________________________________________________.

We agree that our assets should be divided as follows: __________________________

______________________________________________________________________________

______________________________________________________________________________.

We agree that our debts should be divided as follows: __________________________

______________________________________________________________________________

______________________________________________________________________________.

We agree to the following regarding our attorney fees: __________________________

______________________________________________________________________________.

We will each execute any and all documents necessary to carry out the terms of a decree of divorce immediately upon entry of a decree.

We acknowledge that we have been advised to and have had time to seek independent legal and other professional advice regarding this Memorandum of Understanding.
We agree that we have fully informed and advised the other party of our property and estate.

In the event that there are future disagreements, we agree to attempt mediation first.

____________________________________  _______________________________________
Signature of Spouse                      Date

____________________________________  _______________________________________
Signature of Spouse                      Date

____________________________________  _______________________________________
Signature of Mediator                    Date
Sample Mediation Disposition Notice (NOT from utcourts.gov)

Name

Address

City, State, Zip

Phone

Email

In the _______________ District Court of Utah

_________ Judicial District ________________ County

Court Address ______________________________________________________

<table>
<thead>
<tr>
<th>Mediation Disposition Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaintiff/Petitioner</td>
</tr>
<tr>
<td>V.</td>
</tr>
<tr>
<td>Defendant/Respondent</td>
</tr>
</tbody>
</table>

Case Number

Commissioner (or Judge)

The above matter was mediated by ________________________________.
The case was settled / not settled / partially settled (*circle one*).

____________________________________  __________________________
Signature of Party                          Date

____________________________________  __________________________
Signature of Counsel                        Date
APPLICATION TO EXCUSE MANDATORY DIVORCE MEDIATION
Applies to new contested divorce cases only. Do not use for paternity cases or divorce modifications.

Please complete this application to excuse mandatory divorce mediation to determine if your divorce mediation session can be excused for good cause by the Administrative Office of the Courts Divorce Mediation Program. The applicant must sign the form even if prepared by a third party.

Please Complete Information for Both Parties as listed on Petition

<table>
<thead>
<tr>
<th>Case #:</th>
<th>Judge/Commissioner:</th>
<th>City Where Petition was filed:</th>
<th>Date Petition was Answered:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETITIONER</td>
<td>RESPONDENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Name:_____________________________________</td>
<td>Full Name:____________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address:________________________________</td>
<td>Street Address:________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:______________________________</td>
<td>City, State, Zip:______________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:__________________________________</td>
<td>Date of Birth:________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address:_______________________________</td>
<td>E-mail Address:________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number(s):______________________________</td>
<td>Phone Number(s):______________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney’s Name:______________________________</td>
<td>Attorney’s Name:_______________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney’s Address:____________________________</td>
<td>Attorney’s Address:____________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney’s City, State, Zip:____________________</td>
<td>Attorney’s City, State, Zip:__</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney’s Phone:_____________________________</td>
<td>Attorney’s Phone:______________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney’s E-mail:____________________________</td>
<td>Attorney’s E-mail:____________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please circle

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| YES | NO | Is there a current Protective, Restraining or No Contact Order issued between the parties? If yes, list case #: __________________

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| YES | NO | Is there a history or allegation of domestic violence?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| YES | NO | Can you safely be contacted at the phone number or address listed above? If not, how can you be contacted? _____________________________________________________________________________

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| YES | NO | Is there a history of mental incapacitation regarding either party? If yes, who?____________________ What type? ______________________ Is it currently being treated? __________________

Please explain your reason for requesting to be excused from mandatory divorce mediation on the lines below.

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

STATEMENT OF VERIFICATION

I verify under the penalties of perjury that the information provided on this application is true and correct

Applicant’s Signature _____________________________ Date _____________________________

RETURN TO: Bart MacKay, Program Coordinator
            206 W. Tabernacle, Suite 160
            St. George, UT 84770
            Tel: (435) 986-5754
            Email: divorceinfo@utcourts.gov
Please complete the Income Survey to determine if you qualify for a divorce mediation session (up to 4 hours) at no cost to you (pro bono). All income surveys must be completed in full and signed in order to qualify.

### Please Complete Information for Both Parties as listed on Petition

<table>
<thead>
<tr>
<th>Case #:</th>
<th>Judge/Commissioner:</th>
<th>City Where Petition was filed:</th>
<th>Date Petition was Answered:</th>
</tr>
</thead>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PETITIONER</strong></th>
<th><strong>RESPONDENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
<td>Full Name:</td>
</tr>
<tr>
<td>Street Address:</td>
<td>Street Address:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>City, State, Zip:</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>E-mail Address:</td>
</tr>
<tr>
<td>Phone Number(s):</td>
<td>Phone Number(s):</td>
</tr>
<tr>
<td>Attorney’s Name:</td>
<td>Attorney’s Name:</td>
</tr>
<tr>
<td>Attorney’s Address:</td>
<td>Attorney’s Address:</td>
</tr>
<tr>
<td>Attorney’s City, State, Zip:</td>
<td>Attorney’s City, State, Zip:</td>
</tr>
<tr>
<td>Attorney’s Phone:</td>
<td>Attorney’s Phone:</td>
</tr>
<tr>
<td>Attorney’s E-mail:</td>
<td>Attorney’s E-mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please circle your answers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

### SECTION 1. HOUSEHOLD INFORMATION

List yourself and all people living with you regardless of age or relationship to you. If any person is over 18 years of age, list their monthly earnings (before taxes).

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to You</th>
<th>Monthly Earnings (before taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SELF</td>
<td></td>
</tr>
</tbody>
</table>

Do you currently pay Child Support for any children? YES____ NO____ If Yes, How Much? $____________
### SECTION 2.  FINANCIAL INFORMATION

<table>
<thead>
<tr>
<th>A. Are you currently employed?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If currently employed, please provide the following information:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(If not currently employed, list previous employer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer: ________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: __________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone #:________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor: ____________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Wage $:________________ # of hours per week: ________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Do you receive Government Benefits?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please list the total monthly amount you receive from the following programs for everyone living in your household:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Employment Program: _________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSI: __________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Stamps: _____________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIC: __________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Assistance: _________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refugee Cash Assistance: ___________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Do you receive other sources of income?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please list the total monthly amount you receive from any of the following sources for everyone living in your household:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alimony: ________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security Benefits: ___________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support: ___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unemployment Compensation: ________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Benefits: _______________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worker’s Compensation: _____________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other: (please specify) ___________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 3.  STATEMENT OF VERIFICATION

This section must be signed in order to process the income survey. **Incomplete surveys will not be accepted.**

I verify under the penalties of perjury that the information provided on this income survey is true and correct, and that if any of the financial information changes, I will inform the Divorce Mediation Program immediately.

