

# Filing a New Case

## Step 1. Press "CREATE" button

The CREATE button initiates a new case. The new case will not actually be uploaded to the court until the Submit button is pressed on the review screen.

The screenshot shows the JudicialLink interface for UTAH STATE COURT FILING. At the top, there's a navigation bar with links: Filing, Settings, Billing, Support, and Log Out. Below this, a sub-navigation bar includes: File Documents, Filing History, Notifications, Auto-Pleading, and Combine PDFs. The main heading is "UTAH STATE COURT FILING". Below the heading, there's a dropdown for "Filing Attorney" set to "Thomas J Scribner". A "Select a Case" bar is present. Under "Option #1: New Case", the "CREATE" button is circled in red. A tooltip explains: "(Clicking CREATE initiates a brand new court case. For clarification, press the question mark below.)". Under "Option #2: Existing Case", there's a dropdown for "Court" set to "4th District Brigham City", a "Case Number" field, a "Last Name of a Party or Attorney" field, and a "DOWNLOAD" button. A "Search Your Recent Cases" link is also visible.

A payment warning will appear warning you that payment is required, and fields will appear for you to enter necessary information. You can navigate the menu using either the side menus or the navigation bar below.

This screenshot shows the next step in the filing process. A red warning box at the top states: "Payment is required for this type of filing. Your credit card will be charged by the court according to the court's fee schedule when you submit. The fee schedule can be accessed conveniently by clicking on this button: Fee Schedule". Below the warning, there's a "Click here to change case" bar. The "Filing Attorney" dropdown remains "Thomas J Scribner". The "Filing Court" dropdown is now "4th District Provo", and the "Filing Credit Card" dropdown is "Visa ...4997". On the left, a "Side Menus" bar lists: 1. Parties, 2. AKA / DBA, 3. Attorneys, 4. Documents to File, 5. Required Details, and 6. Review & Submit. The main area is titled "Enter Party Names" and contains a table for adding parties. The table has columns for Role, Name (First, Middle, Last / Business, Suffix), and buttons for Details and Remove. Two rows are shown: Plaintiff and Defendant. An "Add" button is at the bottom left of the table. Below the table, there are links for "Add Client" and "Instructions". At the bottom, a "Navigation Bar" contains "CANCEL" and "NEXT >>" buttons. Arrows point from labels to these specific elements: "Payment warning" to the red box, "Side Menus" to the left bar, and "Navigation Bar" to the bottom buttons.

## Step 2. Select Filing Attorney

The attorney on behalf of whom you are filing shows up just below the "Click here to change case" bar and can be changed using the dropdown menu.

File Documents | Filing History | Notifications | Auto-Pleading | Combine PDFs

## UTAH STATE COURT FILING

**⚠ Payment is required for this type of filing. Your credit card will be charged by the court according to the court's fee schedule when you submit.**  
 The fee schedule can be accessed conveniently by clicking on this button: [Fee Schedule](#)

[Click here to change case](#)

Filing Attorney: Thomas J Scribner | Filing Court: 4th District Provo | Filing Credit Card: Visa ...4997

**1. Parties**

Enter Party Names				
	First	Middle	Last / Business	Suffix
1. Parties	Lorie D	Fowlke		
2. AKA / DBA	Jacob R	Powell		
3. Attorneys				
4. Documents to File				

Role: Plaintiff | Add

[Details ...](#) [Remove](#)

### Step 3. Select Filing Court

Next to the filing attorney dropdown box is a dropdown box to select the district court you are filing in. Please be careful that you are filing in the correct court (the actual court location within the district, not just the correct district)

File Edit View Favorites Tools Help

File Documents | Filing History | Notifications | Auto-Pleading | Combine PDFs

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Filing Attorney: Thomas J Scribner | Filing Court: 4th District Provo | Filing Credit Card: Visa ...4997

**1. Parties**

Enter Party Names				
	First	Middle	Last / Business	Suffix
1. Parties	Lorie D	Fowlke		
2. AKA / DBA	Jacob R	Powell		
3. Attorneys				
4. Documents to File				

