

Lane County Circuit Court Oregon eCourt Implementation Team

Message to Members of the Bar

October 13, 2014

Lane County Circuit Court is pleased to announce that we are five months from our Oregon eCourt go live date of March 9, 2015. Over the next five months there will be a great deal of information to share with members of the bar. We plan to use this forum to send a bi-monthly update about activities the court is doing as well as information about eFiling and other areas of interest. This memo will be posted on the Lane County Circuit Court website, <http://www.courts.oregon.gov/lane/Pages/index.aspx>

Schedule

January – February 2015. The court will convene a number of general information sessions regarding eCourt for bar members and partner agency staff. A schedule for the information sessions will be sent out this fall.

February 2- March 3, 2015. Court staff and judges will participate in extensive training for use of the Odyssey case management software. It is likely that staff unavailability will result in some slowing of the court's usual business turnaround time. One-half the normal volume of trials will be set to accommodate the staff and judicial training schedule.

March 4 – 6, 2015. OJIN will be unavailable to allow the court's data to be migrated from OJIN to Odyssey.

March 4-10, 2015. No trials will be held. Trial call will recommence on Wednesday March 11, 2015. No 35 Day Call will be held. 35 day call will recommence on Wednesday March 11, 2015

March 9, 2015. Go live Monday. This is the date that the court will begin official work in the Tyler Technologies Odyssey case management system.

March – April 2015. The court and OJD trainers will convene a number of eFiling information and training sessions for bar members and staff to attend. A schedule for the sessions will be published in the coming months.

April 9, 2015. The estimated date (30 days after go live date) for availability of the eFiling system. This is the permissive, not mandatory availability date.

May 9, 2015. The estimated date (30 days after permissive eFiling availability) for commencement of mandatory eFiling by attorneys of documents that can be eFiled.

Lane County Circuit Court activities to prepare for Oregon eCourt

Over the last year, court staff and judges have been reviewing and documenting business processes to prepare for the necessary changes in workflow driven by conversion to electronic, rather than paper records.

On Monday October 13, the court opened a new larger records viewing area in the former calendar clerk's office that provides space for ten computer stations to view electronic records. In addition, the information window moved to the new location within the clerk's office (window to the lobby) and the calendar clerk's office has relocated to the west side clerk's office. Staff at the information window will be available to set trials. The old information booth will be removed to open traffic flow through the second floor lobby.

What you can do to get ready for Oregon eCourt

1) Set up your email to forward electronic court notifications to others you wish to see them in your office.

As courts go live with Oregon eCourt, attorneys will receive an email with a link to electronic notification of hearings, trials and judgment entry. This notice is sent to the email address on file with the Oregon State Bar. The addresses you will receive these notifications from are: Court_Notification@ojd.state.or.us; Hearing_scheduled@ojd.state.or.us; Hearing_rescheduled@ojd.state.or.us; Hearing_cancelled@ojd.state.or.us; and Judgment@ojd.state.or.us. Please set your email to automatically forward mail from these addresses if you wish others in your office to receive them.

2) Access a public terminal or go to OJIN OnLine, if you are a subscriber, and become familiar with how OECl looks and works – Review the User Guide and Frequently Asked Questions.

The OECl system is user-friendly and easy to navigate. While there is no formal training provided for the OECl system, a Quick Reference Guide and Frequently Asked Questions are available on the OJIN Online web page under support at: <http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx>

3) Go to the public or OJIN OnLine Calendars at the OJD webpage to see how they work. Calendars for both OJIN and OECl can be found on the OJD Website at: <http://courts.oregon.gov/OJD/OnlineServices/calendars/pages/index.aspx> - (public access- no confidential cases are viewable on the public calendar): or <http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx> (paid subscription access - confidential cases viewable based on access authorization).

4) If not already doing so, submit motion and orders as separate documents.

5) Become familiar with how eFiling works by going to the eFiling webpage, taking the web training and reviewing the User Guide and Questions.

Free live webinars , some with CLE credit, are available at:

<http://www.tylertech.com/news-events/tyler-events/client-training/odyssey-file-serve-online-training> and self-study online training module along with a section on Frequently Asked Questions are available at:

<http://www.courts.oregon.gov/OJD/OnlineServices/OJDeFiling/Pages/index.aspx> . Prior to eFiling going live in a Circuit Court, the Oregon Judicial Department's Office of Education, Training, and Outreach will present an overview of File and Serve to local attorneys to include: how it works; how to register; how to access it; as well as reviewing UTCR Chapter 21 with attorneys.