

COURTS' PUBLIC SERVICE HOURS BY LOCATION

(As of: October 1, 2017)

The chart below shows the public service hours for state appellate courts, Tax Court, and circuit courts.

State circuit courts establish times and days of court services availability ("court hours") in two ways, by their local rules (SLR 1.151) and, when temporary service limitations or closures are necessary for budget reasons, by order of the local presiding judge (PJO). A PJO issued on court hours temporarily supersedes an SLR on court hours without requiring the reprinting of SLR to show the change. That change may only be shown in the order, by posting at the local court, and on the attached chart.

As a public convenience, the Oregon Judicial Department provides the following "court hours" chart to make it easier for the public and those practicing before the courts to likely know the current court hours for a specific state court. The chart has a column showing the "source/filing date" for the court hours shown for each specific court location listed. **If that column shows the source as a "PJO," the court hours shown in the SLR for that court will have been superseded, and the hours established by the PJO will control and be the complete statement of court hours for that court.**

WARNING. The attached court hours chart represents information on file with the Office of the State Court Administrator. Changes may have occurred to court hours after that time. Information not on file by or changes made after that date and time are still controlling even if not reflected in the attached court hours chart. If you are subject to a specific date or deadline concerning a court activity, you may want to verify with the court that the information shown on the attached court hours chart is still correct.

APPELLATE AND TAX COURTS

| COURT/ COUNTY | JUDICIAL DISTRICT | PUBLIC SERVICE COURT HOURS | COURT LOCATION | SOURCE / FILING DATE |
|---|-------------------|--|---|--------------------------|
| Tax Court Records Office | TX | <u>Open</u> (excluding holidays) M-F 8am – noon 1pm – 5pm <u>Closed</u> noon – 1pm | Robertson Building 3 rd Floor 1241 State Street Salem, OR 503.986.5645 | 11/20/07 Tax Court Order |
| Appellate Records Office for Court of Appeals and Supreme Court | AP | <u>Open</u> (excluding holidays) M-F 8am – 5pm | Supreme Court Building 1163 State Street Salem, OR 503.986.5555 | n/a |

CIRCUIT (TRIAL) COURTS

| COURT/ COUNTY | JUDICIAL DISTRICT | PUBLIC SERVICE COURT HOURS | COURT LOCATION | SOURCE / FILING DATE |
|------------------|----------------------|--|---|---|
| Baker | 8 th | Open (excluding holidays) M-F 8am - 5pm | Baker County Courthouse 1995 Third St., Ste. #220 Baker City, OR 541.523.6305 | PJO 16-001 (8-17-16 nunc pro tunc 2-1-15) |
| Benton | 21 st | Open (excluding holidays) M-F 8am – noon* 1pm - 5pm Closed noon – 1pm *Limited service during noon hour | Benton County Courthouse 120 NW Fourth Street Corvallis, OR 541.766.6859 | SLR 1.151 |
| Clackamas | 5 th | Open M-F 8am – 5pm* *Some offices may have reduced public counter/phone hours. See court website for details. | Clackamas County Courthouse 807 Main Street Oregon City, OR 503.655.8447 Juvenile Court 2123 Kaen Road Oregon City, OR Ralph M. Holman Law Center Building (Jury Assembly Room; Probate Court; Community Court) 821 Main Street, Oregon City, OR | SLR 1.151 |
| Clatsop | 18 th | Open M-F 8am – noon 1pm – 5pm Closed noon – 1pm* *Drop box available for payments and filings until 5pm. | Clatsop County Courthouse 749 Commercial Street Astoria, OR 503.325.8555 | PJO 2014-02 (eff. 9-8-14) |
| Columbia | 19 th | Open (excluding holidays) M-Th 8:30am – 4:45pm Closed M-Th 8am – 8:30am* M-Th 4:45pm – 5pm* F 8am – 5pm** *Drop box available until 5pm for filings and payments inside Strand Street entrance to the courthouse annex. **Court pleadings with a deadline that falls on Friday will be accepted as timely filed if filed by 5pm on the next open judicial day. | Columbia County Courthouse 230 Strand Street St. Helens, OR 503.397.2327, ext 0 | PJO 11-05 Amended (eff. 5-4-12) |

