



OJD eFiling

Oregon Judicial Department
Office of Education, Training, and Outreach

Presentation Outline

- ▶ Important Dates
 - ▶ Fees
 - ▶ Getting Signed Up
 - ▶ Electronically Filing Documents
 - ▶ UTCR Chapter 21
 - ▶ Questions
- 

Terminology

- ▶ Oregon eCourt
 - ▶ Tyler Technologies
 - ▶ Oregon eCourt Case Information (OECI)
 - ▶ Odyssey File and Serve
 - ▶ eFile
 - ▶ eService
- 

Oregon eCourt

- ▶ Electronic notifications for hearings, trials, entry of judgment, and notice of signed orders
 - ▶ Sent to the email address on file with the Oregon State Bar (OSB)
 - ▶ To change your email address you must submit the change to the OSB, not to the court
- 

OJCIN vs File and Serve

▶ OJCIN

- Case register and document access
- Setup through Oregon Judicial Department
- Requires a paid subscription

▶ File and Serve

- Ability to electronically file documents with the court
 - Self-registration
 - Free to setup and use
- 

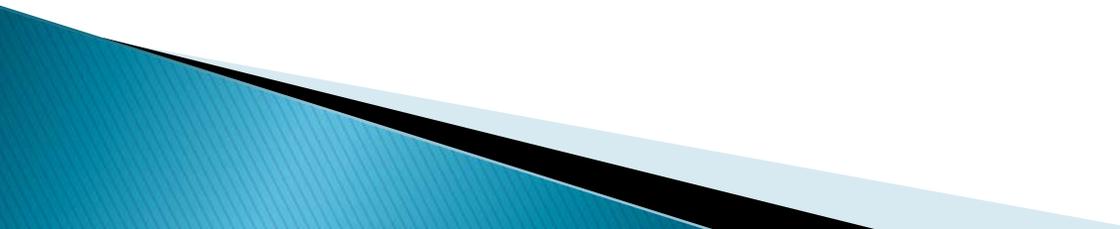
Mandatory eFiling

- ▶ All active members of the Oregon State Bar
- ▶ If you CAN eFile the document you MUST eFile the document
- ▶ Started December 1, 2014
- ▶ Subsequent Rollouts
 - OEI Go-Live
 - 30 business days later eFiling Go-Live (Permissive)
 - 30 business days later Mandatory eFiling

Important Dates

- ▶ Clackamas County
 - 12/07/15 Go-Live eCourt
 - 1/19/16 Permissive eFiling begins
 - 2/29/16 Mandatory eFiling for OSB members

Fees for File and Serve

- ▶ No additional fees for File and Serve
 - ▶ Filing Fees paid through File and Serve
 - ▶ Currently Credit Card; Debit Card with same purchasing power
- 

Login Page

Court Links and Information

Welcome to OJD HTML 5 eFiling Site



Upcoming System Maintenance

File and Serve will be down for an update starting at 5 00 PM Tuesday, September 1, 2015. The system will be back online no later than 8 00 AM Wednesday, September 2, 2015.

This is the new website for OJD eFiling. You can use your existing eFiling account to eFile through this website. Click Sign In to start using the

Actions



Sign In



Register

Self Help

[Need Help?](#)

[Web Training Sessions](#)

[Quick Reference and User Guides can be found here](#)

[Will my information be transferred to the new site?](#)

[Get the steps to reconciling your credit card here](#)

[Filing for the first time? Get started by watching these videos](#)

Share your screen with [GoToAssist](#)



Registering for File and Serve

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » Complete

First Name **Middle** **Last Name**

A valid email address is required for filing notifications. Your email address will also be used to sign in.
Please select a password that is easy for you to remember, but would be difficult for others to guess.

