Oregon eCourt Circuit Court Calendars

Quick Reference Guide

03/25/2016

Help Topics

- Select a Location
- Search Tips
- Search Court Calendars

Select a Location

1. From the *Oregon eCourt Circuit Court Calendars* home page, select the location to search from the **Location** drop-down menu or search **All Locations** (default).

2. Click **Search Calendar**.

3. From the **Search By** drop-down list, select the preferred method of searching:

   - **Attorney** (name; bar number)
   - **Case** (number)
   - **Judicial Officer** (name selection)
   - **Party or Defendant Name** (name; business)
   - **Date Range**

4. Enter the necessary search information in the text boxes and click **Search**.

   NOTE: The search parameters vary depending on the search method chosen. Required fields are indicated in **red**. The optional fields help to narrow a search. Enter these criteria when searching for a very common name, and/or an attorney who is associated with a large number of cases. If you know you are searching for an open or closed case, select the appropriate option. If unknown, select All (default).

Return to top

Search Tips

Tools that can help to perform a successful search include:

Wildcard – The Wildcard feature allows you to search for incomplete names and case numbers in the system. For example, searching a partial last name of "slat*" yield results such as "Slate" and "Slatt," "Slattery," and so on. To use the wildcard feature, type a portion of a name or case number, and then type an asterisk (*) at the end.

> *NOTE*: There is a minimum of one character in a first name, three characters in a last name, and four characters in a case number to use the wildcard feature.

Soundex – The Soundex feature allows you to search for names that sound similar. For example, if you are unsure of the spelling of the last name, enter the first name and as much as you know to be correct of the last name. To use the Soundex feature, select the "**Use Soundex**" check box when entering the search information.

> *NOTE*: You cannot use the Wildcard feature and the Soundex feature at the same time.

Names Are Not Case Sensitive. You can enter first, middle, and last names in uppercase, lowercase, or a combination of both. The search results are the same.

> **HINT:** When looking for a name that could contain a space, hyphen (-), or other separator you might need to conduct more than one search. For instance, if searching for the last name of McDonald but are unsure if there is a space between the 'c' and 'D', you should search twice – once with McDonald and another with Mc Donald. Same for similar separator situations.

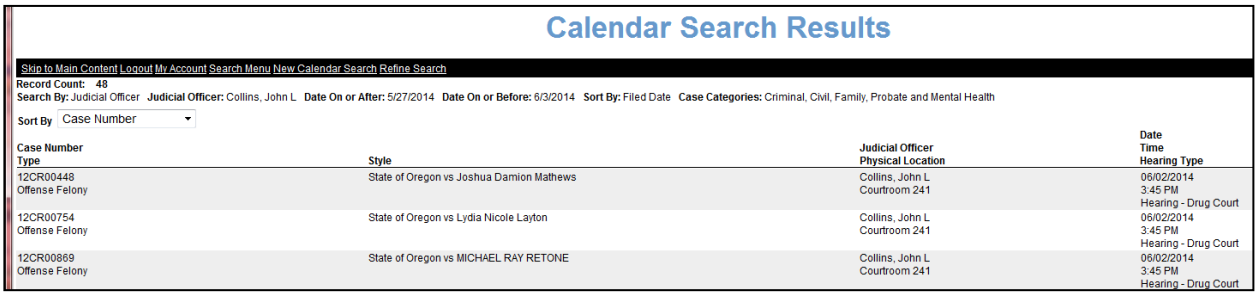
Search results will only display the first 400 results. To narrow the search: add additional or more specific information; choose a specific location if you are searching 'all locations'; change the 'date range'; or pick a specific 'case category'.

Date Filed option displays no more than 90 days. 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days in advance.

Return to top

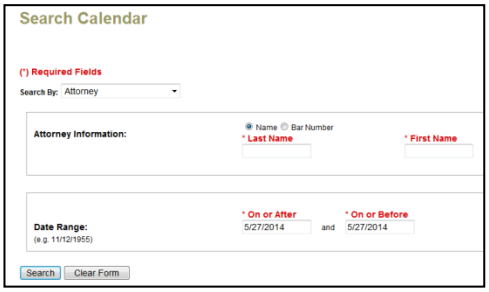
Search Court Calendars

Based on your search criteria the case number and type, style (case title), judicial officer, physical location, date, time, and hearing type display in the calendar search results list.



