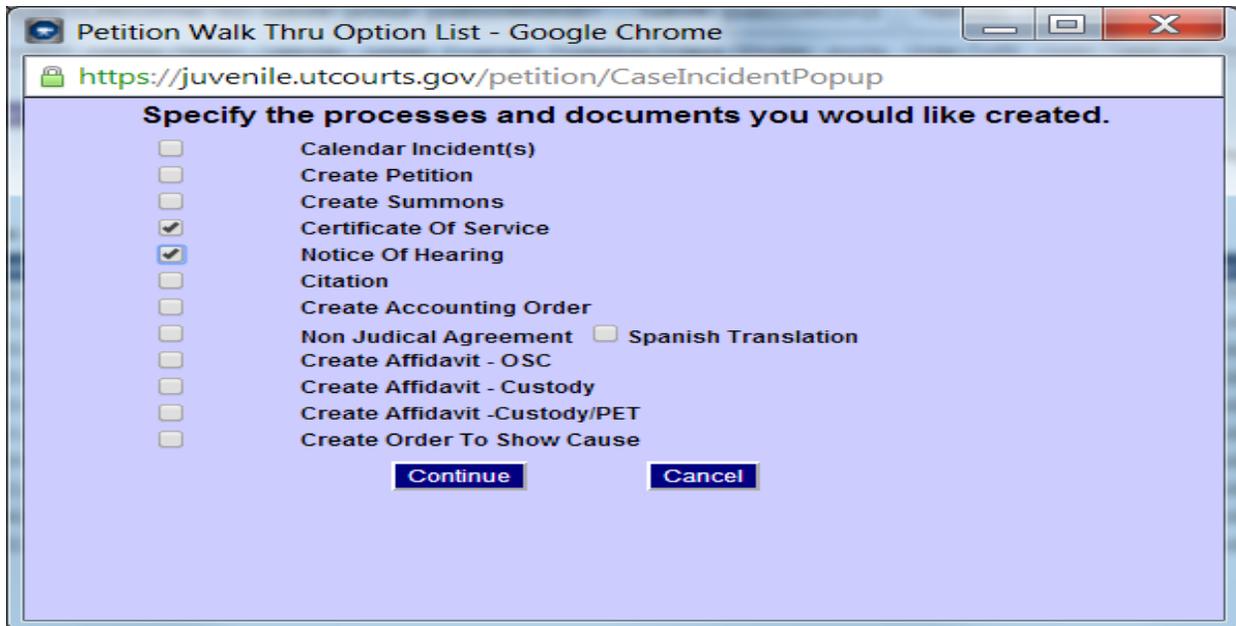


# Creating A Certificate of Service through the Petition Walk-Thru Process



Select Petition, Petition Walk-thru Process

Select which incidents you are creating the Certificate of Service for. Select OK



Select which processes and documents you would like to create. Select "continue".

**Certificate Of Service** Preview Certificate

ID: 354411

District Office: Vernal Title: NOTICE OF HEARING

Certificate of Service For: CHARLIE TEST CASE BROWNNIE  Sealed Document

Signature Name: Amber H Buist

**Associated Contacts:**

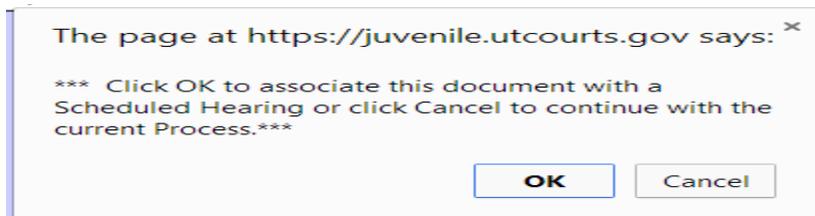
Check	Contact Name	Relationship	Method	Date	Icons
<input type="checkbox"/>	CHARLIE TEST CASE BROWNNIE 121 WEST 200 SOUTH SUITE P	Child			
<input checked="" type="checkbox"/>	CHANCE BROWNNIE 121 WEST STRONG BEACH CA 96762	Father	Mailed w/rights	09-18-2014	
<input checked="" type="checkbox"/>	LULA BROWNNIE 121 WEST STRONG BEACH CA 96762	Mother	Email	09-18-2014	
<input checked="" type="checkbox"/>	ROBERT P MITCHUM III 121 WEST 200 SOUTH SALT LAKE CITY UT 84118	Step-brother	Hand Delivered	09-18-2014	
<input type="checkbox"/>	JOE BROWN 345 BAIT ST ME	Step Father			

**Associated Documents:**

Date	Document	Title	Creator	Completed
Documents Will Be Associated At End of Walkthru Processing				

You can title your certificate of service as to what document you are mailing out. It is the highlighted area above.

