

How to Create a Template



Search

Create New

Proposed Verbiage

District

- Upload Social Doc
- Upload Legal Doc
- Upload Safeguarded Doc
- Doc Look Up
- Proposed Template

Description

Starts With Contains

- Set Defaults
- My Cases
- My Calendar
- My eFiled
- My eFile Batch
- eFile New

- UPDATES
- Releases
- Email
- HelpDesk

ID	Desc	Group	District	User	
Edit 1	Adult Transport Order	Courts Proposed Verbiage			Delete
Edit 2	Transport Party of Juvenile	Courts Proposed Verbiage	Third		Delete
Edit 15	Adult Bench Warrant	Courts Proposed Verbiage			Delete
Edit 16	Minor Bench Warrant Detention	Courts Proposed Verbiage			Delete
Edit 17	Minor Bench Warrant Facility	Courts Proposed Verbiage			Delete
Edit 18	Bench Warrant Hearing Order Juvenile	Courts Proposed Verbiage			Delete
Edit 19	Bench Warrnt HearingOrder Adult	Courts Proposed Verbiage			Delete
Edit 20	Commitment Order - Juvenile	Courts Proposed Verbiage			Delete
Edit 21	Jail Commitment Order - Adult	Courts Proposed Verbiage			Delete
Edit 22	Order to Rescind Bench Warrant	Courts Proposed Verbiage			Delete
Edit 23	Order of Recusal and Request for Reassignment	Courts Proposed Verbiage			Delete
Edit 24	Order to Release from Jail	Courts Proposed Verbiage			Delete
Edit 25	3rd Adult Transportation Order	Courts Proposed Verbiage	Third		Delete

Under the Upload Applet click "Proposed Template"



Welcome
Krista Airam
Logout

- Set Defaults
- My Cases
- My Calendar
- eFile Queue
- My eFiled
- My eFile Batch
- eFile New

UPDATES
Releases
Email

Search **Create New**

Proposed Verbiage Template Lookup

District

Description

Starts With Contains

	ID	Desc	Group	District	UserId	
Edit	1	Adult Transport Order	Courts Proposed Verbiage			
Edit	2	Transport Party of Juvenile	Courts Proposed Verbiage	Third		
Edit	15	Adult Bench Warrant	Courts Proposed Verbiage			
Edit	16	Minor Bench Warrant Detention	Courts Proposed Verbiage			
Edit	17	Minor Bench Warrant Facility	Courts Proposed Verbiage			Delete
Edit	18	Bench Warrant Hearing Order Juvenile	Courts Proposed Verbiage			Delete
Edit	19	Bench Warrnt HearingOrder Adult	Courts Proposed Verbiage			Delete
Edit	20	Commitment Order - Juvenile	Courts Proposed Verbiage			Delete
Edit	21	Jail Commitment Order - Adult	Courts Proposed Verbiage			Delete
Edit	22	Order to Rescind Bench Warrant	Courts Proposed Verbiage			Delete
Edit	23	Order of Recusal and Request for Reassignment	Courts Proposed Verbiage			Delete
Edit	24	Order to Release from Jail	Courts Proposed Verbiage			Delete
Edit	25	3rd Adult Transportation Order	Courts Proposed Verbiage	Third		Delete
Edit	26	Order Regarding Detention Review And Recommendation	Courts Proposed Verbiage			Delete

Review the existing list of templates to ensure a template doesn't already exist. If not, click "Create New" to create a new template.

