

## Checklist for Removing a Case from District Court to Justice Court

- You must complete a form before you file it. These instructions will help you complete the forms.
- Court staff cannot complete a form for you.
- Attach a copy of any document referred to in the form.
- Keep a copy of all documents for your records.
- Attend all court hearings.
- Some forms may not apply in your case.
- Contact the Self-Help Center if you need more help:  
<http://www.utcourts.gov/selfhelp/contact/>.

### (1) Notice of Removal From District Court

First file this document in the justice court.

- Print your name and contact information at the top of the first page. Check whether you are the Defendant or the attorney for the Defendant.
- Print the judicial district number, the county name and the court address in the blank lines.
- Complete the heading exactly as it appears in the complaint.
- Paragraph (1): This is a requirement. Make sure that it is true before signing the document.
- Paragraph (2): Either you (defendant) must reside in the jurisdiction of the justice court or at least one of the events in the case must have happened in the jurisdiction of the justice court. Check one or both boxes, but at least one of the statements must be true.
- Paragraph (3): Print the name of the district court on the blank line.
- Both Defendant and Plaintiff should date and sign the form and keep a copy.
- File the original form with the court clerk.

### (2) Notice of Removal to Justice Court

File this Notice in the district court after you file the Notice in the justice court and get your case number and trial date.

- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff or Defendant or the attorney for the Plaintiff or Defendant.

- Print the judicial district number, the county name and the court address in the blank lines.
- Complete the heading exactly as it appears in the complaint.
- Paragraph (1): Print the name of the justice court on the blank line.
- Paragraph (2): Either you (defendant) must reside in the jurisdiction of the justice court or at least one of the events in the case must have happened in the jurisdiction of the justice court. Check one or both boxes, but at least one of the statements must be true.
- Paragraph (3): This is a requirement. Make sure that it is true before signing the document.
- Paragraph (4): Print the justice court case number and trial date on the blank lines.
- Paragraph (5): You have 21 days from the date you were served with the complaint to file this Notice in the district court. Thirty days if you were served outside Utah. The Plaintiff may have agreed to give you more time. On the blank line, print the date on which you would have had to file an Answer in district court. You must file this Notice with the district court on or before that date.
- Both Defendant and Plaintiff should date and sign the form and keep a copy.
- File the original form with the court clerk.

### **(3) Notice of Hearing**

When you file the Notice of Removal from District Court, the justice court clerk will schedule the case for trial. Select a date that is convenient for you, the other party and the court.

- Print your name and contact information at the top of the first page.
- Check the correct box to show whether the case is in the district, juvenile or justice court. Print the judicial district number, the county name and the court address on the blank lines. Complete the heading exactly as it appears in the complaint/petition.
- Identify Plaintiff/Petitioner and Defendant/Respondent by name and address.
- Print "Trial" on the blank line. Print the date and time of the trial. Print also the judge's name and courtroom number for the hearing.
- Date and sign the form.
- Complete the Certificate of Service.

- Serve the form and any attachments on the other party by one of the methods described in the certificate of service. [URCP 5](#) governs service.
- File the original form with the court clerk.