Return to top

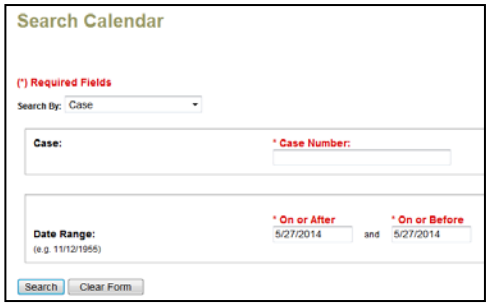
To search by Attorney (Name or Bar Number):



1. Select **Attorney**.
2. Select either the **Name** (default) or **Bar Number** option.
   a. For **Name**: Enter the **Last Name** and **First Name** or use the wildcard search as described in Search Tips.
   b. For **Bar Number**: In the **Bar Number** text box, type the attorney's bar number (six digits).
3. In the Date Range section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
   a. **HINT:** 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
4. Click **Search** or press **Enter**.
5. The search results display.

Return to top

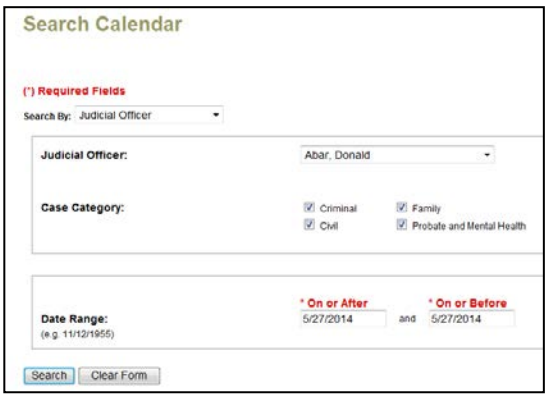
To search by Case Number:



1. Select **Case**.
2. In the **Case Number** field, type the complete case number. You can omit the dashes.
3. In the **Date Range** section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
   a. **HINT:** 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
4. Click **Search** or press **Enter**.
5. The search results display.

Return to top

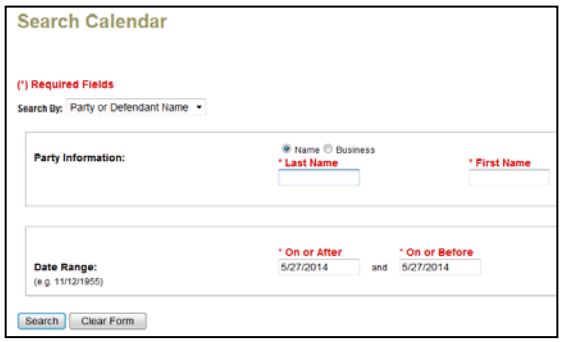
To search by Judicial Officer (Judge / Magistrate):



1. Select **Judicial Officer**.
2. From the **Judicial Officer** drop-down menu, select an officer.
   a. **HINT:** Type the first few letters of the last name to automatically scroll to that section of the alphabet.
3. From the **Case Category** options, clear the check boxes for the ones that you do not want to search.
   a. **HINT:** If you are searching for Tax Court do not clear the check boxes.
4. In the **Date Range** section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
   a. **HINT:** 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
5. Click **Search** or press **Enter**.
6. The search results display.

Return to top

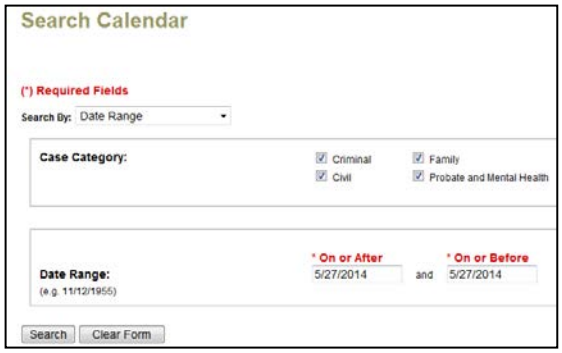
To search by Party or Defendant (Name or Business):



1. Select **Party** or **Defendant Name**.
2. Select either the **Name** (default) or **Business** option.
   a. For **Name**: Enter the **Last Name** and **First Name** or use the wildcard search as described in Search Tips.
   b. For **Business**: Enter the **Business Name** or use the wildcard search as described in Search Tips.
3. In the **Date Range** section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
   b. **HINT:** 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
4. Click **Search** or press **Enter**.
5. The search results display.

Return to top

To search by Date Range:



1. Select **Date Range**.
2. From the **Case Category** options, clear the check boxes for the ones that you do not want to search.
   a. **HINT:** If you are searching for Tax Court do not clear the check boxes.
3. In the **Date Range** section, type a date in the **On or After** and in the **On or Before** fields to search for hearings in a date range other than today's date.
   a. **HINT:** 'On or After' date cannot be prior to today's date; 'On or Before' can be no more than 90 days.
4. Click **Search** or press **Enter**.
5. The search results display.

Return to top