



## South Salt Lake Justice Court

220 E MORRIS AVE  
SOUTH SALT LAKE  
CITY, UTAH 84115

Office: 801.483.6072  
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[jcsouthsaltlake@utcourts.gov](mailto:jcsouthsaltlake@utcourts.gov)

### To All Small Claims Participants:

PLEASE TAKE NOTICE that you are receiving this letter because your case has been scheduled before the Honorable Wendy Lems. All other persons required to attend the hearing will receive notice from the subpoenaing party. Court proceedings can take up to 4 hours, depending on the size of the docket. Please make sure you and your witnesses are available for the entire time.

All hearings will be conducted via Cisco Webex events. About 24-48 hours prior to the hearing, you will receive a separate email invitation containing directions on how to join the conference. If you do not receive the invitation, or have any issues joining, please contact the Court at 801-483-6072.

When joining the Webex event, please include your full first and last name in the display name and mute your microphone until the Court indicates otherwise. Parties and witnesses who will be testifying will need to have the video function on during their hearing. Please ensure an appropriate and non-distracting background so the hearing can be conducted efficiently. If your device does not allow the camera feature, please do not use the call-in option, but call the Court. The court clerk can inform you of other options that are available.

**All parties should share their evidence with each other *AND* the Court at least 10 DAYS PRIOR to the court date. The Judge will not be able to look at any evidence that has not been presented to the opposite party. Evidence filed less than 10 days before the court date will be considered untimely, and the Court will not be able to view it. If either of these issues occurs, the Court will continue your hearing to another day. Please note that documents submitted during Online Dispute Resolution will need to be resubmitted to the court.**

Please do not attempt to record the hearing. Per Rule 4-401.02 of the Utah Rules of Judicial Administration, court proceedings may not be recorded, photographed, or transmitted to other devices. A failure to comply with this prohibition may be treated as contempt of court, punishable by a fine or time in jail.

The South Salt Lake Justice Court would like to thank you for participating in the Webex hearings. Please see the next page for important information on submitting evidence. If you have any questions, please contact the Court at [jcsouthsaltlake@utcourts.gov](mailto:jcsouthsaltlake@utcourts.gov) or by phone at 801-483-6072.

## **SMALL CLAIMS WEBEX** **TRIAL AND EVIDENCE GUIDELINES**

1. Small Claims Litigants must submit their exhibits 10 days before the hearing date. Exhibits can be submitted in person, by email (please send to [jcsouthsaltlake@utcourts.gov](mailto:jcsouthsaltlake@utcourts.gov)) or by submitting in My Case.
2. **Plaintiffs**, prior to preparing their PDF, are to label each page (each page – not each document) in the lower left-hand corner numerically. The first page shall be page “1” the second page shall be page “2” and so on.
3. **Defendants**, prior to preparing their PDF, will label each page (each page – not each document) in the lower left-hand corner alphabetically. The first page shall be page “A” the second page shall be page “B” and so on. In the unlikely event that there are more than 26 pages, the 27<sup>th</sup> page shall be “AA”, the 28<sup>th</sup> page shall be “BB” and so on.
4. Parties **should not** duplicate exhibits. Do not submit more than one photograph of each “defect”. Please note that several trials are scheduled to take place in a 4-hour time slot. Judges will not be able to review voluminous pages of exhibits, so please pick only your best evidence.
5. The Court cannot accept USB thumb drives or video exhibits. All exhibits must be submitted in PDF format.
6. The Court may or may not retain evidence or exhibits after the hearing/trial.

**PLAINTIFFS --** A Military Service Declaration and Return of Service on affidavit and summons must be filed to the Court prior to your hearing. The Court cannot enter a judgment without either of these forms. Failure to file a Return of Service can result in the dismissal of your Small Claims case.