# Oregon Appellate Court Mandatory eFiling Frequently Asked Questions

What do I need to do to get ready for mandatory Appellate eFiling?

1. Register for Appellate eFiling

   From the OJD homepage, select "Appellate eFile" (under Popular Links). Then select "Get Started" to register for an account; thereafter, select "Register Now," then "Need to Register?" Once your account is created, you should bookmark the log-in page for streamlined access, at: https://appellate.courts.oregon.gov

2. Complete the Appellate eFiling online tutorial

   After registering and using your credentials, log in at www.appellate.courts.oregon.gov and complete the Appellate eFiling online tutorial. For reference purposes only, the tutorial also can be accessed online at http://courts.oregon.gov/OJD/OnlineServices/eFile/etraining/pages/index.aspx.

   (On the Oregon Judicial Department (OJD) website, under the "Services" tab, select Appellate eFile, then Sign Up/Get Started, then Online Tutorial Quick Link.)

3. Read Oregon Rule of Appellate Procedure Chapter 16 (filing by electronic means in the appellate courts), as amended by CJO 15-013/15-01 (effective June 1, 2015), available online at http://www.ojd.state.or.us/Web/OJDPublications.nsf/ORAP?OpenView.

   (On the OJD website, under the Materials and Resources tab, select Court Rules, then Oregon Rules of Appellate Procedure (under Miscellaneous Rules), then select "CJO 15-013 - Temporary Amendments to ORAP (eff. 6-1-15)").

4. Prepare your computer system.

   - Operating System Requirements: A standard system, such as Microsoft Windows XP, Vista, Windows 7, or Macintosh OS X.

   - Internet Service Provider and Browser Requirements: A provider and compatible browser that is JavaScript enabled. Appellate eFiling is officially certified against Internet Explorer version 7 and above, and the most recent version of Firefox. Although Appellate eFiling is not certified against Google Chrome or Mac Safari, OJD is not aware of any issue related to those browsers; be advised, however, that functionality using those browsers is not guaranteed.

- Software Requirements:
    - A current version of Portable Document Format (PDF) writer software, such as Adobe Acrobat, that can create PDF or PDF-A *text-searchable* documents. Note that some signature block stamps add additional security layers to the document that has the effect of preventing all or part of the document from being copied and pasted, which renders the document noncompliant with ORAP 16.15(1). ORAP 16.40(2)(a) permits use of "s/" as an indication that the eFiler's printed name is intended to substitute for signature, so a signature block stamp is not required.
    - PDF-compatible word processor, such as Corel WordPerfect or Microsoft Word.
- Hardware Requirements: A scanner to create *text searchable* PDF images of documents, such as trial court orders and exhibits that otherwise are available in paper format only.
- Monitor Resolution:
    - For best viewing, set monitor resolution to 1024 x 768.

5. Make sure that you can do the following:

- Create a *text-searchable* PDF or PDF-A document: Documents submitted to the court must be in *text-searchable* PDF or PDF-A format that do not exceed 25 megabytes per document. eFilers are encouraged to submit eFiled documents in the smallest possible megabyte size that does not compromise readability.
- Receive email from Appellate eFiling: Your email address listed with the Oregon State Bar is the email address to which Appellate eFiling sends eFiling and eService notifications, so you should ensure that the Bar has your current email address. If you change your email address, in addition to notifying the OSB, you must notify OJD (see ORAP 16.10(2)(a)(v)). Notifications sent from Appellate eFiling use this sender information: appellaterecords@ojd.state.or.us, so you should ensure that emails from that address are not directed to spam.
- Pay statutory filing fees and document recovery charges online: Credit or debit cards with the Visa or MasterCard logo are accepted. Note that the only way to pay any fee online in the appellate courts is to pay as part of eFiling a document using Appellate eFile.

6. What are the major differences between Appellate eFiling and eFiling in the Oregon Circuit Courts?

If you use OJD eFiling in the Oregon circuit courts, familiarize yourself with the differences between that system and the Appellate eFiling system, as well as the differences between ORAP Chapter 16 and UTCR Chapter 21 (circuit court filing and service by electronic means), such as:

- Only OSB members may become registered eFilers (and recipients of eService) in Appellate eFiling (compare ORAP 16.10(1)(a) with UTCR 21.030(1)(a)).
- As with OJD eFiling in the circuit courts, Appellate eFiling requires submission of multi-part documents as a unified, single PDF file, but the exceptions to that requirement are different (compare ORAP 16.15(5) with UTCR 21.040(2)).
- The appellate courts collect a document recovery charge for electronically filed briefs (see ORAP 16.20(2) and tables available as links on the Appellate eFiling FAQ page).
- The list of documents that must or may be conventionally filed in Appellate eFiling are different from the list in OJD eFiling for the circuit courts (compare amended ORAP 16.30 in CJO 15-013/15-01 with UTCR 21.070(3)).
- The Appellate Records Office typically does not reject eFiled documents that do not comply with ORAP Chapter 16; instead, documents that otherwise might have been rejected are accepted and then a deficiency notice is sent to the eFiler, with 14 days to correct the deficiency.
- Several of the Appellate eFiling electronic service rules are different from the OJD electronic service rules, most notably:
    - registration with Appellate eFiling constitutes consent to receive electronic service in any case, existing at the time of consent and also created in the future, via the appellate eFiling system (compare ORAP 16.45(1) with UTCR 21.100(1));
    - Appellate eFiling automatically displays the necessary contact information for potential service recipients on a case (compare UTCR 21.100(2), (3));
    - an eFiler using Appellate eFiling can direct that a person other than an electronic service recipient receive a courtesy copy of the filing, but that direction must be noted on each eFiling; and
    - Appellate eFiling sends an electronic service recipient an email notice when an eFiling with an electronic service component is received and again when it is accepted.

- Parties eFiling briefs using Appellate eFiling are encouraged to electronically bookmark sections of the brief (see ORAP 16.50(1)(a)).

7. Are there additional resources available?

Yes. The following websites and guides will provide you with additional resources on Appellate eFiling.

- Frequently Asked Questions:
  http://courts.oregon.gov/OJD/OnlineServices/eFile/Pages/electronicFilingFAQs.aspx

- Appellate eFiling User's Guide:
  http://courts.oregon.gov/OJD/docs/onlineservices/efile/efiling_ug.pdf

8. What if I have additional questions?

Questions about court procedures and preparing documents for eFiling should be directed to Appellate Court Records at (503) 986-5555.

Technical questions should be directed to the OJD Help Desk at (503) 986-5582.