

Memo

From: Fifth District Court

To: Attorneys

Re: Notice to Submit For Decision & Submission of Proposed Orders

Date: November 29, 1011

Attached is a reminder from the Fifth District Judges of what is required when filing a Notice to Submit. Please note the Order from Judge Shumate regarding when specific documents are to be filed. Also, please use the checklist before filing a Notice to Submit with the court.

The court is requesting all "Courtesy Copies" be marked clearly as such and submitted 1 week prior to the scheduled hearing. This requirement will be enforced.

IN THE FIFTH JUDICIAL DISTRICT COURT
BEAVER COUNTY, IRON COUNTY, AND WASHINGTON COUNTY, STATE OF UTAH

GENERAL ORDER (11/2011)

**ADMINISTRATIVE ORDER RE:
SUBMISSION OF PROPOSED ORDERS**

Pursuant to Utah Code Annotated §§ 78A-2-201 and -203(1), and in the interests of judicial efficiency and clarity, it is ORDERED that counsel in each case before the Fifth District Court shall refrain from submitting any proposed order until the underlying motion or other matter is ripe for decision. Therefore, a proposed order, when appropriate, shall be submitted with the Request to Submit for Decision. Any proposed order submitted before the matter is ripe for decision shall be returned to counsel.

Dated this 2 day of November, 2011.



JAMES L. SHUMATE, PRESIDING JUDGE
FIFTH DISTRICT COURT

SUBMIT FOR DECISION/NOTICE TO SUBMIT CHECKLIST

When you file a Request to Submit for Decision, read it quickly for substance. Rule 7(d) says “The request to submit for decision shall state

[1] The date on which the motion was served, _____

[2] The date the opposing memorandum, if any, was served, _____

[3] The date the reply memorandum, if any, was served, _____

[4] Whether a hearing has been requested. YES/NO

[5] **As of November 1, 2010 when a Request to Submit for Decision is submitted for filing, it may not be accepted unless the party filing the request also provides a complete set of courtesy copies (both plaintiffs and opposing party pleadings - if any) for immediate delivery to the assigned judge at the time the request is filed.**

If the request omits any of these five items, it can be rejected.

If the request covers all five required items than you may submit to the judge.