

In the Matter of Approving Out-of-Cycle	)	CHIEF JUSTICE ORDER
Amendment of Supplementary Local	)	No. 14-013
Rules 1.015, 1.151, and 1.161, and	)	
Repeal of 5.055 for the Fourth Judicial	)	ORDER TO APPROVE OUT-OF-CYCLE
District	)	AMENDMENT OF SUPPLEMENTARY LOCAL
	)	RULES 1.015, 1.151, AND 1.161, AND
	)	REPEAL OF 5.055 FOR THE FOURTH
	)	JUDICIAL DISTRICT

I HEREBY ORDER, pursuant to ORS 1.002, ORS 3.220(2)(b), and UTCR 1.050(2)(f), that:

1. Good cause has been shown and the time limits established by UTCR 1.050(2) are waived for the actions approved by this order as necessary for the Oregon eCourt Program implementation process.
2. Out-of-cycle amendment of Supplementary Local Rules 1.015, 1.151, and 1.161, and repeal of 5.055, as shown in Attachment A to this order, for the Fourth Judicial District (Multnomah County) are approved. For the convenience of the reader, deleted wording is shown in *[brackets and italics]* and new wording is show in **{braces, underline, and bold}**.
3. The Fourth Judicial District shall provide notice of these changes to state and local bar organizations, appropriate state and local agencies, and appropriate business partners in a manner that the presiding judge determines will give sufficient notice.
4. Pursuant to ORS 3.220(2)(b), these changes take effect 30 days after a certified copy of the rules is filed in the Office of the State Court Administrator.
5. This order takes effect immediately.

Dated this 31<sup>st</sup> day of March, 2014.

  
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 Thomas A. Balmer  
 Chief Justice

**1.015 DEFINITIONS**

These definitions are intended to clarify terms used in these rules.

- (1) **Abated Cases** are those cases placed under a discretionary stay of up to two years by order of the Court on the basis of activity external to the case which would have an effect on the outcome or conduct of the case.
- (2) **Call** refers to the trial and show-cause docketing system whereby a case is called and assigned to a judge on the judicial day immediately preceding the date of the actual hearing or trial.
- (3) **"Judicial Days"** means calendar days excluding: Saturday and legal holidays, including Sunday, as defined in ORS 187.010 and 187.020, and any day on which a court is closed by order of the Presiding Judge or the Chief Justice.
- [(4) **Confirmation Cards** are standard-sized, stamped, and addressed US postcards which are to be attached to any filing if signing or filing information is requested. They shall be filled out by the submitting party to allow the Court to provide the information the submitting party desires.*

*[(5)]*~~(4)~~ Definitions set out in UTCR 1.110 ~~(4)~~ are incorporated by this reference and apply in these rules.

**1.151 HOURS FOR THE CONDUCT OF BUSINESS, WHEN DOCUMENTS MAY BE RECEIVED TO BE FILED**

- (1) The court is open for the conduct of business each judicial day from 8:00 am to 5:00 pm, and, in addition, judicial proceedings may be held at other times and on other days when required by the court for the conduct of its business and upon notice to the parties required to appear.
- (2) **{Except as provided in UTCR Chapter 21,}** *[D]*~~{d}~~ documents which do not require the payment of a fee prior to filing may be received for filing from 8:00 am to 5:00 pm each judicial day in the appropriate division of the Office of the Trial Court Administrator. Documents which require the payment of a fee prior to filing may be presented to a cashier or left in a drop box, together with payment or an order authorizing the deferral or waiver of the fee, from 8:30 am to 5:00 pm each judicial day in the appropriate division of the Office of the Trial Court Administrator. Upon satisfaction of the fee, the document will be received for filing. No document will be received for filing or filed except as provided in this rule.

**1.161 DIVISIONS OF THE OFFICE OF THE TRIAL COURT ADMINISTRATOR WHERE DOCUMENTS ARE RECEIVED FOR FILING**

- (1) The Office of the Trial Court Administrator receives documents for filing in the following divisions. In the Multnomah County Courthouse: the divisions are Civil, including Small Claims and FED, Domestic Relations, Probate, Traffic, Parking and Criminal. In the Juvenile Justice

Complex: all Juvenile matters. In the East County Courthouse: Criminal, Traffic and Small Claims matters filed in that court location. Documents should be delivered to the appropriate division for filing.

(2) Documents delivered by mail to the court, or left in the court's mail room for delivery, will be received for filing when delivered in the normal course of distribution of documents from the mail room to the appropriate division of the Office of the Trial Court Administrator. If a fee is required to be paid prior to filing of a document, then filing may occur only if the fee is satisfied. In all other cases{, **and except as provided in UTCR Chapter 21,**} filing will be accomplished on the date the documents are distributed to the appropriate division.

