



## **OREGON eCOURT INFORMATION FOR ATTORNEYS, GOVERNMENT AGENCIES & COMMUNITY PARTNERS**

*Oregon eCourt will give courts and judges the tools they need to provide just, prompt, and safe resolution of civil disputes; to improve public safety and the quality of life in our communities; and to improve the lives of children and families in crisis.*

Better Access ♦ Better Information ♦ Better Outcomes

Oregon eCourt went live in the Yamhill County Circuit Court on Monday, June 4, 2012. Yamhill County Circuit Court served as the *pilot* court for the implementation of the Tyler Technologies' Odyssey product, better known to the public as Oregon eCourt Case Information (OECI). The role of the pilot court was to prove the solution.

Crook, Jefferson, Linn, and Jackson County Circuit Courts were *early adopter* courts. Linn, Crook, and Jefferson County Circuit Courts went live with Odyssey on Monday, December 10, 2012. Jackson County Circuit Court went live on Monday, March 11, 2013. The role of the early adopter courts was to prove the implementation before it is rolled out to all courts statewide. This involved testing and fixing issues prior to installation in other courts.

As a result, not all components are installed at go-live. Some changes or revisions may be made to the system based on the experience of the pilot and early adopters and additional implementations. During this time, the patience of our users and business partners is greatly appreciated. We have now entered the statewide rollout phase with Clatsop, Columbia, and Tillamook Circuit Courts having gone live August 2013 and Benton and Polk Circuit Courts in January 2014.

The remaining Oregon Circuit Courts are in the process of transitioning from OJIN to Oregon eCourt. During this transition period (now through June 2016) you will find case information in OJIN for all courts that have not transitioned to Oregon eCourt. As courts move to Oregon eCourt their information will be found in OECI (Oregon eCourt Case Information System). Both OJIN and OECI are accessed through the Oregon Judicial Case Information System (OJCIN).

On the following page you will find the statewide eCourt rollout schedule for the remaining courts.

Quarter	2012	2013	2014	2015	2016	
1 <sup>st</sup>		Jackson (March)	Benton Polk (January)	Lane Lincoln	Washington Tax Court	
2 <sup>nd</sup>	Yamhill (June)		Multnomah (May)	Deschutes Klamath Lake	Morrow Umatilla Wallowa Union	Grant Harney Baker Malheur
3 <sup>rd</sup>		Clatsop Columbia Tillamook (August)		Coos Curry Hood River Wasco Gilliam Wheeler Sherman		
4 <sup>th</sup>	Crook Jefferson Linn (December)		Douglas Josephine Marion	Clackamas		

**Accessing Court Information:**

- OJCIN OnLine:** OJCIN OnLine subscribers have Internet access to case information. This subscription service gives access to the Oregon Judicial Information Network (OJIN), the Oregon Appellate Case Management System (ACMS) and the new Oregon eCourt Case Information (OECI) system. Document access is available for the OECI system only. Currently Yamhill, Linn, Crook, Jefferson, Jackson, Clatsop, Columbia, Tillamook, Polk and Benton County Circuit Court Case Information can be found in the OECI system. At this time Designated Government Users (government agencies who use OJCIN OnLine to see OECI cases) have access to case documents from their computers. It is anticipated remote access to documents for OSB members and their support staff, who are subscribers to OECI, will be available in late May, 2014. OJCIN OnLine is a paid subscription service unless you are a public agency.

To open an account, you need to complete and submit the online application form. Start at: <http://courts.oregon.gov/OJD/OnlineServices/OJIN/pages/getstarted.aspx>, then respond to information sent by OJD and return a completed user agreement. This site will also give you the cost information for an account in the “Rates” section.

