
My Name

Address

City, State, Zip

Phone

Email

I am the Plaintiff/Petitioner
 Defendant/Respondent
 Attorney for the Plaintiff/Petitioner Defendant/Respondent
 State of Utah or a political subdivision and my Utah Bar number is

In the District Juvenile Court of Utah

_____ Judicial District _____ County

Court Address _____

(Case Name)

**Request to Schedule a Court
Reporter (non-capital case)**

Case Number

Judge

Commissioner

By and through my attorney, (Attorney, check here if you are appearing for your client.)

I request that the court permit me to hire a certified court reporter licensed in Utah to make a verbatim record of court hearings and other proceedings ordered by the court.

Date _____ Sign here ► _____

Typed or printed name _____

[] The court reporter having agreed to and signed the attached terms and conditions, the request is approved.

[] This request is not approved.

Date _____

Sign here ► _____

Judge _____

My Name

Address

City, State, Zip

Phone

Email

In the [] District [] Juvenile Court of Utah

_____ Judicial District _____ County

Court Address _____

(Case Name) _____	Acceptance of Terms and Conditions to Appoint Court Reporter (non-capital case)
	_____ Case Number
	_____ Judge
	_____ Commissioner

- (1) I am and throughout these proceedings will remain a certified court reporter, licensed in Utah by the Division of Occupational and Professional Licensing.
- (2) I will make a verbatim record of court hearings and other proceedings ordered by the court.
- (3) Upon request for an official transcript and satisfactory arrangements for payment, I will transcribe my notes in the format prescribed by CJA 5-203.
- (4) I will file in the court in which the hearings were held a printed transcript, certified in accordance with Rule of Appellate Procedure 12 and Utah Code Section 78A-2-409, and an electronic file of the transcript in Adobe Portable Document Format (PDF). The Utah state courts own the transcript and the electronic file.

- (5) If the hearing or proceeding is not a public hearing, I will not communicate to any person other than court personnel about the court hearing or proceeding.
- (6) I will comply with all applicable statutes and rules and will not engage in unprofessional conduct as defined in Section 58-74-502.

Date _____ Sign here ► _____

Court Reporter (Typed or printed name) _____

Certificate of Service

I certify that I served a copy of this document on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-File <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-File <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> E-File <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date _____

Sign here ► _____

Typed or printed name _____