Check all parties you are mailing the document to, how service is taking place and the date they are being mailed. Select complete.



Select OK. Continue on with your Notice of Hearing.

In the "All Documents" screen you can see that your Certificate of Service is associated with incident #23 and the title is now Notice of Hearing. Also your Notice of Hearing document was created at the same time.

Date	Document	Title	Incident	Related Petition	Amended	Order Status	PO Served Date Time
09-18-2014	Cert of Service	Test					
9-18-2014	Notice		23				
9-18-2014	Cert of Service	NOTICE OF HEARING	23				
09-17-2014	Rehearing Notice		15				
07-18-2014	Petition	Petition for Exparte Child Protective Order	21				
07-17-2014	Victim Record	Coris Next Release	21				
07-10-2014	Community Service Documentation	Received 7-10-2014 Community Service Hours #4612948 AC	22				

You can also attach additional documents to your Certificate of Service. Say you are sending out the Summons and Petition. You would start with your walk-thru process and create your Summons and Certificate of Service. At the bottom of the Certificate of Service you will see the box Add Document. Select Add Document

Certificate Of Service Detail - Google Chrome  
<https://juvenile.utcourts.gov/petition/SummonsLanguageDetailSave>

**Certificate Of Service** Preview Certificate

ID: 354466

District Office: Vernal  
 Certificate of Service For: CHARLIE TEST CASE BROWNIE  
 Signature Name: Amber H Buist  
 Title: Summons and Petition for #  
 Sealed Document

**Associated Contacts:**

Check	Name	Relationship	Method
<input checked="" type="checkbox"/>	CHARLIE TEST CASE BROWNIE 121 WEST 200 SOUTH SUITE P	Child	Hand Delivered
<input type="checkbox"/>	CHANCE BROWNIE 121 WEST STRONG BEACH CA. 96762	Father	
<input type="checkbox"/>	LULA BROWNIE 121 WEST STRONG BEACH CA. 96762	Mother	
<input type="checkbox"/>	ROBERT P MITCHUM III 121 WEST 200 SOUTH SALT LAKE CITY UT 84118	Step-brother	
<input type="checkbox"/>	JOE BROWN 345 BAIT ST ME	Step Father	

**Associated Documents:**

Date	Document	Title	Creator	Completed
Documents Will Be Associated At End of Walk-thru Processing				

↓

Here you will select which document type you want to add with your Summons. Select which documents you want to view and then select Search. In this case all Petitions will appear in the Document Type box on the left side of the screen. Then Select Add Document Associations. All petitions you have selected will now appear on the top right hand box as Pending Associated Document. At this point you can continue to add as many documents as you need. Once you have added all documents. Select the Save Associations on the bottom right of your screen. Now all the documents you have selected will appear in the Currently Associated Documents box. Select Cancel at the top left of your screen. This will save all documents to the Certificate of Service.

Document Association Search - Google Chrome

https://juvenile.utcourts.gov/petition/DocumentAssociate?mode=save&p=61&id=354466&petitionWTId=306580&...

Search Reset Search Cancel

Creating Document Associations for Petition Certificate Of Service

Case Number 895539 Title

Document Date Document Range Document Type Care Petition

Select	Document Type	Title	Creator	Completed Date	Type
<input type="checkbox"/>	Care Petition	Petition Redbox	dhayward		X Care Petition
<input type="checkbox"/>	Care Petition	none	ptingey		
<input type="checkbox"/>	Care Petition	none	ptingey		
<input type="checkbox"/>	Care Petition	none	ptingey	03-12-2010	
<input type="checkbox"/>	Care Petition	none	ptingey	03-12-2010	
<input type="checkbox"/>	Care Petition	none	ptingey	03-12-2010	

Currently Associated Documents

X Care Petition goler

Add Document Associations Clear Associations Save Associations

Here you can see that your documents have now been associated with your certificate of service. Your Summons will show automatically at the end of your walk thru process. Select who needs service of the documents and select Complete.

