



THE CIRCUIT COURT OF THE STATE OF OREGON
TWENTY FIFTH JUDICIAL DISTRICT
FOR THE COUNTY OF YAMHILL

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NOTICE

On Monday, February 29, 2016, Yamhill County will begin the process of replacing the elevator and elevator controls in the courthouse. The project is expected to last approximately eight weeks (4/22/2016). Work will be conducted after hours to lessen the impact to daily operations.

During the project, first floor offices in the courthouse will remain open and accessible. Second floor offices and courtrooms will only be accessible by using the main stairway. We recognize this may be a significant inconvenience for many, but replacement of the elevator is necessary.

If you have parties in a case that require the use of an elevator to reach second floor offices or courtrooms, please use the following protocol while the elevator is out of order:

Contact the calendaring office at 503-434-7489 as soon as you discover you have a party in a case that will require an accommodation between 2/29/16 – 4/22/2016. The calendar office staff will:

- Inquire if the matter can be reset to a date after 4/22/16. If so, they will reset.
- Inquire if the party could appear by telephone. If so, they will confirm with judge, make a note in the case and notify you the judge has agreed to allow.
- If unable to reset or set up a telephonic appearance, coordinate a polycom appearance on the first floor of the courthouse. The calendar staff will notify the attorney of the alternate arrangements, and provide instructions for where and when to appear.

The court will establish a temporary polycom appearance area on the first floor of the courthouse to accommodate qualifying¹ parties who have made advance arrangements, and been approved by the court to appear in room 135.

For other ADA accommodation, parties should contact Debra Kirby in Trial Court Administration at 503-474-5253.

¹ Qualifying parties are defined as individuals who are required by the court to appear as a party, victim or witness in a case, and are unable or unapproved to appear by telephone.