

Oregon eCourt The QUARTERLY



Clockwise from left top - Judge Susie L. Norby, Judge Eve L. Miller, Judge Jeffery S. Jones (seated) with Hearings Referee Kenneth B. Stewart (standing), and Presiding Judge Robert D. Herndon of Clackamas County Circuit Court

Clackamas County Circuit Court Uses an All-Inclusive Strategy for Go-Live

by Debbie Spradley, Clackamas County Circuit Court Trial Court Administrator

We have watched with excitement as other courts rolled out Oregon eCourt, and looked forward to doing it at Clackamas. We were ready to go when the time came and excited to start the work. Like other courts, we spent more than a year preparing for our rollout in which staff worked on business processes, configuration in Odyssey, created local forms, conducted data migration review, and

installed a lot of new computer equipment. We had the benefit of the rollout process being a well-oiled machine and having the major issues that needed to be resolved already worked through. We went into our Go Live being as prepared as we could be, with staff fully engaged and knowing what needed to be accomplished. The work that our staff did, along with the support offered

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Oregon Judicial Department

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by OJD and Tyler, and the experience of other courts that had gone before us made our rollout process a very smooth one. To all of the courts who went ahead of us – thank you!

When thinking about things we did in preparation for Go Live, I can point to several areas that helped us successfully navigate this change. First, we visited several Odyssey Courts and asked many questions to see how they had implemented Oregon eCourt at their court. Not only did this provide us with valuable information, it also gave us an opportunity to see Oregon eCourt in action in another court. Second, the support we received from OSCA staff during this process was great. They kept us on track and moving

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Training in Clackamas



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Paying Last Respects to OJIN



forward, answered questions, and generally gave advice when it was needed. Third, we had frequent meetings that involved staff, management team members, and judges to make decisions on policy, process, and procedure. We were able to discuss and work through many issues in advance of our rollout because of this. That is not to say we are not now in the process of re-evaluating some of those decisions, but even so, it helped to have a game plan. Fourth, we worked with our community partners to implement these changes. For example, when it was determined that we needed to revamp our criminal calendars in preparation for a slower in-court Uniform Criminal Justice (UCJ) process, we brought together a

diverse group to do that from our DA's Office, defense attorneys, Community Corrections, Sheriff's Office, and court staff and judges. We successfully implemented these changes in October, well in advance of our rollout so that everyone would be used to the changes. Fifth, we all practiced using Odyssey, and took advantage of extra lab days that we were able to get the week of Thanksgiving. Finally, the Clackamas County Circuit Court staff and judges rose to the challenge of implementing Oregon eCourt, working tirelessly to get us ready for our rollout. The role that they played in preparing us for implementation was the key to our success. We asked that they give 100%, and they gave much more.

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We are now more than a month past our Go Live, and every day gets easier. There are still issues we are working on and processes we are revamping and refining, and I expect that we may never stop doing that as we continue to look for the best way to do something. We are looking forward to the next part of this implementation on January 19th when permissive eFiling will begin.

In closing, we took the advice of many who went before us and “trusted the process!” We are so grateful for the process that was developed and for the assistance from OETO, ETSD, BFS, and Tyler, along with the help we received from other courts. We are happy and proud to be part of this successful statewide technology project and to be doing our part to implement the Oregon eCourt Vision. ■

Go-Live Finally Arrives



Thank-You Notes...

Note to BFS:

“The entire process [Payment Plan Reconciliation] and working with you and the data conversion team has been a joy and easier than I expected. Thank you for all of your help and patience during our transition and providing encouragement when needed.”

*Debra Brownlee, Court Finance Supervisor
Clackamas County Circuit Court*

Note to ETSD:

“A huge thank you to everyone at ETSD for guiding us through this process! Debra did an AMAZING job keeping our data review/conversion project on task and organized. I know we have some post go-live projects to tackle, however, we are happy to be moving forward as an Odyssey court now.”

