

Order of Tasks Guide

Updated July 2022

- When should I turn in the fee waiver form?

*Provide it to the court with the petition.

- Any tips for doing the fee waiver form?

*Be as detailed as you can on the accompanying declaration. Use approximations and averages if necessary. **Make sure you date and sign!!!**

- Order for turning in the forms to the courts, sex offender registry, etc:

1. Petition (and fee waiver if applicable)
2. Send out SOR w/case number and judge name
3. Gather and file letters
4. Request for Hearing
5. Notice of Hearing (if applicable)
6. File proposed findings and order

*note—some judges will request these pre-hearing, if so, their clerk will let you know

Post-Hearing: pick up certified copies

- What needs to be submitted together?

See above #1 & #6

- How to submit the information:

Most courts are still doing filings via email. Call your particular court and ask.

<https://utcourts.gov/directory/>