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|------------------|----------------------|--|---|--|
| Coos | 15 th | COQUILLE <u>Open</u> M-F 8am – noon M,T,W,F 1pm – 5pm Th 1:30pm – 5pm <u>Closed</u> M,T,W,F noon – 1pm Th noon – 1:30pm NORTH BEND ANNEX <u>Open</u> M-F 8am – noon M,T,W,F 1pm – 5pm Th 1:30pm – 5pm <u>Closed</u> M,T,W,F noon – 1pm Th noon – 1:30pm | Coos County Courthouse 250 N. Baxter Coquille, OR 541.396.4100 North Bend Annex of the Coos County Courthouse 1975 McPherson Avenue North Bend, OR 541.751.2330 | SLR 1.151 |
| Crook | 22 nd | <u>Open</u> (excluding holidays) M-F 8am – noon 1pm – 4pm <u>Closed</u> noon – 1pm 4pm – 5pm* *Drop box available for payments and filings until 5pm. | Crook County Courthouse 300 NE Third Street Prineville, OR 541.447.6541 | PJO 2012-06A (eff. 10-1-12) |
| Curry | 15 th | <u>Open</u> M-F 8am – noon M,T,W,F 1pm – 5pm Th 1:30pm – 5pm <u>Closed</u> M,T,W,F noon – 1pm Th noon – 1:30pm | Curry County Courthouse 29821 Ellensburg Avenue Gold Beach, OR 541.247.4511 | SLR 1.151 |
| Deschutes | 11 th | <u>Open</u> (excluding holidays) M-F 8am – 5pm* *Some offices may have reduced public counter/phone hours. See court website for details. | Deschutes County Courthouse 1100 NW Bond Street Bend, OR 541.388.5300 Juvenile Justice Building 63360 NW Britta Street, Building 1 Bend, OR Ph. 541.388.5300 Sage View Psychiatric Center 1885 NE Purcell Blvd Bend, OR | SLR 1.151 |
| Douglas | 16 th | <u>Open</u> (excluding holidays) M-F 8am – 5pm | Justice Building 1036 SE Douglas, Room 201 Roseburg, OR 541.957.2471 | SLR 1.151 |
| Gilliam | 7 th | <u>Open</u> (excluding holidays) M-F 1pm – 4pm <u>Closed</u> 8am – 1pm 4pm – 5pm | Gilliam County Courthouse 211 S. Oregon Condon, OR 541.384.3572 | PJO 09-28-17 17-0009PJ (eff. 10-01-17) |
| Grant | 24 th | <u>Open</u> (excluding holidays) M-F 8am – noon 1pm – 5pm <u>Closed</u> noon – 1pm | Grant County Courthouse 201 S. Humbolt Street Canyon City, OR 541.575.1438 | SLR 1.151 |

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| Harney | 24 th | Open (excluding holidays) M-F 8am – noon 1pm – 5pm Closed noon – 1pm | Harney County Courthouse 450 N. Buena Vista Burns, OR 541.573.5207 | SLR 1.151 |
| Hood River | 7 th | Open (excluding holidays) M-F 8am – noon 1pm – 4pm Closed noon – 1pm 4pm – 5pm* *Filings can be made via a drop box between 4pm and 5pm. | Hood River County Courthouse 309 State Street Hood River, OR 541.386.3535 | SLR 1.151 / webpage |
| Jackson | 1 st | Open (excluding holidays) M-F 8am – noon 1pm – 5pm Closed noon – 1pm | Justice Building 100 S. Oakdale Medford, OR 541.776.7171, ext 120 Juvenile Services Building 609 West 10th Street Medford, Oregon 97501-3127 | PJO 2011-07 (eff. 9-1-11) |
| Jefferson | 22 nd | Open (excluding holidays) M-F 8am – noon 1pm – 4pm Closed noon – 1pm 4pm – 5pm* *Drop box available for payments and filings until 5pm. | Jefferson County Courthouse 129 SW E Street, Suite 101 Madras, OR 541.475.3317 | Hours: PJO 2012-06A (eff. 10-1-12) Location: PJO 2016-04 (eff. 7-18-16) |
| Josephine | 14 th | Open M-F 8am – noon 1pm – 4pm Closed noon – 1pm* 4pm – 5pm* FAMILY COURT Open M-F 8am – noon 1pm – 4pm Closed noon – 1pm* 1pm – 4pm* *Documents can be filed at the Court Services Window drop box until 5pm. | Josephine County Courthouse 500 NW 6 th , Dept. 17 Grants Pass, OR 541.476.2309 FAMILY COURT Juvenile Justice Center & Family Court 301 NW “F” Street Grants Pass, OR 541.476.2309, ext 3 Ann G. Basker Auditorium 604 NW 6 th Street Grants Pass, OR 97526 (Jury Assembly Room location) | PJO (eff. 10-17-11) |
| Klamath | 13 th | Open (excluding holidays) M-F 8am – 5pm* Closed F 8am – 9am (Court Operations area) | Klamath County Courthouse 316 Main Street Klamath Falls, OR 541.883.5503, ext 0 | SLR 1.151 |
| Lake | 26 th | Open (excluding holidays) M-F 8am – noon 1pm – 5pm Closed noon – 1pm | Lake County Courthouse 513 Center Street Lakeview, OR 541.947.6051 | SLR 1.151 |

