

eFiling to the Utah Courts

More Frequently Asked Questions

Q: Will the system or when will the system advise counsel of the assignment of a particular judge to a case?

A: The process of assigning judges has not changed. It is a function of CORIS, the Utah Court's case management system. There are many times when a judge is not assigned because they rotate assignments in some districts.

Q: How is it anticipated that the Filer system integrate with the existing Utah Court XChange server to retrieve documents via the internet? Will Utah Court XChange be phased out?

A: XChange will not go away. XChange anticipates enhancing the system to allow the public to download documents. We do not have a date on when that will occur. The eFiling system has some overlaps in features with XChange. XChange allows a user to enter parameters to search CORIS for case history information. In the eFiling system you must know the case number, county location, and a participant's last name (this includes attorney's last name on the case) in order to download a case history. The eFiling system allows you to download documents if you are registered as legal counsel on the case. The enhancements to XChange will eventually allow you to download documents that you are not a participant on. One key difference on document download is security. The eFiling system may allow you to download a confidential document because you are a participant on a case that you will not get through XChange.

Q: How do you resolve the requirement to add Social Security Numbers and DOBs for all parties against court requirements to redact that when filing information with the court?

A: The SSN and DOB information collected in the eFiling system is entered into CORIS but is not distributed in notifications or returned to the eFiling system in a case history. The redaction process occurs within each document that is efiled. The data in CORIS is not redacted; it is simply not available to the public so we do not feel there is a conflict. The public can request the documents and the court needs a redacted version in some cases for certain documents for public consumption. The data fields in CORIS that store sensitive information have access controls that limit who can see that data and those fields.

Q: Why is the header at the top of the screen 'Utah State Bar' and not 'Utah State Courts'?

A: The Utah State Bar is hosting this external site that allows attorneys to efile to the Utah Courts. There could be several sites that eventually will be available with various business options to compete with this site. All external sites will interact with the Utah Courts system. You can see the Utah Courts system at <https://courtfiling.utah.gov/>. You cannot request an account there unless you are a state agency. The intent of the Utah Courts is to shift the support of the eFiling system to external vendors so

that the Utah Courts does not have to support the attorneys. For this reason Tybera and the Utah Bar are providing weekly training free of charge for the Utah Bar site.

Q: Is there a test site where we have a guest account to practice efilng?

A: Tybera does have a site that is exposed for developers to use to test against. It could be opened for attorneys to practise on but there are no clerks watching the system to respond so the practise is limited. If you would like an account to practice with, contact Bonnie at bkenison@tybera.com for a guest account.

Q: Is there a user manual analogous to the Pacer training tutorials that has the many details described in your training presentation?

A: Tybera does have an on-line user manual and the link to it is found in the footer of each screen on the Utah State Bar efilng website.

Q: Is there an available policies and procedures document?

A: Tybera and the Utah Bar need the Utah Courts to define the policies and procedures and then publish them. If you have a specific question we will forward it to the Utah Courts for clarification and then post the information on the Tybera support page.

Q: Can I get a copy of pleadings in a case for which I am not counsel?

A: You can get the case history if you know the case number, county, and a participant's last name, however you cannot download documents through the efilng system unless you are registered in CORIS as legal counsel on that case.

Q: If a defendant files a non-efiled answer with the court, can I get a copy of it from the efilng interface?

Q: If a party does not file electronically, such as a pro se defendant, can I see a copy of the non-efiled answer on line?

A: The efilng system is integrated with the court so that if a document is received at the court in paper when the court scans that document a notification is generated in the efilng system telling you of the event. You can get a copy of the scanned document through the e-notification or by doing a Case History through the My Cases feature and download the document. Remember you must be registered in CORIS as legal counsel on the case to download a document. There may be times when you are counsel on a case but you cannot download a document. If this situation exists it is likely because a clerk or judge has marked the document with a security level that restricts access. At that point you will have to approach the judge directly for a ruling to get the document.

Q: How long does it take to get a court case number for a complaint?

A: This is dependent on two conditions. First, the court can automate processing and the case number can be assigned in a few minutes from the submission.

Second, the court anticipates having a clerk manually review the submissions that initiate a case. The response time to get a case number is dependent on how soon the clerk reviews the information in the submission. Once the clerk reviews the submission and approves the information it takes a few minutes to process and return a receipt with the case number. You can view the status of your submissions in the Filing Status page. If the status is Awaiting Approval then that tells you the clerk has not reviewed it yet. If you sent a submission and you felt that it was past time for the review to occur, you should look at the Filer Tracking ID, call the clerk, give them that tracking ID and ask them what is holding that submission up. In the Filing Status page you can click on the detail links of that submission and find the Filer Tracking ID.

Q: If I represent the same plaintiff for several cases, is there somewhere that we can save that information so it will automatically insert the plaintiff's information in without having to retype it for each case?

A: You may want to talk to the clerks at the court you do business with. eFlex does have the ability for the clerk to enter a CORIS ID in the party information page so that when the clerk recognizes common parties CORIS will associate the existing party in CORIS with the new case rather than creating a new entry. This will also eliminate the need to enter all the data about a party each time.

Q: When filing a complaint, will a summons be submitted with the complaint to be sent out for service?

A: Currently it is the responsibility of the attorney to create the summons and distribute the summons to the process server for service. Utah is one of the few states that allow the attorney to distribute summons without the clerk issuing the summons. There are a few case types in Utah where the clerk must issue the summons but for most civil cases the attorney or plaintiff does. Please refer to the Utah Codes and Rules and Procedures for authoritative answers on this question.

Q: Do you have to mail in the official Certificate of Service notification to court?

A: No, you can efile the Certificates of Service. Look for the Return of Service document type to efile a completed or failed Certificate of Service signed by the process server. Simply scan in the certificate and efile it.

Q: Is it anticipated that efilings will include Justice Courts in the future?

A: Currently the Utah AOC is working on bringing efilings up in the District courts. The Utah legislature has pushed to get all Utah Justice Courts into CORIS as well. For this reason it is possible that in the future the Justice Courts will be supported in the same system but it will require the Utah AOC and the Justice Courts to coordinate this effort before it can be supported.

Q: Is there a way to print out the Case Summary or Case History (like a docket)?

A: eFlex returns the case history in an HTML format. This format is used to publish information on the web. Using the web browser printing function you can print the case history page or you can select the information and paste it into MS Word or WordPerfect for printing. If you do not want all the links and web formats included you may want to use the Paste Special feature that removes formatting and hyperlinks.

If you are looking for a process that will take all the documents on a case, join them together in a single PDF document with bookmark links to each document like a docket history, Tybera does have a product that can do this and we will eventually expose that feature for attorneys to use.

Q: If I file an Answer or Other document, do I need to mail it to the other party's attorney or is the electronic notification enough?

A: In the My Cases page of eFlex there is a link called Get Service List. This link will tell you which parties are represented by legal counsel AND are registered in the eFiling system. This page will tell you who you must notify in paper and who you do not have to notify in paper. The eFiling system will also record in CORIS who the system broadcast the electronic notifications to so that if there is ever question the court can reference that record.