

# Oregon Appellate Courts eFiling User Guide

OJD OFFICE OF EDUCATION, TRAINING, AND OUTREACH (03 /09);  
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The purpose of this User Guide is to provide step-by-step instructions for submitting documents for filing using the eFiling system.

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Court Records Section Telephone: 503-986-5555  
E-Mail: [appealsclerk@ojd.state.or.us](mailto:appealsclerk@ojd.state.or.us)

**For technical support, contact:**  
Enterprise Technology Services Division's Help Desk Telephone: 503-  
986-5582  
E-mail: [ETSDHelp@ojd.state.or.us](mailto:ETSDHelp@ojd.state.or.us)

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# Overview

**T**he Oregon Supreme Court and the Court of Appeals provide electronic filing and electronic payment services. Electronic filing (eFiling) allows members of the Oregon State Bar, who are authorized to practice law in Oregon, to file documents and to pay filing fees electronically. Benefits of eFiling for Oregon's legal community include:

- File documents with the court 24 hours a day, 7 days a week, from any location with Internet access, except during regularly scheduled maintenance hours.
- Potential cost savings, including a reduction in production, photocopy, courier, and postage costs.
- Convenient, secure method to file documents and pay associated fees.
- Flexibility to file a document up to 11:59:59 p.m. in the time zone in which the court is located, on the date that the document is required to be filed.
- Reduce the risk of paper files being misplaced or lost.

Attorneys must register online to obtain a user ID and password, and complete free online training prior to using the electronic filing system.

## Registration for eFiling

Before you can start eFiling, you must register to become an authorized user of the eFiling system. To become an authorized user, you must:

Be an active member of the Oregon State Bar (OSB) and be authorized to practice law in Oregon;

Have a valid email address on file with the OSB;

Register with OJD to obtain a user ID and password; and

Complete a free online training tutorial.

In order to register, navigate to:

<https://appellate.courts.oregon.gov/layouts/fba/login.aspx>, click "Need to Register?" and proceed with the registration process.

## Navigating the eFiling System

After you launch the eFiling program, the My eFilings screen appears. This is your Home screen. This screen provides you with a high-level summary of your eFiled documents categorized by document status. From the My eFilings screen, you can:

- Begin the eFiling process for a new case
- Begin the eFiling process for an existing case
- Review previous activities on the eFiling site

### My eFiling screen — the Home page

Support Contact Info  
Return to Portal

Status	Description	Count	
Draft	eFilings created but not sent to Court	28	<a href="#">View</a>
Pending	Court has received eFilings but has not approved	0	<a href="#">View</a>
Rejected	Court rejected eFilings	6	<a href="#">View</a>
Accepted	Court accepted eFilings	2	<a href="#">View</a>
Error	eFilings with an error status	1	<a href="#">View</a>

• 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)

## Navigation Menu

The navigation menu on the left side of the screen allows you to go to other eFiling screens with a single click of the mouse button. The table below describes the navigation screen links.

eFiling screen links	Description
Home/My eFilings	Provides you with a high-level summary of all of your eFiled documents. You can begin eFiling a new case or an existing case, and you can review your previous activities on the eFiling system. My eFilings is the first screen you see after you log in to the eFiling system. Refer to <i>MyeFilings</i> .
Draft Filings	Provides you with the ability to review eFilings that have been saved as drafts and not yet submitted to the court. To review, edit or continue a draft eFiling, click the edit link next to the document you wish to review. Refer to <i>Draft eFilings</i> .
Pending Filings	Provides you with the ability to review eFilings that have been sent to the court, but have not yet been reviewed by the Appellate Court Records Office and either accepted or rejected. Refer to <i>Pending Filings</i> .
Rejected Filings	Provides you with the ability to review eFilings submitted to the court that were reviewed and rejected. The reason for the rejection appears on this page. Refer to <i>Rejected Filings</i> .
Accepted Filings	Provides you with the ability to review a list of all your eFilings that have been reviewed and accepted by the Appellate Court Records office. Refer to <i>Accepted Filings</i> .
Error Filings	Provides you with the ability to review eFilings that have been submitted to the court but encountered an error during transmission. The reason for the error appears on this page and allows you to edit the eFiling to complete the process. Refer to <i>Error Filings</i> .

# Required Information

Required information is indicated by an asterisk (\*) throughout the system.

# Error Messages

Error messages appear at the top of a screen indicating what needs to be completed before continuing with eFiling. An example appears below.

The screenshot shows a web application interface for eFiling. At the top right, it says "User: Perry Mason" and "Support Contact Info 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 has a red heading "Validation Error!" followed by two bullet points: "You must specify a file for Initiating Document - Notice of Appeal." and "Number of pages is invalid." Below this is a section titled "eFiling Information" with a table:

Fee Required:	Yes
Jurisdiction:	Court of Appeals
Type:	Initiating Document
Subtype:	Notice of Appeal
Comments:	

Below the table is a section titled "Attach and Upload Document" with a table:

Document Name:*	# of Pages:*	Comments:	Attach Document:
Initiating Document - Notice of Appeal	0	<input type="text"/>	<input type="text"/> Browse...

At the bottom of this section are buttons for "Add A Supporting Document", "Continue", and "Cancel". Below the "Attach and Upload Document" section are three notes:

\*Please count all pages of your document, including caption page, tables, and appendices.

NOTE: To the extent practicable, and unless expressly excepted in Rule 16.15 of the Oregon Rules of Appellate Procedure, an electronic filing must be submitted as a unified, single PDF file, not as a principal document with supporting documents. Examples of content that should be included as part of a unified, single PDF file include: (1) notice of appeal, judgment being appealed, and certificate of service; (2) petition for judicial review, agency order as to which review is sought, and certificate of service; (3) petition for review, Court of Appeals decision as to which review is sought, and certificate of service; (4) motion, affidavit or declaration (if any), and certificate of service; (5) Supreme Court mandamus or habeas corpus petition, copy of order or written decision, and certificate of service; and (6) Supreme Court memorandum in support of a mandamus or habeas corpus petition, excerpt of record, and certificate of service. See Rule 16.15 of the Oregon Rules of Appellate Procedure.

NOTE: As exceptions to the above Note: (1) A memorandum of law accompanying a petition in a mandamus, habeas corpus, or quo warranto proceeding in the Supreme Court should be attached as a "supporting document"; and (2) A motion seeking approval to file another document, including an application to appear *amicus curiae*, must be eFiled separately from the brief or other document that is the subject of the request. See Rule 16.15 of the Oregon Rules of Appellate Procedure regarding Comments that must be included with each eFiling submission in this category.

NOTE: For an electronic filing containing an attachment that is confidential, sealed, or otherwise exempt from disclosure, the eFiler must eFile the attachment separately from the principal document, not as a supporting document. For the principal document, the eFiler must include a comment that the related eFiling is a confidential or sealed attachment to the principal document. For the eFiled attachment, the eFiler must select the document name "Notice to Court Confidential/Sealed Attachment."

**NOTE:** To the extent practicable, and unless expressly excepted in Rule 16.15 of the Oregon Rules of Appellate Procedure, an electronic filing must be submitted as a unified, single PDF file, not as a principal document with supporting documents. Examples of content that should be included as part of a unified, single PDF file include: (1) notice of appeal, judgment being appealed, and certificate of service; (2) petition for judicial review, agency order as to which review is sought, and certificate of service; (3) petition for review, Court of Appeals decision as to which review is sought, and certificate of service; (4) motion, affidavit or declaration (if any), and certificate of service; (5) Supreme Court mandamus or habeas corpus petition, copy of order or written decision, and certificate of service; and (6) Supreme Court memorandum in support of a mandamus or habeas corpus petition, excerpt of record, and certificate of service. See Rule 16.15 of the Oregon Rules of Appellate Procedure.

**NOTE:** As exceptions to the above Note: (1) A memorandum of law accompanying a petition in a mandamus, habeas corpus, or quo warranto proceeding in the Supreme Court should be attached as a "supporting document"; and (2) A motion seeking approval to file another document, including an application to appear *amicus curiae*, must be eFiled separately from the brief or other document that is the subject of the request. See Rule 16.15 of the Oregon Rules of Appellate Procedure regarding Comments that must be included with each eFiling submission in this category.