- **Courthouse Public Access Terminals:** Free access to both OJIN and the OECl system through OJCIN. Public documents are viewable on non-confidential case types for cases added in ODYSSEY.
- **Court Records/Information Counters:** Physically go to the courthouse and request to see a pre-Odyssey case file. For the first week after Go Live in your court if you wish to see a document filed in the Oregon eCourt Case Information System you will need to ask for a copy at the courthouse window. Public Terminals at the courthouse should be able to access public documents in the Oregon eCourt Case Information System one week after Go Live in your court.

### **OJIN/OECl User Name & Password in OJCIN OnLine:**

When Yamhill County Circuit Court went live in June 2012, OJCIN OnLine subscribers were given a temporary password to OECl. If a user did not see the temporary password, or forgot the password, they can request a new temporary password from the OJD Help Desk by calling 1-877-826-5010. Once you have received your temporary password, follow the below instructions to change your password in OECl. It is recommended that you use your same OJIN OnLine password for OECl access.

- Log in to the OECl
- Click on the “My Account Link” on the navigation menu (the black bar located at the top of the page on the left) and select change my password.

### **OECl Access Restrictions to Cases and Documents:**

Online access to case information is restricted in case types designated as confidential (e.g., juvenile delinquency, juvenile dependency, civil commitment/mental health, adoption, etc.), as well as cases subject to the Federal Violence Against Women Act (VAWA). Access to documents in those case types or in individual cases within those case types also is restricted. In addition, OJD restricts access to documents in all case types that have been sealed or otherwise are confidential (e.g., information in dissolution cases provided in a Confidential Information Form.)

If you have been granted access to confidential case types, then document access includes documents that are available to identified case participants pursuant to statute. The same confidentiality that applies to the information in paper form on such records also applies to the electronic documents.

All OSB members are permitted online access to VAWA cases and documents in those cases that are not confidential by statute, rule, or court order. If you are unable to view a case in a case type subject to VAWA requirements and need that access, contact OJCIN Online at 800.858.9658 or [ojin.online@ojd.state.or.us](mailto:ojin.online@ojd.state.or.us) and provide your Bar number, so that your user profile can be updated. OJD treats the following case types as subject to VAWA: Family Abuse Prevention Act; Elderly Persons and Persons with Disabilities Abuse Prevention Act; Sexual

Abuse Prevention Order; Stalking Protective Order; Registration of Foreign Restraining Order; and Punitive Contempt.

For attorney access to juvenile and civil commitment/mental health cases, you need to submit a request for access (and a completed Restricted Access Agreement to OJD. The State Court Administrator's Office carefully evaluates all requests and decides whether to grant electronic access to confidential case types. If you are a counsel in a confidential case type and are denied access, you still will receive electronic notices from the court but will need to continue to go to the courthouse for specific information or copies of documents.

#### **Minimum Computer Requirements to Access OJCIN OnLine:**

- A current subscription and signed User Agreement to OJCIN Online
- A PC-compatible computer running Windows XP or higher
- An Internet Service Provider (ISP)
- One of the following web browsers – Internet Explorer 6 or higher; Firefox 3 or higher or Google Chrome
- Oracle's Java Runtime Environment

#### **Training:**

The Oregon eCourt Case Information (OECI) system is user-friendly and easy to navigate. While there is no formal training provided for the OECI system, a Quick Reference Guide and Frequently Asked Questions have been created and are available on the OJIN Online web page under **Support** at the following link:

<http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx>

#### **Online Access to Court Information in OJIN and OECI at Go Live in Your Court:**

Starting approximately three to five (3-5) business days prior to a court going live with Oregon eCourt, public access to case information for that court through OJCIN will be suspended for a period of two to five weeks depending on cases/document conversion loads. This is necessary for two reasons:

- First, all data in the OJIN system will be converted into Odyssey. Depending on volume of data this may be done in two conversions a week apart. Once the initial conversion is complete, local court staff will begin to backload case information that was generated, but not entered into OJIN, during the conversion process. This will happen the weekend prior to the court's implementation and must be completed for the court to go live on the following Monday.
- Second, once all of the data has been converted and back-loaded, teams from the Salem administrative divisions, Tyler Technologies, and local court staff will check and validate that the correct data has been loaded and accessible in OECI. (OECI is a subset of the

data found in Odyssey.) This process takes up to 10 – 15 business days to complete. Information for all other courts remains available during this time in both OJIN and OECl.