Email Address **Password**

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question

Security Answer

Next

Terms of Use

Odyssey File & Serve Registration

Step 2 of 5

Odyssey File & Serve Usage Agreement

Welcome to the online services of Tyler Technologies for the Judicial Branch of the State of Oregon. Please read this Agreement carefully. It governs Your access to and use of the Odyssey File & Serve application through the Tyler Technologies Internet Site. Your use of the Tyler Technologies Site and/or other Tyler products is conditioned upon Your acceptance of this Agreement. By clicking on the "I Accept" button or similar button, You are agreeing to be legally bound by all of the terms and conditions of this Agreement. If You are acting as an employee, You agree that this Agreement will bind Your employer and that You are authorized to do so. As used in this Agreement, "You" or "Your" includes You and Your employer.

Section

1. Definitions Section
2. License; Restrictions on Use Section
3. Access to the Tyler Internet Site Section
4. Limitations on Use Section
5. Representations and Warranties

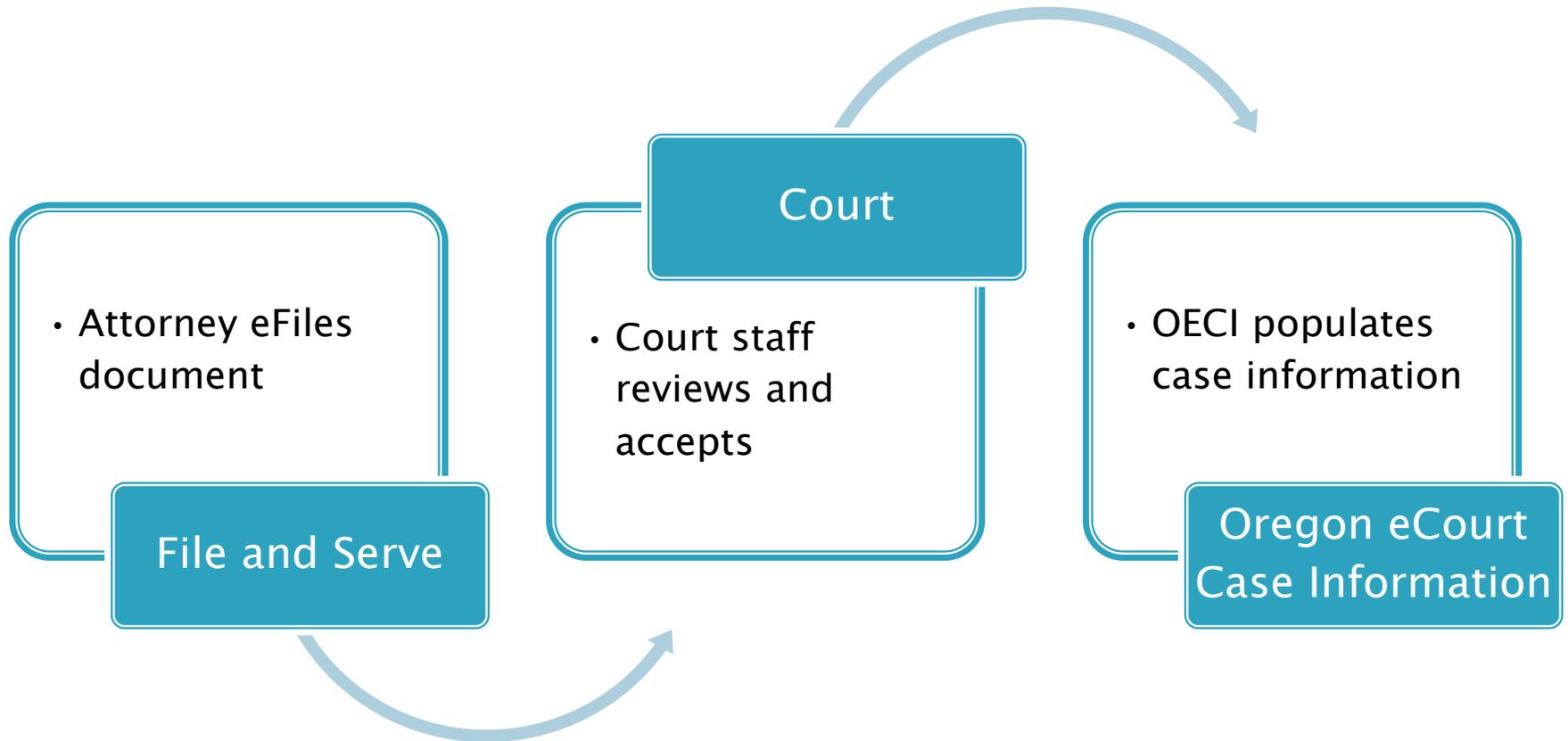
I Agree

Previous

Cancel

Next

How File & Serve Works



Email Notifications

Manage Notifications

Email Notifications

Select the email notifications that you wish to receive.