# Chapter 1 eFiling Documents for New Cases

## Creating an eFiling for a New Case

On the My eFilings screen, click the [here](#) link to begin the eFiling process for a new case.

Status	Description	Count	
Draft	eFilings created but not sent to Court	28	<a href="#">View</a>
Pending	Court has received eFilings but has not approved	0	<a href="#">View</a>
Rejected	Court rejected eFilings	6	<a href="#">View</a>
Accepted	Court accepted eFilings	2	<a href="#">View</a>
Error	eFilings with an error status	1	<a href="#">View</a>

- 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)

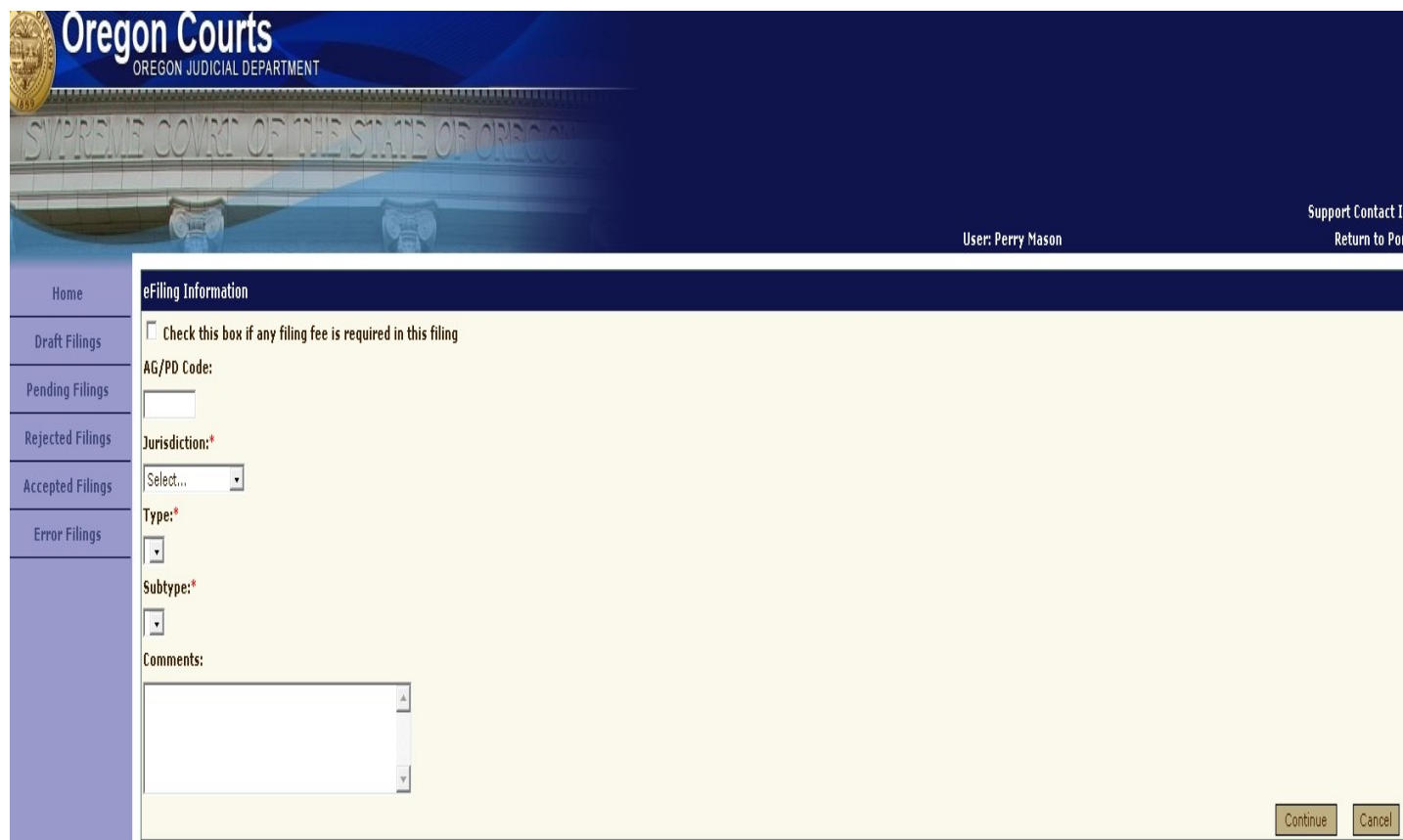
There are three basic screens that you will use to submit your eFiling to the court.

1. The first screen requests information about the eFiling.
2. The second screen allows you to attach and upload your eFiling.
3. The third screen allows you to review your eFiling and submit it to the court.



## Creating eFiling Information

Completing the Create eFiling screen is the first step in creating an eFiling for a new case.



The screenshot shows the Oregon Courts eFiling Information screen. The header includes the Oregon Courts logo and the text "OREGON JUDICIAL DEPARTMENT". Below the header is a navigation menu with options: Home, Draft Filings, Pending Filings, Rejected Filings, Accepted Filings, and Error Filings. The main content area is titled "eFiling Information" and contains the following fields:

- Check this box if any filing fee is required in this filing
- AG/PD Code:
- Jurisdiction\*:
- Type\*:
- Subtype\*:
- Comments:

At the bottom right of the form are two buttons: "Continue" and "Cancel".

### To create a new eFile:

1. Click the **check box** if you need to submit a filing fee or any other type of fee with your filing.

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**Note:** The system assigns the appropriate filing fee based on the type of document you are filing.

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2. Select the **jurisdiction** that you are filing in from the drop down menu.
3. Select the **filing type**, and then the **subtype** that you are submitting.
4. Click **Continue**.

# Attaching and Uploading Documents

The second screen allows you to attach and upload documents for your filing. Notice that the name of the document you will upload for eFiling has been pre-populated from the data you entered on the previous screen. This section also allows you to enter any comments for the court clerk regarding your eFiled document. Only pdf documents with the appropriate security setting can be uploaded. (See ORAP 16.15.)

The screenshot shows a web interface for eFiling. At the top right, it says "User: Perry Mason" and "Return to P...". 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 divided into two sections. The first section, "eFiling Information", contains the following details: Fee Required: Yes; Jurisdiction: Supreme Court; Type: Initiating Document; Subtype: Petition for Writ of Mandamus; and Comments: (empty). The second section, "Attach and Upload Document", has a table with columns: Document Name\*, # of Pages\*, Comments, and Attach Document. The first row shows "Initiating Document - Petition for Writ of Mandamus", "5", an empty comment box, and a file path "C:\Users\hudson\Desktop\motion" with a "Browse..." button. Below the table is a link "Add A Supporting Document" and "Continue" and "Cancel" buttons. At the bottom, there are three notes: 1) A note about counting pages including caption, tables, and appendices. 2) A note about unified PDF files and what should be included. 3) A note about exceptions for supporting documents and motions.

Document Name*	# of Pages*	Comments	Attach Document:
Initiating Document - Petition for Writ of Mandamus	5		C:\Users\hudson\Desktop\motion Browse...

[Add A Supporting Document](#)

\*Please count all pages of your document, including caption page, tables, and appendices.

**NOTE:** To the extent practicable, and unless expressly excepted in Rule 16.15 of the Oregon Rules of Appellate Procedure, an electronic filing must be submitted as a unified, single PDF file, not as a principal document with supporting documents. Examples of content that should be included as part of a unified, single PDF file include: (1) notice of appeal, judgment being appealed, and certificate of service; (2) petition for judicial review, agency order as to which review is sought, and certificate of service; (3) petition for review, Court of Appeals decision as to which review is sought, and certificate of service; (4) motion, affidavit or declaration (if any), and certificate of service; (5) Supreme Court mandamus or habeas corpus petition, copy of order or written decision, and certificate of service; and (6) Supreme Court memorandum in support of a mandamus or habeas corpus petition, excerpt of record, and certificate of service. See Rule 16.15 of the Oregon Rules of Appellate Procedure.