Role: Plaintiff | Add

[Details ...](#) [Remove](#)

**Filing Court Dropdown Menu:**

- 4th District American Fork
- 4th District Fillmore (no card transactions)
- 4th District Heber City
- 4th District Naphi
- 4th District Orem (no new filings)
- 4th District Provo
- 4th District Salem
- 4th District Spanish Fork
- 5th District Beaver
- 5th District Cedar City
- 5th District St George
- 6th District Junction (no card transactions)
- 6th District Kanab (no card transactions)
- 6th District Loa
- 6th District Manti
- 6th District Panguitch
- 6th District Richfield
- 7th District Castle Dale
- 7th District Moab
- 7th District Monticello
- 7th District Price
- 8th District Duchesne
- 8th District Manila (no card transactions)
- 8th District Roosevelt
- 8th District Vernal
- Test District Court

### Step 4. Select Filing Credit Card

You are allowed to select a filing credit card with which to pay filing fees. If the document you file could require a fee, the credit card information will be passed to the court, and the court's system will charge the card according to the court's fee schedule.

File Documents | Filing History | Notifications | Auto-Pleading | Combine PDFs

## UTAH STATE COURT FILING

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[Click here to change case](#)

Filing Attorney: Thomas J Scribner | Filing Court: 4th District Provo | Filing Credit Card: Visa ...4997

**1. Parties**

Enter Party Names				
	First	Middle	Last / Business	Suffix
1. Parties	Lorie D	Fowlke		
2. AKA / DBA	Jacob R	Powell		
3. Attorneys				
4. Documents to File				

Role: Plaintiff | Add

[Details ...](#) [Remove](#)

**Filing Credit Card Dropdown Menu:**

- Visa ...4997
- New Credit Card
- Visa ...4997
- Visa ...7966

Unless you have stored credit card information in your Settings, the only option available will be "New Credit Card." If this is the option selected, you will be required to enter credit card information at the

Review & Submit screen, unless the document types you are filing have no fee associated with them. If you have stored credit cards, they will be available in this dropdown, but you will still have to enter the CVV code in the Review & Submit screen, since federal law prohibits storing CVV codes.

## Step 5. Enter Parties

When you file a new case, you must provide not only the documents, but all of the initial docket information, including parties, aliases, and attorneys. The information you enter on these menus takes the place of clerk entry and will actually control how the parties, aliases, and attorneys show up on the docket. You may navigate either by pressing the <<PREVIOUS and NEXT>> buttons or by clicking on the side buttons.

Please take note of the DETAILS button, which allows you to enter address, telephone, and other information for the parties, aliases, and attorneys. The menu that opens and closes when the DETAILS button is pressed appears as follows:

The screenshot shows the 'UTAH STATE COURT FILING' web application. At the top, there is a navigation bar with links: Filing, Settings, Billing, Support, and Log Out. Below this is a sub-navigation bar with links: File Documents, Filing History, Notifications, Auto-Pleading, and Combine PDFs. The main heading is 'UTAH STATE COURT FILING'. A warning message states: 'Payment is required for this type of filing. Your credit card will be charged by the court according to the court's fee schedule when you submit. The fee schedule can be accessed conveniently by clicking on this button: Fee Schedule'. Below the warning is a link: 'Click here to change case'. The form includes fields for Filing Attorney (Thomas J Scribner), Filing Court (4th District Provo), and Filing Credit Card (Visa ...4997). The main section is 'Enter Party Names'. It has a sidebar with tabs: 1. Parties, 2. AKA / DBA, 3. Attorneys, 4. Documents to File, 5. Required Details, and 6. Review & Submit. The 'Enter Party Names' section has a table with columns: Role, Name: First, Middle, Last / Business, Suffix, and a 'Details ...' button. The first row shows a Plaintiff named George Washington with address 123 Revolution Hwy, Salt Lake City, Utah, 84111. Below this are fields for Home Phone, Bus Phone, Fax, SSN, DOB, DLN, and DL State. There are 'Remove', 'Add', and 'Add Client' buttons. A second row shows a Defendant named Abraham Lincoln with a 'Details ...' and 'Remove' button.

