

Instructions for Filling Out & Submitting Proposed Order to Remove Link:

Filling out the Form:

What you will see: (Pages 1-4) - the Order on Motion to Remove Link to send to the Court and Prosecutor; (Pages 5-7) – the Request to Submit for Decision. NOTE: Be careful, if using Chrome or Safari Internet browsers when filling out these forms, as they may incorrectly auto populate fields. Double check all entries before proceeding.

1. Fill out as many of the yellow highlighted fields as you are able. Click on the form fields to reveal helpful tool tips to guide you in completing the packet.
2. On Page 7, the Certificate of Service: List the Prosecutor's Office.
3. Select how you will be sending a copy of these documents to them in the "Service Method" field.
4. List the Prosecutor's Office Address in the "Service Address" field. This is where you will be sending a copy of these documents. [View Prosecutor Directory](#).
5. List the date you will send a copy of these documents to the Prosecutor in the "Service Date" field.
6. To the left of the "Signature" field, list the date you will send a copy of these documents to the Court.
7. Remember to double-check all entries before proceeding. Once you click the blue "Submit" button at the bottom of the form, you will not be able to go in again and make changes to your submission.
8. You will receive an automatic email from Adobe Sign (adobesign@adobesign.com) asking you to confirm your email address. If you don't see the email in your inbox, be sure to check your "Junk and/or Spam" folder.
9. After confirming your email address, you will receive an email from SALT LAKE COUNTY UTAH (adobesign@adobesign.com) with your completed packet attached.
NOTE: This does **NOT** mean your forms have *actually* been submitted. Continue to follow the instructions below to complete the process of "Submitting" your Proposed Order to Remove Link.

Submitting the Form:

1. Download the attached .pdf that accompanied the email from SALT LAKE COUNTY UTAH (adobesign@adobesign.com). Do not click on the "Open Agreement" link in the email body. It is the attachment you want to print out.
2. Print 2 copies of the attachment, single-sided only.
3. Send the appropriate documents to the Prosecutor's Office; using the method you selected on the form and by the date you agreed. [View Prosecutor Directory](#).
4. Send the appropriate documents to the Courts. [View Court Directory](#).