**NOTE:** As exceptions to the above Note: (1) A memorandum of law accompanying a petition in a mandamus, habeas corpus, or quo warranto proceeding in the Supreme Court should be attached as a "supporting document"; and (2) A motion seeking approval to file another document, including an application to appear *amicus curiae*, must be eFiled separately from the brief or other document that is the subject of the request. See Rule 16.15 of the Oregon Rules of Appellate Procedure regarding Comments that must be included with each eFiling submission in this category.

**NOTE:** For an electronic filing containing an attachment that is confidential, sealed, or otherwise exempt from disclosure, the eFiler must eFile the attachment separately from the principal document, not as a supporting document. For the principal document, the eFiler must include a comment that the related eFiling is a confidential or sealed attachment to the principal document. For the eFiled attachment, the eFiler must select the document name "Notice to Court Confidential/Sealed Attachment."

**NOTE:** To the extent practicable, and unless expressly excepted in Rule 16.15 of the Oregon Rules of Appellate Procedure, an electronic filing must be submitted as a unified, single PDF file, not as a principal document with supporting documents. Examples of content that should be included as part of a unified, single PDF file include: (1) notice of appeal, judgment being appealed, and certificate of service; (2) petition for judicial review, agency order as to which review is sought, and certificate of service; (3) petition for review, Court of Appeals decision as to which review is sought, and certificate of service; (4) motion, affidavit or declaration (if any), and certificate of service; (5) Supreme Court mandamus or habeas corpus petition, copy of order or written decision, and certificate of service; and (6) Supreme Court memorandum in support of a mandamus or habeas corpus petition, excerpt of record, and certificate of service. See Rule 16.15 of the Oregon Rules of Appellate Procedure.

**NOTE:** As exceptions to the above Note: (1) A memorandum of law accompanying a petition in a mandamus, habeas corpus, or quo warranto proceeding in the Supreme Court should be attached as a "supporting document"; and (2) A motion seeking approval to file another document, including an application to appear *amicus curiae*, must be eFiled separately from the brief or other document that is the subject of the request. See Rule 16.15 of the Oregon Rules of Appellate Procedure regarding Comments that must be included with each eFiling submission in this category.

## To add a supporting document:

1. Enter the number of pages of the document to be eFiled in the **# of Pages** box.

---

**Note:** Count all pages of your document, including caption page, tables, and appendices.

---

2. Enter any comments in the **Comments** box.

---

**Tip:** Use the Comments box to communicate about the document to the Appellate Court Records Office. For example, you may want to include the case name or a note to the Appellate Court Records Office that an oversized document will be filed conventionally.

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3. Click the **Browse** button to locate the document on your computer to upload.

4. Select the document (pdf only) from your computer, and then click **Open**.

---

**Note:** The document you are eFiling cannot be larger than 25 megabytes. If it is larger than 25 megabytes, you need to split the document into two or more documents prior to eFiling.

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If you do not have a supporting document to add, click **Continue** and go to next section, *Using the eFile Document Summary Screen*.

5. If you have a supporting document, click **Add A Supporting Document**.

New information areas are added to the screen so that you can add another document to your eFiling.

6. Enter the name of the supporting document in the **Document Name** box.

7. Enter the number of pages of the document in the **# of Pages** box.

Home	<b>eFiling Information</b>		
Draft Filings	Fee Required:	Yes	
Pending Filings	Jurisdiction:	Supreme Court	
Rejected Filings	Type:	Initiating Document	
Accepted Filings	Subtype:	Petition for Writ of Mandamus	
Error Filings	Comments:		
	<b>Attach and Upload Document</b>		
	Document Name: <sup>*</sup>	# of Pages: <sup>*</sup>	Comments:
	Initiating Document - Petition for Writ of Mandamus	5	<input type="text"/>
	Memorandum of Law	3	<input type="text"/>
	<a href="#">Add A Supporting Document</a>		Attach Document:
			C:\Users\hudson\Desktop\motion- <input type="button" value="Browse..."/>
			C:\Users\hudson\Desktop\motion- <input type="button" value="Browse..."/> <input type="button" value="remove"/>
	<input type="button" value="Continue"/>		<input type="button" value="Cancel"/>
	*Please count all pages of your document, including caption page, tables, and appendices.		
	NOTE: To the extent practicable, and unless expressly excepted in Rule 16.15 of the Oregon Rules of Appellate Procedure, an electronic filing must be submitted as a unified, single PDF file, not as a principal document with supporting documents. Examples of content that should be included as part of a unified, single PDF file include: (1) notice of appeal, judgment being appealed, and certificate of service; (2) petition for judicial review, agency order as to which review is sought, and certificate of service; (3) petition for review, Court of Appeals decision as to which review is sought, and certificate of service; (4) motion, affidavit or declaration (if any), and certificate of service; (5) Supreme Court mandamus or habeas corpus petition, copy of order or written decision, and certificate of service; and (6) Supreme Court memorandum in support of a mandamus or habeas corpus petition, excerpt of record, and certificate of service. See Rule 16.15 of the Oregon Rules of Appellate Procedure.		
	NOTE: As exceptions to the above Note: (1) A memorandum of law accompanying a petition in a mandamus, habeas corpus, or quo warranto proceeding in the Supreme Court should be attached as a "supporting document"; and (2) A motion seeking approval to file another document, including an application to appear <i>amicus curiae</i> , must be eFiled separately from the brief or other document that is the subject of the request. See Rule 16.15 of the Oregon Rules of Appellate Procedure regarding Comments that must be included with each eFiling submission in this category.		
	NOTE: For an electronic filing containing an attachment that is confidential, sealed, or otherwise exempt from disclosure, the eFiler must eFile the attachment separately from the principal document, not as a supporting document. For the principal document, the eFiler must include a comment that the related eFiling is a confidential or sealed attachment to the principal document. For the eFiled attachment, the eFiler must select the document name "Notice to Court Confidential/Sealed Attachment."		

8. Click the **Browse** button to locate the document on your computer.

9. Select the document, and then click **Open**.

The document path appears in the Attached Document box.

10. Click **Continue**.

The eFile Document Summary screen appears.

**NOTE:** To the extent practicable, and unless expressly excepted in Rule 16.15 of the Oregon Rules of Appellate Procedure, an electronic filing must be submitted as a unified, single PDF file, not as a principal document with supporting documents. Examples of content that should be included as part of a unified, single PDF file include: (1) notice of appeal, judgment being appealed, and certificate of service; (2) petition for judicial review, agency order as to which review is sought, and certificate of service; (3) petition for review, Court of Appeals decision as to which review is sought, and certificate of service; (4) motion, affidavit or declaration (if any), and certificate of service; (5) Supreme Court mandamus or habeas corpus petition, copy of order or written decision, and certificate of service; and (6) Supreme Court memorandum in support of a mandamus or habeas corpus petition, excerpt of record, and certificate of service. See Rule 16.15 of the Oregon Rules of Appellate Procedure.

**NOTE:** As exceptions to the above Note: (1) A memorandum of law accompanying a petition in a mandamus, habeas corpus, or quo warranto proceeding in the Supreme Court should be attached as a "supporting document"; and (2) A motion seeking approval to file another document, including an application to appear *amicus curiae*, must be eFiled separately from the brief or other document that is the subject of the request. See Rule 16.15 of the Oregon Rules of Appellate Procedure regarding Comments that must be included with each eFiling submission in this category.

# Using the eFile Document Summary Screen

The eFile document summary screen allows you to do the following before submitting your eFiling to the court:

1. Review your eFiling
2. Edit your eFiling
3. Edit or remove the selected document, if necessary
4. Add additional eFilings to the transaction
5. Add or edit e-mail addresses for notification information
6. Save the eFiling as a draft
7. Submit the eFiling to the court

The screenshot displays the eFile Document Summary Screen for User: Perry Mason. The interface includes a navigation menu on the left and a main content area with the following sections:

- eFiling Information:**
  - Fee Required: Yes
  - Jurisdiction: Supreme Court
  - Type: Initiating Document
  - Subtype: Petition for Writ of Mandamus
  - Comments:
  - Filing Fee: \$373.00
  - Transaction Charge: \$0.00
  - Document Recovery Charge: \$0.00
  - Total: \$373.00
- Documents:**

Date	Document Name	# of Pages	# of Copies	Status	Comments	Document Recovery Charge
04/22/2015	Initiating Document - Petition for Writ of Mandamus	5	0	Pending Submission		\$0.00
04/22/2015	Memorandum of Law	3	0	Pending Submission		\$0.00
- Associated Filings:**

Date	Document Name	# of Pages	# of Copies	Status	Comments	Document Recovery Charge
No records were found.						
- Notification Information:**
  - Email Address(es): perry.mason@ojd.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.

