

ERNEST J. MAZOROL, III
Administrator



TRIAL COURT ADMINISTRATOR
Deschutes County Justice Building
1100 NW Bond Street
Bend, Oregon 97701
(541)388-5300

August 5, 2011
(SENT BY EMAIL)

MEMORANDUM

To: Central Oregon Bar Members
From: Ernest J. Mazorol, III 
Re: Service Reductions and Next Day Trials

Attached is a public service announcement about reduced Court services effective August 15, 2011. These service reductions may have a major impact on how you conduct business in Deschutes County Circuit Court between 2:00 p.m. and 5:00 p.m. daily. During this period, you will not be able to reach the Court by phone, leave phone messages, fax documents or access the file viewing room at the Courthouse. These services have been eliminated due to continued and permanent budget cuts.

For those of you who have cases set for trial the next day and need to inform the Court after 2:00 p.m. about the status of your case, you have two options:

1. The public service counter in the Justice Building is open daily from 8:00 a.m. to 5:00 p.m. You may come to the counter and talk to a scheduler about the status of your case.
2. Solely for the limited purpose of letting the Court know about changes to the status of your trial (negotiated settlement, motion to continue, last minute witness problems, etc.), you may email scheduling at DesNextDayTrials@ojd.state.or.us to inform them of any changes. In the subject line, include the party name and case number. Only send a brief email and do not include attachments. Documents must still be filed and may not be submitted nor considered by the Court if attached to your email. You should receive a timely phone call or email with instructions, as this email account will be monitored throughout the afternoon. Since this email account is set up solely for cases set for trial the next day, emails of a different nature will be deleted. You should have no expectation that other matters will be handled by scheduling or a judge through this limited purpose email account.

We know this may cause an inconvenience for you but it's important that these procedures be followed until further notice. These changes may be in effect until the State's financial difficulties improve and resources are restored. Thank you for your patience.