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| Lane | 2 nd | <p>Open M-F 8am – 5pm</p> <p>JUVENILE COURT Open M-F 8am – noon 1pm – 5pm</p> <p>Closed noon – 1pm</p> <p>Some offices may have reduced public counter/phone hours. See court website for details.</p> | <p>Lane County Courthouse 125 East Eighth Avenue Eugene, OR 541.682.4020</p> <p>JUVENILE COURT Lane County Juvenile Justice Center 2727 Martin Luther King Jr. Blvd. Eugene, OR 541.682.4726</p> | SLR 1.151 |
| Lincoln | 17 th | <p>Open M-F 8am – noon 1pm – 5pm</p> <p>Closed noon – 1pm</p> | Lincoln County Courthouse 225 W. Olive Newport, OR 541.265.4236, ext 0 | webpage |
| Linn | 23 rd | <p>Open M-F 8am – noon 1pm – 4pm</p> <p>Closed noon – 1pm 4pm – 5pm*</p> <p>*Drop box available 1st floor, Rm 107, for documents and filings until 5pm.</p> | Linn County Courthouse 300 Fourth Avenue SW Albany, OR 541.967.3802 | PJO 8-26-11 (eff. 9-12-11) |
| Malheur | 9 th | <p>Open (Mountain time) M-F 8am – noon 1pm – 5:00pm</p> <p>Closed noon – 1pm</p> | Malheur County Courthouse 251 “B” Street W. Vale, OR 541.473.5178 | PJO 16-001 (eff. 1-11-16) |
| Marion | 3 rd | <p>Open M-F 8am – 5pm</p> <p>COURT ANNEX & JUVENILE COURT Open M-F 8am – noon 1pm – 5pm</p> <p>Closed noon – 1pm</p> | <p>Marion County Courthouse 100 High Street NE Salem, OR 503.588.5105</p> <p>COURT ANNEX 4000 Aumsville Hwy. SE Salem, OR 503.588.8489</p> <p>JUVENILE COURT 3030 Center Street NE Salem, OR 503.566.2974</p> | SLR 1.151 |
| Morrow | 6 th | <p>Open (excluding holidays) M-F 8am – noon 1pm – 4:30pm*</p> <p>Closed noon – 1pm 4:30pm – 5pm*</p> <p>*Public Service windows open daily at 8:15 AM.</p> <p>*Drop boxes available for payments and filings until 5pm.</p> | Morrow County Courthouse 100 Court Street Heppner, OR 541.676.5264 | SLR 1.151 |

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| Multnomah | 4 th | <p>Open M-F 8am – 5pm* M-F 8:30 am – 5pm**</p> <p>*For filing of documents that do not require payment of a fee prior to filing. **For filing of documents that require payment of a fee prior to filing.</p> <p>Some offices may have reduced public counter/phone hours. See court website for details.</p> | <p>Multnomah County Courthouse 1021 SW Fourth Avenue Portland, OR 503.988.3957</p> <p>Justice Center Second Floor 1120 SW Third Avenue Portland, OR</p> <p>Juvenile Justice Center 1401 NE 68th Avenue Portland, OR</p> <p>East County Courthouse 18480 SE Stark Street Gresham, OR 97233</p> | SLR 1.151 |
| Polk | 12 th | <p>CIVIL RECORD'S OFFICE, ROOM 301 Open (excluding holidays) M-F 8am – 12pm 1pm – 4:30pm</p> <p>Closed noon – 1pm 4:30pm – 5pm</p> <p>CRIMINAL COURT RECORD'S OFFICE Open M-F 8:45am – noon 1pm – 4pm</p> <p>Closed 8am – 8:45 am noon – 1pm 4pm – 5pm</p> <p>JUVENILE RECORDS OFFICE Open M-F 8am – noon 1pm – 4pm</p> <p>Closed noon – 1pm 4pm – 5pm</p> | <p>Polk County Courthouse 850 Main Street Dallas, OR 503.623.3154</p> <p>Criminal Court Records Office 884 SE Jefferson Street Dallas, OR 503.831.1778</p> <p>Juvenile Records Office 850 Main Street Dallas, OR</p> | PJO 11-001 (eff. 9-19-11) |
| Sherman | 7 th | <p>Open (excluding holidays) M-F 1pm – 4pm</p> <p>Closed 8am – 1pm 4pm – 5pm</p> | <p>Sherman County Courthouse 500 Court Street Moro, OR 541.565.3650</p> | PJO 09-28-17 17-0009PJ (eff. 10-01-17) |
| Tillamook | 27 th | <p>Open (excluding holidays) M-F 8am – noon 1pm – 5pm</p> <p>Closed noon – 1pm</p> | <p>Tillamook County Courthouse 201 Laurel Avenue Tillamook, OR 503.842.2596, ext 0</p> | SLR 1.151 |