Buttons at the bottom: Save as Draft, Submit to Court, Cancel.

1. Review the information in the following areas to ensure that it is correct:
  - eFiling information can be edited.

**Note:** A document recovery charge may appear in this area. The charge is calculated as follows:  
 document recovery charge = (number of pages) x (\$.10 per page) x (number of court- required copies).

- Documents can be edited, removed, or additional documents added.

- Associated Filings can be added. Refer to *Attaching and Uploading Associated Filings*.
  - Notification Information can be added or edited. Refer to *Adding Notification Information*.
2. After reviewing the information, click the **Submit to Court** button or to save it as a draft, click the **Save as Draft** button.

When you submit the filing to the court, either the ePayment screen for eFilings that require payment of a fee appears, or for eFilings that do not require payment of a fee, the “eFiling Confirmation” screen appears.

## Attaching and Uploading Associated Filings

When you click the Add Filing link within the Associated Filings area of the summary screen, the “Attach and Upload an Associated Filing” screen appears. This screen allows you to upload a document that is directly associated to the initiating document type and subtype. Associated documents are those that may be filed concurrently with an initiating document, including, but not limited to: a motion to waive or defer a filing fee; a motion to stay trial court proceedings; a motion to stay a previous judgment or order; a motion to appoint counsel; and a motion to consolidate.

The screenshot shows a web application interface for filing documents. At the top right, it says 'User: Perry Mason' and 'Support Contact I Return to Por'. 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 'eFiling Information' and contains the following details:

- Fee Required: Yes
- Jurisdiction: Supreme Court
- Type: Initiating Document
- Subtype: Petition for Writ of Mandamus
- Comments:

Below this is the 'Attach and Upload an Associated Filing' section with the following fields:

- Document Name\*: Motion - Stay Trial Court Proceedings (dropdown)
- # of Pages\*: 0 (text box)
- Comments: (text area)
- File: C:\Users\hudson\Desktop\motion- (text box) with a 'Browse...' button

At the bottom right of the form are 'Continue' and 'Cancel' buttons. A note at the bottom states: '\*Please count all pages of your document, including caption page, tables, and appendices.' Below that, a definition of 'Associated filing' is provided: '"Associated filing" means any document, other than a supporting document, that may be filed concurrently with an initiating document, including, but not limited to, a motion to waive or defer a filing fee; a motion to stay trial court proceedings; a motion to stay previous judgment or order; a motion to appoint counsel; a motion to consolidate; and an application for interlocutory appeal in a class action.'

To attach and upload an associated filing:

1. Select the type of filing from the **Document Name** drop-down list.
2. Enter the number of pages in the **# of pages** box.
3. Click **Browse** to locate the pdf document on your computer. The Open dialog box appears.
4. Find and select the pdf document, and then click **Open**.
5. Click **Continue** to return to the summary screen.

**Note:** To add additional associated filings, click **Attach Another Document**, and then repeat steps one through five above.

## Adding Notification Information

The e-mail address of the attorney who is eFiling automatically appears in the Notification Information area of the eFiling summary screen. The e-mail address is the address on file with the Oregon State Bar. eFiling notifications are sent only to the e-mail addresses listed in the Notification Information area. You can add e-mail addresses of additional persons who are to receive e-mail notifications regarding your eFiling.

**Caution** These e-mail notifications DO NOT operate as service. See ORAP 16.45.



Home	<b>eFiling Information</b>						
Draft Filings	<b>Fee Required:</b>						Yes
Pending Filings	<b>Jurisdiction:</b>						Supreme Court
Rejected Filings	<b>Type:</b>						Initiating Document
Accepted Filings	<b>Subtype:</b>						Petition for Writ of Mandamus
Error Filings	<b>Comments:</b>						
	<b>Filing Fee:</b>						\$373.00
	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.						
	<b>Transaction Charge:</b>						\$0.00
	<b>Document Recovery Charge:</b>						\$0.00
	<b>Total:</b>						\$373.00
							Edit
<b>Documents</b>							<a href="#">Add Supporting Document</a>
Date	Document Name	# of Pages	# of Copies	Status	Comments	Document Recovery Charge	
04/22/2015	Initiating Document - Petition for Writ of Mandamus	5	0	Pending Submission		\$0.00	<a href="#">View</a>
04/22/2015	Memorandum of Law	3	0	Pending Submission		\$0.00	<a href="#">View</a>
<b>Associated Filings</b>							<a href="#">Add Filing</a>
Date	Document Name	# of Pages	# of Copies	Status	Comments	Document Recovery Charge	
04/22/2015	Motion - Stay Trial Court Proceedings	3	0	Pending Submission		\$0.00	<a href="#">View</a>
<b>Notification Information</b>							<a href="#">Add/Edit Addresses</a>
<b>Email Address(es)</b>							
perry.mason@ojd.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.							
<input type="button" value="Save as Draft"/> <input type="button" value="Submit to Court"/> <input type="button" value="Cancel"/>							

To add an e-mail address:

1. Click the **Add/Edit Addresses** link. A new screen appears.

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes links for Home, Draft Filings, Pending Filings, Rejected Filings, Accepted Filings, and Error Filings. The main content area is divided into two sections: 'eFiling Information' and 'Notification Information'. The 'eFiling Information' section displays a table of filing details, including Fee Required (Yes), Jurisdiction (Supreme Court), Type (Initiating Document), Subtype (Petition for Writ of Mandamus), Filing Fee (\$373.00), Transaction Charge (\$0.00), Document Recovery Charge (\$0.00), and Total (\$373.00). A red note indicates that if no filing fee is associated with the document, the document name will not appear on the CREDIT/DEBIT CARD INFORMATION screen. The 'Notification Information' section features a text input field containing the email address 'perry.mason@ojd.state.or.us', an 'Add Address' link, and 'Save' and 'Cancel' buttons. A footer note states that eFiling notifications will be sent only to the email address(es) displayed above and that these notifications do not operate as service.

eFiling Information	
Fee Required:	Yes
Jurisdiction:	Supreme Court
Type:	Initiating Document
Subtype:	Petition for Writ of Mandamus
Comments:	
Filing Fee:	\$373.00
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.	
Transaction Charge:	\$0.00
Document Recovery Charge:	\$0.00
Total:	\$373.00

**Notification Information**

Email Address

perry.mason@ojd.state.or.us

[Add Address](#)

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.

2. Enter an e-mail address in the textbox.

Click **Add Address** for each new e-mail address you want to add.

3. Click **Save**.

---

**Note:** The e-mail addresses entered are saved only for notices related to a particular eFiling. In future eFilings, you will need to re-enter additional e-mail addresses.

---



## Paying Fees

After submitting an eFiling to the court, the eFiling commerce screen appears for paying any applicable fees and charges associated with the eFiling. The billing information entered must match what is on file with Visa or MasterCard; however, it is not case sensitive. Required information is marked with an asterisk (\*). The only way to pay a fee online is when you are eFiling a document. There is no stand-alone payment option. You may contact the Appellate Court Records office if you need to pay a fee separately.

## Confirmation Information

After clicking the Submit for Payment button on the ePayment page, or after clicking the Submit to Court button if no amount is being charged, the confirmation screen appears. This screen provides you with confirmation that your eFiling was successfully sent to the court, and displays your transaction (payment) information for the submitted eFiling. The page also includes a text box that allows you to enter any personal information that you would want to appear on your printed confirmation copy. This information is for your records only. You can print the information page for your records by clicking the print link below the eFile information.

Document Name	Comments	Status
Initiating Document - Petition for Writ - Mandamus		Submitted

The document has been successfully submitted to the Oregon Supreme Court. You will receive notification of the acceptance or rejection of this document from the Clerk's Office.

