Oregon Judicial Department
Oregon eCourt

Clackamas County Circuit Court
Community Partner Update

November 2014

Oregon eCourt

Presentation Materials

- Go to the Clackamas Circuit Court Website for the written material from this presentation as well as additional information on Oregon eCourt implementation in Clackamas Circuit Court.

- http://courts.oregon.gov/Clackamas/Pages/index.aspx

Oregon eCourt

Presentation Outline

- Vision
- Background/History
- Statewide Roll Out Approach
- Clackamas Implementation Information
- Access to Case Information
- Changes You Need to Be Aware Of
- File and Serve General Information
- Oregon eCourt Case Information Demo
  - Accessing Dockets/Cases/Documents

Oregon eCourt

The Vision

Oregon eCourt will give courts and judges the tools they need to provide just, prompt, and safe resolution of civil disputes; to improve public safety and the quality of life in our communities; and to improve the lives of children and families in crisis.

Better Access

Better Information

Better Outcomes

Rollout By Quarter

Oregon eCourt

Quarter	2012	2013	2014	2015	2016
1st		**Jackson** (March)	**Benton** **Polk** (January)	**Lane** **Lincoln** (March)	**Washington Tax Court** (March)
2nd	**Yamhill** (June)		**Multnomah** (May)	**Deschutes** **Klamath** **Lake** (June)	**Morrow** **Umatilla** **Wallowa** **Union** **Grant** **Harney** **Baker** **Malheur** (June)
3rd		**Clatsop** **Columbia** **Tillamook** (August)		**Coos** **Curry** **Hood River** **Wasco** **Gilliam** **Wheeler** **Sherman** (September)	
4th	**Crook** **Jefferson** **Linn** (December)		**Douglas** **Josephine** **Marion** (December)	**Clackamas** (December)	

Implementation Process

Oregon eCourt

Process Begins 15 Months Out from Go Live Date:

- **Court documents all current paper processes**
- **Core group of staff receive Odyssey Training**
- **Core group identifies and works with the Office of Education, Training, and Outreach (OETO) and Tyler Technologies staff to identify & document electronic workflows**
- **Core group reviews and tests numerous data conversions from OJIN to Odyssey test environment**
- **Court works with Tyler and OETO staff to identify local configuration of Odyssey in the areas of docketing & calendaring, local work processes & timing, local reporting, local data needs, and local partner integrations**

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Implementation Process (cont.)

End User Training for Courts:

- Begins in late October 2015 – approximately 1/4 of staff in training at any given time until implementation on December 14, 2014
- Court schedule during training – will slow down especially when judges are in training
  - Judges given training approximately 2- 3 weeks prior to Go-Live.

continued…

Implementation Process (cont.)

Oregon eCourt

Go Live:

- Manual processes begin the week of 12/7/15 when OJIN/FIAS for Clackamas Circuit Court goes down for court staff and OJCIN OnLine Subscribers
- Weekend prior to Go-Live court staff enter cases, documents, and financials held by court since OJIN taken down earlier that week.
- Monday, 12/14/15 – Go-Live w/Odyssey
- By 1/1/16 – Access to OECI cases and documents available to attorneys and other authorized users who are OJCIN OnLine subscribers

Access To Case Information

- **OJCIN OnLine**
  - OJCIN OnLine subscribers have Internet access to case records from approximately 01/01/16 forward
  - Subscription gives access to the current OJIN Case Management System and the new Oregon eCourt Case Information (OECI) System
  - OJCIN OnLine is a paid subscription service unless you are a designated government user
  - Case documents are currently available remotely to government agencies, Oregon State Bar Members, and other authorized users who use OJCIN OnLine

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Access To Case Information *(cont.)*

- **Courthouse Public Access Terminals:**
  - Free access to both OJIN and OECI systems
  - Public documents are viewable on non-confidential case types in OECI

- **Court Records / Information Counters:**
  - Physically go to the courthouse and request to see a pre-Odyssey case file

Access to Confidential Case Types

- The OECI system does not automatically give attorneys of record access to their juvenile and mental health case types
  - Even if you had access in OJIN
- All OJCIN subscribers that had access to juvenile or mental health cases were sent a new Restricted Access Request form
  - If it has been lost or misplaced, another form can be requested through OJCIN OnLine Services

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Access to Confidential Case Types

(cont.)

- Request form by calling 1-800-858-9658 or emailing: OJIN.Online@ojd.state.or.us
- Submit form to OJIN.Online@ojd.state.or.us. Once reviewed and approved by the State Court Administrator (SCA) you will have access to all cases types for which you are approved in your county
- If you believe you need access to all juvenile and/or mental health cases include detailed information why this is needed.

Requesting OJIN / OECI OnLine Access Through OJCIN

- If an attorney or agency does not have an active OJIN / OECI subscription:
  - Request an account through the OJCIN Online home page by going to:
  - http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/getstarted.aspx

Two Systems: OJIN and OECI on OJCIN

Oregon eCourt

- **OJIN** – circuit court case information for courts who have NOT migrated to Oregon eCourt
- **OECI** – circuit court case information for courts who HAVE migrated to Oregon eCourt
- You will need to use your OJCIN OnLine subscription to access circuit court case information for both systems or use the Public Access Terminals at the court
- When a court implements Oregon eCourt their name will be added to the drop down list of available courts in OECI

Oregon eCourt

Remote Electronic Access to Documents

- Designated Government Users (government agencies who use OJCIN OnLine to see OECI cases) and Oregon State Bar Members who have subscription service through OJCIN have access to case documents over the internet.

