

# Justice/Municipal Court

## ORS 1.855 **JUDGE** REGISTRY FORM

ORS 1.855 requires all Oregon cities with municipal courts and all Oregon counties with justice courts to provide registry information on their judges to the Oregon State Court Administrator (SCA) and to promptly notify the SCA of changes.

Please complete this form and return it to the SCA at the address listed below. This form must be signed by your city or county administrator or attorney.

<input type="checkbox"/> <b>New Registration</b> Reason, if applicable:  <input type="checkbox"/> Additional Judge <input type="checkbox"/> Newly Created Court	<input type="checkbox"/> <b>Changes to Previous Registration</b> <input type="checkbox"/> Judge Vacancy (retired; resigned, other) Date Vacant: _____ Delete (Name): _____  <input type="checkbox"/> Replacement – Name of former judge replaced: _____  <input type="checkbox"/> Change of Information; other – Describe: _____
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**(Please print or type information below)**

Judge's Name		Type of Court: <input type="checkbox"/> Justice <input type="checkbox"/> Municipal	
Name of Court		City	County
Court Location(s) Served by Judge		Status of Judge (mark all that apply) <input type="checkbox"/> Elected <input type="checkbox"/> Appointed <input type="checkbox"/> Presiding <input type="checkbox"/> On Contract <input type="checkbox"/> Pro Tempore OSB # (if attorney): _____	
Position #	Length of Term	Date Term Began	Date Term Ends

I certify, on behalf of the  City of \_\_\_\_\_  County of \_\_\_\_\_  
 to the above information: *(Signature by: City Manager or County Administrator or City or County Attorney):*

\_\_\_\_\_  
 Signature  
  
 \_\_\_\_\_  
 Print or type name  
  
 \_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date  
  
 \_\_\_\_\_  
 OSB # (if attorney)

Mail registration to: **Municipal and Justice of the Peace Courts Registry  
 Executive Support Unit  
 Office of the State Court Administrator  
 Supreme Court Building  
 1163 State Street  
 Salem, OR 97301-2563  
 Ph: 503-986-5500**

**NOTE:** Submission of this form does not register a municipal court under ORS 221.344 for purposes of enforcement of judgments. For that type of registration, please contact the Oregon Department of Revenue.