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| Umatilla | 6 th | <p>PENDLETON <u>Open</u> (excluding holidays) M-F 8am – 4:30pm* <u>Closed</u> 4:30pm – 5pm*</p> <p>HERMISTON <u>Open</u> (excluding holidays) M-F 8am – 4:30pm* <u>Closed</u> 4:30pm – 5pm*</p> <p>*Public Service windows open daily at 8:15 AM.</p> <p>MILTON-FREEWATER <u>CLOSED</u> (Available upon written request as facilitators, judges, and staff are available)</p> <p>*Drop boxes available for payments and filings until 5pm.</p> | <p>PENDLETON Umatilla County Courthouse 216 SE 4th Street Pendleton, OR 541.278.0341, ext 220</p> <p>HERMISTON Stafford Hansel Government Center 915 SE Columbia Drive Hermiston, OR 541.667.3020</p> <p>MILTON-FREEWATER Milton-Freewater City Hall 722 S. Main Street Milton-Freewater, OR 541.667.3020</p> | PJO 11-003 (eff. 2-1-10) |
| Union | 10 th | <p><u>Open</u> M-F 8am – noon 1pm – 4:30pm <u>Closed</u> noon – 1pm* 4:30pm – 5pm*</p> <p>*Drop box available until 5pm.</p> | Union County Courthouse 1105 K Avenue La Grande, OR 541.962.9500, ext 0 | SLR 1.151 |
| Wallowa | 10 th | <p><u>Open</u> M-F 8am – noon 1pm – 4:30pm <u>Closed</u> noon – 1pm* 4:30pm – 5pm</p> <p>*Drop box available in Rm. 204 until 5pm.</p> | Wallowa County Courthouse Second Floor 101 S. River St., Room 204 Enterprise, OR 541.426.4991 | PJO 11-02 (eff.11-1-11) |
| Wasco | 7 th | <p><u>Open</u> (excluding holidays) M-F 8am – noon 1pm – 4pm <u>Closed</u> noon – 1pm 4pm – 5pm*</p> <p>*Filings can be made via a drop box between 4pm and 5pm.</p> | Wasco County Courthouse 511 Washington Street The Dalles, OR 541.506.2700, ext 10 | SLR 1.151 / webpage |
| Washington | 20 th | <p><u>Open</u> (excluding holidays) M-F 8am – 5pm</p> <p>JUVENILE SERVICES BUILDING <u>Open</u> (excluding holidays) M-F 8:30am – 5pm <u>Closed</u> 8am – 8:30am</p> | <p>Washington County Courthouse 145 NE Second Avenue Hillsboro, OR 503.846.8888</p> <p>Justice Services Building 150 N. First Avenue Hillsboro, OR</p> <p>Juvenile Services Building 222 N. First Avenue Hillsboro, OR</p> <p>Law Enforcement Center 215 SW Adams Hillsboro, OR</p> | SLR 1.151 |

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|------------------|----------------------|---|---|--|
| Wheeler | 7 th | Open (excluding holidays) M-F 9am – 11:30am Closed 8am – 9am 11:30am – 5pm | Wheeler County Courthouse 701 Adams Street Fossil, OR 541.763.2541 | PJO 09-28-17 17-0009PJ (eff. 10-01-17) |
| Yamhill | 25 th | Open (excluding holidays) M-F 8am – noon 1pm – 4pm Closed noon – 1pm* 4pm – 5pm* *Drop box available for payments and filings. | Yamhill County Courthouse 535 NE Fifth Street McMinnville, OR 503.434.7530 | PJO 2011-3 (eff. 10-1-11) |

jm/CourtHoursChart