

## Utah Justice Court Cover Sheet

**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 ni entiende el Inglés el tribunal le proveerá un intérprete. Contacte a un empleado del tribunal inmediatamente para pedir un intérprete.

**Plaintiff/Petitioner (First)**

**Defendant/Respondent (First)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**First Plaintiff/Petitioner's Attorney or Licensed Paralegal Practitioner\***

**First Defendant/Respondent's Attorney or Licensed Paralegal Practitioner\***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Bar Number

\_\_\_\_\_  
Name

\_\_\_\_\_  
Bar Number

**Plaintiff/Petitioner (Second)**

**Defendant/Respondent (Second)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

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

**Second Defendant/Respondent's Attorney or Licensed Paralegal Practitioner\***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Bar Number

\_\_\_\_\_  
Name

\_\_\_\_\_  
Bar Number

\*Attorney or LPP addresses provided by Utah State Bar.

**Total Claim for Damages \$** \_\_\_\_\_

**Claim may not exceed \$15,000**

**Schedule of Fees: §78A-2-301.5**

**-- SMALL CLAIMS AFFIDAVIT --**

- \$60 [ ] Damages \$2000 or less
- \$100 [ ] Damages \$2001 - \$7,499
- \$185 [ ] Damages \$7,500 - \$15,000

**-- SMALL CLAIMS COUNTER AFFIDAVIT --**

- \$50 [ ] Damages \$2000 or less
- \$70 [ ] Damages \$2001 - \$7,499
- \$120 [ ] Damages \$7,500 & over

**-- SMALL CLAIMS APPEAL --**

- \$10 [ ] Notice of Appeal to District Court

- \$240 [ ] Appeal / Trial de novo Filing Fee payable to District Court
- [ ] is attached
- [ ] to be paid at District Court

**-- OTHER --**

- \$135 [ ] Expungement Petition
- \$50 [ ] Writ
- \$35 [ ] Open Sealed Record

**-- OCAP --**

- (Utah Code §78A-2-501)
- \$20 [ ] Documents prepared using Online Court Assistance Program (OCAP)

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Email

I am the  Plaintiff  
 Attorney for the Plaintiff and my Utah Bar number is \_\_\_\_\_

In the Springville Justice Court of Utah  
 4th Judicial District in Utah County  
 110 South Main Street, Springville, UT 84663

Plaintiff v. Defendant And Defendant	<b>Affidavit and Summons          (Small Claims)</b> _____ Case Number  Judge Jewell
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I swear that the following is true.

(1) Defendant owes me \$ \_\_\_\_\_ for the claim described in paragraph (2).  
 plus the filing fee of \$ \_\_\_\_\_  
 plus an estimated service fee of \$ \_\_\_\_\_  
 plus estimated attorney fees of \$ \_\_\_\_\_ (Attach statute or contract showing you are  
 authorized to claim attorney fees.)  
 for a total of: \$ \_\_\_\_\_

plus prejudgment interest, if qualified for prejudgment interest.

(2) The events happened on \_\_\_\_\_ (date). My claim is based on the following facts.

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(3)  Defendant resides within the jurisdiction of the court.  
 The events happened within the jurisdiction of the court.

(4)  I am not suing a government entity. I am not suing a government employee for the employee's on-the-job conduct.

(5)  I am not suing on a claim that has been assigned to me.

(6)  I am filing this affidavit in the First District Court for Cache County because the defendant resides in unincorporated Cache County or in a municipality within Cache County that does not have a justice court and the cause of action arose in unincorporated Cache County or in a municipality within Cache County that does not have a justice court.

I have not included any non-public information in this document.

\_\_\_\_\_ Sign here ► \_\_\_\_\_  
Date  
Typed or 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.