________________________________________  _________________________
Signature                                      Date

### SECTION 4.  WHERE TO SEND THE SURVEY

**NOTE: Please remember to complete all sections of this form --- Incomplete surveys will not be processed.**

Please print out the Income Survey and sign it before returning it to:

Bart MacKay  
Divorce Mediation Program Coordinator  
Administrative Office of the Courts  
206 W. Tabernacle, Suite 160  
St. George, Ut 84770

Phone: (435) 986-5754  
E-mail: divorceinfo@utcourts.gov  
Toll Free Automated Helpline: 1-800-620-6318  
Website: www.utcourts.gov/mediation/divmed

02/12/15
WHAT TO EXPECT WHEN SUBMITTING A DIVORCE MEDIATION INCOME SURVEY

Answer to Divorce Petition Filed On or After May 2, 2005?

- YES
- NO

Does either party qualify as low income based on the number of people living in same location?

- YES
- NO

Complete Divorce Mediation Low Income Survey from Website www.utcourts.gov/mediation/divmed or contact the Divorce Mediation Program Coordinator to have one sent to you
Tel: (435) 986-5754 or toll free 1-800-620-6318
E-mail: divorceinfo@utcourts.gov

Send the Divorce Mediation Income Survey to:
Divorce Mediation Program Coordinator
206 W. Tabernacle, Suite 160 St. George, Utah 84770
or send via fax: (435) 986-5759
or via e-mail: divorceinfo@email.utcourts.gov

Divorce Mediation Program Coordinator approves or denies Divorce Mediation Low Income Survey based upon household income and Federal Poverty Guidelines

- APPROVED
- DENIED

Divorce Mediation Program Coordinator sends a Letter of Confirmation to both parties and any attorneys involved explaining the terms of the pro bono divorce mediation (up to 4 hours at no charge)

- Schedule and Attend the mediation at the mutually agreeable date, time, and location
- You must contact your assigned Court Qualified Divorce Mediator at least 48 hours prior to the scheduled time of the mediation to cancel or reschedule
- IF you are unable to attend, cancel without 48 hours advance notice or or do not show up for the mediation you may be charged for up to 2 hours of the mediator's time

Complete any paperwork the Court Qualified Divorce Mediator might send to you prior to the mediation
Appendix 13: Child Support Worksheets and Official Child Support Table

For details and information, visit https://www.utcourts.gov/howto/divorce/support.html#child.

Readers are strongly encouraged to use the online Child Support Calculator to prepare child support worksheets. The Calculator will create accurate, pre-filled worksheets for submission with a Petition for Divorce (Appendix 1) or Motion to Modify Child Support (Appendix 11).
IN THE ________________________ DISTRICT COURT
___________________________________________ COUNTY, STATE OF UTAH

vs.
__________________________________________

The Combined Child Support Obligation Table used for calculation is:
( ) 78B-12-301(1) and 78B-12-302(1)
( ) 78B-12-301(2) and 78B-12-302(2)

CHILD SUPPORT OBLIGATION WORKSHEET
(JOINT PHYSICAL CUSTODY)
Civil No. ______________________

1. Enter the # of natural and adopted children of this mother and father for whom support is to be awarded. [MOTHER] [FATHER] [COMBINED]

2a. Enter the father’s and mother’s gross monthly income. Refer to Instructions for definition of income. $ $ $

2b. Enter previously ordered alimony that is actually paid. (Do not enter alimony ordered for this case.) - - $

2c. Enter previously ordered child support. (Do no enter obligations ordered for the children in Line 1.) - - $

2d. OPTIONAL: Enter the amount from Line 12 of the Children in Present Home Worksheet for either parent. - - $

3. Subtract Lines 2b, 2c, and 2d from 2a. This is the Adjusted Gross Income for child support purposes. $ $ $

4. Take the COMBINED figure in Line 3 and the number of children in Line 1 to the Support Table. Enter the Combined Support Obligation here. $

5. Divide each parent’s adjusted monthly gross in Line 3 by the COMBINED adjusted monthly gross in Line 3. % %

6. Multiply Line 4 by Line 5 for each parent to obtain each parent’s share of the Base Support Obligation. $ $ $

7. Enter the number of overnights the children will spend with each parent. (They must total 365). Each parent must have at least 111 overnights to qualify for Joint Physical Custody (U.C.A. 78B-12-208). 365

7b. Identify the parent who has the child the lesser number of overnights, and continue the rest of the calculation for them. You will be making adjustments to the net amount owed by this parent. (Name of parent with lesser number of overnights)

8a. For the parent who has the child the lesser number of overnights multiply the number of overnights that are greater than 110 but less than 131 by .0027 to obtain a resulting figure and enter in the space to the right. $

8b. Multiply the result on Line 8a by the Combined Support Obligation on Line 4 for this parent and enter the number in the space to the right. $

8c. Subtract the respective dollar amount on Line 8b from this parent’s share of the Base Support Obligation found in the column for this parent on Line 6 to determine the amount as indicated by U.C.A. 78B-12-208 (3)(a) and enter the amount in the space to the right. $

9a. Additional calculation necessary if both parents have the child for more than 131 overnights (Otherwise go to Line 10): For the parent who has the child the lesser number of overnights multiply the number of overnights that exceed 130 (131 overnights or more) by .0084 to obtain a resulting figure and enter it in the space to the right. $

9b. Multiply the result on Line 9a by the Combined Support Obligation on Line 4 for this parent and enter each in the space to the right. $

9c. Subtract this parent’s dollar amount on Line 9b from their respective amount as identified on Line 8c to determine the amount as indicated by U.C.A. 78B-12-208 (3)(b) and enter the amount in the space to the right. Go to Line 10. $

Appendix 13: Child Support Worksheets and Official Child Support Table

Access the OCAP Website or link to the Child Support Worksheets.
10. BASE CHILD SUPPORT AWARD: If the result in Line 9c. is > 0, then this parent is the obligor (and the other parent is the obligee). Enter the amount in Line 9c here. This is the amount owed by this parent to the obligee all 12 months of the year. If the result in Line 9c is < 0, then this parent is the obligee (and the other parent is the obligor). Enter the absolute value of the result in Line 9c here. This is the amount owed to this parent by the obligor all 12 months of the year.

11. Which parent is the obligor? ( ) Mother ( ) Father

12. Is the support award the same as the guideline amount in Line 10? ( ) Yes ( ) No
   If NO, enter the amount ordered: $_______, and answer number 13.