Fee Required:	No
Submission Date:	07/07/2008
Submission Time:	12:59 PM
Payment Type:	
Cardholder:	
Filing Fee:	\$0.00
Transaction Charge:	\$3.75
Document Recovery Charge:	\$0.00
Total:	\$0.00
Confirmation #:	246
Transaction Id:	128

[Click here to print](#)

Please [print](#) this page for your records

Enter personal notes regarding case information here for your records:

*Notes for your records...*

After completing the eFiling process, a confirmation e-mail will be automatically generated by the electronic filing system and sent to you as well as all e-mail addresses added during the eFiling process.

Once the Appellate Court Records office has reviewed and accepted (or rejected) your filing, an acceptance e-mail (or a rejection e-mail) will be sent to all e-mail addresses that appeared in the Notification Information box.

Documents are rarely rejected. If there is a deficiency within the document, it will be accepted and you will receive a notice from the court requiring corrections.

# Chapter 2 eFiling Documents for Existing Cases

## eFiling Documents for an Existing Case

You can eFile documents for cases already pending in court. To begin the eFiling process on an existing case, on the My eFilings screen enter a valid appellate court case number, and click the Go button.

Oregon Courts  
OREGON JUDICIAL DEPARTMENT

SUPREME COURT OF THE STATE OF OREGON

User: Perry Mason

Support  
Ret

Status	Description	Count	
Draft	eFilings created but not sent to Court	30	<a href="#">View</a>
Pending	Court has received eFilings but has not approved	0	<a href="#">View</a>
Rejected	Court rejected eFilings	6	<a href="#">View</a>
Accepted	Court accepted eFilings	2	<a href="#">View</a>
Error	eFilings with an error status	1	<a href="#">View</a>

- 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)

**To file a document for an existing case:**

1. Enter the **case number** in the box on My Filings screen (Home) and click **Go**. The eFile Document screen appears.

<ul style="list-style-type: none"> <li>Home</li> <li>Draft Filings</li> <li>Pending Filings</li> <li>Rejected Filings</li> <li>Accepted Filings</li> <li>Error Filings</li> </ul>	<p><b>Case Information</b></p> <table border="0"> <tr> <td><b>Case No.:</b></td> <td>A123456</td> <td><b>Filed Date:</b></td> <td>11/21/2008</td> </tr> <tr> <td><b>Jurisdiction:</b></td> <td>Court of Appeals</td> <td><b>Classification:</b></td> <td>Appeal - Criminal - General</td> </tr> <tr> <td><b>Short Title:</b></td> <td>State of Oregon v. John Q. Public</td> <td><b>Case Status:</b></td> <td>Waiting for Transcript/Agency Record</td> </tr> <tr> <td></td> <td></td> <td><b>Parties:</b></td> <td>John Q. Public State of Oregon <a href="#">View All</a></td> </tr> </table>	<b>Case No.:</b>	A123456	<b>Filed Date:</b>	11/21/2008	<b>Jurisdiction:</b>	Court of Appeals	<b>Classification:</b>	Appeal - Criminal - General	<b>Short Title:</b>	State of Oregon v. John Q. Public	<b>Case Status:</b>	Waiting for Transcript/Agency Record			<b>Parties:</b>	John Q. Public State of Oregon <a href="#">View All</a>
	<b>Case No.:</b>	A123456	<b>Filed Date:</b>	11/21/2008													
<b>Jurisdiction:</b>	Court of Appeals	<b>Classification:</b>	Appeal - Criminal - General														
<b>Short Title:</b>	State of Oregon v. John Q. Public	<b>Case Status:</b>	Waiting for Transcript/Agency Record														
		<b>Parties:</b>	John Q. Public State of Oregon <a href="#">View All</a>														
<p><b>eFiling Information</b></p> <p><b>Fee Required:?</b> <input type="checkbox"/> Check this box if any filing fee is required in this filing</p> <p><b>First Appearance:?</b> <input type="checkbox"/> Check this box if first appearance fee is required in this filing</p> <p><b>AG/PD Code:</b> <input type="text"/></p> <p><b>Type:*</b> <input type="text" value="Select..."/></p> <p><b>Subtype:*</b> <input type="text"/></p> <p><b>Filed on Behalf of:</b>  <small>NOTE: Hold down the control (Ctrl) key to select more than one option</small></p> <table border="1"> <tr> <td>Specialtie, Thomas M; Attorney: o/b/o John Q. Public</td> </tr> <tr> <td>Supporter, Johnny G; Attorney: o/b/o John Q. Public</td> </tr> <tr> <td>Controller, Johnny; Attorney: o/b/o State of Oregon</td> </tr> <tr> <td>Shaker, Josephine; Attorney: o/b/o State of Oregon</td> </tr> </table> <p><b>Filed on Behalf of Other:?</b> <input type="text"/> <b>Role:?</b> <input type="text" value="Select..."/></p> <p><b>Attach Document:*</b> <input type="text"/> <input type="button" value="Browse..."/></p> <p><b>Number of pages:*</b> <input type="text" value="0"/> (count all pages of your document, including caption page, tables, and appendices)</p> <p><b>Comments:</b> <input type="text"/></p> <p><a href="#">Add A Supporting Document</a> <input type="button" value="Continue"/> <input type="button" value="Cancel"/></p> <p><small>"Supporting document," means any document created separately from a filing that supports or is part of that filing, including, but not limited to, a proof of service; a memorandum of law; an excerpt of record; a proposed form of a writ of mandamus; and a challenged judgment, order, or ruling.</small></p> <p><small><b>NOTE:</b> The "supporting documents" field should be completed with the name of the supporting document; however, that name will not appear on the payment screen. The payment screen will show "supporting document" only.</small></p>	Specialtie, Thomas M; Attorney: o/b/o John Q. Public	Supporter, Johnny G; Attorney: o/b/o John Q. Public	Controller, Johnny; Attorney: o/b/o State of Oregon	Shaker, Josephine; Attorney: o/b/o State of Oregon	<p>The following fees may be applicable:</p> <ul style="list-style-type: none"> <li>• Initiating document filing fee</li> <li>• Motion filing fee</li> <li>• Response filing fee</li> </ul>												
Specialtie, Thomas M; Attorney: o/b/o John Q. Public																	
Supporter, Johnny G; Attorney: o/b/o John Q. Public																	
Controller, Johnny; Attorney: o/b/o State of Oregon																	
Shaker, Josephine; Attorney: o/b/o State of Oregon																	

**NOTE:** To the extent practicable, and unless expressly excepted in Rule 16.15 of the Oregon Rules of Appellate Procedure, an electronic filing must be submitted as a unified, single PDF file, not as a principal document with supporting documents. Examples of content that should be included as part of a unified, single PDF file include: (1) notice of appeal, judgment being appealed, and certificate of service; (2) petition for judicial review, agency order as to which review is sought, and certificate of service; (3) petition for review, Court of Appeals decision as to which review is sought, and certificate of service; (4) motion, affidavit or declaration (if any), and certificate of service; (5) Supreme Court mandamus or habeas corpus petition, copy of order or written decision, and certificate of service; and (6) Supreme Court memorandum in support of a mandamus or habeas corpus petition, excerpt of record, and certificate of service. See Rule 16.15 of the Oregon Rules of Appellate Procedure.

**NOTE:** As exceptions to the above Note: (1) A memorandum of law accompanying a petition in a mandamus, habeas corpus, or quo warranto proceeding in the Supreme Court should be attached as a "supporting document"; and (2) A motion seeking approval to file another document, including an application to appear *amicus curiae*, must be eFiled separately from the brief or other document that is the subject of the request. See Rule 16.15 of the Oregon Rules of Appellate Procedure regarding Comments that must be included with each eFiling submission in this category.

2. Review the case information area to verify that this is the correct case.
3. Select the **Fee Required** check box, if needed.
4. Select the **First Appearance** check box, if you are required to pay a first appearance fee with the document that you are eFiling.
5. Select type and subtype.
6. Enter **Filed on Behalf of** or if you represent a nonparty (such as an *amicus curiae* or a proposed intervenor), enter the name of the client in the **Filed on Behalf of Other** text box, and then select a **Role** from the drop-down list.
7. Attach and upload the document (.pdf) that you are going to eFile.
8. Enter the number of pages in the document.
  9. Add supporting documents, as needed.
10. Click **Continue**.

