

eFiling Application Overview

My eFilings

This page is the first page that you will see upon logging in to the eFiling application. From this “dashboard,” you can begin the eFiling process for a new case or begin the eFiling process for an existing case, or you can review previous activities on the eFiling site. There are links located on the left-hand navigation bar. You can click those links from any page in the eFiling application to access the dashboard page or from one of the pages describing previous eFiling activities.

Clicking the “Home” link will take you back to this page, from any page in the application.

Support Contact Info
User: Perry Mason Return to Portal

Status	Description	Count	View
Draft	eFilings created but not sent to Court	2	View
Pending	Court has received eFilings but has not approved	2	View
Rejected	Court rejected eFilings	1	View
Accepted	Court accepted eFilings	2	View
Error	eFilings with an error status	0	View

- Click [here](#) to begin the eFiling process for a new case.
- Enter case number to begin eFiling process on an existing case

(Case numbers begin with a letter, either A or S, followed by six digits. Example Supreme Court case number: S012345)

Draft eFilings

If you are unable to complete the eFiling process, you may save your progress as a draft, before submitting the eFiling to court. This is done by clicking the “**Save as Draft**” button.

- Note that, in order to use the “Save as Draft” function, you must reach this point in the eFiling process. If you stop before you reach this page, your work will not be saved.

Oregon Courts
OREGON JUDICIAL DEPARTMENT

Support Contact Info
User: Della Street Return to Portal

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Case Information

Case No.:	S057072	Filed Date:	10/16/2007
Jurisdiction:	Supreme Court	Classification:	Appeal - Criminal - General
Short Title:	State of Oregon v. Judith Robinson	Case Status:	Waiting for Transcript/Agency Record
		Parties:	State of Oregon View All

eFiling Information

Document Name	# of Pages	# of Copies	AG/PD Code	Filed on Behalf of	Status	Comments	Fee	Document Recovery Charge	Fee Required		
Motion - Amend Brief	15	0		State of Oregon	Pending Submission		\$0.00	\$0.00	N	Edit	
• Supporting Doc1	7	0		State of Oregon	Pending Submission			\$0.00			
Transaction Charge:							\$0.00				
Total:							\$0.00				

If no filing fee is associated with your document, the document name will not appear on the CREDIT/DEBIT CARD INFORMATION screen. It will, however, be displayed on your confirmation screen.

Service List

The following parties will be served electronically:
No records were found.

The following parties must be served by conventional means:

Della Street DOJ Appellate Division 1162 Court St NE Salem OR 97301	Attorney • State of Oregon: Respondent	Service Type: Commercial Carrier Service Date: 01/23/2009
Hamilton Berger Office of Public Defense Services 1320 Capitol St NE #200 Salem OR 97301	Attorney • Judith Robinson: Appellant	Service Type: Conventional Email Service Date: 01/23/2009

Notification Information

[Add/Edit Addresses](#)

Email Address(es)
Della.Street@state.or.us

NOTE: eFiling notifications will be sent only to the email address(es) displayed above. Please add email addresses of additional persons who are to receive email notifications regarding this eFiling. These email notifications DO NOT operate as service. See ORAP 16.45.

[Save as Draft](#) [Submit to Court](#) [Cancel](#)

The drafts that have been saved can be accessed by clicking the **“Draft Filings”** link on the left-hand navigation bar. To review, edit or continue a draft eFiling, click on the **“Edit”** link next to the document that you wish to review. Clicking on the edit link will bring you back to the summary page, set out on the previous page.

If you wish to remove the drafts that are saved, click the **“Remove”** link next to the document that you wish to remove.

The screenshot shows the Oregon Courts eFiling portal. At the top, the header includes the Oregon state seal, the text "Oregon Courts OREGON JUDICIAL DEPARTMENT", and a background image of the Supreme Court building. On the right side of the header, it says "Support Contact Info User: Perry Mason Return to Portal". On the left is a navigation menu with items: Home, Draft Filings, Pending Filings, Rejected Filings, Accepted Filings, and Error Filings. The main content area is titled "Draft eFilings" and contains a table with the following data:

Jurisdiction	Document Name	Comments
Supreme Court	Initiating Document - Notice of Appeal of Tax Court Decision	Edit Remove
Court of Appeals	Brief - Opening	Edit Remove

Red callout boxes highlight the "Draft Filings" link in the navigation menu, the "Edit" link in the table, and the "Remove" link in the table. A separate "Remove" callout box is also present at the bottom of the screenshot.

Pending filings

The “**Pending Filings**” screen lists the electronic filings that you have submitted to the court, but have not been reviewed by the records office. When the records office reviews a pending filing, they move into either the “**Rejected Filings**” category or the “**Accepted Filings**” category.