### **Displayed Case Information in OECl:**

The Oregon eCourt Case Information (OECl) system currently displays the following information on a Case Summary Page online at a public terminal or though OJClN OnLine.

- Case Number
- Case Caption
- Case Type/File Date/Court Location
- Party and Attorney Information – *\*One change you will notice from OJIN is that only the individual's year of birth is displayed as opposed to the month/day/year.*
- Charges
- Disposition(s)
- Events/Hearings and comments related to the event or hearing
- Financial Summary

Public documents that have been attached to a case in OECl are available for viewing on a public terminal located in state court facilities.

### **Remote Electronic Access to Documents:**

Currently Designated Government Users (government agencies who use OJClN OnLine to see OECl cases) have access to case documents from their computers. It is anticipated that remote access to documents for OSB members and their support staff, who are subscribers to OECl, will be available in late May or early June 2014. To view confidential cases (Juvenile and Mental Health) you must have submitted a Restricted Access Request Form to the State Court Administrator for review and approval. You can request this form (Restricted Access Request Form) by calling 1-800-858-9568 or by emailing [OJIN.Online@ojd.state.or.us](mailto:OJIN.Online@ojd.state.or.us). Using the following link, <http://courts.oregon.gov/OJD/OnlineServices/OJIN/pages/getstarted.aspx>, you can access the "Notice Regarding Document Access" and the "Frequently Asked Questions" specific to remote document access under the Recommended Reading Section.

### **Notices:**

As courts go live with Oregon eCourt attorneys will receive an email with a link to electronic notification of hearings, trials, and judgment entry. **The link to the electronic notice will only be sent to the email address on file with the Oregon State Bar (OSB).** An updated attorney email file is downloaded to the court from the OSB on a daily basis. Please be sure that your email address with the OSB is up-to-date. To change your email address you must submit the change to the OSB, not to the court. If you wish court notifications to go to someone else in your office, you will need to set up your email to automatically forward the email containing

the link to the notices from the court to their email address. 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
- Judgment@ojd.state.or.us

As of this time we have not experienced an email system incapable of receiving these emails. However, some users have received the email with the hyperlink stripped from the message and have had to copy and paste the link into their internet browser. The inability to open an imbedded internet link directly from your email message is usually caused by email or internet security policies implemented by your organization or email provider. Please contact your local support technician to confirm whether this is the situation. The court does not have the ability to advise as to your local email or internet security settings.

#### **Case Numbering:**

The case numbering system in Oregon eCourt is a statewide uniform system. Case numbers are assigned in chronological order throughout the state. Felonies and Misdemeanors have the same schema (13CR #####). Cases converted from OJIN to the Oregon eCourt system will retain their OJIN case number.

#### **Case Categories:**

All cases will fall under one of four case categories in the Oregon eCourt system. These are Criminal (Felony/Misdemeanor/Traffic/Juvenile Delinquency), Civil, Family (Includes Juvenile Dependency), and Mental Health/Probate. Please note that Juvenile Cases will now fall under the Criminal or Family case categories.

#### **Dockets/Calendars:**

Public calendars for both OJIN Circuit Court (courts who have yet to implement eCourt) and OECI Circuit Courts (courts that have implemented eCourt) can be found at the following link: <http://courts.oregon.gov/OJD/OnlineServices/calendars/pages/index.aspx> .

The Oregon eCourt calendars have functionality that allows the user to select a county then narrow their search to select a calendar for a specific attorney, a case number, a judicial officer, a party or defendant name, or for a date range. The user can also expand or limit their search to one or more of the main case categories: Criminal, Civil, Family, or Mental Health/ Probate. After the selected parameters are entered and the results are displayed the user can sort the results by case number, defendant, hearing type, judicial officer, plaintiff, or date and time.