13. What were the reasons stated by the Court for the deviation?
   ( ) property settlement
   ( ) excessive debts of the marriage
   ( ) absence of need of the custodial parent
   ( ) other: ______________________________________________________________________________

Attorney Bar No. __________________
INSTRUCTIONS FOR THE JOINT PHYSICAL CUSTODY WORKSHEET

Line 1. Enter the number of natural and adopted children of the mother and father for whom support is to be determined. Do not include any children of either parent by another partner on this line. If a child for whom support is to be determined is an unemancipated minor who does not live with his parents, use the total number of children, including the unemancipated minor, by that set of parents for Line 1.  

Line 2a. Enter the mother's and father's gross monthly income. U.C.A. 78B-12-203(1) states: “As used in the guidelines, ‘gross income’ includes prospective income from any source, including earned and nonearned income sources which may include salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, workers' compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from ‘nonmeans-tested’ government programs.” U.C.A. 78B-12-203(2) states: “Income from earned income sources is limited to the equivalent of one full-time 40-hour job.” Refer to U.C.A. 78B-12-203 for additional information about determining gross income. 

All income must be verified. Verification includes: year to date pay stubs, employer statements or records, the last year's tax return and documentation of non-earned income appropriate to the source. 

Line 2b. Enter the amount of alimony either parent is court ordered to pay and actually pays to another parent [U.C.A. 78B-12-204(1)]. Do not include alimony payments for this case. Alimony payments must be verified. Cancelled checks or a statement from the recipient of the alimony may be accepted as verification. 

Line 2c. Enter the amount of support either parent is court ordered to pay for children by another partner [(U.C.A. 78B-12-204(1)]. Previously ordered support may include specifically ordered payments toward a child's medical expenses, child care, or child support [U.C.A. 78B-12-102(7)]. A copy of the order is required for verification. 

Line 2d. U.C.A. 78B-12-210(6) and (7) state: “(6) (a) Natural or adoptive children of either parent who live in the home of that parent and are not children in common to both parties may at the option of either party be taken into account under the guidelines in setting or modifying a child support award, as provided in Subsection (7). Credit may not be given if: (i) by giving credit to the obligor, children for whom a prior support order exists would have their child support reduced; or (ii) by giving credit to the obligee for a present family, the obligation of the obligor would increase. (b) Additional worksheets shall be prepared that compute the obligations of the respective parents for the additional children. The obligations shall then be subtracted from the appropriate parent's income before determining the award in the instant case. “(7) In a proceeding to adjust or modify an existing award, consideration of natural or adoptive children born after entry of the order and who are not in common to both parties may be applied to mitigate an increase in the award but may not be applied: (a) for the benefit of the obligee if the credit would increase the support obligation of the obligor from the most recent order; or (b) for the benefit of the obligor if the amount of support received by the obligee would be decreased from the most recent order.” 

Use the WORKSHEET TO DETERMINE FATHER'S OBLIGATION TO CHILDREN IN HIS PRESENT HOME and/or the WORKSHEET TO DETERMINE MOTHER'S OBLIGATION TO CHILDREN IN HER PRESENT HOME to compute the obligations of the respective parents for the additional children. 

Line 3. Complete the calculation as directed. 

Line 4. The amount on the "Combined Child Support Obligation Table" shows the amount BOTH parents combined should contribute for the support of their child(ren). 

Line 5. Calculate each parent's share of the amount in Line 4 as a percentage figure. 

Line 6. Calculate each parent’s share of the amount in Line 4 as a dollar amount. 

Line 7. This is the total number of overnights the children will have with each parent. Each parent must have at least 111 overnights to qualify for Joint Physical Custody (U.C.A. 78B-12-208). 

Line 7b. The rest of the calculation will be made for the parent who has the child(ren) the lesser number of overnights. So identify this parent here and continue the calculation for only this parent. 

Line 8a. Complete the calculation as directed. This is the mathematical figure that will be used to reduce the base support obligation for overnights totaling between 110 to 130 [U.C.A. 78B-12-208 (3) (a)]. 

Line 8b. Complete the calculation as directed. This is the combined support obligation as a dollar figure for this parent. 

Line 8c. Complete the calculation as directed. This is this parent’s share of the base support obligation as a dollar figure.
Line 9a. If both parents have the child for more than 131 overnights, then continue the calculation as directed. This is the mathematical figure that will be used to reduce the base support obligation for any overnights greater than 130 that the child(ren) have with the parent who has the child(ren) the lesser number of overnights [U.C.A. 78B-12-208 (3) (b)]. **Otherwise go to Line 10.**

Line 9b. Complete the calculation as directed. This is the combined support obligation as a dollar figure for this parent.

Line 9c. Complete the calculation as directed. This is this parent’s share of the base support obligation as a dollar figure.

Line 10. Designate which parent must pay support and the support amount by completing the calculation as directed. The Base Child Support Award is the amount the obligor pays to the obligee all 12 months of the year. See the **Insurance Premium and Child Care Adjustment Worksheet** to determine how the insurance premiums and child care expenses may change the amount the obligor pays to the obligee.

Line 11. Designate which parent must pay support.

Line 12. Complete Line 12 to indicate if the amount ordered deviates from the guideline amount in Line 10.

Line 13. Complete Line 13 if the obligor will not be ordered to pay the guideline amount from either the "Combined Child Support Obligation Table" or the "Low Income Table."
IN THE _____________________________ DISTRICT COURT
________________________________ COUNTY, STATE OF UTAH

vs.

__________________________________________

The Combined Child Support Obligation Table used for calculation is:
( ) 78B-12-301(1) and 78B-12-302(1)
( ) 78B-12-301(2) and 78B-12-302(2)

CHILD SUPPORT OBLIGATION WORKSHEET
(SOLE CUSTODY AND PATERNITY)
Civil No. ______________________

MOTHER       FATHER         COMBINED

1. Enter the # of natural and adopted children of this mother and father for
whom support is to be awarded.

2a. Enter the father's and mother's gross monthly income. Refer to
Instructions for definition of income.

2b. Enter previously ordered alimony that is actually paid. (Do not enter
alimony ordered for this case.)

2c. Enter previously ordered child support. (Do not enter obligations ordered
for the children in Line 1.)

2d. OPTIONAL: Enter the amount from Line 12 of the Children in Present
Home Worksheet for either parent.

3. Subtract Lines 2b, 2c, and 2d from 2a. This is the Adjusted Gross Income
for child support purposes.

4. Take the COMBINED figure in Line 3 and the number of children in Line 1
to the Support Table. Find the Base Combined Support Obligation. Enter it
here.