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Draft eFilings			
Jurisdiction	Document Name	Comments	
Supreme Court	Initiating Document - Notice of Appeal of Tax Court Decision	Edit	Remove
Court of Appeals	Brief - Opening	Edit	Remove

Rejected & Accepted Filings

Rejected Filings

The “**Rejected Filings**” screen shows eFilings that the Appellate Court Records office has reviewed and rejected. A reason for rejection is included on this page.

- In addition to appearing on this page, the Appellate Court Records office will send you an email to inform you that your eFiling was rejected.
- Generally, the Appellate Court Records office will only reject eFilings in rare circumstances, such as an eFiler submitting vacation photographs instead of the document meant to be eFiled.
- If your document is deficient in some way (for example, if it is missing a proof of service), the Appellate Court Records office will accept the document and send you (via regular mail) a Notice of Deficiency explaining the necessary corrections to be made.

The screenshot displays the Oregon Courts eFiling interface. The header includes the Oregon Courts logo and the text "OREGON JUDICIAL DEPARTMENT". A navigation menu on the left lists: Home, Draft Filings, Pending Filings, Rejected Filings, Accepted Filings, and Error Filings. The "Rejected Filings" menu item is highlighted with a red box and labeled "Rejected Filings". The main content area shows a table titled "Rejected eFilings" with the following data:

Jurisdiction	Document Name	Confirmation Number	Rejection Reason		
Supreme Court	Initiating Document	16	Corrupt Attachment	Edit	Remove

The "Rejection Reason" column is highlighted with a red box and labeled "Rejection Reason". In the top right corner, there is a "Support Contact Info" section with "User: Della Street" and a "Return to Portal" link.

Accepted Filings

The “**Accepted Filings**” page is a list of all of your eFilings that have been reviewed and accepted by the Appellate Court Records office.

- The information is listed in reverse chronological order and includes case number, filing type/subtype, filing date, and confirmation and transaction numbers.
- Because this list may grow very large over time, you have the option of searching by filing date or confirmation number.

The screenshot shows the Oregon Courts eFiling Queue interface. A red box labeled "Date Search Parameter" points to the "From Date" and "To Date" input fields. Another red box labeled "Confirmation Number" points to the "Confirmation Number" input field and the "Search" button. A third red box labeled "Accepted Filings" points to the "Accepted Filings" link in the left sidebar. The "Accepted Filings" table contains the following data:

Jurisdiction	Case No.	Document Name	Filing Date	Confirmation Number	Clerk's Comments
Supreme Court	S055357	Initiating Document - Notice of Appeal - Tax • Motion for Stay	5/21/2008	55	Details
Court of Appeals	A137072	Motion - Amended Brief • Supporting Doc1	6/2/2008	56	Details

TIP: You also may use the control-F function to search for text that you included in the comments box when eFiling, such as the name of the case.

Clicking on the “Details” link will bring up the following summary page regarding the accepted eFiling:

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OREGON JUDICIAL DEPARTMENT

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Case Information

Case No.: S057072 Filed Date: 10/16/2007
 Jurisdiction: Supreme Court Classification: Appeal - Criminal - General
 Short Title: State of Oregon v. Judith Robinson Case Status: Waiting for Transcript/Agency Record
 Parties: State of Oregon [View All](#)

Transaction Information

Submission Date: 01/26/2009 Submission Time: 12:21 PM
 Payment Type: MasterCard Cardholder: Della Street
 Transaction Charge: \$0.00 Payment Amount: \$52.00
 Confirmation Number: 385 Transaction ID: 340

eFiling Information

Document Name	# of Pages	# of Copies	AG/PD Code	Filed on Behalf of	Status	Comments	Fee	Document Recovery Charge	Fee Required		
Motion - Amend Brief	10	2		State of Oregon	Active		\$50.00	\$2.00	Y	View	
Transaction Charge:							\$0.00				
Total:							\$52.00				

Notification Information

Email Address(es)
Della.Street@state.or.us

Error Filings

The “**Error Filings**” screen lists any eFilings that have not been completed due to an error somewhere in the eFiling process.

- This screen includes a description of the error and allows eFilers to edit the eFiling to complete the process.
- Clicking on the “**Edit**” link will bring up the summary page, where you can revise your eFiling, if necessary, and resubmit the eFiling to the court.

The screenshot displays the Oregon Courts eFiling system interface. The header includes the Oregon Judicial Department logo and the text "Oregon Courts OREGON JUDICIAL DEPARTMENT". A navigation menu on the left lists various filing statuses, with "Error Filings" highlighted. The main content area shows a table titled "Error eFilings" with the following data:

Jurisdiction	Document Name	Confirmation Number	Error Message	
Supreme Court	Initiating Document	16	PDF Conversion Failed	Edit Remove

Annotations in the image include a red box around the "Error Filings" menu item, a red box around the "Error Message" column header, and a red circle around the "Edit" link. A red arrow points from the "Error Message" box to the "PDF Conversion Failed" message in the table.