Existing templates can be located here

Proposed Template Lookup - Windows Internet Explorer
https://juvenile.utcourts.gov/uploadDocumentsToDocmgr/ProposedTemplateDetail?id=-1

Proposed Verbiage Template Details

ID (new)

Description *

Group * Courts Proposed Verbiage

District All

Template Verbiage *

Create a description for your template. For example *“Order Regarding Payment of Restitution”*

The *“Group”* dropdown should default to *“Courts Proposed Verbiage”* if it doesn't please select this from the drop down box. The *“District”* should default to your specific district if it doesn't please only create templates for your district. If you think a template should be made for the entire state ask the Clerk of Court in your District to review the proposed template at their next meeting.

https://care.utcourts.gov/?id=-1 - Proposed Template Lookup - Windows Internet Explorer

Proposed Verbiage T

ID (new)

Description * Order Regarding Payment of Restitution

Group * Courts Proposed Verbiage

District All

Template Verbiage *

This Court, having received and reviewed the Report and Recommendation of the Probation Department, hereby orders the following:

The above named minor shall pay restitution in the amount of \$@@amount@@ to be paid to @@victims name@@. Restitution payments are to be made to the juvenile court and will be forwarded to the victim.

Restitution is ordered to be joint and several. Should the other co-defendant be found liable of restitution, the above-named minor shall be responsible to pay the entire amount which is \$@@amount@@.

The due date for the restitution is: @@due date@@. A minimum of \$@@amount@@ is due every month until restitution is paid in full.

The amount due shall be added to the above-named minor's time payment.

YOU ARE HEREBY NOTIFIED that the above-named case is set for trial on @@trial date@@.

Instructions for using the At Tags:

- You create the tag by surrounding the prompt phrase with 2 @ signs "@@prompt phrase@@"
- Spaces are allowed but cannot be the first or last characters
- Only Letters, Numbers, and the characters () \$ % # . , are allowed
- On the Proposed Document page is a button to replace the At Tags with real verbiage
- More examples: @@date of hearing@@, @@bail amount@@, @@name of parent or guardian@@, @@1st item for (possible) inclusion@@

Spellcheck Save Cancel

After you have entered the text that you want in your template or copied and pasted the information from an existing Word document, you can enter "@ Tags" throughout your document where you want to replace verbiage.

Enter the text that you want in your template. You can copy and paste this information from an existing Word document.

Click "Spellcheck" to check the spelling of the template. Once completed click "Save". Your template has now been created.



Search Create New

Proposed Verbiage Template Lookup

District

Starts With Contains

Welcome Krista Airam Logout

Set Defaults My Cases My Calendar eFile Queue My eFiled My eFile Batch eFile New

UPDATES Releases Email HelpDesk

Description

	ID	Desc	Group	District	Userid	
Edit	25	3rd Adult Transportation Order	Courts Proposed Verbiage	Third		Delete
Edit	15	Adult Bench Warrant	Courts Proposed Verbiage			Delete
Edit	1	Adult Transport Order	Courts Proposed Verbiage			
Edit	18	Bench Warrant Hearing Order Juvenile	Courts Proposed Verbiage			
Edit	19	Bench Warrmt HearingOrder Adult	Courts Proposed Verbiage			
Edit	20	Commitment Order - Juvenile	Courts Proposed Verbiage			
Edit	21	Jail Commitment Order - Adult	Courts Proposed Verbiage			
Edit	16	Minor Bench Warrant Detention	Courts Proposed Verbiage			
Edit	17	Minor Bench Warrant Facility	Courts Proposed Verbiage			
Edit	34	Order (Report and Recommendation From Intake/Probation)	Courts Proposed Verbiage			
Edit	30	Order For Drug Test Fee/Restitution	Courts Proposed Verbiage			
Edit	28	Order Regarding DNA Collection and Fees and/or Photograph and Fingerprinting	Courts Proposed Verbiage			
Edit	26	Order Regarding Detention Review And Recommendation	Courts Proposed Verbiage			
Edit	32	Order Regarding Intake Probation	Courts Proposed Verbiage			
Edit	35	Order Regarding Non-Judicial	Courts Proposed Verbiage			
Edit	27	Order Regarding Payment of Restitution	Courts Proposed Verbiage			
Edit	33	Order Regarding Probation/Court Jurisdiction	Courts Proposed Verbiage			
Edit	29	Order for Change of Hearing	Courts Proposed Verbiage			
Edit	23	Order of Recusal and Request for Reassignment	Courts Proposed Verbiage			
Edit	24	Order to Release from Jail	Courts Proposed Verbiage			
Edit	22	Order to Rescind Bench Warrant	Courts Proposed Verbiage			
Edit	31	Order to Rescind Warrant/Order for Detention	Courts Proposed Verbiage			
Edit	2	Transport Party of Juvenile	Courts Proposed Verbiage	Third		Delete

