

Checklist for Motion to Renew Judgment

- 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) Coversheet

- Print your name and address and those of the other parties and lawyers (if known).
- In the blank line next to “Total claim for damages” print the amount you are claiming is owed on the judgment.” A jury trial is not permitted for motions so check “no.”
- Under “Motion to Renew Judgment” check the box next to the range of money that you are claiming is owed on the judgment. That determines your filing fee.
- Your case will have already been classified when it was originally filed, so you can leave page 2 blank.

(2) Motion to Renew Judgment

- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee of the judgment. Or whether you are the attorney for the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee.
- Complete the heading exactly as it appears in the judgment even if you are not the original judgment creditor.
- If you want to ask for a hearing, check the box next to “hearing requested.” If there is no hearing, the judge will decide the motion based on the papers that have been filed. If one party requests a hearing and the other party does not, both parties are still allowed an opportunity to present oral arguments, if a hearing is held.

- Paragraph (2): Check the correct box to show whether you request a hearing.
- 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, attachments and certificate of service with the judicial services representative.

(3) Stipulation

- If you and the other party agree about the motion, work with the other party to complete the stipulation and file it with the motion. The stipulation must be completed and signed by the other party.
- The other party should send the forms and attachments back to you to attach to the motion and file with the judicial services representative.

(4) Affidavit Supporting the Motion

- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee of the judgment. Or whether you are the attorney for the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee.
- Complete the heading exactly as it appears in the judgment.
- Paragraph (1): Print the date the judge signed the original judgment or its last renewal by motion, whichever is later. If the judgment was earlier renewed by a lawsuit—not a motion—claiming non-payment, that is treated as an original judgment. Check whether the judgment was entered against Plaintiff/Petitioner or Defendant/Respondent. Print the date on which the judgment expires.
- A judgment usually expires 8 years from the latest of:
 - the date the judge signed the judgment;
 - the date the debtor acknowledged the judgment in writing;
 - the date the debtor promised to pay in writing; or
 - the date the debtor last made a payment.

There are circumstances that stop the statute of limitations from running—at least temporarily. You may want to talk with a lawyer if you are claiming that the expiration is more than 8 years after the judge signed the judgment.

- Paragraph (2): Check whether you are the original judgment creditor or someone who has purchased or been assigned the judgment.
- Paragraph (3): Use the table to show the amount of the judgment, the additional costs and fees that are permitted and the amount paid by the debtor. Calculate the post-judgment interest amount.
 - If there is a contract establishing the post-judgment interest rate, use that rate to calculate the amount. If there is no contract, the post-judgment interest rate is determined by the year in which the judgment was entered. For the post-judgment interest rates for judgments entered since 1993, see our webpage on [Post-Judgment Interest Rates](#).
- If you are using copies of checks as evidence of payments, use a black marker to obliterate the account number and routing number. 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.
- Paragraph (4): This is a necessary condition established by statute. Make sure that it is true before signing the affidavit.
- Paragraph (5): Print the date on which the motion and affidavit are served, and check the correct box to show whether the debtor or debtor's lawyer was served. Check the correct box to show the method of service and print the requested information about where the documents were sent.
- Paragraph (6): This is a necessary condition. Make sure that it is true before signing the affidavit.
- Paragraph (7): If the debtor stipulates to renewal of the judgment, check the box and attach the stipulation.
- Attach any required documents and forms.
- Date and sign the form in front a court clerk or notary public.
- 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, attachments and certificate of service with the judicial services representative.

(5) Affidavit Opposing the Motion

- An Affidavit Opposing the Motion is a document filed by the other party. If the debtor does not agree to the motion, they must file an Affidavit Opposing the Motion within 14 days after the motion is served on them.
- If the debtor files an Affidavit Opposing the Motion, you may file a Reply to that Affidavit. If the other party does not file an Affidavit Opposing the Motion, you may file a Request to Submit for Decision.

(6) Reply Affidavit (if applicable)

- If the other party files an Affidavit Opposing the Motion, you may file a Reply, but only to respond to something being raised for the first time in the opposing affidavit. If the opposing affidavit and its supporting documents merely make statements of fact against the points you made in your motion and affidavit, then you cannot file a reply.
- If you file a Reply, you must file and serve it within 7 days after the Opposing Affidavit is served on you.
- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee of the judgment. Or whether you are a witness or the attorney for the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee.
- Complete the heading exactly as it appears in the judgment.
- Paragraphs (1)(A) and (2)(A): Check the correct box to show whether the statement is from the Opposing Affidavit or Opposing Memorandum. Print the number of the paragraph from the document that you disagree with. Quote the statement exactly.
- Paragraphs (1)(B) and (2)(B): Explain why you disagree.
- Omit any private or protected information. When filed, this document 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.
- Attach any required documents and forms.
- Date and sign the form before a court clerk or notary public.
- 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 certificate of service with the judicial services representative.