\_\_\_\_\_ Sign here ► \_\_\_\_\_  
Date  
Typed or printed name (Court Clerk or Notary Public) \_\_\_\_\_  
Notary Seal

## Summons

To:

Para:

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Defendant Name and Address

*Nombre y dirección del Demandado*

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Defendant Name and Address

*Nombre y dirección del Demandado*

You are summoned to appear at trial to answer the above claim. The trial will be held at the court address shown above. **If you fail to appear, judgment may be entered against you for the total amount claimed.**

*Se le cita a comparecer a juicio para responder al reclamo arriba descrito. El juicio tendrá lugar en la dirección del tribunal que se muestra arriba. **Si usted no comparece, se podría dictar un fallo contra usted por el total de la cantidad reclamada.***

Date (Fecha) \_\_\_\_\_ Time (Hora) \_\_\_\_\_ : \_\_\_\_\_ [ ] a.m. [ ] p.m.

Room (Sala) \_\_\_\_\_ Judge (Juez) \_\_\_\_\_ Jewell \_\_\_\_\_

### Notice to the Defendant

A small claims case has been filed against you. This imposes upon you certain rights and responsibilities. You can find small claims information and instructions at <https://www.utcourts.gov/howto/smallclaims/>.

The court's Finding Legal Help web page ([www.utcourts.gov/howto/legalassist/](http://www.utcourts.gov/howto/legalassist/)) 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.

*Un caso de reclamos menores ha sido presentado contra usted. Esto le impone a usted ciertos derechos y obligaciones. Usted puede encontrar información e instrucciones sobre reclamos menores en <https://www.utcourts.gov/howto/smallclaims/>.*

*La página del tribunal sobre Como Encontrar Ayuda Legal ([www.utcourts.gov/howto/legalassist/](http://www.utcourts.gov/howto/legalassist/)) proporciona información acerca de las maneras en que usted puede obtener ayuda legal, incluyendo el Centro de Ayuda del tribunal, abogados a precio reducido, ayuda legal limitada y talleres jurídicos gratuitos.*

**Attendance.** You must attend. If you do not attend, the relief requested might be granted. You have the right to be represented by a lawyer.

***Asistencia.** Presentarse es obligatorio. Si usted no llegara a presentarse, el remedio solicitado podría ser otorgado. Usted tiene el derecho de que lo represente un abogado.*

**Evidence.** Bring with you any evidence that you want the court to consider.

***Pruebas.** Traiga con usted cualquier prueba que quiera que el tribunal tome en cuenta.*

**Interpretation.** If you do not speak or understand English, contact court staff at least 3 days before the hearing, and an interpreter will be provided.

***Interpretación.** Si usted no habla ni entiende el Inglés contacte al personal del tribunal por lo menos 3 días antes de la audiencia y le proveerán un intérprete.*

**Disability Accommodation.** If you have a disability requiring accommodation, including an ASL interpreter, contact court staff at least 3 days before the hearing.

***Atención en caso de incapacidades.** Si usted tiene una incapacidad por la cual requiere atención especial, favor de contactar al personal del tribunal por lo menos 3 días antes de la audiencia.*

**Right to Jury Trial.** If you want to have a jury trial in this case, you must file documents to remove the case to district court. See the Small Claims web page for information about that process, and forms: <https://www.utcourts.gov/howto/smallclaims/>.

***El derecho a juicio por jurado.** Si usted quiere tener un juicio con jurado, usted deberá presentar documentos pidiendo que el caso sea transferido al tribunal de distrito. Vea la página de internet de Reclamos Menores para más información sobre el proceso y formularios: <https://www.utcourts.gov/howto/smallclaims/>.*

Date: \_\_\_\_\_

Sign here ► \_\_\_\_\_

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 Springville Justice Court of Utah  
 4th Judicial District in Utah County  
 110 South Main Street, Springville, UT 84663

<p>_____ Plaintiff/Petitioner</p> <p style="text-align: center;">v.</p> <p>_____ Defendant/Respondent</p>	<p style="text-align: center;"><b>Military Service Declaration</b></p> <hr/> <p>Case Number</p> <p>Judge Jewell</p>
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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.")

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**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 Military Service Declaration on the following people.

Person's Name	Service Method	Service Address	Service Date
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-filed <input type="checkbox"/> Email <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature ►

\_\_\_\_\_  
 Printed Name