

# Justice/Municipal Court

## ORS 1.855 **COURT** 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 courts 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.

**New Registration**

**Changes to Previous Registration:**

Dissolution of Court                      Dissolution date: \_\_\_\_\_

Modification of Court District (Describe below) \_\_\_\_\_

Change of Information                      Describe: \_\_\_\_\_

**Newly Created Court** as of \_\_\_\_\_  
Attach Ordinance/Resolution

**(Please print or type information below)**

Court Name	Type of Court: <input type="checkbox"/> Justice <input type="checkbox"/> Municipal	Telephone No.
Street Address (list additional locations separately)	City	County
Mailing Address	City	ZIP Code
Boundaries (Justice Courts only):  (If revised, effective date of change: _____)		Number of Judges (including all full-time, part-time, elected, appointed, on contract, pro tempore, or otherwise):
Authorized Court Contact	Contact Title	
Contact Telephone	Contact Email Address	
Website with Court Information:		

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name

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

\_\_\_\_\_  
Title

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.