In order to pre-view the template you created you will have to create a proposed order. This can be done by clicking the *eFile New* button. Please note that in future there may be an enhancement that will allow you to preview the document at the template creation screen.

Add eFile Document - Google Chrome

https://juvenile.utcourts.gov/efiling/AddEfileDocument?mode=judicial&efileBatchId=867&docCatId=1.

Add Document Type Information for Proposed

Document Type *

Doc Sub Type *

Document Title

Any Order signed/denied by the Court not prepared in CARE. Motion/Order, Custody, Decree, Findings of Fact Conclusions of Law, Probation Order, Treatment Plan, Protective Supervision Services, Review Order, Stipulations, etc.

Select "Orders (Legal Juvenile)". In the "Doc Sub Type" select "Judicial Order". Title document as you want it to appear on the actual order such as *Order Regarding Payment of Restitution*. Select "Save/Cont to Judicial"

E-File Batch Detail

Efile Batch Id 867 Efile User kairam
Created By kairam Created DateTime 08-28-2015 06:02:52 PM
Status Incomplete Alert Date
Note Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	999999	Yogi TEST CASE Bear	Spanish Fork		

Document Info

INCOMPLETE MISSING DOCUMENT

[Add PDF Document](#) [Add Judicial Verbiage](#)

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)

In order to access the proposed template verbiage click the "Add Judicial Verbiage" button

Filer Information for **Lynnette D Eyre**

Include Filer Info on Document

Multiple District Offices Exist for Selected Cases
Select representative district office : Provo
FOR UTAH COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of

Bear, Yogi TEST CASE 03-12-1990

Case Descriptor A Person Under the Age of 18 Years

Title Order Regarding Paymnet of Restitution

Amended

Case No. 999999

Judge / Commissioner Smith, F. Richards

Include Incident/Allegation Verbiage

999999 - Yogi TEST CASE Bear

* Document Content is

If you want the Incident/Allegation Verbiage to appear in your order, click on the check box.

Load Template

Spellcheck

Replace At Tags

Save Only

Save & Preview

Go Back to Batch Detail

Filer Information for *Lynnette D Eyre*

Include Filer Info on Document

Multiple District Offices Exist for Selected Cases
Select representative district office : Provo
FOR UTAH **COUNTY, STATE OF UTAH**

STATE OF UTAH, in the interest of

Bear, Yogi TEST CASE 03-12-1990

Case Descriptor A Person Under the Age of 18 Years

Title Order Regarding Paymnet of Restitution

Amended

Case No. 999999

Judge / Commissioner Smith, F. Richards

Include Incident/Allegation Verbiage
** Document Content is required*

- Load Template
- Spellcheck
- Replace At Tags
- Save Only
- Save & Preview
- Go Back to Batch Detail

Select the "Load Template" button

Include Filer Info on Document

Multiple District Offices Exist for Selected Cases

Select representative district office : Provo
FOR UTAH COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of
Bear, Yogi TEST CASE
Case Descriptor A Person Under t

999999 - Yogi TEST C.

