

## Notice to Plaintiff

**Please refer to [utcourts.gov](http://utcourts.gov) Self-Help - Small Claims for details on procedure and all court forms.**

**ODR Required** - The Washington County Justice Court uses online dispute resolution (ODR) in small claims cases

**You must log in on the online system within seven days of filing the Affidavit and Summons**

- The court emails you a password for ODR and a link in two separate emails. The court will use the email on your affidavit and summons
- Look for an email from [courtsystems@utcourts.gov](mailto:courtsystems@utcourts.gov)
- Check your spam folder if you do not receive an email
- Visit [odr.utcourts.gov](http://odr.utcourts.gov) and click "Login"
- If you did not receive your password, click "Forgot/Reset password?"
- You must log in within **7 days** of filing or your case will be dismissed

**If you do not log in within seven days**, your case may be dismissed, requiring you to re-file your claim, pay filing fees and re-serve the summons. If you log in after re-filing your claim, your claim may be dismissed with prejudice and you will not be allowed to refile this claim.

**If you do not participate in ODR after registering**, your case may be dismissed, requiring you to re-file your claim, pay filing fees and re-serve the summons.

### How Online Dispute Resolution (ODR) Works

Instead of going to trial at the courthouse at a specific date and time, you and the defendant will work with a third party, a facilitator, to try to reach a solution using an online resolution system. A facilitator is a neutral person trained to help people reach an agreement

If the defendant agrees they owe the money and all parties agree on the amount owed, the facilitator can help you set up a payment plan. If the defendant agrees they owe you the money but disagrees about the amount owed, the facilitator can help you come to an agreement on the amount owed.

If you do not come to an agreement, you still have the right to go to trial.

**After you log in**, wait. The defendant has 14 days after being served to log in. The day they were served is day 0 and the next day is day 1.

If the defendant logs in, a court facilitator will talk to you both to help try to resolve your case. They may ask you questions.

If the defendant does not log in, you can ask for a default judgment. This means asking the court to rule in your favor based on your Affidavit. Use these forms found on [odr.utcourts.gov](http://odr.utcourts.gov)

- Military Service Declaration
- Motion for Default Judgment: Online Dispute Resolution Case

If you come to an agreement, the ODR facilitator will write a settlement agreement.

If there is no agreement, your case will be scheduled for a trial. Be sure to attend or you will lose your case automatically. Bring all evidence and explain why you should win.

After the court date has been set, the parties are still welcome to talk and try to settle the case before court outside of ODR. If an agreement has been reached, a motion to dismiss may be filed based on the settlement agreement.

You can ask to change the trial date if you have a good reason. You must file a motion to continue and it will be reviewed by the Judge. This form can be found on [washco.utah.gov/departments/justice-court/court-forms/](http://washco.utah.gov/departments/justice-court/court-forms/)