Filing Accepted



Filing Rejected



Filing Submitted



Service Undeliverable



Filing Submission Failed



Filing Received



Undo

Save Changes

Dashboard

Actions ▾

Filer Dashboard

My Filing Activity

Pending	6
Accepted	6
Returned	4
Drafts	29
Served	
View All	

New Filing

Start a New Case

[Use a Template](#)

File into Existing Case

[Need help getting started?](#)

Case Information

Add Filing

Case Information

Location: Multnomah Civil

Category: Civil

Case Type: Contract

Filing Attorney: Click to select Filing Attorney

Undo Save Changes

Party Information

Party Type	Party Name	Attorney
There are no parties		

+ Add Another Party

Enter details for this Party

Party Type: Click to select Party Type

Party is a Business/Agency:

Attorney: Click to select Attorney

First Name:

Middle Name:

Last Name:

Suffix:

Party Information

Case Information +

Party Information ✎ -

Party Type	Party Name	Attorney
Plaintiff		Required Party
Defendant		Required Party

+ Add Another Party

Enter details for this Party

Enter all required fields for this party.

Party Type
Defendant

Party is a Business/Agency

Attorney
Click to select Attorney

First Name
Jane

Middle Name

Last Name
Kim

Suffix

Country
United States of America

Address Line 1

Address Line 2

City

State
Click to select State

Case Information



Party Information



Party Type	Party Name	Attorney
Plaintiff	Daniel Parr	Required Party
Defendant	Jane Kim	Required Party

Add Another Party

Filings



Enter the details for this filing

Filing Type

EFile

Filing Code

Click to select Filing Code



Reference Number



Filing Comments

Courtesy Copies



Related Parties

'Click to select Related Parties'



Undo

Save Changes



Uploading Your Document

Related Parties

'Click to select Related Parties'



Lead Document (Required)

Select a file to upload 



Undo

Save Changes

Uploading Your Document

Related Parties

'Click to select Related Parties'



Lead Document (Required)

OrderCouncel.pdf 183.27 kB



Security

Click to select Security



Undo

Save Changes

Filing Fees / Optional Services

Optional Services

⊕ Add New Optional Service



Optional Service

Quantity

Fee Amount

1

Actions ▾

Optional Services

Optional Service

Click to select Optional Service



Undo

Save Changes

▼ Complaint - Originally Small Claim - CM

Description	Amount
Filing Fee	\$0.00
E-File Fee	\$0.00
Court E-File Fee	\$0.00
Mail Service Fee	\$0.00
Payment Service Fee	\$0.00
Provider E-File Fee	\$0.00
Provider Tax	\$0.00
Orig. Claim [2,500 or less] Filing	\$199.00
Formal Complaint [>\$10K / <50K]	
Filing Total: \$199.00	

Payment Service Fee	\$0.00
Total Filing Fee	\$199.00
Court Case Fee	\$0.00
E-File Fee	\$0.00
E-File Tax	\$0.00
Court E-File Fee	\$0.00
Provider E-File Fee	\$0.00
Provider Tax	\$0.00
Envelope Total: \$199.00	

Payment Account

▼

Party Responsible for Fees

▼

Undo

Save Changes

Submitting Your Filing



Review your filing in the Summary screen, then submit it for court review.

3 Step Process for Case Initiation

What type of case?

Who are the parties?

What are the documents and fees?

Subsequent Filings

Are there
new parties?

What are the
documents
and fees?

eService?

Filing into an Existing Case

Case # 15CV00001 - EDMUND WALSH vs ROBERT READ, EAN HOLDINGS, ...