- By December 2014 other authorized users will gain access to documents through their OJCIN OnLine subscription (available in OECI only).

Training

- Oregon eCourt Case Information (OECI) system is user-friendly and easy to navigate

- A Quick Reference Guide and Frequently Asked Questions are available on the OJCIN OnLine web site at the following link under support in the Quick Links Section on the top right of the page:

http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx

Oregon eCourt

Displayed Information on OECI

- Case Number
- Case Caption
- Case Type / File Date / Court Location
- Party and Attorney Information (**only year of birth will show- no month or day**)
- Charges
- Disposition(s)
- Events / Hearings and comments related to the event or hearing
- Financial Summary

Notices

- Once a court is live with Oregon eCourt attorneys will receive electronic notification of hearings, trials, and judgment entry
- **The electronic notice will only be sent to the email address on file with the Oregon State Bar (OSB)**
  - Be sure it is up-to-date
- To change your email address you must submit the change to the OSB, not to the court

Oregon eCourt

Addresses Notices Sent From

- Court_Notification@ojd.state.or.us
- Hearing_scheduled@ojd.state.or.us
- Hearing_rescheduled@ojd.state.or.us
- Hearing_cancelled@ojd.state.or.us
- Judgment@ojd.state.or.us

Oregon eCourt

Supplementary Local Rule 24

- SLR Chapter 24 will become effective prior to Oregon eCourt implementation in your local circuit court
- **At a minimum it will**:
  - ✓ Designate electronic documents filed with the court, or those documents manually imaged by the court, as the official court record;
  - ✓ Allow the court to electronically sign documents; and
  - ✓ Prohibit combined motions and orders.
- Documents should not be stapled

Oregon eCourt

Case Numbering

- The case numbering system in the Oregon eCourt system is a statewide uniform system
- Case numbers are assigned in chronological order throughout the state
- Cases converted from OJIN to Odyssey will retain their OJIN case number
- Felonies and misdemeanors have the same schema, there is no differentiation in the case number (e.g. 15CR#####)

Case Categories

- Cases will fall under one of four broad case categories in OECI
  - Criminal, Civil, Family, and Mental Health / Probate
- Biggest Change
  - Juvenile *Delinquency* cases fall under **Criminal**
  - Juvenile *Dependency* cases fall under **Family**

File and Serve – eFiling

- File and Serve is a product of the Odyssey system used for electronically filing documents

- Some case / document exceptions
  - ✓ No ability to initiate a criminal or juvenile delinquency case
    - subsequent filings in criminal and juvenile delinquency acceptable
  - ✓ Cannot accept requests for fee waivers / deferrals

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File and Serve – eFiling (cont.)

- Currently available in:
  - ✓ Yamhill, Crook, Jefferson, Linn, Jackson, Clatsop, Columbia, Tillamook, Benton, Polk, and Multnomah Circuit Courts.
- Registration and training is required prior to using the system; available at: http://courts.oregon.gov/ojd/pages/index.aspx
- Clackamas File and Serve Implementation
  - ✓ Permissive eFiling begins 30 business days after go-live
  - ✓ Mandatory eFiling for attorneys begins 60 business days after go-live
  - ✓ OJD will provide presentation(s) to local attorneys on the File and Serve (eFiling) system

Dockets / Calendars

- Public court calendars continue to be available on OJD's web page during implementation and forward: www.courts.oregon.gov/OJD/OnlineServices/calendars/pages/index.aspx

- Options:
  - OJIN Circuit Court Calendars – courts who have NOT migrated to Oregon eCourt
  - Oregon eCourt Circuit Court Calendars – courts that HAVE migrated to Oregon eCourt

Oregon eCourt Calendars

- Allows the user to select a county then narrow their search to select a calendar for a specific attorney, a case number, a judicial officer, a party or defendant name, or for a date range

- Expand / limit search to one or more of the four main case categories:
  - Criminal, Civil, Family, or Mental Health/Probate

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Oregon eCourt Calendars (cont.)

- Results can be sorted: Case number, defendant, hearing type, judicial officer, plaintiff, or date and time

- **OJCIN OnLine subscribers**: Calendars on OECI include hot links to the Register of Actions for that case and document access for authorized users. http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx

Oregon eCourt

What You Can Do Now

- If you wish to access documents remotely register for OJCIN OnLine.
- Set up your email to automatically forward Electronic Notices to other staff you wish to receive them.
- Go to the courthouse to access the public terminal or go to OJCIN Online if you are a subscriber and become familiar with how OECI looks and works.

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What You Can Do Now (cont.)

- Review the user Guide and Frequently Asked Questions available on the OJCIN Online webpage under Support.
- Go to calendars on the OJD webpage and see how they work.
- If not already doing so, submit motion and orders as separate documents.

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What You Can Do Now (cont.)

- Become familiar with how File and Serve Works.
- Go to the File and Serve webpage, take the web or self study training and review the various help documents.