

## Designation of Case Numbers and Locations for Holding District Court

**Purpose:** To provide increased service to the Southern Utah area, the U.S. District Court for the District of Utah has created the Southern Region of the Central Division under [General Order 18-01](#). This document governs the designation of case numbers and locations for holding court in cases arising in the counties identified in the General Order. This document may be modified as experience is gained.

**The District of Utah has two active locations for holding court:** Salt Lake City and St. George. Cases arising anywhere in the District of Utah may be heard in Salt Lake City or in St. George.

**Primary location for each Division and Region:** The Salt Lake City location is the primary place of holding court for cases arising in the Northern and Central Divisions. Case numbers for these divisions start with “1” (Northern) and “2” (Central). The place of holding court for civil cases arising in the Southern Region is presumptively St. George. Case numbers for the Southern Region of the Central Division have a prefix number “4.”

**Case number assignment:** Case numbers are assigned based on the following criteria:

*Civil cases* are assigned case numbers based on information on the [JS44 Civil Cover Sheet](#) considered in the following order:


- The location of the land involved in an eminent domain case;
- “County of Residence of First-Listed Plaintiff” if that plaintiff resides in the District of Utah; or
- If the plaintiff is the United States or the first-listed plaintiff does not reside in the District of Utah, then “County of Residence of First Listed Defendant” if that defendant resides in the District of Utah.

If the proper case-number assignment is not apparent from the Civil Cover Sheet, the complaint will be examined to determine where the claim arose and will be assigned the case number accordingly.

*Civil cases removed from State Court* are assigned a case number based on the county from which the case was removed.

*Criminal cases* are assigned a case number based on the “Place of Offense” as listed in the AO257 form “Defendant Information Relative to a Criminal Action,” but the location of holding court for cases in the Southern Region of the Central Division may be designated in the “Comments” field of that form, and the location will be entered on the docket.

Clerk of Court



D. Mark Jones

Dated: February 14, 2018