

ADDING NEW PARTIES

DOCUMENTS THAT MUST BE FILED/SUBMITTED IN PAPER

Motions

Motion to Proceed In Forma Pauperis and Motion to Appeal In Forma Pauperis

Notices

Notice of Assignment to a United States Magistrate Judge and Consent/Objection form (or you may email this to consents@utd.uscourts.gov)

All Sealed Documents

Returns of Service of Forfeiture

- **Documents that add may potentially add parties to a case are:**

Amended Complaints, Crossclaims, Counter-Claims, Third-Party Complaints, Motions to Intervene, Motions to File Amicus Brief

- **ATTORNEYS ARE NOT ALLOWED TO ADD PARTIES via e filing**
- **COUNSEL MAY EMAIL THE DOCUMENT THAT ADDS A PARTY AND THE CLERK'S OFFICE WILL ADD THE PARTY or CALL AND ASK TO SPEAK TO THE JUDGE'S DOCKET CLERK TO ADD THE PARTY.**
- **EMAIL THE DOCUMENT TO: utdecf_clerk@utd.uscourts.gov**
- **CALL THE CLERK'S OFFICE and ASK FOR THE DOCKET CLERK: 801-524-6100**
- **CALL THE HELP DESK and REQUEST A NEW PARTY BE ADDED: 801-524-6851**
- **ONCE THE CLERK'S OFFICE HAS ADDED THE PARTY(S), COUNSEL MAY THEN EFILE THEIR NOTICE OF APPEARANCE AND THE APPROPRIATE DOCUMENT**

PLEASE NOTE:

**Amended Complaints, Crossclaims, Counter-Claims, Third-Party Complaints may be *efiled* with the court. If there are new parties to be added or parties to be termed, you may add that information to the *docket text*. Then during QC, the Clerk's office will add the new parties or term the appropriate parties as appropriate.

NOTE: The clerk's office will not file a document received from counsel by email. If counsel do not efile a document, it must be filed in paper with an original signature. Once the clerk's office has the filed original, it will be scanned and entered on the docket.