

Checklist for Petition for Judicial Review of Final Agency Action

- You must complete a form before you file it. These instructions will help you complete the forms.
- If you still have difficulty after reading these instructions, contact the Self Help Center. See <http://www.utcourts.gov/selfhelp/contact/>.
- 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.
- Check with your court about local requirements.

(1) Coversheet

- Print your name and address and those of the other parties and lawyers (if known).
- You are not claiming damages, so after “Total Claim for Damages” leave the line blank or enter “0.”
- A jury trial is not permitted in this type of case, so check “No” after “Jury Demand.”
- In the box toward the bottom left, check “No monetary damages are requested (URCP 26: Tier 2)”
- On page 2, check the box next to “Administrative Agency Review” in the Appeals section.

(2) Petition

- Print your name and contact information at the top of the first page. Check whether you are the petitioner or the attorney for the petitioner.
- Print the judicial district number, the county name and the court address on the blank lines.
- Paragraph (1): Enter code section that governs the appeal, if you know it.
- Paragraph (2): Enter your name and mailing address.
- Paragraph (3): Enter the name and mailing address of the responding agency.

- Paragraph (4): Enter the title of the final agency action, and the date it was issued. Either attach a copy of the document from the agency, or briefly describe it in the lines provided.
- Paragraph (5): List the people who participated in the informal agency proceeding.
- Paragraph (7): List the code section that specifies that this district court is the proper place for this appeal, if you know it.
- Paragraph (8): Explain why you are entitled to have the district court review the action of the administrative agency.
- Paragraph (9): Choose what you would like the court to order. Choose all that apply. If the choice includes lines for explanation, provide that explanation.
- Paragraph (10): Explain why you are entitled to the relief you have asked for in paragraph (9).
- Do not include any private or protected information on this form. When filed, this form is a public record. [Rule 4-202.09\(9\)](#) requires that you omit from a public record any information that is not itself public information. For a list of records, data and information classified as public, private, and protected, see [Rule 4-202.02](#).
- Date and sign the form.
- Complete a Summons as described below in Section (3) below.
- Make two copies of the completed Petition and Summons.
- File the original Civil Coversheet, Petition, and Summons, and any attachments with court staff.
- Pay the filing fee when you file your paperwork with court staff.
- Keep one set of copies for yourself and have the second set of copies served on the other party (or parties if necessary) following [Utah Rule of Civil Procedure 4](#) governs service. See our [Serving Papers](#) page for more information about service.

(3) Summons

- Print your name and contact information at the top of the first page. Check whether you are the petitioner or the attorney for the petitioner.
- 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 Petition.
- Print the other party's name in the "To" line.

- Date and sign the form.
- File the Summons with court staff as described above in Section (2).
- Have the Summons served with the Petition as described above in Section (2). Service is governed by [URCP 4](#).

(4) Proof of Service

- Follow the instructions that accompany the form.
- Proof of service is filled out and filed by the person who serves the Petition and Summons.

(5) Attend the Hearing

At the hearing, the judge will decide the issues and will tell one of the parties to prepare the Order. Listen carefully to the judge’s decision. The documents must agree with that decision, and you may have to prepare them.

(6) Findings of Fact and Order

- Print your name and contact information at the top of the first page. Check whether you are the petitioner or the attorney for the petitioner.
- Print the judicial district number, the county name and the court address on the blank lines.
- Attach any required documents or forms.
- If you are told to prepare the Order, complete all of the form except the judge’s signature. What you write in the Order must agree with what the judge decided.

(7) Notice of Order

If you prepared the order, or if the judge says you have to serve the signed order:

- Print your name and contact information at the top of the first page. Check whether you are the petitioner or the attorney for the petitioner.
- Print the judicial district number, the county name and the court address on the blank lines.
- Attach any required documents and forms.
- 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 and attachments with court staff.