**\*OECI calendars do not include confidential cases on the public access calendar. In order to view your confidential cases you will need to have completed and have approved a Restricted Access Request Form. You will then be able to view them remotely through your OJIN Online subscription based upon your SCA approved authorization.**

**The minimum computer requirements to access OECI Public Calendars are:**

- A PC-compatible computer running Windows XP or higher
- An Internet Service Provider (ISP)
- Internet Explore v7 and newer are supported. Firefox, Chrome and Safari are not supported at this time.

OJIN OnLine subscribers who access calendars for courts in the OECI system at <http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx> will find hot links to the register of actions (Case Summary) for each case along with documents when they become available.

The screenshot shows a web browser window with the URL <https://publicaccess.courts.oregon.gov/PublicAccessLogin/CourtCalendarSearchResults.aspx>. The page title is "Calendar Search Results".

Navigation links: [Skip to Main Content](#), [Logout](#), [My Account](#), [Search Menu](#), [New Calendar Search](#), [Refine Search](#). Location: Yamhill. [Help](#)

Record Count: 50

Search By: Date Range Exact Name: on Date On or After: 11/6/2012 Date On or Before: 11/6/2012 Sort By: Filed Date Case Categories: Criminal, Civil, Family, Probate and Mental Health

Sort By: Date and Time (dropdown menu open with options: Case Number, Date and Time, Defendant Name, Hearing Type, Judicial Officer Name, Plaintiff Name)

Case Number	Case Type	Defendant Name	Judicial Officer	Physical Location	Date	Time	Hearing Type
12CR008	Tuesday	State of Oregon vs ERIKA LEE ARGUELLO	Tichenor, Carroll J	Courtroom 236	11/06/2012	8:15 AM	Hearing - Settlement Conference
<a href="#">12LT00192</a>	Landlord/Tenant - Residential	Patty D Brooks vs Allen Cain	Easterday, Cynthia L	Courtroom 250	11/06/2012	8:30 AM	Hearing - Landlord/Tenant
<a href="#">12LT00200</a>	Landlord/Tenant - Residential	Sunflower Park Apts vs Oscar Alvarado	Easterday, Cynthia L	Courtroom 250	11/06/2012	8:30 AM	Hearing - Landlord/Tenant
<a href="#">12LT00201</a>	Landlord/Tenant - Residential	Barefoot Investments N.W. LLC vs Lisa Hawley, Diane Hawley	Easterday, Cynthia L	Courtroom 250	11/06/2012	8:30 AM	Hearing - Landlord/Tenant
<a href="#">12LT00202</a>	Landlord/Tenant - Residential	Robert Moe, Susan Moe vs Travis Watkins, Zane Phillips, Buffy Goulardt	Easterday, Cynthia L	Courtroom 250	11/06/2012	8:30 AM	Hearing - Landlord/Tenant

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### **Purchasing Public Access Documents in OECl:**

Public access documents contained in OECl may be purchased at the court they were filed in. At the discretion of the local TCA you may be able to purchase public access documents from other Oregon Circuit Courts provided they do not need to be certified or exemplified copies. Certified and exemplified copies must be purchased from the court the original document was filed in.

### **Supplemental Local Rule (SLR) 24:**

Supplemental Local Rule (SLR) Chapter 24 will become effective prior to Oregon eCourt implementation in your local circuit court. Chief Justice Order 12-074 allows for the out-of-cycle adoption of this supplemental rule. The SLR will, at a minimum:

- ✓ Designate electronic documents filed with the court, or those documents manually imaged by the court, as the official court record;
- ✓ Allow the court to electronically sign documents;
- ✓ Prohibit combined motions and orders;
- ✓ Allow Stipulated and Ex Parte matters to be submitted electronically for signature by a judge when eFiling of a proposed order is available. If an ex parte motion and corresponding proposed order are electronically filed, the order must be submitted as a separate document from the motion;
- ✓ Relieve parties in domestic relations proceedings involving child support from the obligation of having to submit an extra copy of the proposed judgment for the Department of Justice, Division of Child Support;
- ✓ Relieve parties from the requirement under UTCR 9.010 of having to submit conforming cards in probate matters.
- ✓ Allow self-represented litigants to request and receive notice by email.