## Specifying the Type of Service

The Service List screen allows you to specify the type of service that was used for this eFiling. Any attorneys on this case who are also registered eFiling users will be served electronically, as shown in the electronic service section. All others must be served conventionally, as shown in the conventional service section.

Case Information			
<b>Case No.:</b>	A221221	<b>Filed Date:</b>	08/18/2008
<b>Jurisdiction:</b>	Court of Appeals	<b>Classification:</b>	Appeal - Criminal - General
<b>Short Title:</b>	State of Oregon v. Brian Davis	<b>Case Status:</b>	Waiting for Briefs
		<b>Parties:</b>	Brian Davis Colin Codefendant State of Oregon

Service List			
<b>The following parties will be served electronically:</b>			
Sara State Department of Justice 1575 State Street Salem OR 97301			
Attorney	• State of Oregon: Respondent		
Sara.State@doj.gov			
<b>The following parties must be served by conventional means:</b>			
<b>This service list may not include all persons for whom service is required.</b>			
David Defender 1576 Queens Valley Rd Salem OR 97301		Attorney	• Codefendant, Colin: Appellant
Service Type:*	Select... <input type="button" value="v"/>		
Service Date:*	<input type="text"/>		
			<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

---

**Note:** eService is not complete until the court accepts the eFiling.

---

**To enter conventional service information:**

1. Select the service type (regular first-class mail, registered/certified mail, commercial carrier, or other personal delivery)
2. Enter the service date.
3. Click **Continue**.

After the court has accepted the eFiled document, the eFiling system will send an e-mail to the attorneys that are to be served electronically. The e-mail will contain a link to the eFiled document, and, after logging in to the eFiling system, the e-mail recipient will be able to view the document.

## Using the eFile Document Summary

The document summary screen for existing cases is very similar to the summary screen used for new cases. The eFile document summary screen for existing cases allows you to do the following before submitting your eFiling to the court:

1. Review and edit your eFiling
2. Add additional eFilings to the transaction
3. Edit or remove a selected document, if necessary
4. Review and edit your service list
5. Add or edit e-mail addresses for notification information
6. Save the eFiling as a draft
7. Submit the eFiling to the court



Case Information									
<b>Case No.:</b>	A221221			<b>Filed Date:</b>	08/18/2008				
<b>Jurisdiction:</b>	Court of Appeals			<b>Classification:</b>	Appeal - Criminal - General				
<b>Short Title:</b>	State of Oregon v. Brian Davis			<b>Case Status:</b>	Waiting for Briefs				
				<b>Parties:</b>	Brian Davis Colin Codefendant State of Oregon				

eFiling Information									<a href="#">Add Another Filing</a>
Document Name	# of Pages	# of Copies	Filed on Behalf Of	Status	Comments	Fee	Document Recovery Charge	Fee Required	
Brief - Opening	47	5	Brian Davis	Pending Submission			\$23.50	N	<a href="#">Edit</a> <a href="#">Remove</a>
• Excerpt of Record	54	5	Brian Davis	Pending Submission			\$27.00	N	
<b>Transaction Charge:</b>						\$0.00			
<b>Total:</b>						\$50.50			

Service List		<a href="#">Edit</a>
<b>The following parties will be served electronically:</b>		
Sara State Department of Justice 1575 State Street Salem OR 97301 Sara.State@doj.gov		
Attorney	• State of Oregon: Respondent	
<b>The following parties must be served by conventional means:</b>		
<b>This service list may not include all persons for whom service is required.</b>		
David Defender 1576 Queens Valley Rd Salem OR 97301		Attorney • Codefendant, Colin: Appellant
	Service Type: Commercial Carrier Service Date: 02/02/2009	

Notification Information	<a href="#">Add/Edit Addresses</a>
<b>Email Address(es)</b>	
Alex.Adams@lawfirm.com	
<p><b>NOTE:</b> 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.</p>	
<input type="button" value="Save as Draft"/>	<input type="button" value="Submit to Court"/>
<input type="button" value="Cancel"/>	

[BACK TO TOP](#)

1. Review the information in the following areas to ensure that it is correct:

- eFiling information can be edited

**Note:** A document recovery charge may appear in this area. The charge is calculated as follows:  
document recovery charge = (number of pages) x (\$.10 per page) x (number of court - required copies).

- Documents can be edited, removed, or additional documents added
- Associated Filings can be added. Refer to *Attaching and Uploading Associated Filings*.

- Service list information can be edited. Refer to *Specifying the Type of Service*.
  - Notification Information can be added or edited. Refer to *Adding Notification Information*.
2. After reviewing the information, click the **Submit to Court** button or to save it as a draft, click the **Save as Draft** button.

If you submitted the filing to the court:

- The ePayment screen appears for eFilings that require payment of a fee or document recovery charge.
- The “eFiling Confirmation” screen appears for eFilings that do not require payment of a fee.

Refer to the following sections for payment and confirmation information:

- *Paying Fees*
- *Confirmation Information*

# Appendix A Frequently Asked Questions

## *General Questions*

“What is eFiling?”

“How will eFiling benefit me?”

“Is eFiling mandatory?”

“Are there charges for using the eFiling system?”

“Are there procedural rules concerning eFiling?”

“Do I need to register for eFiling in both the Court of Appeals and the Supreme Court?”

“How do I change my contact information with the court?”

“Who can I contact if I have other questions?”

## *Technical Questions*

“What computer hardware and software is needed to participate in eFiling?”

“When is technical support available for eFiling?”

“What are the regularly scheduled maintenance hours for the eFiling system?”

“How will I know if the eFiling system is not available?”

“What document format is accepted?”

“How do I become an authorized user?”

“How will I know if I have successfully registered for eFiling?”

“Will my password expire?”

“How do I change my eFiling password?”

“How can I obtain my user name if I forget it?”

## *eFiling Questions*

“How will I know if I have successfully eFiled a document?”

“What should I do if I have not received a confirmation e-mail after completing the registration process and submitting electronic files?”

“What should I do if I cannot convert my exhibit to a PDF?”

“Can eFilers be electronically served using the eFiling system?”

“If there is a technical problem with the eFiling system, how will it affect the timeliness of my filing?”

“Will paralegals or legal secretaries be able to eFile and/or receive system notices?”

“How will document signatures be handled for eFilings?”

“How long will it take for my eFiling to be confirmed by the court?”

“When are documents considered filed by the court?”

“What if I need to file a corrected brief or other document?”

## **General Questions**

### ***What is eFiling?***

Electronic filing otherwise known as eFiling allows authorized users to file a document with the court directly from a computer using the Internet. Electronic filing is available in both the Oregon Supreme Court and the Oregon Court of Appeals.



**How will eFiling benefit me?**

- \* File documents with the court 24 hours a day, 7 days a week, from any location with Internet access, except during regularly scheduled maintenance hours.
- \* Potential cost savings, including a reduction in production, photocopy, courier, and postage costs.
- \* Convenient, secure method to file documents and pay associated fees.
- \* Flexibility to file a document up to 11:59:59 p.m. in the time zone in which the court is located, on the date that the document is required to be filed. You are encouraged, however, to eFile well in advance of that deadline to avoid potential problems.
- \* Reduce the risk of paper files being delayed, misplaced, or lost by the courier or U.S. Postal Service.

**Is eFiling mandatory?**

Effective June 1, 2015, eFiling will be mandatory for active Oregon State Bar (OSB) members in the Oregon Supreme Court and the Oregon Court of Appeals. Active OSB members will be required to eFile in the appellate courts on and after that date, unless a waiver is obtained or court rule allows conventional filing.

**Are there charges for using the eFiling system?**

Yes, A Document Recovery Charge of \$.10/page, multiplied by the number of paper copies required by the court may be imposed, for some documents, at the time of eFiling. Please review the Oregon Rules of Appellate Procedure and the document you are filing to determine the correct number of copies required. The charges apply to all eFilers.

**Are there procedural rules concerning eFiling?**

Chapter 16 of the Oregon Rules of Appellate Procedure (ORAP) governs electronic filing. Those rules are available online at:

<http://www.ojd.state.or.us/Web/OJDPublications.nsf/ORAP?OpenView&count=1000>

**Do I need to register for eFiling in both the Court of Appeals and the Supreme Court?**

No. You only need to register once. Your username and password will allow you to eFile in both courts. To eFile a case-initiating document, select the appropriate court; to eFile a document in an existing Supreme Court of Court of Appeals case, enter the case number.