Case Information

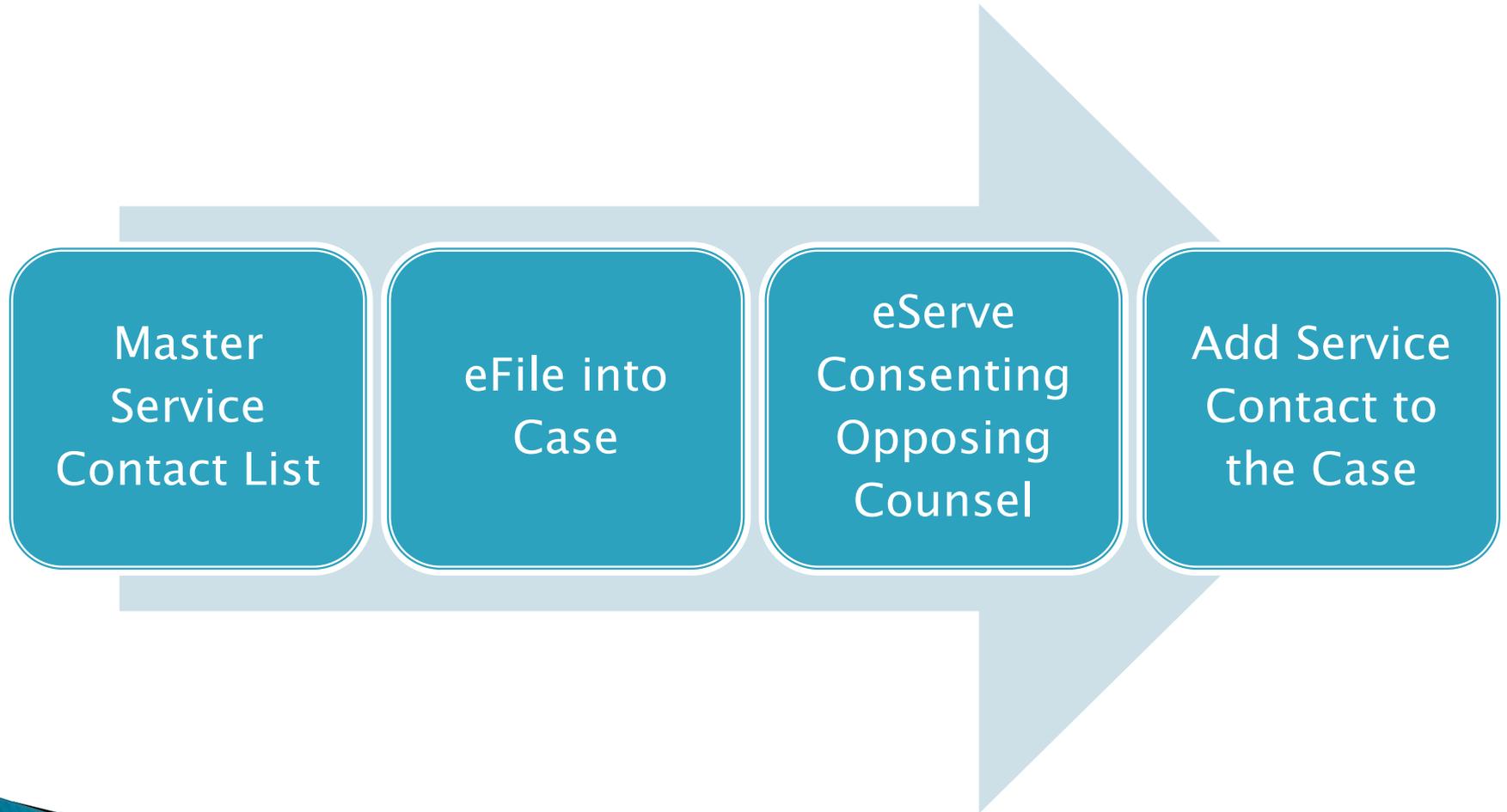
Location Multnomah Civil	Category Civil	Case Type Tort - General
Lower Court/Agency #	Date Filed 1/1/2015	Case # 15CV00001
Filing Attorney	Firm Name Oregon Judicial Firm test	Filed By Daniel Parr
Assigned to Judge		