### **eFiling:**

File and Serve (eFiling) is now available in Yamhill, Linn, Crook, Jefferson, Jackson, Clatsop, Columbia, Tillamook, Benton and Polk County Circuit Courts with a few case type and document exceptions. Currently eFile does not have the ability to initiate a criminal or juvenile delinquency cases or accept filings of proposed orders or requests for fee waivers or deferrals. Subsequent filings in criminal and juvenile delinquency cases can be electronically filed.

Thirty (30) business days after a court goes live with Oregon eCourt a pilot law firm will begin to eFile with the court. Then, fifteen (15) business days later eFiling is opened up to all attorneys in that court. Registration and training is required prior to using the system.

### **Attorney Training for eFiling:**

Free live webinars and self-study online training modules provided by Tyler Technologies will be available at all times on the File and Serve Portal under the TRAIN section along with a Frequently Asked Questions and various user guides under the LEARN section at: <http://www.courts.oregon.gov/OJD/OnlineServices/OJDeFiling/Pages/index.aspx> (Once this site comes up click on the start now button to see the Train section. Frequently asked questions and user guide can be accessed from either location on this website.)

New users are responsible for taking the training before registering and attempting to use the File and Serve System. By agreeing to the “OJD eFiling System Terms of Use” during the registration process you are agreeing that: “Prior to using the eFiling system, you will complete all eFiling training necessary to understand and use the eFiling System.”

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.

### **Costs Associated with eFiling:**

Effective October 1, 2013 (*other than the statutory filing fees associated with the case*) there are no additional charges for using the File and Serve System.

### **What You Can Do Now to Prepare for Oregon eCourt:**

- If you are an OJIN Online subscriber complete your Restricted Access Request and submit to the State Court Administrator.
- If you wish others in your office to view your electronic notification set up your email to automatically forward to their addresses.
- Go to the courthouse to access the public terminal or go to OJIN Online if you are a subscriber and become familiar with how OEI looks and works. Review the user Guide and Frequently Asked Questions available on the OJIN Online webpage.
- Go to calendars on the OJD webpage and see how they work.
- If not already doing so, submit motion and orders as separate documents.
- Become familiar with how eFiling works by going to the eFiling webpage, taking the Tyler web training and reviewing the User Guide and Frequently Asked Questions.

## GENERAL CONTACT INFORMATION

### **Presentations:**

Schedule a presentation on Oregon eCourt for your organization or agency. Call or email:

Oregon Judicial Department  
Office of Education, Training and Outreach  
503-986-5911  
[oeto@ojd.state.or.us](mailto:oeto@ojd.state.or.us)

### **OECI User and OJIN Online User Support:**

OJD Help Desk: Monday-Friday 7am to 6pm  
[ETSDHelp@ojd.state.or.us](mailto:ETSDHelp@ojd.state.or.us)  
503-986-5582 or 1-800-922-7391

### **OJIN Online Subscriber/Business Support:**

[OJIN.Online@ojd.state.or.us](mailto:OJIN.Online@ojd.state.or.us)  
Office Hours: Monday-Friday 8am to 5pm  
1-800-858-9658

### **File & Serve/eFiling User Support:**

Tyler Tech: Monday to Friday 7am to 7pm  
[efiling.support@tylertech.com](mailto:efiling.support@tylertech.com)  
1-800-297-5377

### **Learn All About Oregon eCourt:**

<http://courts.oregon.gov/oregonecourt>

[\(Updated 04/18/14\)](#)