(3) Documents transmitted directly to the clerk's office by facsimile transmission (FAX) will not be received for filing.

(4) The street address for the downtown courthouse is:

Multnomah County Courthouse  
1021 SW Fourth Avenue  
Portland, OR 97204-1123

Addresses for other court locations are as follows:

Justice Center  
Third Floor  
1120 SW Third Avenue  
Portland, OR (send mail to the courthouse)

Juvenile Justice Complex  
1401 NE 68<sup>th</sup> Avenue  
Portland, OR 97213

East County Courthouse  
18480 SE Stark Street  
Portland, OR 97233

**[5.055 STAMPED, SELF-ADDRESSED CONFIRMATION CARDS REQUIRED**

(1) *Any party desiring information on any document submitted to the court for filing, (e.g., date of filing, date of signature, costs and attorney fees awarded, or name of judge), shall attach a stamped, self-addressed confirmation card. On orders or judgments submitted for signing, confirmation cards shall be attached for all parties. Unless required by law or rule, conformed copies of the order or judgment will not be provided by the Trial Court Administrator's Office as further proof of signing. Signed copies of orders and judgments may be obtained from the circuit court's File Room.*

(2) *An ex parte motion for trial set-over submitted by mail shall have confirmation cards addressed to each party attached by the moving party to provide notice of the court's decision and order to all parties.]*

## **CHAPTER 1- GENERAL PROVISION - AMENDED 1.015, 1.151, and, 1.161**

### **1.015 DEFINITIONS**

These definitions are intended to clarify terms used in these rules.

- (1) **Abated Cases** are those cases placed under a discretionary stay of up to two years by order of the Court on the basis of activity external to the case which would have an effect on the outcome or conduct of the case.
- (2) **Call** refers to the trial and show-cause docketing system whereby a case is called and assigned to a judge on the judicial day immediately preceding the date of the actual hearing or trial.
- (3) **“Judicial Days”** means calendar days excluding: Saturday and legal holidays, including Sunday, as defined in ORS 187.010 and 187.020, and any day on which a court is closed by order of the Presiding Judge or the Chief Justice.
- (4) Definitions set out in UTCR 1.110 are incorporated by this reference and apply in these rules.

### **1.151 HOURS FOR THE CONDUCT OF BUSINESS, WHEN DOCUMENTS MAY BE RECEIVED TO BE FILED**

- (1) The court is open for the conduct of business each judicial day from 8:00 am to 5:00 pm, and, in addition, judicial proceedings may be held at other times and on other days when required by the court for the conduct of its business and upon notice to the parties required to appear.
- (2) Except as provided in UTCR Chapter 21, documents which do not require the payment of a fee prior to filing may be received for filing from 8:00 am to 5:00 pm each judicial day in the appropriate division of the Office of the Trial Court Administrator. Documents which require the payment of a fee prior to filing may be presented to a cashier or left in a drop box, together with payment or an order authorizing the deferral or waiver of the fee, from 8:30 am to 5:00 pm each judicial day in the appropriate division of the Office of the Trial Court Administrator. Upon satisfaction of the fee, the document will be received for filing. No document will be received for filing or filed except as provided in this rule.

### **1.161 DIVISIONS OF THE OFFICE OF THE TRIAL COURT ADMINISTRATOR WHERE DOCUMENTS ARE RECEIVED FOR FILING**

- (1) The Office of the Trial Court Administrator receives documents for filing in the following divisions. In the Multnomah County Courthouse: the divisions are Civil, including Small Claims and FED, Domestic Relations, Probate, Traffic, Parking and Criminal. In the Juvenile Justice Complex: all Juvenile matters. In the East County Courthouse: Criminal, Traffic and Small Claims matters filed in that court location. Documents should be delivered to the appropriate division for filing.
- (2) Documents delivered by mail to the court, or left in the court’s mail room for delivery, will

be received for filing when delivered in the normal course of distribution of documents from the mail room to the appropriate division of the Office of the Trial Court Administrator. If a fee is required to be paid prior to filing of a document, then filing may occur only if the fee is satisfied. In all other cases, and except as provided in UTCR Chapter 21, filing will be accomplished on the date the documents are distributed to the appropriate division.

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Portland, OR 97213

East County Courthouse  
18480 SE Stark Street  
Portland, OR 97233

## **CHAPTER 5- PROCEEDINGS IN CIVIL CASES – REPEALED 5.055**

### **5.055 STAMPED, SELF-ADDRESSED CONFIRMATION CARDS REQUIRED**

Repealed pursuant to CJO 14-013 dated March 31, 2014.