

IMPLEMENTATION SCHEDULE 2013-2016



| Circuit Court | Go-Live Date |
|--|---|
| Yamhill File & Serve Mandatory eFiling | Apr 1, 2013 Dec 1, 2014 |
| Crook/Jefferson/Linn File & Serve Mandatory eFiling | May 13, 2013 Dec 1, 2014 |
| Jackson - OECl File & Serve Mandatory eFiling | Mar 11, 2013 Jun 3, 2013 Dec 1, 2014 |
| Clatsop/Columbia/Tillamook - OECl File & Serve Mandatory eFiling | Aug 12, 2013 Oct 15, 2013 Dec 1, 2014 |
| Benton/Polk - OECl File & Serve* Mandatory eFiling | Jan 13, 2014 Mar 10, 2014 Dec 1, 2014 |
| Multnomah - OECl File & Serve* Mandatory eFiling | May 12, 2014 July 7, 2014 Dec 1, 2014 |
| Marion/Douglas/Josephine - OECl File & Serve* Mandatory eFiling | Dec 8, 2014 Jan 20, 2015 Mar 2, 2015 |
| Lane/Lincoln - OECl File & Serve* Mandatory eFiling | Mar 9, 2015 Apr 20, 2015 Jun 1, 2015 |
| Deschutes/Klamath/Lake - OECl File & Serve* Mandatory eFiling | Jun 8, 2015 Jul 20, 2015 Aug 31, 2015 |
| Coos/Curry/Hood River/Wheeler/ Wasco/Sherman/Gilliam - OECl File & Serve* Mandatory eFiling | Sept 14, 2015 Oct 26, 2015 Dec 7, 2015 |
| Clackamas - OECl File & Serve* Mandatory eFiling | Dec 14, 2015 Jan 25, 2016 Mar 7, 2016 |
| Washington/Tax Court - OECl File & Serve* Mandatory eFiling | Mar 14, 2016 Apr 25, 2016 Jun 6, 2016 |
| Morrow/Umatilla/Wallowa/ Union/Grant/Harney/ Baker/Malheur - OECl File & Serve* Mandatory eFiling | Jun 13, 2016 Jul 25, 2016 Sep 6, 2016 |

OECl - Oregon eCourt Case Information System
 * **File & Serve** - Starting December 1, 2014, permissive eFiling goes live 30 business days after the OECl go-live date, and Mandatory eFiling begins 60 business days after the OECl go-live date.

Mandatory eFiling for Attorneys

Will Go Into Effect SOON...



6 Steps To Complete

BEFORE December 1, 2014

For More Information go to "OJD eFiling" on the internet.

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Oregon Judicial Department - courts.oregon.gov



OJD eFiling will begin shifting its File & Serve system to Mandatory eFiling for attorneys on **December 1, 2014**. Attorneys will be required to eFile most court documents in the following circuit courts on December 1, 2014:

**Benton - Clatsop - Columbia - Crook - Jackson
Jefferson - Linn - Multnomah - Polk - Tillamook
Yamhill**

Additional circuit courts will implement Mandatory eFiling as they go live with the Oregon eCourt Case Information system (OECS). In those courts, “permissive” eFiling will start 30 business days after OECS, and Mandatory eFiling will go into effect 60 business days after OECS. (See Implementation Schedule on back.)

How to Get Ready:

To prepare for Mandatory eFiling, attorneys should take the following steps **BEFORE** December 1, 2014:

1 **Attend an online Oregon File & Serve training webinar** *provided by OJD’s File & Serve vendor, Tyler Technologies.*

Go to the OJD eFiling homepage (type “OJD eFiling” in your browser) and click on “Start Now” to open the File & Serve portal. Under TRAIN, click on “Web Training Sessions” to enroll in an Oregon webinar. A limited number of webinars will offer CLE credit.

2 **Read Uniform Trial Court Rule Chapter 21** *including rule revisions adopted September 29, 2014. The rules can be found on the OJD website under the “Programs” tab.*

Current File & Serve users should note changes to document formatting (UTCR 21.040) and the document retention policy (UTCR 21.120).

3 **Prepare your computer system**

Internet Browser Requirements:

Windows - Internet Explorer 7 or above; or Firefox; or Chrome

Mac - Firefox or Safari

Software Requirements:

Windows & Mac - Microsoft Silverlight

Windows & Mac - Software that can create PDF or PDF-A text-searchable documents; or any other OCR (Optical Character Recognition) software that produces text-searchable PDFs.

4 **Make sure you can do the following**

- *Open the File & Serve portal*
 - Go to the OJD eFiling homepage (type “OJD eFiling” in your browser) and click on “Start Now” to open the File & Serve portal.
- *Create a text-searchable PDF document*
 - Documents submitted to the court must be in text-searchable PDF format that do not exceed 25 megabytes per document.
- *Receive email from the courts*
 - Your email address listed with the Oregon State Bar is the email address the circuit courts will send attorney notifications to. Make sure the Bar has your current email address.
- *Pay statutory filing fees online*
 - Credit or debit cards with the Visa, MasterCard or Discover logo are accepted.

5 **Register to use the File & Serve system** *Go to the OJD eFiling homepage (type “OJD eFiling” in your browser) and click “Start Now” to open the File & Serve portal then click “Register Now.”*

6 **Begin using the File & Serve system to file documents with the court** *before the December 1, 2014 deadline - do not wait until the last minute!*