**Certificate Of Service** [Preview Certificate](#)

ID: 354466

District Office:  Title:

Certificate of Service For:   Sealed Document

Signature Name: Amber H Buist

**Associated Contacts:**

<input type="checkbox"/>	CHARLIE TEST CASE BROWNNIE 121 WEST 200 SOUTH SUITE P	Child
<input type="checkbox"/>	CHANCE BROWNNIE 121 WEST STRONG BEACH CA 96762	Father
<input type="checkbox"/>	LULA BROWNNIE 121 WEST STRONG BEACH CA 96762	Mother
<input type="checkbox"/>	ROBERT P MITCHUM III 121 WEST 200 SOUTH SALT LAKE CITY UT 84118	Step-brother
<input type="checkbox"/>	JOE BROWN 345 BAIT ST ME	Step Father

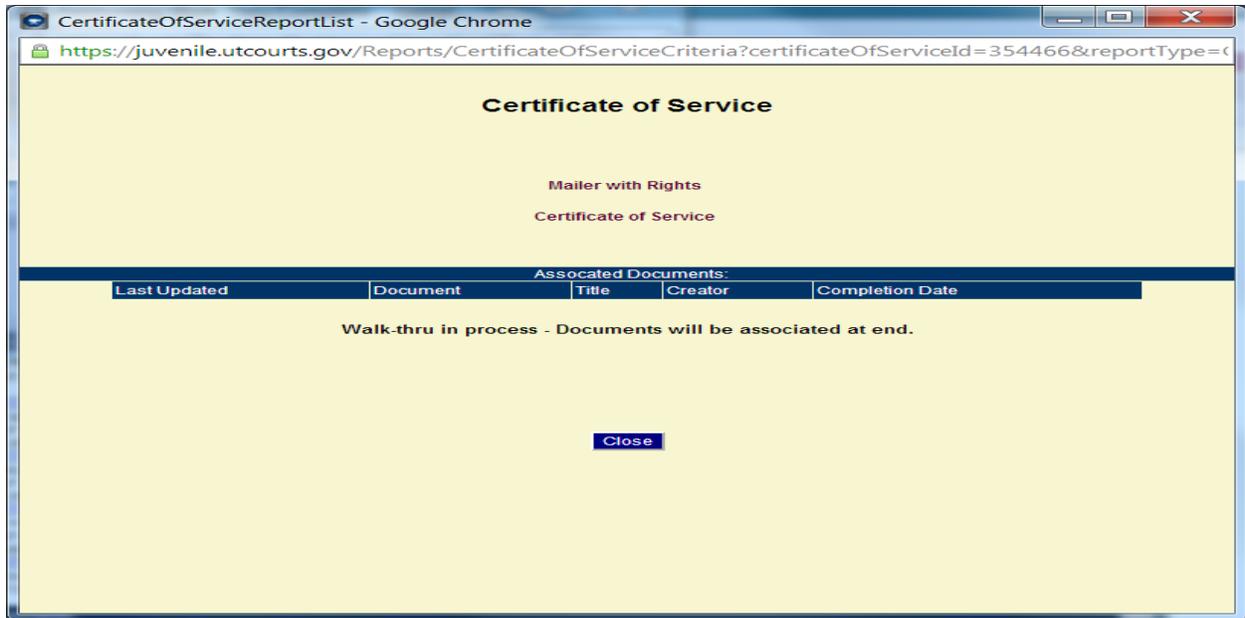
**Associated Documents:**

Date	Document	Title	Creator	Completed	
08-04-2009	Care Petition		goler		<a href="#">disassociate</a>
03-12-2010	Care Petition		ptingey		<a href="#">disassociate</a>

**Additional Documents Will Be Associated At End of Walk-thru** 

[Add Contact](#) [Add Document](#) [Save](#) [Complete](#) [Spellcheck](#) [Discard / Delete](#) [Cancel](#)

Here you can view/print your Mailer and Certificate of Service. Select Close.



## Creating Certificate of Service-

To create just the Certificate of Service without the walk-thru process follow the same steps and attach the documents you would like to associate with the Certificate of Service. At this time you cannot associate uploaded documents.