*Gina L. Setter, Court Manager
Clackamas County Circuit Court*



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Stamps on Electronic Documents Explained

by Liza Randol, OJD Business Processes Manager, OETO

Courts are required to apply different types of official “stamps” on court documents to validate or certify the document. Below are explanations of stamps that may be applied to documents that are electronically filed into OJD’s electronic case management system:

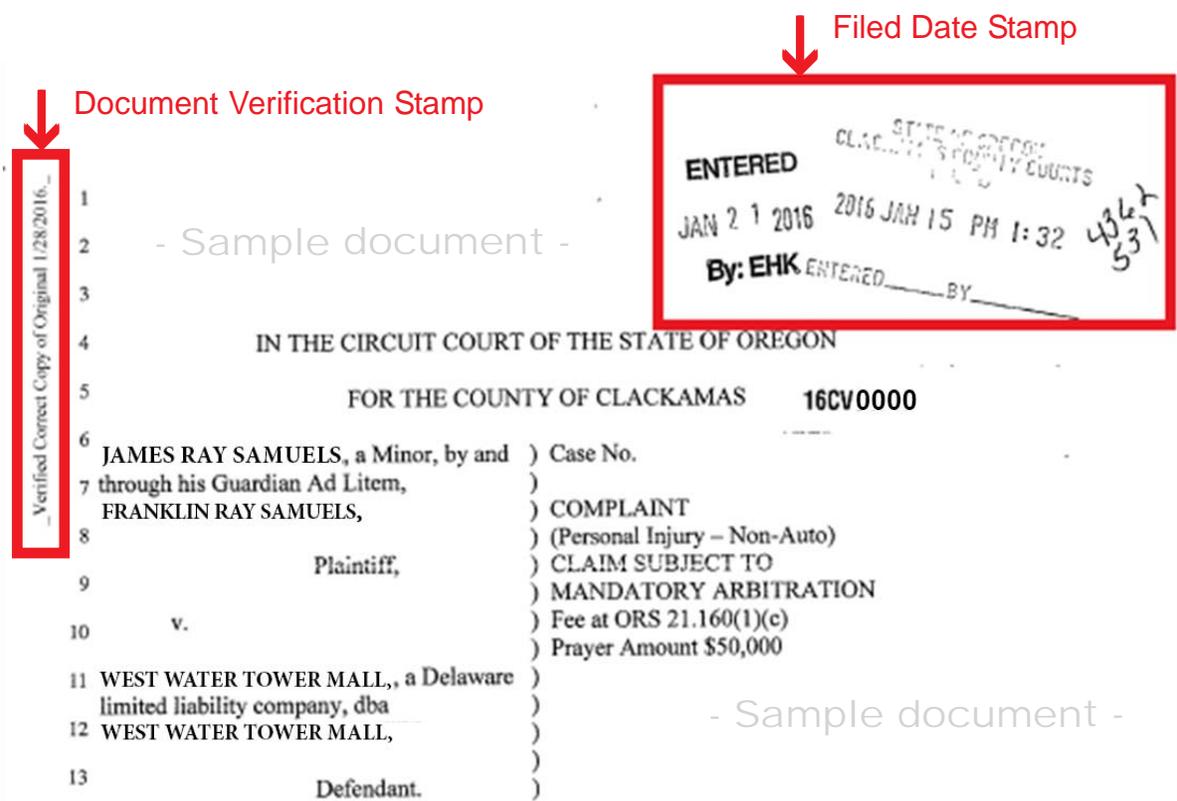
Filed Date Stamp: This stamp represents the date and time a document is filed with the court for purposes of meeting statutes of limitation or other statutory timing requirements. It is located in the top right-hand corner of the first page of the filed document.

If the document is filed conventionally (over-the-counter), court staff will ink-stamp the paper document prior to scanning it into the electronic file. If the document is filed electronically, the OJD File & Serve system will stamp the document with the date and time of filing. *Note: Only documents filed with the court receive a filed date stamp. Documents generated by*

the court, such as orders and judgments, do not receive a filed date stamp.