5. Divide each parent's adjusted monthly gross in Line 3 by the COMBINED
adjusted monthly gross in Line 3.

6. Multiply Line 4 by Line 5 for each parent to obtain each parent's share of
the Base Support Obligation.

7. BASE CHILD SUPPORT AWARD: Bring down the amount(s) from Line 6 or
enter the amount(s) from the Low Income table per U.C.A. 78B-12-205. The
parent(s) without physical custody of the child(ren) pay(s) the amount(s) all 12
months of the year.

8. Which parent is the obligor? ( ) Mother ( ) Father ( ) Both

9. Is the support award the same as the guideline amount in Line 7? ( ) Yes
( ) No
If NO, enter the amount(s) ordered: $___________(Father) $___________(Mother) and answer number 10.

10. What were the reasons stated by the court for the deviation?
( ) property settlement
( ) excessive debts of the marriage
( ) absence of need of the custodial parent
( ) other: _______________________________________________________________________________

Attorney Bar No. _______________

1021FAJ Approved November 25, 2019

Appendix 13: Child Support Worksheets and Official Child Support Table

{Access the OCAP Website or link to the Child Support Worksheets.}
INSTRUCTIONS FOR THE SOLE CUSTODY WORKSHEET

Line 1. Enter the number of natural and adopted children of the mother and father for whom support is to be determined. Do not include any children of either parent by another partner on this line. If a child for whom support is to be determined is an unemancipated minor who does not live with his parents, use the total number of children, including the unemancipated minor, by that set of parents for Line 1.

Line 2a. Enter the mother's and father's gross monthly income. U.C.A. 78B-12-203(1) states: "As used in the guidelines, 'gross income' includes prospective income from any source, including earned and nonearned income sources which may include salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, workers' compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from 'nonmeans-tested' government programs." U.C.A. 78B-12-203(2) states: "Income from earned income sources is limited to the equivalent of one full-time 40-hour job." Refer to U.C.A. 78B-12-203 for additional information about determining gross income.

All income must be verified. Verification includes: year to date pay stubs, employer statements or records, the last year's tax return and documentation of non-earned income appropriate to the source.

Line 2b. Enter the amount of alimony either parent is court ordered to pay and actually pays to another parent [U.C.A. 78B-12-204(1)]. Do not include alimony payments for this case. Alimony payments must be verified. Canceled checks or a statement from the recipient of the alimony may be accepted as verification.

Line 2c. Enter the amount of support either parent is court ordered to pay for children by another partner [(U.C.A. 78B-12-102(7)]. Previously ordered support may include specifically ordered payments toward a child's medical expenses, child care, or child support [U.C.A. 78B-12-102(7)]. A copy of the order is required for verification.

Line 2d. U.C.A. 78B-12-210(6) and (7) state: "(6) (a) Natural or adoptive children of either parent who live in the home of that parent and are not children in common to both parties may at the option of either party be taken into account under the guidelines in setting or modifying a child support award, as provided in Subsection (7). Credit may not be given if: (i) by giving credit to the obligor, children for whom a prior support order exists would have their child support reduced; or (ii) by giving credit to the obligee for a present family, the obligation of the obligor would increase. (b) Additional worksheets shall be prepared that compute the obligations of the respective parents for the additional children. The obligations shall then be subtracted from the appropriate parent's income before determining the award in the instant case.

"(7) In a proceeding to adjust or modify an existing award, consideration of natural or adoptive children born after entry of the order and who are not in common to both parties may be applied to mitigate an increase in the award but may not be applied: (a) for the benefit of the obligee if the credit would increase the support obligation of the obligor from the most recent order; or (b) for the benefit of the obligor if the amount of support received by the obligee would be decreased from the most recent order."

Use the WORKSHEET TO DETERMINE FATHER'S OBLIGATION TO CHILDREN IN HIS PRESENT HOME and/or the WORKSHEET TO DETERMINE MOTHER'S OBLIGATION TO CHILDREN IN HER PRESENT HOME to compute the obligations of the respective parents for the additional children.

Line 3. (See U.C.A. 78B-12-205) If the obligor's income is over $1,050 complete the calculation as directed. If the obligor's income is $650 to $1,050 then calculate the child support award using the "Combined Child Support Obligation Table" and the "Low Income Table." The child support award will be the lesser of the two amounts. Enter the lesser of the two amounts on Line 7. If the obligor's income is $649 or less, refer to U.C.A. 78B-12-205(6).

Line 4. The amount on the "Combined Child Support Obligation Table" shows the amount BOTH parents combined should contribute for the support of their children.

Line 5. Calculate each parent's share of the amount in Line 4 as a percentage figure.

Line 6. Calculate each parent's share of the amount in Line 4 as a dollar amount.

Line 7. The Base Child Support Award is the amount the obligor pays to the obligee. This is the amount the parent(s) without physical custody of the child(ren) pays all 12 months of the year. See the Insurance Premium and Child Care Adjustment Worksheet to determine how insurance premiums and child care expenses may change the amount the obligor pays to the obligee.

Line 8. Designate which parent or parents have a support obligation based on this worksheet.

Line 9. Complete Line 9 to indicate if the amount ordered deviates from the guideline amount in Line 7.

Line 10. Complete Line 10 if the obligor will not be ordered to pay the guideline amount from either the "Combined Child Support Obligation Table," "Low Income Table" or in accordance with U.C.A. 78B-12-205.
IN THE _____________________________ DISTRICT COURT
________________________________ COUNTY, STATE OF UTAH

vs.

The Combined Child Support Obligation Table used for calculation is:

(  ) 78B-12-301(1) and 78B-12-302(1)
(  ) 78B-12-301(2) and 78B-12-302(2)

CHILD SUPPORT OBLIGATION WORKSHEET
(SPLIT CUSTODY)

Civil No. ______________________

<table>
<thead>
<tr>
<th>MOTHER</th>
<th>FATHER</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Enter the # of natural and adopted children of this mother and father for whom support is to be awarded.

2. Divide the number of children with each parent by the combined number of children listed in Line 1.

3a. Enter the father's and mother's gross monthly income. Refer to Instructions for definition of income.

3b. Enter previously ordered alimony that is actually paid. (Do not enter alimony ordered for this case.)

3c. Enter previously ordered child support. (Do not enter obligations ordered for the children in Line 1.)

3d. OPTIONAL: Enter the amount from Line 12 of the Children in Present Home Worksheet for either parent.

4. Subtract Lines 3b, 3c, and 3d from 3a. This is the Adjusted Gross Income for child support purposes.

5. Take the COMBINED figure in Line 4 and the number of children in Line 1 to the Support Table. Find the Base Combined Support Obligation. Enter it here.

