



## Online Court Assistance Program - Document Preparation

### Online Court Assistance Program (OCAP)

The Utah Online Court Assistance Program (OCAP) is the official State of Utah website for assistance in preparing court documents if you are not able to have an attorney draft them for you. **This program will not electronically file your documents for you.** You will need to print out your documents and file them at the courthouse.

You may use this program for free. If you file OCAP documents on a case requiring a filing fee, a \$20.00 document preparation fee will be added to the court filing fees. This program is a service of the Utah Courts and State Legislature.

*An account is required to prepare documents using the Online Court Assistance Program.*

[I need to log in to my OCAP account](#)

[I need an OCAP account](#)

- [OCAP Program Requirements](#)

### Case Types Available Using OCAP

<p><b>Domestic Cases</b></p> <ul style="list-style-type: none"> <li>• Custody, Support, or Paternity</li> <li>• Dismiss a Divorce Case - Petitioner</li> <li>• Dismiss a Divorce Case - Respondent</li> <li>• Divorce Documents - Petitioner</li> <li>• Divorce Documents - Respondent (Answer)</li> <li>• Divorce Waiver, 90-Day Waiting Period - Petitioner</li> <li>• Divorce Waiver, 90-Day Waiting Period - Respondent</li> <li>• Divorce Waiver, Education Classes - Petitioner</li> <li>• Divorce Waiver, Education Classes - Respondent</li> <li>• Documentos de Divorcio</li> <li>• Financial Declaration</li> <li>• Register Out-of-State Custody Order</li> <li>• Register Out-of-State Support Order</li> <li>• Temporary Separation - Petitioner</li> <li>• Venue - Change of Venue</li> </ul> <p><b>Enforcing Domestic Orders</b></p> <ul style="list-style-type: none"> <li>• Order to Show Cause Motion</li> <li>• Order to Show Cause Response</li> <li>• Order to Show Cause Reply</li> <li>• Order to Show Cause Stipulation</li> <li>• Order to Show Cause Order</li> <li>• Order to Show Cause Objection</li> </ul> <p><b>Guardian and Conservatorship</b></p> <ul style="list-style-type: none"> <li>• Guardian/Conservator Test</li> <li>• Prepare Annual Reports</li> <li>• Terminate Guardian/Conservatorship</li> <li>• Guardianship of a Minor Documents</li> <li>• Guardianship of an Adult</li> <li>• Guardianship of an Adult Child</li> </ul>	<p><b>Protective/Stalking Orders</b></p> <ul style="list-style-type: none"> <li>• Civil Stalking</li> <li>• Protective Order - Adult</li> <li>• Protective Order - Child</li> <li>• Protective Order - Dating Violence</li> </ul> <p><b>Garnishment</b></p> <ul style="list-style-type: none"> <li>• Answers to Interrogatories</li> </ul> <p><b>Landlords and Tenants</b></p> <ul style="list-style-type: none"> <li>• Landlord - Eviction Notices</li> <li>• Landlord - Eviction Documents for Court</li> <li>• Landlord - Possession Bond Documents</li> <li>• Landlord - Damage Judgment</li> <li>• Tenant - Respond to an Eviction Case</li> <li>• Tenant - Respond to a Possession Bond</li> </ul> <p><b>Small Claims</b></p> <ul style="list-style-type: none"> <li>• Affidavit and Summons - Plaintiff</li> <li>• Counter Affidavit - Defendant</li> <li>• Interpleader Affidavit, Summons</li> <li>• Appeal Judgment</li> <li>• Default Judgment (if needed after hearing)</li> <li>• Dismiss Small Claims Case</li> <li>• Interpleader Default Judgment</li> <li>• Postpone Trial</li> <li>• Set Aside Judgment</li> <li>• Abstract of Judgment</li> <li>• Employment Verification</li> <li>• Garnishment</li> <li>• Property Seizure</li> <li>• Satisfaction of Judgment</li> <li>• Supplemental Proceedings</li> </ul>
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Not all documents required for all types of court cases can be prepared through OCAP. If you do not find the documents you need, go to [www.utcourts.gov/selfhelp/](http://www.utcourts.gov/selfhelp/).