Party names should conform to the CORIS data standards, which restrict punctuation, apostrophes, and other special characters (hyphens are allowed) from being in party names.

The "Add" and "Remove" buttons allow you to choose as many parties as desired. None of the party information is actually uploaded to the court until the entire case creation process is completed.

## Step 5 alternative. Load Parties from Client List

For those attorneys that file on behalf of one client multiple times, the "Add Client" button will allow an attorney to access a pull-down menu for automatic loading of a client's information as a party.

UTAH STATE COURT FILING

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Click here to change case

Filing Attorney: Thomas J Scribner Filing Court: 4th District Provo Filing Credit Card: Visa ...4997

1. Parties Enter Party Names

Role	Name: First	Middle	Last / Business	Suffix	Details ...	Remove
Plaintiff	George		Washington		Details ...	Remove
Defendant	Abraham		Lincoln		Details ...	Remove

Add

Add Client

2. AKA / DBA

3. Attorneys

4. Documents to File

5. Required Details

6. Review & Submit

(sensitive information deliberately blurred in this picture)

## Step 6. Enter AKA / DBA names, if any

The AKA / DBA menu allows you to enter alias information for parties. You must choose the party to whom the AKA/DBA applies, choose which kind of AKA (Also Known As, Doing Business As, Now Known As, etc.), then enter the information.

JudiciaLink

Filing Settings Billing Support Log Out

File Documents | Filing History | Notifications | Auto-Pleading | Combine PDFs

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Filing Attorney: Thomas J Scribner Filing Court: 4th District Provo Filing Credit Card: Visa ...4997

1. Parties Enter Party Names

Party	Alias Type	Name: First	Middle	Last / Business	Suffix	Details ...	Remove
Abraham Lincoln	Also Known As	Honest		Abe		Details ...	Remove
George Washington							
Abraham Lincoln							

Add

2. AKA / DBA

3. Attorneys

4. Documents to File

5. Required Details

6. Review & Submit

(sensitive information deliberately blurred in this picture)

The "Add" and "Remove" buttons allow you to choose as many aliases as desired. None of the alias information is actually uploaded to the court until the entire case creation process is completed.

## Step 7. Enter Attorney Information

You must enter the information for the attorneys you wish to create on the case and which parties they are representing. You can use the "Add" and "Remove" buttons to create as many attorneys as desired.



The "Add" and "Remove" buttons allow you to choose as many attorneys as desired, although the first attorney's information is prepopulated with the filing attorney's information. None of the attorney information is actually uploaded to the court until the entire case creation process is completed.

## Step 8. Enter Document Information

You must first enter the document's type from a dropdown box. Then enter the name of the document as you wish it to appear on the docket. The document name field auto-populates when you choose a document type, but the name is free-form; you can enter any actual document name you wish.

## Step 7. Upload Documents

When you click on the "Choose ..." button next to a document, your browser's upload feature will open up a window that allows you to choose which file to upload. Please be aware: All documents except for orders must be uploaded in PDF (Portable Document Format), and all orders must be submitted in RTF (Rich Text Format).

## Step 7 alternative. Create Autopleading (instead of uploading a document)

Instead of uploading a file, you can choose to create a PDF or RTF file on the fly using Judicialink's unique Autopleading feature. Autopleadings can be accessed by clicking "Create Autopleading" instead of clicking "Choose ...". For details on how to create autopleadings, please refer to the section of this manual dedicated to that subject.

## Step 8. Choose Case Type and Other Required Details

The Required Details menu for a new case always requests that you enter the case type. This case type will be important for categorizing the case and in some instances may affect the filing fee.

## Step 9. Review and Submit

The Review & Submit page allows you to revisit the information you previously entered, preview documents before filing, and enter the remaining credit card information if a filing fee is possible.

## **Step 10. Check Status**

After you submit, you can check your document's status in several ways:

- Click on the "Check Status" button supplied after each filing
- Watch for the receipt and notice emails
- Go to your "Filing History" to look up what happened to the filing.

Go to your "Notifications" to look what notifications have been received on this case.