6. Divide each parent's adjusted monthly gross in Line 4 by the COMBINED adjusted monthly gross in Line 4.

7. Multiply Line 5 by Line 6 for each parent to obtain each parent's share of the Base Support Obligation.

8. Multiply the mother's Line 7 by the father's Line 2. This is the mother's obligation to the father.

9. Multiply the father's Line 7 by the mother's Line 2. This is the father's obligation to the mother.

10. BASE CHILD SUPPORT AWARD: Subtract the lesser amount (OBLIGEE'S) from the greater amount (OBLIGOR'S) of Lines 8 and 9. This is the amount the OBLIGOR pays to the obligee all 12 months of the year.

11. Which parent is the obligor? (  ) Mother (  ) Father

12. Is the support award the same as the guideline amount in Line 10? (  ) Yes (  ) No

If NO, enter the amount ordered: $__________________, and answer number 13.

13. What were the reasons stated by the court for the deviation?

(  ) property settlement
(  ) excessive debts of the marriage
(  ) absence of need of the custodial parent
(  ) other: _______________________________________________________________________________

Attorney Bar No. _______________

1022FAJ Approved November 25, 2019
INSTRUCTIONS FOR THE SPLIT CUSTODY WORKSHEET

Line 1. Enter the number of natural and adopted children of the mother and father for support is to be determined. Do not include any children of either parent by another partner this line. If a child for whom support is to be determined is an unemancipated minor who does not live with his parents, use the total number of children, including the unemancipated minor, by that set of parents for Line 1.

Line 2. Complete the computation as directed.

Line 3a. Enter the mother's and father's gross monthly income. U.C.A. 78B-12-203(1) states: “As used in the guidelines, ‘gross income’ includes prospective income from any source, including earned and nonearned income sources which may include salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, workers' compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from ‘nonmeans-tested’ government programs.” U.C.A. 78B-12-203(2) states: “Income from earned income sources is limited to the equivalent of one full-time 40-hour job.” Refer to U.C.A. 78B-12-203 for additional information about determining gross income.

All income must be verified. Verification includes: year to date pay stubs, employer statements or records, the last year's tax return and documentation of non-earned income appropriate to the source.

Line 3b. Enter the amount of alimony either parent is court ordered to pay and actually pays to another parent [U.C.A. 78B-12-204(1)]. Do not include alimony payments for this case. Alimony payments must be verified. Cancelled checks or a statement from the recipient of the alimony may be accepted as verification.

Line 3c. Enter the amount of support either parent is court ordered to pay for children by another partner [U.C.A. 78B-12-204(1)]. Previously ordered support may include specifically ordered payments toward a child's medical expenses, child care, or child support [U.C.A. 78B-12-102(7)]. A copy of the order is required for verification.

Line 3d. U.C.A. 78B-12-210(6) and (7) state: “(6) (a) Natural or adoptive children of either parent who live in the home of that parent and are not children in common to both parties may at the option of either party be taken into account under the guidelines in setting or modifying a child support award, as provided in Subsection (7). Credit may not be given if: (i) by giving credit to the obligor, children for whom a prior support order exists would have their child support reduced; or (ii) by giving credit to the obligee for a present family, the obligation of the obligor would increase. (b) Additional worksheets shall be prepared that compute the obligations of the respective parents for the additional children. The obligations shall then be subtracted from the appropriate parent's income before determining the award in the instant case.

“(7) In a proceeding to adjust or modify an existing award, consideration of natural or adoptive children born after entry of the order and who are not in common to both parties may be applied to mitigate an increase in the award but may not be applied: (a) for the benefit of the obligee if the credit would increase the support obligation of the obligor from the most recent order; or (b) for the benefit of the obligor if the amount of support received by the obligee would be decreased from the most recent order.”

Use the WORKSHEET TO DETERMINE FATHER'S OBLIGATION TO CHILDREN IN HIS PRESENT HOME and/or the WORKSHEET TO DETERMINE MOTHER'S OBLIGATION TO CHILDREN IN HER PRESENT HOME to compute the obligations of the respective parents for the additional children.

Line 4. Complete the calculation as directed.

Line 5. The amount on the "Combined Child Support Obligation Table" shows the amount BOTH parents combined should contribute for the support of their children.

Line 6. Calculate each parent's share of the amount in Line 5 as a percentage figure.

Line 7. Calculate each parent's share of the amount in Line 5 as a dollar amount.

Line 8. Complete the calculation as directed. This is the mother's obligation to the father.

Line 9. Complete the calculation as directed. This is the father's obligation to the mother.

Line 10. The Base Child Support Award is the amount the obligor pays to the obligee. See the Insurance Premium and Child Care Adjustment Worksheet to determine how insurance premiums and child care expenses may change the amount the obligor pays to the obligee.

Line 11. Designate which parent must pay support.

Line 12. Complete Line 12 to indicate if the amount ordered deviates from the guideline amount in Line 10.

Line 13. Complete Line 13 if the obligor will not be ordered to pay the guideline amount from either the "Combined Child Support Obligation Table" or the "Low Income Table."
IN THE _____________________________ DISTRICT COURT  
________________________________________ COUNTY, STATE OF UTAH

vs.  
_____________________________________

The Combined Child Support Obligation Table used for calculation is:
(     ) 78B-12-301(1) and 78B-12-302(1)
(     ) 78B-12-301(2) and 78B-12-302(2)