Party Information

Party Type	Party Name	Attorney
Plaintiff	EDMUND WALSH	IVAN ZACKHEIM
Defendant	ROBERT READ	SIMON HARDING
Defendant	EAN HOLDINGS, LLC	

+ Add Another Party

How eService Works



Adding a Service Contact

Actions ▾

Filer Dashboard

My Filing Activity

Pending	8
Accepted	7
Returned	5
Drafts	3
Served	
View All	

New Filing

Start a New Case

[Use a Template](#)

File into Existing Case

[Need help getting started?](#)

Adding a Service Contact

Filing History					Filtered by My Accepted Filings	X
Filing Status	Filing Code	Filing Type	Filing Description	Ref Number		
▼	Case # 15CV00001 - EDMUND WALSHvsROBERT READ, EAN HOLDINGS, LLC				Actions ▼	
Envelope # 4971 filed Friday, September 11, 2015 at 9:48 AM PDT by Daniel Parr						
Accepted	Affidavit - AF	EFile				
▼	Case # 15CV15177 - P OnevsDef One, Def Two, Def Three, Def Four, Def Fiveetal. (Matyas,...				Actions ▼	
Envelope # 4902 filed Monday, August 31, 2015 at 2:28 PM PDT by Daniel Parr						
Accepted	Complaint - CM	EFile				
▼	Case # 15DR08141 - TEST A vs TEST B				Actions ▼	
Envelope # 4858 filed Wednesday, August 26, 2015 at 7:18 PM PDT by Daniel Parr						
Accepted	Petition - Initiating - PTIN	EFile				
▼	Case # 15CV15168 - John SmithvsJane Doe (Nelson, Philip L)				Actions ▼	
Envelope # 4857 filed Wednesday, August 26, 2015 at 7:17 PM PDT by Daniel Parr						

Adding a Service Contact

Service Contacts: Case # 15DR08141 - TEST A vs TEST B

Name	Email	
▶ Party: TEST A - Petitioner		Actions ▾
▶ Party: TEST B - Respondent		Actions ▾
▶ Other Service Contacts		Actions ▾

◀ ◁ 1 ▷ ▶ 10 items per page 1 - 3 of 3 items

Close

Adding a Service Contact

Add From Firm Service Contacts

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Shane Curry	shane.p.curry@ojd.state.or.us
<input type="checkbox"/>	Rod M MacLean	rod.m.maclean@ojd.state.or.us
<input type="checkbox"/>	Margaret McGrady	mcgrady.margaret@ojd.state.or.us
<input type="checkbox"/>	Lisa Jean Norris Lampe	LNP@busy.gov
<input type="checkbox"/>	Daniel Parr	daniel.parr@ojd.state.or.us
<input type="checkbox"/>	Troy Redmond	troy.c.redmond@ojd.state.or.us
<input type="checkbox"/>	Ericka Strausbaugh	ericka.strausbaugh@ojd.state.or.us
<input type="checkbox"/>	test test	Eloy.alvarado@tylertech.com

1 10 items per page 1 - 8 of 8 items

Close

Adding a Service Contact

Service Contacts: Case # 15DR08141 - TEST A vs TEST B

Name	Email	
▼ Party: TEST A - Petitioner		Actions ▼
Daniel Parr	daniel.parr@ojd.state.or.us	Actions ▼
▶ Party: TEST B - Respondent		Actions ▼
▶ Other Service Contacts		Actions ▼

1 10 items per page 1 - 3 of 3 items

Close

eServing Opposing Counsel

Filings  

Enter the details for this filing

Filing Type EFileAndServe 

Filing Code Accounting - AC  

Reference Number 

Filing Comments

Courtesy Copies 

Related Parties 

Lead Document (Required)

CJO_14-038.pdf 185.55 kB 

eServing Opposing Counsel

Service Contacts

Service contacts will receive service on the filings in this envelope.