Document Verification Stamp: In compliance with Chief Justice Order (CJO) 10-024, court staff must review each page of a document that is scanned into the electronic case file and apply a stamp that indicates the document is a correct copy of original with the date on which the verification occurred. This verification stamp is located in the left margin of every page of the scanned document. Under O.R.S. 7.124, once the document is scanned and the verification stamp applied, the scanned, electronic document becomes the official court record and the original paper document may then be destroyed. *Note that the Document Verification Stamp does NOT represent a certification of the document (see Certifications stamp on next page).*

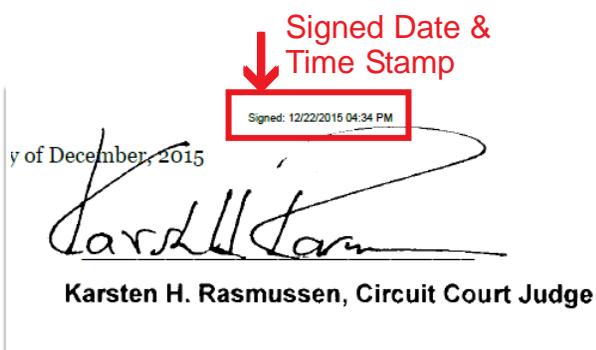
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Signed Date and Time Stamp: When documents are signed electronically through OJD's electronic case management system, the system also applies an accompanying date and time stamp which represents the date and time that the signer applied his or her signature. Generally, the signed date and time stamp will appear just above the signature, however, placement may vary as the signer has some control over where the stamp appears.



Certifications: Certification of electronic documents is also controlled through CJO 10-024. At this time, OJD has not adopted a technological solution and rules to electronically certify documents in compliance with the CJO. Therefore, a paper copy of the document is certified using a certification stamp after printing the document from the case management system.



Guide & File/ iForms Usage Oct - Dec 2015

Local Court	Cases eFiled	Local Court	Cases eFiled
Benton	7	Klamath	4
Small Claims Complaint	2	Small Claims Complaint	1
Small Claims Answer/Counterclaim	3	Small Claims Answer/Counterclaim	2
Residential Eviction (FED) Complaint	2	Residential Eviction (FED) Complaint	1
Clatsop	2	Lane	9
Small Claims Complaint	1	Small Claims Complaint	5
Small Claims Answer/Counterclaim	0	Small Claims Answer/Counterclaim	2
Residential Eviction (FED) Complaint	1	Residential Eviction (FED) Complaint	2
Columbia	4	Linn	4
Small Claims Complaint	1	Small Claims Complaint	3
Small Claims Answer/Counterclaim	2	Small Claims Answer/Counterclaim	0
Residential Eviction (FED) Complaint	1	Residential Eviction (FED) Complaint	1
Coos	3	Marion	67
Small Claims Complaint	2	Small Claims Complaint	30
Small Claims Answer/Counterclaim	1	Small Claims Answer/Counterclaim	20
Residential Eviction (FED) Complaint	0	Residential Eviction (FED) Complaint	17
Curry	1	Multnomah	84
Small Claims Complaint	1	Small Claims Complaint	54
Small Claims Answer/Counterclaim	0	Small Claims Answer/Counterclaim	18
Residential Eviction (FED) Complaint	0	Residential Eviction (FED) Complaint	12
Deschutes	14	Polk	6
Small Claims Complaint	6	Small Claims Complaint	3
Small Claims Answer/Counterclaim	2	Small Claims Answer/Counterclaim	2
Residential Eviction (FED) Complaint	6	Residential Eviction (FED) Complaint	1
Douglas	1	Wasco	1
Small Claims Complaint	0	Small Claims Complaint	0
Small Claims Answer/Counterclaim	0	Small Claims Answer/Counterclaim	1
Residential Eviction (FED) Complaint	1	Residential Eviction (FED) Complaint	0
Jackson	22	Yamhill	9
Small Claims Complaint	13	Small Claims Complaint	8
Small Claims Answer/Counterclaim	6	Small Claims Answer/Counterclaim	1
Residential Eviction (FED) Complaint	3	Residential Eviction (FED) Complaint	0
Josephine	4		
Small Claims Complaint	4		
Small Claims Answer/Counterclaim	0		
Residential Eviction (FED) Complaint	0		