WORKSHEET TO DETERMINE FATHER'S OBLIGATION TO CHILDREN IN HIS PRESENT HOME  
Civil No. __________________________

<table>
<thead>
<tr>
<th>OTHER PARENT NAME</th>
<th>FATHER</th>
<th>OTHER PARENT</th>
<th>COMBINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter the # of natural and adopted children of the father and the other parent.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2a. Enter the father's and other parent's gross monthly income. Refer to Instructions for definition.</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2b. Enter previously ordered alimony that is actually paid. (Do not enter alimony ordered for this case.)</td>
<td>–</td>
<td>–</td>
<td></td>
</tr>
<tr>
<td>2c. Enter pre-existing ordered child support. (Do not enter obligations ordered for the children in this case.)</td>
<td>–</td>
<td>–</td>
<td></td>
</tr>
<tr>
<td>3. Subtract Lines 2b and 2c from 2a. This is the Adjusted Monthly Gross Income for child support purposes.</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4. Take the COMBINED figure in Line 3 and the number of children in Line 1 to the Support Table. Find the Combined Support Obligation. Enter it here.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>5. Divide each parent's adjusted monthly gross in Line 3 by the COMBINED adjusted monthly gross in Line 3.</td>
<td>%</td>
<td>%</td>
<td></td>
</tr>
<tr>
<td>6. Multiply Line 4 by Line 5 for each parent to obtain each parent's share of the Base Support Obligation.</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>7. Enter the amount of the children's portion of the insurance premium actually paid.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>8. Enter the monthly work or training related child care expense for the children in Line 1.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>9. FATHER'S SHARE OF BASE CHILD SUPPORT AWARD FOR THE CHILDREN IN LINE 1. Enter the amount for the father from Line 6.</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. FATHER'S SHARE OF CHILDREN'S INSURANCE FOR THE CHILDREN IN LINE 1. Multiply Line 7 by .50, and enter the result here.</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. FATHER'S SHARE OF WORK OR TRAINING RELATED CHILD CARE EXPENSES FOR THE CHILDREN IN LINE 1. Multiply Line 8 by .50, and enter the result here.</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. FATHER'S SHARE OF TOTAL CHILD SUPPORT OBLIGATION TO THE CHILDREN IN LINE 1. Add Lines 9, 10, and 11. This amount may be used to adjust the father's gross income on the sole, split, or joint custody worksheets.</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1023FAJ Approved November 25, 2019
INSTRUCTIONS FOR CHILDREN IN THE FATHER’S HOME WORKSHEET

Use this worksheet to determine the father's obligation for natural or adopted children who live in his home and who are not children of the mother listed on the Sole, Split, or Joint Custody Worksheets (primary worksheets). The father may use this worksheet in modifying an existing child support award, setting a paternity award, or other appropriate circumstances where the father has child support obligations for other children.

Other Parent Name: The other parent may be a current spouse, partner, or an ex-spouse of the father.

Line 1. Enter the number of natural or adopted children of the father and the other parent named on this worksheet. If the father has children in his home by more than one mother, complete a separate WORKSHEET TO DETERMINE FATHER’S OBLIGATION TO CHILDREN IN HIS PRESENT HOME for the children of each other parent.

Line 2a. Enter the father's and other parent's gross monthly income. U.C.A. 78B-12-203(1) states: “As used in the guidelines, ‘gross income’ includes prospective income from any source, including earned and nonearned income sources which may include salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, workers' compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from ‘nonmeans-tested’ government programs.” U.C.A. 78B-12-203(2) states: “Income from earned income sources is limited to the equivalent of one full-time 40-hour job.” Refer to U.C.A. 78B-12-203 for additional information about determining gross income.

All income must be verified. Verification includes: year to date pay stubs, employer statements or records, the last year's tax return and documentation of non-earned income appropriate to the source.

Line 2b. In the FATHER'S column, enter the monthly alimony amount he is paying to a parent other than the one listed on this worksheet or the primary worksheet. In the OTHER PARENT'S column enter the monthly alimony that father is paying to someone other than the mother listed on this worksheet.

Line 2c. In the FATHER'S column, enter the court ordered child support he is ordered to pay for children other than the children listed on the primary worksheet. In the OTHER PARENT'S column list the amount that mother is ordered to pay for children other than those listed on this worksheet.

Line 7. In the combined column, enter the children's portion of insurance premium that is actually paid. To determine the children's portion divide the total premium by the number of persons covered by the policy and then multiply that number by the number of children listed on this worksheet that are covered by policy.

Line 8. Enter the amount of work-related, reasonable, child care expenses for up to a full-time work week or training schedule.

Line 9. Complete this line as directed.

Line 10. Complete the calculation as directed.

Line 11. Complete the calculation as directed.

Line 12. Enter the amount on this line on Line 2d of the Sole Custody Worksheet, Line 3d of the Split Custody Worksheet or Line 2d of the Joint Custody Worksheet.
IN THE _____________________________ DISTRICT COURT
________________________________________ COUNTY, STATE OF UTAH

______________________________________  vs.  ______________________________________

The Combined Child Support Obligation Table used for calculation is:
(     ) 78B-12-301(1) and 78B-12-302(1)
(     ) 78B-12-301(2) and 78B-12-302(2)

WORKSHEET TO DETERMINE MOTHER’S OBLIGATION TO CHILDREN IN HER PRESENT HOME

Civil No. __________________________

<table>
<thead>
<tr>
<th>OTHER PARENT NAME</th>
<th>MOTHER</th>
<th>OTHER PARENT</th>
<th>COMBINED</th>
</tr>
</thead>
</table>

1. Enter the # of natural and adopted children of the mother and the other parent.

2a. Enter the mother's and other parent's gross monthly income. Refer to Instructions for definition.

2b. Enter previously ordered alimony that is actually paid. (Do not enter alimony ordered for this case.)

2c. Enter pre-existing ordered child support. (Do not enter obligations ordered for the children in this case.)

3. Subtract Lines 2b and 2c from 2a. This is the Adjusted Monthly Gross Income for child support purposes.

4. Take the COMBINED figure in Line 3 and the number of children in Line 1 to the Support Table. Find the Combined Support Obligation. Enter it here.

5. Divide each parent's adjusted monthly gross in Line 3 by the COMBINED adjusted monthly gross in Line 3.

6. Multiply Line 4 by Line 5 for each parent to obtain each parent's share of the Base Support Obligation.

7. Enter the amount of the children's portion of the insurance premium actually paid.

8. Enter the monthly work or training related child care expense for the children in Line 1.

9. MOTHER’S SHARE OF BASE CHILD SUPPORT AWARD FOR THE CHILDREN IN LINE 1. Enter the amount for the mother from Line 6.

10. MOTHER’S SHARE OF CHILDREN’S INSURANCE FOR THE CHILDREN IN LINE 1. Multiply Line 7 by .50, and enter the result here.

11. MOTHER’S SHARE OF WORK OR TRAINING RELATED CHILD CARE EXPENSES FOR THE CHILDREN IN LINE 1. Multiply Line 8 by .50, and enter the result here.

12. MOTHER’S SHARE OF TOTAL CHILD SUPPORT OBLIGATION TO THE CHILDREN IN LINE 1. Add Lines 9, 10, and 11. This amount may be used to adjust the mother's gross income on the sole, split, or joint custody worksheets.

1024FAJ Approved November 25, 2019
INSTRUCTIONS FOR CHILDREN IN THE MOTHER'S HOME WORKSHEET

Use this worksheet to determine the mother's obligation for natural or adopted children who live in her home and who are not children of the father listed on the Sole, Split, or Joint Custody Worksheets (primary worksheets). The mother may use this worksheet in modifying an existing child support award, setting a paternity award, or other appropriate circumstances where the mother has child support obligations for other children.

Other Parent Name: The other parent may be a current spouse, partner, or an ex-spouse of the mother.