Serve	Name	Email	
▼	Party: EDMUND WALSH - Plaintiff		Actions ▼
<input checked="" type="checkbox"/>	Daniel Parr	daniel.parr@ojd.state.or.us	Actions ▼
▶	Party: ROBERT READ - Defendant		Actions ▼
▶	Party: EAN HOLDINGS, LLC - Defendant		Actions ▼
▶	Other Service Contacts		Actions ▼

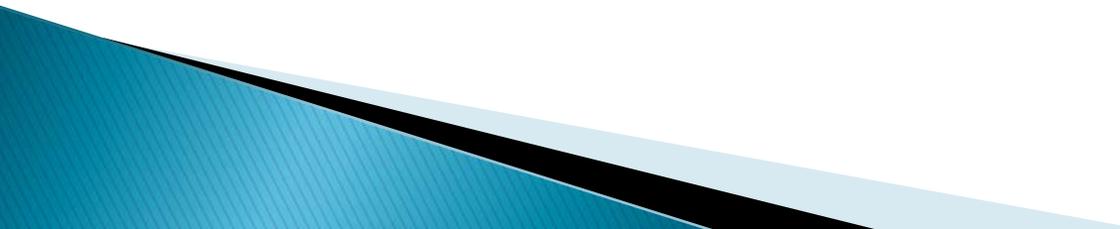
Redacted Information

- ▶ OJD redacts certain information through File and Serve
 - Party Names (this includes Petitioner)
 - Case Styles
- ▶ Juvenile, Adoption, Civil Commitment, and cases that fall under VAWA

Envelope # 3002 - *****

Party Type	Name	Attorney
Petitioner		
Respondent	Jose Luis Martinez	DANA MITCHELL

Large Filings

- ▶ 25 MB document
 - ▶ 35 MB envelope
 - ▶ Break into smaller documents
 - ▶ Split-up at logical points
 - ▶ Use the same filing code
 - ▶ Number in the comment field (i.e. 1 of 3)
- 

Useful Features

▶ Export filing data to Excel

- Case Number
- Case Name
- Filing Date
- Fees
- Acceptance Date
- Credit Card Account Used
- Party Name
- Reference Number

▶ Access to documents you file for 45 days

UTCR Chapter 21

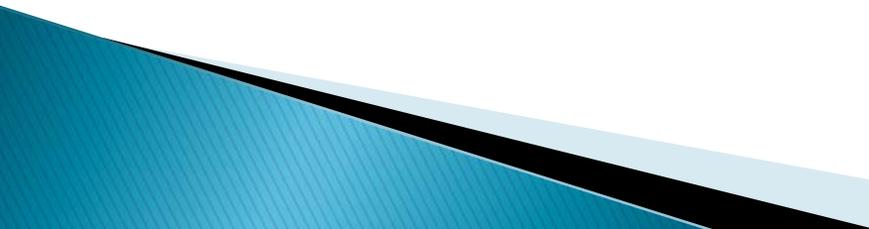
- ▶ Governs eFiling and eService
 - ▶ Current version available online
 - ▶ Additional Chief Justice Order
- 