(7) Request to Submit for Decision

- The motion and other documents will not be given to the judge to decide until one of the parties completes and files a Request to Submit for Decision. Either party may file a Request, but someone must do so.
- Do not file the Request to Submit for Decision until after the Reply to the Affidavit Opposing the Motion has been filed or the time for filing has passed. (7 days after the Affidavit Opposing the Motion was served.)
- If the parties stipulate to the motion, file the Request to Submit for Decision with the Motion, Stipulation and proposed Findings of Fact, Conclusions of Law and Order.
- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or Defendant/Respondent or the attorney for the Plaintiff/Petitioner or Defendant/Respondent. Or add to the form that you are the Purchaser or Assignee of the judgment or the attorney for the Purchaser/Assignee.
- Check the correct box to show whether the court is 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.
- If you want to ask for a hearing, check the box next to “hearing requested.” If there is no hearing, the judge will decide the motion based on the papers that have been filed. If one party requests a hearing and the other party does not, both parties are still allowed an opportunity to present oral arguments, if a hearing is held.
- Paragraph (1): Print the name of the motion to be submitted for decision and the date the motion was served on the other party.
- Paragraphs (2) - (4): Check the correct boxes and print the dates to show which documents have been filed and served.
- Paragraph (5): Check the correct box to show whether you request a hearing.
- Date and sign the form.
- Attach the required documents.
- 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 certificate of service with the judicial services representative.

(8) Notice of Hearing

- If you have requested a hearing, call the judge's judicial assistant to find out whether your request has been granted. Schedule the hearing with the assistant and complete this form. Select a date that is convenient for you, the other party and the court. Otherwise, do not file this form.
- Print your name and contact information at the top of the first page.
- Check the correct box to show whether the court is 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. Or add the Purchaser/Assignee's name and address.
- Print the name of the motion on the blank line. Print the date and time of the hearing. 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 judicial services representative.

(9) Attend the Hearing

- If there is a hearing, be sure to attend.

(10) Notice of Amount Due on Renewed Judgment

- Post-judgment interest will accumulate on the judgment after the Motion to Renew Judgment is filed. And there might be transactions after the motion is filed, such as costs by the creditor or payments by the debtor. If the Motion to Renew Judgment is granted, use this form to notify the judge of the amount due on the date the renewed judgment is effective.
- This form should be completed after the judge has granted the motion and before he or she has signed the renewed judgment. Unless the renewed judgment is granted by default, both parties should agree to the amount based on the judge's decision and sign the form. This form should be filed with the Findings of Fact, Conclusions of Law and Order (Judgment) on Motion.

- The renewed judgment will be effective on the date the judge signs it or the date on which the statute of limitations on the former judgment expires, whichever date is earlier.
- If you complete and file the Findings of Fact, Conclusions of Law and Order (Judgment) on Motion and this form:
 - Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee of the judgment. Or whether you are the attorney for the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee.
 - Complete the heading exactly as it appears in the judgment.
 - Paragraph (1): Print the date on which the Motion to Renew Judgment was filed.
 - Paragraph (2): This is a necessary condition. Make sure that it is true before signing the form.
 - Paragraph (3): Estimate the dates on which the renewed judgment might be effective and calculate the amount due on those dates.
 - If the statute of limitations on the former judgment expired after the Motion to Renew Judgment was filed, the renewed judgment will be effective on that date.
 - If the renewed judgment will be effective on the date the judge signs it, estimate the dates on which the judge might sign it. Provide the information for several dates because it will take some time for the court to process the filing.
 - File this document with the Findings of Fact, Conclusions of Law, and Order (Judgment) on the Motion.
 - Date and sign the form. Unless the renewed judgment is granted by default, both parties should agree to the amount based on the judge's decision.
 - 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 the judicial services representative. File this document with the Findings of Fact, Conclusions of Law and Order (Judgment) on the Motion.

(11) Findings of Fact, Conclusions of Law and Order (Judgment) on Motion

- The Findings of Fact, Conclusions of Law and Order might be completed at different times, depending on how the case is decided. There are two

documents: the Findings of Fact and Conclusions of Law; and the Order, and they are usually prepared together.

- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee of the judgment. Or whether you are the attorney for the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee.
- Complete the heading exactly as it appears in the judgment.
- If the parties stipulate to the motion, or if the other party defaults on the motion, complete the rest of the Findings of Fact, Conclusions of Law and Order so that they agree with the motion.
- If the motion is not stipulated and not granted by default, do not complete the rest of the documents unless you are told to do so. Either the judge will complete the rest of the documents or tell one of the parties to do so.
- Attach any required documents or forms.
- If there is a hearing, the judge will decide the issues and will tell one of the parties to prepare the Findings of Fact, Conclusions of Law and Order. Listen carefully to the judge's decision. The documents must agree with that decision, and you may have to prepare them.
- If you are told to prepare the Findings of Fact, Conclusions of Law and Order, complete all of them except the judge's signature. What you write in the documents must agree with what the judge decided.
- Date and sign the proposed Findings of Fact, Conclusions of Law and Order under the phrase: "approved as to form."
- Within 14 days after being told to prepare the documents, serve them on the other party by one of the methods described in the certificate of service. URCP 5 governs service.
- The other party may object to the form of the proposed order by filing an objection within 7 days after the proposed order is served.
- File the original Findings of Fact, Conclusions of Law and Order and the Certificate of Service with the judicial services representative after the time to object has ended.

(12) Notice of Judgment

- If you prepared the judgment, or if the judge says you have to serve the signed judgment:
 - Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or Defendant/Respondent or

Purchaser/Assignee of the judgment. Or whether you are the attorney for the Plaintiff/Petitioner or Defendant/Respondent or Purchaser/Assignee.

- Complete the heading exactly as it appears in the judgment.
- 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 the judicial services representative.