Line 1. Enter the number of natural or adopted children of the mother and the other parent named on this worksheet. If the mother has children in her home by more than one father, complete a separate WORKSHEET TO DETERMINE MOTHER’S OBLIGATION TO CHILDREN IN HER PRESENT HOME for the children of each other parent.

Line 2a. Enter the mother's and other parent's gross monthly income. U.C.A. 78B-12-203(1) states: “As used in the guidelines, ‘gross income’ includes prospective income from any source, including earned and nonearned income sources which may include salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, workers' compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from ‘nonmeans-tested’ government programs.” U.C.A. 78B-12-203(2) states: “Income from earned income sources is limited to the equivalent of one full-time 40-hour job.” Refer to U.C.A. 78B-12-203 for additional information about determining gross income.

All income must be verified. Verification includes: year to date pay stubs, employer statements or records, the last year's tax return and documentation of non-earned income appropriate to the source.

Line 2b. In the MOTHER'S column, enter the monthly alimony amount she is paying to a parent other than the one listed on this worksheet or the primary worksheet. In the OTHER PARENT'S column enter the monthly alimony that father is paying to someone other than the mother listed on this worksheet.

Line 2c. In the MOTHER'S column, enter the court ordered child support she is ordered to pay for children other than the children listed on the primary worksheet. In the OTHER PARENT'S column list the amount that father is ordered to pay for children other than those listed on this worksheet.

Line 7. In the combined column, enter the children's portion of insurance premium that is actually paid. To determine the children's portion divide the total premium by the number of persons covered by the policy and then multiply that number by the number of children listed on this worksheet that are covered by policy.

Line 8. Enter the amount of work-related, reasonable, child care expenses for up to a full-time work week or training schedule.

Line 9. Complete this line as directed.

Line 10. Complete the calculation as directed.

Line 11. Complete the calculation as directed.

Line 12. Enter the amount on this line on Line 2d of the Sole Custody Worksheet, Line 3d of the Split Custody Worksheet or Line 2d of the Joint Custody Worksheet.
Declaration of Other Parent’s Earnings
(Utah Code 78B-12-201(2) and 78B-12-203(8))

1. My name is: ______________________________________________________.

2. I believe: ________________________________________________________
   (name of other party) (Choose one):

   [ ] earns $______________ in gross income per month.

   [ ] should be considered to make minimum wage.

   [ ] should be considered to have zero income. They are in a non-temporary situation and they:

   {Access the OCAP Website or link to the Child Support Worksheets.}
• cannot earn more than the reasonable costs of child care for our minor children;
• are physically or mentally unable to earn minimum wage;
• are engaged in career or occupational training to establish basic job skills; or
• care for one or more of our children whose unusual emotional or physical needs require them to be present in the home.

3. I am relying on the following:

<table>
<thead>
<tr>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other party's employment opportunities, work history, and occupation qualifications</td>
</tr>
<tr>
<td>Educational attainment and literacy</td>
</tr>
<tr>
<td>Age and health</td>
</tr>
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<td>Criminal record</td>
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<td>Other employment barriers and background factors</td>
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<td>Prevailing earnings and job availability for persons of similar backgrounds in the community</td>
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</table>
**Petitioner or Respondent**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at ______________________________________________________ (city, and state or country).

_________________________________________  Signature ►  ____________________________________________

Date                                    Printed Name  ____________________________________________

**Attorney or Licensed Paralegal Practitioner of record** *(if applicable)*

_________________________________________  Signature ►  ____________________________________________

Date                                    Printed Name  ____________________________________________
# Certificate of Service

I certify that I filed with the court and am serving a copy of this Declaration of Other Parent's Earnings on the following people.

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<th>Service Date</th>
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<td>[ ] Email</td>
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<td>[ ] Left at business (With person in charge or in receptacle for deliveries.)</td>
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<tr>
<td></td>
<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
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<th>Person’s Name</th>
<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
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</thead>
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<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
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<th>Service Method</th>
<th>Service Address</th>
<th>Service Date</th>
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<td>[ ] Left at home (With person of suitable age and discretion residing there.)</td>
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_________________________
Signature ►
_________________________
Date

_________________________
Printed Name

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Appendix 13: Child Support Worksheets and Official Child Support Table

A13-17
Name

Address

City, State, Zip

Phone

Email

I am [ ] Petitioner [ ] Respondent
[ ] Petitioner’s Attorney [ ] Respondent’s Attorney (Utah Bar #:__________)
[ ] Petitioner’s Licensed Paralegal Practitioner
[ ] Respondent’s Licensed Paralegal Practitioner (Utah Bar #:__________)

In the District Court of Utah

__________ Judicial District _________________ County

Court Address ______________________________________________________

Petition to Register Office of Recovery Services (ORS) Support Order
(Utah Code 78B-12-113)

Petitioner

v.

Respondent

Case Number

Judge

Commissioner (domestic cases)

1. I am a resident of _____________________________ County, Utah.

2. Respondent is a resident of _____________________________ (county, state).

3. The Utah Office of Recovery Services (ORS) has the authority to establish, enforce, and modify support orders.

4. I have attached a copy of the ORS child support order issued on
5. ORS is currently providing or has provided child support services. I will serve the Office of the Attorney General, Child Support Division, with a copy of this petition.

6. This court has the authority to enforce the administrative support order.

7. I ask the court to register the support order.

**Petitioner**

I declare under criminal penalty under the law of Utah that everything stated in this document is true.

Signed at __________________________ (city, and state or country).

_________________________  Signature ► ________________________________

Date

_________________________  Printed Name ________________________________

**Attorney or Licensed Paralegal Practitioner of record** (if applicable)

_________________________  Signature ► ________________________________

Date

_________________________  Printed Name ________________________________
**78B-12-301 Base combined child support obligation table -- Both parents.**

The table in this section shall be used to:

1. establish a child support order entered for the first time on or after January 1, 2008;
2. modify a child support order entered for the first time on or after January 1, 2008;
3. modify a temporary judicial child support order established on or before December 31, 2007, if the new order is entered on or after January 1, 2008; or
4. modify a final child support order entered on or before December 31, 2007, if the modification is made on or after January 1, 2010.