Available Proposed Verbiage Templates

	Judge	Description
<input type="radio"/>		Order Regarding Non-Judicial
<input checked="" type="radio"/>		Order Regarding Payment of Restitution
<input type="radio"/>		Order Regarding Payment of Restitution
<input type="radio"/>		Order Regarding Probation/Court Jurisdiction
<input type="radio"/>		Order for Change of Hearing
<input type="radio"/>		Order of Recusal and Request for Reassignment
<input type="radio"/>		Order on Affidavit of Impecuniosity

Replace Add to Beginning Add to End Insert at Cursor



Select the *Available Proposed Verbiage Template* you want to use. Please note the templates are in alphabetical order. For example select the *Order Regarding Payment of Restitution*. Click where you want the template to be inserted into the document by selecting "Replace, Add to the Beginning, Add to the End, or Insert at Cursor". Once you make your selection the template will automatically load into the order.

Include Filer Info on Document

Multiple District Offices Exist for Selected Cases
Select representative district office : Provo
FOR UTAH COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of

Click on the "Replace At Tags Button". Enter all information in each field. When you are finished, click on the "Replace Button".

999999 - Yogi TEST CASE Bear

At Tag Text Replacement	
amount	500.00
due date	June 1, 2016
amount	100.00
date	April 1, 2016
time	11:30 a.m.
location	enile Court, 2021 South State Street, Provo UT 84606
Judges Name	F. Richards Smith

Leave a field blank to prevent replacing At Tag

* Document Content is required

The above named minor shall pay restitution in the amount of \$ @@amount@@ to be paid to: @@victims name@@ . Restitution payments are to be made to the juvenile court and will be forwarded to the victim.

Restitution is ordered to be joint and several. Should the other co-defendant(s) not pay their portion of restitution, the above-named minor shall be responsible to pay the entire amount of restitution, which is \$@@amount@@.

The due date for the restitution is: @@due date@@. A minimum of \$@@amount@@ is due every month until restitution is paid in full.

The amount due shall be added to the above-named minor's time pay.

YOU ARE HEREBY NOTIFIED that the above-named case is set for restitution hearing on:
Date: @@date@@ Time @@time@@
Located at: @@location@@
Before Judge: @@Judges Name@@

Filer Information for **Lynnette D Eyre**

Include Filer Info on Document

Multiple District Offices Exist for Selected Cases
Select representative district office : Provo
FOR UTAH **COUNTY, STATE OF UTAH**

STATE OF UTAH, in the interest of

Bear, Yogi TEST CASE 03-12-1990

Case Descriptor: A Person Under the Age of 18 Years

Title: Order Regarding Paymnet of Restitution

Amended

Case No. 999999

Judge / Commissioner Smith, F. Richards

Include Incident/Allegation Verbiage

999999 - Yogi TEST CASE Bear

The information that you entered will populate into your document.

* Document Content is required

The above named minor shall pay restitution in the amount of \$ 300.00 to be paid to: John Doe . Restitution payments are to be made to the juvenile court and will be forwarded to the victim.
 Restitution is ordered to be joint and several. Should the other co-defendant(s) not pay their portion of restitution, the above-named minor shall be responsible to pay the entire amount of restitution, which is \$500.00.
 The due date for the restitution is: June 1, 2016. A minimum of \$100.00 is due every month until restitution is paid in full.
 The amount due shall be added to the above-named minor's time pay.
 YOU ARE HEREBY NOTIFIED that the above-named case is set for restitution hearing on:
Date: April 1, 2016 Time 11:30 a.m.
Located at: Provo Juvenile Court, 2021 South State Street, Provo UT 84606
Before Judge: F. Richards Smith

Load Template

Spellcheck

Replace At Tags

Save Only

Save & Preview

Go Back to Batch Detail

Filer Information for **Lynnette D Eyre**

Include Filer Info on Document

Multiple District Offices Exist for Selected Cases
Select representative district office : Provo
FOR UTAH **COUNTY, STATE OF UTAH**