## OCAP Programs

12/19/2013

### Domestic Cases

Program	Time Required*	Program Description
Divorce	1 ½ hours	Document preparation for a divorce filing; cannot be used for annulment. Time required: More information: <a href="http://www.utcourts.gov/howto/divorce/">http://www.utcourts.gov/howto/divorce/</a>
Parentage / Paternity	1 hour	Document preparation for establishing child support, custody, parent-time, and/or paternity; cannot be used for divorce. More information: <a href="http://www.utcourts.gov/howto/family/#Parentage">http://www.utcourts.gov/howto/family/#Parentage</a>
Financial Declaration	½ hour	Declaration - Document preparation for a Financial Declaration; required in a divorce cases if case is contested. More information: <a href="http://www.utcourts.gov/howto/family/financial_declaration/">http://www.utcourts.gov/howto/family/financial_declaration/</a>
Registering a Child Support Order (UIFSA)	½ hour	Document preparation to register a Child Support Order from another state in Utah. More information: <a href="http://www.utcourts.gov/howto/family/foreign_order/">http://www.utcourts.gov/howto/family/foreign_order/</a>
Registering a Child Custody Order (UCCJEA)	½ hour	Document preparation to register a Child Custody Order from another state in Utah. More information: <a href="http://www.utcourts.gov/howto/family/foreign_order/">http://www.utcourts.gov/howto/family/foreign_order/</a>
Child Support Calculator	n/a	An online calculator for estimating child support provided by the Office of Recovery Services. <a href="https://orscsc.dhs.utah.gov/orscscapp-hs/orscscweb/action/public/custodyWorksheet/show">https://orscsc.dhs.utah.gov/orscscapp-hs/orscscweb/action/public/custodyWorksheet/show</a>
Motion to Enforce Domestic Orders (Order to Show Cause)	n/a	Document preparation to file a motion and request a hearing to enforce a domestic court order. More information: <a href="http://www.utcourts.gov/howto/family/enforcement/">http://www.utcourts.gov/howto/family/enforcement/</a>

### Garnishment

Program	Time Required*	Program Description
Employer's Answers to Garnishment Interrogatories	n/a	Document preparation for the worksheet and form for Answers to the Interrogatories for Writs of Continuing Garnishment. More information: <a href="http://www.utcourts.gov/resources/forms/garnishment/">http://www.utcourts.gov/resources/forms/garnishment/</a>

### Landlord-Tenant Cases

Program	Time Required*	Program Description
Filing/ answering eviction complaints	n/a	More information: <a href="http://www.utcourts.gov/howto/landlord/">http://www.utcourts.gov/howto/landlord/</a>

### Protective/Stalking Orders

Program	Time Required*	Program Description
Protective Order - Adult	n/a	Document preparation for court-ordered protection for adult who are cohabitating or have cohabitated. More information: <a href="http://www.utcourts.gov/resources/forms/protectorder/information.html">http://www.utcourts.gov/resources/forms/protectorder/information.html</a>
Protective Order - Child	n/a	Document preparation for court-ordered protection on behalf of a child. More information: <a href="http://www.utcourts.gov/resources/forms/protectorder/child.html">http://www.utcourts.gov/resources/forms/protectorder/child.html</a>
Civil Stalking Injunction	n/a	Document preparation for court-ordered protection from stalking. More information: <a href="http://www.utcourts.gov/resources/forms/civilstalking/">http://www.utcourts.gov/resources/forms/civilstalking/</a>
Protective Order - Dating Violence	n/a	Document preparation for court-ordered protection for persons who have or have had a dating relationship.

## Guardian and Conservatorship

Program	Time Required*	Program Description
<b>Guardianship of a Minor</b>	n/a	Document preparation for establishing guardianship of a child under 18. Do not use if you are a parent seeking custody, visitation, or support. More information: <a href="http://www.utcourts.gov/courts/juv/#Guardianship">http://www.utcourts.gov/courts/juv/#Guardianship</a>
<b>Guardian / Conservator Exam</b>	n/a	In order to be appointed as a guardian or conservator, you must teach yourself about the responsibilities of a guardian or conservator and tell the court you understand those responsibilities. More information: <a href="http://www.utcourts.gov/howto/seniors/g_and_c.asp">http://www.utcourts.gov/howto/seniors/g_and_c.asp</a>
<b>Guardian/Conservator Inventory and Annual Reporting</b>	n/a	Document preparation for guardians and conservators for the initial estate inventory and required annual court reports. Documents to terminate the guardianship and/or conservatorship if the ward is deceased may also be prepared in conjunction with a final annual report. More information: <a href="http://www.utcourts.gov/howto/family/gc/authority-guardian.html#filing">http://www.utcourts.gov/howto/family/gc/authority-guardian.html#filing</a>
<b>Guardian/Conservator Termination</b>	n/a	More information: <a href="http://www.utcourts.gov/howto/family/gc/ending.html">http://www.utcourts.gov/howto/family/gc/ending.html</a>

\* Time required is estimated and can vary based on case complexity. n/a – Not Available.