**How do I change my contact information with the court?**

The Appellate Court Records Section automatically obtains attorney names and contact information, including the attorney's email address, from the Oregon State Bar through a nightly data transfer. To ensure the accuracy of your contact information, you must notify the Oregon State Bar of any change in your name, mailing address, email address, or other contact information. After the Bar has updated your email address, you must contact the OJD Help Desk in order to update the eFiling system itself. Note: There may be a delay of one to two business days between the date that the Oregon State Bar receives an attorney's updated contact information and the date that the Bar data is transferred to the Appellate Court Records Section. See ORAP 16.10(2)(a)(v).

**Who can I contact if I have other questions?**

For general questions related to eFiling in the appellate courts, please email: [appealsclerk@ojd.state.or.us](mailto:appealsclerk@ojd.state.or.us)

For technical questions related to eFiling in the appellate courts, please e-mail:

[ETSDHelp@ojd.state.or.us](mailto:ETSDHelp@ojd.state.or.us)

For general questions related to education and outreach, please e-mail: the Office of Education, Training and Outreach:

[OETO@ojd.state.or.us](mailto:OETO@ojd.state.or.us)

Continue to check: <http://courts.oregon.gov/OJD/OnlineServices/eFile/pages/index.aspx>

for updates to the eCourt project in the Oregon appellate courts.

## Technical questions

### ***What computer hardware and software is needed to participate in eFiling?***

You will need the following hardware and software to eFile documents with the appellate courts:

- \* A standard operating system, such as Microsoft Windows XP, Vista, Windows 7, or Macintosh OS X.
- \* An Internet service provider and a compatible browser that is JavaScript-enabled. (We officially certify our applications against Internet Explorer version 7 and above, and the most recent version of FireFox. Although we do not certify against Chrome or Safari, we are not aware of any issues related to those browsers. However, if you chose to use Chrome or Safari we cannot guarantee functionality.) For best viewing, set your monitor resolution to 1024 x 768.
- \* A current version of Portable Document Format (PDF) writer software, such as Adobe Acrobat, available at <http://www.adobe.com/>.
- \* A PDF-compatible word processor, such as Corel WordPerfect or Microsoft Word.
- \* A scanner to create text searchable PDF copies of documents, such as trial court orders and exhibits, which do not exist in an electronic format.

### ***When is technical support available for eFiling?***

The OJD's Help Desk is available from 7:00 a.m. to 5:00 p.m., Monday through Friday (excluding court closure days), at (503) 986-5582. Please note that, while you may eFile 24 hours a day, OJD's help desk is not available that entire time; please plan accordingly. For assistance with Records Office issues, contact the Appellate Records Office at (503) 986-5555, open from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding court closure days.

### ***What are the regularly scheduled maintenance hours of the eFiling system?***

The eFiling system is available 24 hours per day, 7 days per week, except for the following regularly scheduled maintenance times: Mondays from 12:01 a.m. to 3:00 a.m.; and the last weekend of each month from Friday at 6:00pm to Sunday at noon.

### ***How will I know if the eFiling system is not available?***

The OJD will post information about the availability of eFiling on its web site at:  
<http://courts.oregon.gov/OJD/OnlineServices/eFile/pages/index.aspx>

### ***What document format is accepted?***

Any original document submitted to the court, such as an initiating document, motion, or a brief, must be in a Portable Document Format (PDF) or Portable Document Format/A (PDF/A) and allow for text searching, copying, and pasting into another document. Each PDF or PDF/A document must not be larger than 25 megabytes. All eFiled PDF or PDF/A documents must follow the same format as paper documents, as set out in ORAP 16.15.

### ***How do I become an authorized user?***

To become an authorized user, you must:

- \* Be an active member of the Oregon State Bar (OSB) and be authorized to practice law in Oregon;
- \* Have a valid email address on file with the OSB;
- \* Register with OJD to obtain a user ID and password; and
- \* Complete a free, online training.

For more information on registration requirements, see ORAP 16.10.  
Attorneys must register to obtain a user name.

***How will I know if I have successfully registered for eFiling?***

After completing the registration process, you will receive an e-mail confirming your registration.

***Will my password expire?***

Yes. Your eFiling system password will expire every 180 days. To reset your password, use the password reset link located on the log in page.

To avoid technical difficulty, ensure that your password complies with the following password rules. Your password must:

- Be at least seven characters long
- Contain at least one non-alphanumeric character

Note: If there are five failed logon attempts within 10 minutes, the account will be locked.

***How do I change my eFiling password?***

You can reset your password online at the following location:

<http://appellate.courts.oregon.gov/>

***How can I obtain my user name if I forget it?***

Your user name is your Oregon State Bar number.

**eFiling Questions**

***How will I know if I have successfully eFiled a document?***

During the eFiling process, you will receive two emails. The first email will confirm receipt of the electronic filing. The second email will notify you that your electronic filing was accepted by the Appellate Court Records Office. These emails will be sent from [appellaterecords@ojd.state.or.us](mailto:appellaterecords@ojd.state.or.us). Please ensure that your e-mail spam filters do not block this email address. When your document is accepted, be sure to check for any comments posted to your filing by the Appellate Court Records Office, which will appear in the body of the email.

***What should I do if I have not received a confirmation email after completing the registration process and submitting electronic files?***

Prior to calling OJD's help desk, please verify that the email isn't in your spam filter. If this is not the problem, please contact OJDs Help Desk at (503) 986-5582, available from 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding court closure days.

***What should I do if I cannot convert my exhibit to a PDF?***

Oversized or demonstrative exhibits must be conventionally filed. You should note in the "comments" box on the eFiling page that such materials will be conventionally filed. Conventional filings related to eFilings do not require a separate proof of service, as long as the eFiled proof of service lists the conventionally filed document. You must conventionally file the required number of copies of the oversized or demonstrative exhibit documents with the Appellate Court Records office. See ORAP 16.30.

***Can eFilers be electronically served using the eFiling system?***

Yes. Electronic service is available for documents filed using the eFiling system in already-existing cases but only for other registered eFilers. Electronic Service is not allowed for case-initiating documents. You must serve others via conventional service. Our system has a feature that permits an eFiler to view the eFiling status of other parties or attorneys on the case, to determine who may be eServed. See ORAP 16.45 (outlining the procedures governing eService).

***If there is a technical problem with the eFiling system, how will it affect the timeliness of my filing?***

If a technical problem with the eFiling system prevents the court from receiving an eFiling, the court may, upon satisfactory proof, permit the filing date of the document to relate back to the date you first attempted to

file the document electronically. Problems with your equipment, hardware or software, or other problems within your control generally will not excuse an untimely filing. See ORAP 16.25(4).

***Will paralegals or legal secretaries be able to eFile and/or receive system notices?***

Paralegals and legal secretaries will be able to electronically file documents using the user name and password of the attorney for whom they are filing. Only attorneys will be issued user names and passwords. See ORAP 16.10. All emails from the court are automatically sent to the registered attorney's email address that is on file with the Oregon State Bar. An eFiling attorney may elect to have a staff person copied on email relating to eFilings submitted by that attorney; however, the election must be made separately on each eFiling transaction, and the option is not available regarding receipt of eService email. Some email systems can be adjusted so that email from a particular source automatically will be forwarded to another person in the office. Users who would like their court email to be directed to another person in their office should determine if their email systems have that functionality.

***How will document signatures be handled for eFilings?***

Generally, the user name and password required to submit documents to the eFiling system will constitute the signature of the eFiler for purposes of court rules. In addition, eFiled documents must include a signature block with the printed name of the eFiler, preceded by an "s" (e.g., "s/ John Q. Attorney"), the eFiler's address, and telephone number. An attorney must include his or her bar number. Stipulated eFiled documents, affidavits, and declarations have different requirements. Please note that some signature block stamps add additional security layers to the document which then prevents all or part of the document from being copied and pasted; thus the document no longer complies with ORAP 16.15(1). See ORAP 16.40.