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<td>From</td>
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{Access the OCAP Website or link to the Child Support Worksheets.}
<p>| Bracket          | 1,601 - 1,650 | 1,651 - 1,700 | 1,701 - 1,750 | 1,751 - 1,800 | 1,801 - 1,850 | 1,851 - 1,900 | 1,901 - 1,950 | 1,951 - 2,000 | 2,001 - 2,100 | 2,101 - 2,200 | 2,201 - 2,300 | 2,301 - 2,400 | 2,401 - 2,500 | 2,501 - 2,600 | 2,601 - 2,700 | 2,701 - 2,800 | 2,801 - 2,900 | 2,901 - 3,000 | 3,001 - 3,100 | 3,101 - 3,200 | 3,201 - 3,300 | 3,301 - 3,400 | 3,401 - 3,500 | 3,501 - 3,600 | 3,601 - 3,700 | 3,701 - 3,800 | 3,801 - 3,900 | 3,901 - 4,000 | 4,001 - 4,100 | 4,101 - 4,200 | 4,201 - 4,300 | 4,301 - 4,400 |
|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                 | 303           | 311           | 320           | 330           | 339           | 348           | 358           | 366           | 385           | 399           | 410           | 420           | 431           | 443           | 453           | 464           | 475           | 485           | 496           | 508           | 518           | 529           | 539           | 548           | 555           | 564           | 573           | 581           | 590           | 599           | 608           | 616           |
|                 | 476           | 488           | 500           | 513           | 525           | 538           | 550           | 562           | 580           | 604           | 628           | 652           | 676           | 700           | 723           | 747           | 770           | 794           | 817           | 838           | 859           | 881           | 902           | 923           | 944           | 965           | 985           | 1,004         | 1,024         | 1,043         | 1,062         | 1,081         |</p>
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</table>

Renumbered and Amended by Chapter 3, 2008 General Session
Amended by Chapter 37, 2008 General Session
78B-12-302 Low income table -- Obligor parent only.

The table in this section shall be used to:
1. establish a child support order entered for the first time on or after January 1, 2008;
2. modify a child support order entered for the first time on or after January 1, 2008;
3. modify a temporary judicial child support order established on or before December 31, 2007, if the new order is entered on or after January 1, 2008; or
4. modify a final child support order entered on or before December 31, 2007, if the modification is made on or after January 1, 2010.

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<th>Monthly Combined Adj. Gross Income</th>
<th>Number of Children</th>
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<tr>
<td>From 0 - 649</td>
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<tr>
<td>To 650 - 675</td>
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<tr>
<td>676 - 700</td>
<td>60</td>
</tr>
<tr>
<td>701 - 725</td>
<td>88</td>
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<td>726 - 750</td>
<td>118</td>
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<td>751 - 775</td>
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<td>776 - 800</td>
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<td>801 - 825</td>
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<td>826 - 850</td>
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<td>851 - 875</td>
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<td>876 - 900</td>
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<td>901 - 925</td>
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<td>428</td>
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<td>1,001 - 1,050</td>
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</table>

Enacted by Chapter 3, 2008 General Session
Amended by Chapter 37, 2008 General Session
INSURANCE PREMIUM AND CHILD CARE ADJUSTMENT WORKSHEET

INSURANCE ADJUSTMENT

Use this section of the worksheet to calculate how the children’s medical insurance premium expenses change the amount the obligor pays to the obligee.

If the OBLIGOR parent is ordered to maintain medical insurance for the children complete this section.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>A. Enter the amount of the children’s portion of the medical insurance premium actually paid by the obligor.</td>
<td>$</td>
</tr>
<tr>
<td>B. Multiply Line A. by .50 to obtain the obligee’s share of the premium.</td>
<td>$</td>
</tr>
<tr>
<td>C. Subtract the amount in Line B. from the base child support award to obtain the amount the obligor pays to the obligee for the months the premium is actually paid. Enter the result here.</td>
<td>$</td>
</tr>
</tbody>
</table>

If the OBLIGEE parent is ordered to maintain medical insurance for the children complete this section.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Enter the amount of the children’s portion of the medical insurance premium actually paid by the obligee.</td>
<td>$</td>
</tr>
<tr>
<td>E. Multiply Line D. by .50 to obtain the obligor’s share of the premium.</td>
<td>$</td>
</tr>
<tr>
<td>F. Add the amount in Line E. to the base child support award to obtain the amount the obligor pays to the obligee for the months the premium is actually paid.</td>
<td>$</td>
</tr>
</tbody>
</table>

No credit or offset is allowed unless the premium is actually paid. If the premium is not paid, the obligor must pay the amount of the base child support award.

CHILD CARE ADJUSTMENT

Use this section of the worksheet to calculate how the children’s child care expenses change the amount the obligor pays to the obligee.

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>G. Enter the average amount of the monthly child care expense actually paid by the obligee.</td>
<td>$</td>
</tr>
<tr>
<td>H. Multiply Line G. by .50 to obtain the obligor’s share of the child care expense. Enter the result here.</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I. If neither parent is maintaining insurance, add the amount in Line H. to the base child support award to obtain the amount the obligor pays to the obligee for the months the child care expense is incurred. Enter the result here.</td>
<td>$</td>
</tr>
<tr>
<td>J. If the obligor is maintaining insurance, add the amount in Line H. to the amount in Line C. to obtain the amount the obligor pays to the obligee for the months the child care expense is incurred. Enter the result here.</td>
<td>$</td>
</tr>
<tr>
<td>K. If the obligee is maintaining insurance, add the amount in Line H. to the amount in Line F. to obtain the amount the obligor pays to the obligee for the months the child care expense is incurred. Enter the result here.</td>
<td>$</td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR THE INSURANCE PREMIUM AND CHILD CARE ADJUSTMENT WORKSHEET

Line A. Enter the children’s portion of the medical insurance premium actually paid by the obligor. Obtain this figure by dividing the premium amount actually paid by the obligor by the number of persons covered by the policy and then multiplying that number by the number of children in this case covered by the policy.

Line B. Complete the calculation as directed.

Line C. Complete the calculation as directed. The base child support award is found on line 7 of the sole custody worksheet, line 10 of the split custody worksheet, and line 10 of the joint custody worksheet.

Line D. Enter the children’s portion of the medical insurance premium actually paid by the obligee. Obtain this figure by dividing the premium amount actually paid by the obligee by the number of persons covered by the policy and then multiplying that number by the number of children in this case covered by the policy.

Line E. Complete the calculation as directed.

Line F. Complete the calculation as directed. The base child support award is found on line 7 of the sole custody worksheet, line 10 of the split custody worksheet, and line 10 on the joint custody worksheet.

Line G. Enter the average amount of monthly child care expense actually paid by the obligee for the children in this case.

Line H. Complete the calculation as directed.

Line I. Complete the calculation as directed. The base child support award is found on line 7 of the sole custody worksheet, line 10 of the split custody worksheet, and line 10 of the joint custody worksheet.

Line J. Complete the calculation as directed.

Line K. Complete the calculation as directed.