STATE OF UTAH, in the interest of

Bear, Yogi TEST CASE 03-12-1990

Case Descriptor: A Person Under the Age of 18 Years

Title: Order Regarding Paymnet of Restitution

Amended

Case No. 999999

Judge / Commissioner Smith, F. Richards

Include Incident/Allegation Verbiage

999999 - Yogi TEST CASE Bear

** Document Content is required*

The above named minor shall pay restitution in the amount of \$ 300.00 to be paid to: John Doe juvenile court and will be forwarded to the victim.
 Restitution is ordered to be joint and several. Should the other co-defendant(s) not pay their portion shall be responsible to pay the entire amount of restitution, which is \$500.00.
 The due date for the restitution is: June 1, 2016. A minimum of \$100.00 is due every month until paid in full.
 The amount due shall be added to the above-named minor's time pay.
 YOU ARE HEREBY NOTIFIED that the above-named case is set for restitution hearing on:
Date: April 1, 2016 Time 11:30 a.m.
Located at: Provo Juvenile Court, 2021 South State Street, Provo UT 84606
Before Judge: F. Richards Smith

At this point in time you can select "Save & Preview" to view the template you created.

- Load Template
- Spellcheck
- Replace At Tags
- Save Only
- Save & Preview
- Go Back to Batch Detail

https://care.utcourts.gov/efiling/ProposedDocumentPDF?p=Y&id=142091 - Windows Internet Explorer

Fourth District Juvenile Court
FOR UTAH COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of	Order Regarding Paymnet of Restitution
Bear, Yogi TEST CASE 03-12-1990	Case No. 999999
A person under the age of 18 years	Judge F. Richards Smith

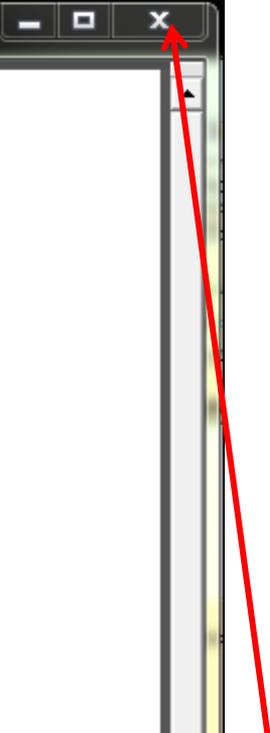
999999 - Yogi TEST CASE Bear

This Court, having received and reviewed the Report and Recommendation
probation department, hereby orders the following:

The above named minor shall pay restitution in the amount of \$ 300.00 to
. . . Restitution payments are to be made to the juvenile court and will be forw

Restitution is ordered to be joint and several. Should the other co-defenda
portion of restitution, the above-named minor shall be responsible to pay the
restitution, which is \$500.00.

The due date for the restitution is: June 1, 2016. A minimum of \$100.00 i



If the verbiage in your template is correct and all spacing etc. is accurate then you have successfully created a template. If for some reason you need to fix the template you can "X "out of this document.

E-File Batch Detail

Efile Batch Id: 1143 Efile User: kairam
Created By: kairam Created DateTime: 09-11-2015 07:39:40 PM
Status: Draft Alert Date:
Note: Creating efile Batch record from New

Case Info [Add Case](#)

Edit	Case #	Case Name	District Office	Incident(s)	Remove
	999999	Yogi TEST CASE Bear	Spanish Fork	INCIDENT(S) REQUIRED Click on left.	

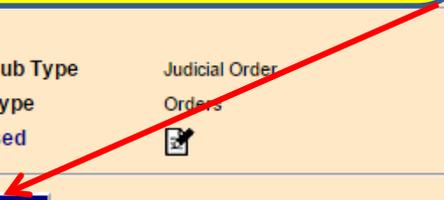
You can select "Delete" at this point in time because the purpose of this was to view the template you created.

Document Info

Document ID: 885
Document Title:
Filed/Created By: kairam

Document Sub Type: Judicial Order
Document Type: Orders
View Proposed

[Save](#) [Go Back to Batch Lookup](#) [Delete](#)



You have now created your template and you have viewed the template. If you want to create additional templates you can review the slides from the beginning of this presentation.