

#### 24.201 ELECTRONIC DOCUMENTS

- (1) Depending on the context, as used in these rules, "document" refers to an instrument in either paper or electronic form.
- (2) Documents that are electronically filed or manually imaged, including those to which judicial signatures have been added, and documents generated in electronic format by the court are the official court record.

#### 24.202 ELECTRONIC COURT SIGNATURES

The court may issue judicial decisions electronically and may affix a signature by electronic means.

- (1) The trial court administrator must maintain the security and control of the methods for affixing electronic signatures.
- (2) Only the judge and the trial court administrator, or the judge's or trial court administrator's designee, may access the methods for affixing electronic signatures

#### 24.203 COMBINED MOTION AND ORDER DOCUMENT NOT PERMITTED

Notwithstanding UTCR 2.010(12)(c) or any other Supplementary Local Rule, a motion and order may not be submitted as a single document. If a motion and corresponding proposed order are electronically filed, the order must be submitted as a separate document from the motion.

#### 24.204 UNREPRESENTED PARTY EMAIL ADDRESS; UNREPRESENTED PARTY AND OUT-OF-STATE ATTORNEY EMAIL ADDRESS CHANGE

- (1) An unrepresented party who wants to receive court notifications through email instead of conventional mail must either:
  - (a) include the party's email address on the party's initiating complaint or petition, or on the party's initial responding document, which operates as consent to receive court notifications through email; or
  - (b) file a notice of consent to receive court notifications through email that contains the email address of the party. See Form 24.204.1b.
- (2) An unrepresented party who has elected to receive electronic notifications from the court under subsection (1) of this rule may change that election by notifying the court that it should no longer use the party's email address and instead should send all court notifications to the party by conventional mail. The notification under this subsection must include the party's current conventional mailing address. See Form 24.204.2.
- (3) An out-of-state attorney or an unrepresented party who provided an email address under subsection (1) of this rule whose email address changes must immediately mail or deliver notification of the change to the trial court administrator and all other parties.

24.206 ENTERING JUDGMENT BASED ON NEGOTIABLE INSTRUMENT

Notwithstanding UTCR 2.060, in all cases when a judgment is to be based on a negotiable instrument, the party with custody of the original instrument must submit a certified copy of such instrument to the court before the entry of judgment.

24.501 STIPULATED OR *EX PARTE* MATTERS MAY BE ELECTRONICALLY FILED

- (1) Any stipulated or *ex parte* matter may be electronically filed for purposes of submitting to a judge for signature.
- (2) If an *ex parte* motion and corresponding proposed order are electronically filed, the order must be submitted as a separate document from the motion.

24.601 SUBMISSION OF REQUESTED JURY INSTRUCTIONS AND VERDICT FORMS

The original of the requested jury instructions and verdict forms must be submitted to the court. The court also may require that a party submit a copy of the jury instructions and verdict forms, in the manner and time that the court specifies.

24.801 ACTIONS FOR DISSOLUTION OF MARRIAGE, SEPARATE MAINTENANCE AND ANNULMENT, AND CHILD SUPPORT; DOCUMENTATION FOR DEPARTMENT OF JUSTICE, DIVISION OF CHILD SUPPORT

Notwithstanding UTCR 8.010(8), parties who have been requested to submit a proposed judgment need not submit a copy of the proposed judgment and the most current confidential information form(s) to the court.

24.901 DELIVERING PROBATE MATERIALS TO THE COURT, NO SELF-ADDRESSED, STAMPED ENVELOPE OR POSTCARD IF DOCUMENT ELECTRONICALLY FILED

UTCR 9.010 does not apply to an electronically filed document.

24.902 EMAIL ADDRESS FOR GUARDIAN, CONSERVATOR, OR PERSONAL REPRESENTATIVE; CHANGE OF EMAIL ADDRESS

- (1) A guardian, conservator, or personal representative who wants to receive court notifications through email instead of conventional mail must file a notice of consent to receive court notifications through email that contains the email address of the guardian, conservator, or personal representative. See Form 24.204.1b.
- (2) A guardian, conservator, or personal representative who has elected to receive electronic notifications from the court under subsection (1) of this rule may change that election by notifying the court that it should no longer use the email address of the guardian, conservator, or personal representative and instead should send all court

notifications by conventional mail. The notification under this subsection must include the current conventional mailing address of the guardian, conservator, or personal representative. See Form 24.204.2.

- (3) A guardian, conservator, or personal representative who consented to receive court notifications through email under subsection (1) of this rule whose email address changes must promptly mail or deliver notification of the change to the trial court administrator.

Form 24.204.1b:

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR \_\_\_\_\_ COUNTY

\_\_\_\_\_  
Plaintiff/Petitioner  
v.  
\_\_\_\_\_  
Defendant/Respondent

) Case No: \_\_\_\_\_  
)  
) **CONSENT TO RECEIVE ELECTRONIC**  
) **COURT NOTIFICATIONS**  
) **(SLR 24.204(1)(b) and 24.902(1))**  
)

I agree to receive notices and other documents from the court in this case at this email address:

\_\_\_\_\_

I am  a party  a nonparty who is entitled to receive court notifications in this case (*specify*):

\_\_\_\_\_

I understand that the court is not responsible for technical problems if the court sends documents to the email address provided. I agree to monitor my spam folders and any other software that may delay or divert an email from the court.

I understand that the email address I list here may become publically available as part of the case record.

I understand that I may be subject to default or other consequences if I do not receive a notice due to technical problems.

I understand that the court may choose to send any document by any method in addition to or instead of email.

I understand that I must notify the court if my email address changes. I understand that I must file a *Withdrawal of Consent to Receive Electronic Notifications* form with the court if I choose to withdraw consent to receive court notifications by email.

**Certificate of Document Preparation.** Check all that apply:

- I chose this form for myself and completed it without paid help.
- A legal help organization helped me choose or complete this form, but I did not pay money to anyone.
- I paid (or will pay) \_\_\_\_\_ for help choosing, completing, or reviewing this form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
City / State / ZIP

\_\_\_\_\_  
Contact Phone

SLR Form 24.204.2:

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR \_\_\_\_\_ COUNTY

	)	<b>Case No:</b> _____
v.	)	
Plaintiff/Petitioner	)	<b>WITHDRAWAL OF CONSENT TO</b>
	)	<b>RECEIVE ELECTRONIC COURT</b>
	)	<b>NOTIFICATIONS</b>
Defendant/Respondent	)	<b>(SLR 24.204(2) and 24.902(2))</b>

I am  a party  a nonparty who is entitled to receive court notifications in this case (*specify*):

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I withdraw my consent to receive court notifications by email. The court should send future notifications to the contact address below.

I understand that there may be a delay in making this change. I agree to continue monitoring my email for notifications.

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**Certificate of Document Preparation.** Check all that apply:

- I chose this form for myself and completed it without paid help.
- A legal help organization helped me choose or complete this form, but I did not pay money to anyone.
- I paid (or will pay) \_\_\_\_\_ for help choosing, completing, or reviewing this form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
City / State / ZIP

\_\_\_\_\_  
Contact Phone