***How long will it take for my eFiling to be confirmed by the court?***

All electronic filings will be reviewed as soon as practically possible, depending on court workload, staffing, and whether the court is closed for a weekend or court holiday. Electronic filings will not be given priority over filings accepted via mail or in-person.

***When are documents considered filed by the court?***

Please distinguish among "received," "accepted," and "filed". A document will be considered submitted for filing when the document is received by the eFiling system. When the court staff person accepts the document for filing, the date and time of filing entered in the register will relate back to the date and time that the document was received by the eFiling system, and the eFiling system will affix a stamp to the document indicating the file date. See ORAP 16.25. Although the court will consider documents filed at 11:59 p.m. on the document due date to be timely, eFilers are encouraged to file documents well before that time to avoid potential problems.

***What should I do if I need to file a corrected brief or other corrected document?***

If you need to eFile a corrected brief or other document due to errors or deficiencies in the original eFiled brief or other document, please select the actual document name as the document type and subtype, and make sure to check the "amended" box. When you upload the corrected document, you must include the entire corrected document, even if you are correcting only one page. In the comments box on the eFiling page on which you upload the document, please note that the document is a corrected version of an earlier eFiled document. Please be specific in the comments box as to what you are correcting.

# Appendix B Navigation Menu 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.

**Oregon Courts**  
OREGON JUDICIAL DEPARTMENT

Supreme Court of the State of Oregon

User: Perry Mason

Support

Home

Draft Filings

Pending Filings

Rejected Filings

Accepted Filings

Error Filings

### My eFilings

Status	Description	Count	
Draft	eFilings created but not sent to Court	30	<a href="#">View</a>
Pending	Court has received eFilings but has not approved	0	<a href="#">View</a>
Rejected	Court rejected eFilings	6	<a href="#">View</a>
Accepted	Court accepted eFilings	2	<a href="#">View</a>
Error	eFilings with an error status	1	<a href="#">View</a>

- 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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- Home
- Draft Filings
- Pending Filings
- Rejected Filings
- Accepted Filings
- Error Filings

### Case Information

<b>Case No.:</b>	S057072	<b>Filed Date:</b>	10/10/2007
<b>Jurisdiction:</b>	Supreme Court	<b>Classification:</b>	Appeal - Criminal - General
<b>Short Title:</b>	State of Oregon v. Judith Robinson	<b>Case Status:</b>	Waiting for Transcript/Agency Record
		<b>Parties:</b>	State of Oregon <a href="#">View All</a>

### eFiling Information Add Another Filing

Document Name	# of Pages	# of Copies	AG/PD Code	Filed on Behalf of	Status	Comments	Fee	Document Recovery Charge	Fee Required	Edit
Motion - Amend Brief	15	0		State of Oregon	Pending Submission		\$0.00	\$0.00	N	<a href="#">Edit</a>
• Supporting Doc1	7	0		State of Oregon	Pending Submission		\$0.00			
<b>Transaction Charge:</b>							\$0.00			
<b>Total:</b>							\$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 [Edit](#)

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.

**Draft Filings**

**Edit**

**Remove**

**Oregon Courts**  
OREGON JUDICIAL DEPARTMENT

SUPREME COURT OF THE STATE OF OREGON

Support Contact Info  
User: Perry  
Mason  
Return to  
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Rejected Filings  
Accepted Filings  
Error Filings

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

## 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.

Support Contact Info  
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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 system generates an e-mail 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 electronically send you a Notice of Deficiency explaining the necessary corrections to be made.

The screenshot displays the Oregon Courts eFiling interface. The header includes the Oregon Judicial Department logo and the text "Oregon Courts OREGON JUDICIAL DEPARTMENT". Below the header is a navigation menu with options: Home, Draft Filings, Pending Filings, Rejected Filings, Accepted Filings, and Error Filings. The "Rejected Filings" option is highlighted. The main content area shows a table titled "Rejected eFilings" with the following data:

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

Red boxes and arrows highlight the "Rejected Filings" menu item and the "Rejection Reason" column header.

## 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 range 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. A third red box labeled "Accepted Filings" points to the "Accepted Filings" link in the left sidebar. A fourth red box labeled "Confirmation Number" points to the "Confirmation Number" column header in the table. The "Search" button is circled in red.

**Date Search Parameter**

**Accepted Filings**

**Confirmation Number**

**Confirmation Number**

Jurisdiction	Case No.	Document Name	Filing Date	Confirmation Number	Clerk's Comments
Supreme Court	9055957	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

Clicking on the Details link brings up the summary page for the accepted eFiling.



# Oregon Courts

OREGON JUDICIAL DEPARTMENT

SUPREME COURT OF THE STATE OF OREGON

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<ul style="list-style-type: none"> <li style="padding: 2px 5px;">Home</li> <li style="padding: 2px 5px;">Draft Filings</li> <li style="padding: 2px 5px;">Pending Filings</li> <li style="padding: 2px 5px;">Rejected Filings</li> <li style="padding: 2px 5px;">Accepted Filings</li> <li style="padding: 2px 5px;">Error Filings</li> </ul>	<div style="background-color: #4a7ebb; color: white; padding: 2px;"><b>Case Information</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 2px;"><b>Case No.:</b> S057072</td> <td style="padding: 2px;"><b>Filed Date:</b> 10/16/2007</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"><b>Jurisdiction:</b> Supreme Court</td> <td style="padding: 2px;"><b>Classification:</b> Appeal - Criminal - General</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"><b>Short Title:</b> State of Oregon v. Judith Robinson</td> <td style="padding: 2px;"><b>Case Status:</b> Waiting for Transcript/Agency Record</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"></td> <td style="padding: 2px;"><b>Parties:</b> State of Oregon <a href="#">View All</a></td> </tr> </table>	<b>Case No.:</b> S057072	<b>Filed Date:</b> 10/16/2007	<b>Jurisdiction:</b> Supreme Court	<b>Classification:</b> Appeal - Criminal - General	<b>Short Title:</b> State of Oregon v. Judith Robinson	<b>Case Status:</b> Waiting for Transcript/Agency Record		<b>Parties:</b> State of Oregon <a href="#">View All</a>
<b>Case No.:</b> S057072	<b>Filed Date:</b> 10/16/2007								
<b>Jurisdiction:</b> Supreme Court	<b>Classification:</b> Appeal - Criminal - General								
<b>Short Title:</b> State of Oregon v. Judith Robinson	<b>Case Status:</b> Waiting for Transcript/Agency Record								
	<b>Parties:</b> State of Oregon <a href="#">View All</a>								
<b>Transaction Information</b>									
<b>Submission Date:</b> 01/26/2009	<b>Submission Time:</b> 11:01 PM								
<b>Payment Type:</b> MasterCard	<b>Cardholder:</b> Della Street								
<b>Transaction Charge:</b> \$0.00	<b>Payment Amount:</b> \$52.00								
<b>Confirmation Number:</b> 385	<b>Transaction ID:</b> 340								
<b>eFiling Information</b>									
Document Name	# of Pages	# of Copies	AG/PD Code	Filed on Behalf of	Status Comments	Fee	Document Recovery Charge	Fee Required	View
Motion - Amend Brief	10	2		State of Oregon	Active	\$50.00	\$2.00	Y	View
<b>Transaction Charge:</b> \$0.00						<b>Total:</b> \$52.00			
<b>Notification Information</b>									
<b>Email Address(es)</b>									
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. If your document is sent to the error queue, you must eFile the document again. Documents in the error queue cannot be viewed or accepted by the Appellate Court Records office.

The screenshot displays the Oregon Courts eFiling interface. At the top, the header includes the Oregon Judicial Department logo and the text "Oregon Courts OREGON JUDICIAL DEPARTMENT". Below the header is a navigation menu with options: Home, Draft Filings, Pending Filings, Rejected Filings, Accepted Filings, and Error Filings. The "Error Filings" option is highlighted with a red box and an arrow pointing to it from the label "Error Filings" below. 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	<a href="#">Remove</a>

The "Error Message" column contains the text "PDF Conversion Failed", which is highlighted with a red box and an arrow pointing to it from the label "Error Message" above. In the top right corner, there is a "Support Contact Info" section with the text "User: Della Street" and "Return to Portal".