UTCR 21.040

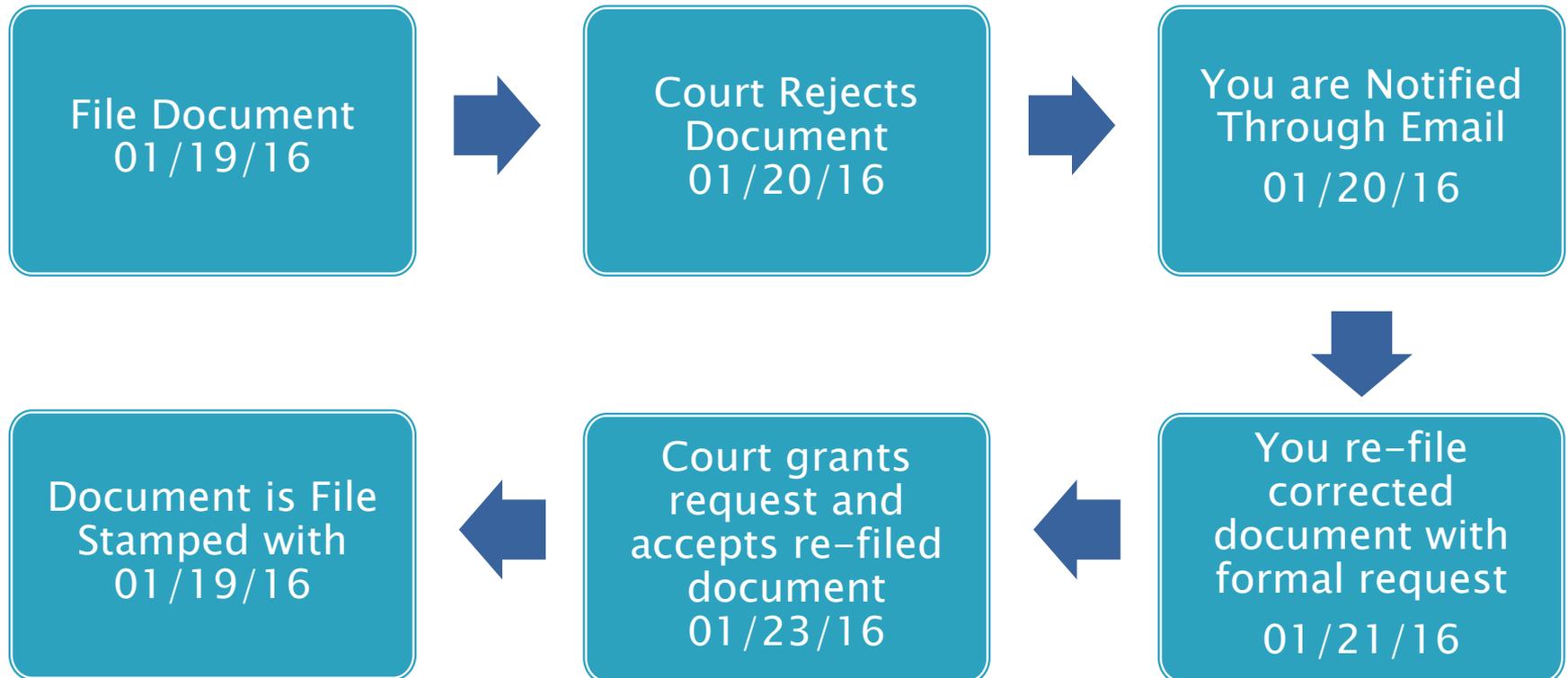


File Type	<ul style="list-style-type: none">• PDF/PDF-A• Text Searchable
Size	<ul style="list-style-type: none">• 25 MB• Split up if larger
Combined Documents	<ul style="list-style-type: none">• Single Unified PDF• Exceptions

Documents that Must be Filed Conventionally

- ▶ Contempt case initiation (All including a motion for remedial contempt)
 - ▶ Criminal and Juvenile Delinquency case initiation
 - ▶ Documents filed under seal or subject to in camera inspection
 - ▶ Documents required by law to be filed in original form
- 

UTCRC 21.080: Resubmission of Previously Rejected Filing



UTCRC 21.100: eService

- ▶ Case based
 - ▶ eFile = Consent
 - ▶ Add ONLY yourself as a “Service Contact”
 - ▶ “Other Service Contacts” for informational purposes
 - ▶ Not service by email per ORCP 9(G)
- 

Amended Rules

- ▶ **UTCRC 21.040 Document Formatting**
 - Documents filed as a single unified PDF
 - Exceptions
 - **Proposed Order/Judgment signature/date line**

Example:

Petitioner's motion for a stay is granted. The proceedings in this action are held in abeyance pending further notification from petitioner of completion of the conditions set out in this order.

(at least 1.5 inches of blank space following last line of text)



Questions

Daniel Parr

Daniel.parr@ojd.state.or.us

Oregon Judicial Department
Office of Education, Training, and Outreach
1163 State Street
Salem, OR 97301

oeto@ojd.state.or.us

(503) 986-5911

