

IN THE CIRCUIT COURT OF THE STATE OF OREGON

FOR THE 22<sup>nd</sup> JUDICIAL DISTRICT

CROOK AND JEFFERSON COUNTIES

**In the Matter of Exhibits for** )  
**Remote Hearings and Trials** )     PRESIDING JUDGE ORDER  
**Under UTCR 6.050 and** )  
**CJO 23-028** )                     2023-16  
)

**WHEREAS** Chief Justice Order (CJO) 23-028 which superseded previous CJO's, was entered on August 30<sup>th</sup>, 2023, and Section 3 of that Order provides for the electronic submission of documentary exhibits and non-documentary exhibits to the Court for hearings and trials that are scheduled to be conducted remotely; and,

**WHEREAS** Uniform Trial Court Rule (UTCR) 6.050 provides that trial exhibits must be delivered or submitted as ordered by the assigned trial judge and all judges of the 22<sup>nd</sup> Judicial District desire a uniform process for the delivery or submission of trial exhibits.

**THEREFORE, IT IS ORDERED**

1. Exhibits provided to the Court for hearings that are scheduled to heard by remote means.
  - a. Documentary exhibits filed electronically with the Court pursuant to CJO 23-028 Section 3 must be filed by 12:00pm two (2) court days prior to the date of the hearing or trial
  - b. Documentary exhibits which are not filed electronically under CJO 23-028 (3) shall instead be provided to the Court in printed copy, numbered and accompanied by a list of the pre-marked exhibits as required by UTCR 6.080 by 12:00pm two (2) court days prior to the date of the hearing or trial. Printed copies for the Court must be placed in an envelope or box clearly marked "EXHIBITS" and on the face of which is printed the case number, case name, and the date and time of the hearing and delivered to the Court Records Window at either the Crook or Jefferson County Courthouse, depending on the venue of the case. A party may either provide the Court with a self-addressed, pre-postage paid envelope to return the exhibits to the party following the scheduled

hearing or trial or may pick-up documents at the Court Records Window not more than thirty (30) days after the conclusion of the hearing or trial.

- c. Non-documentary exhibits provided to the Court that are electronic format, such as audio and video recordings, under CJO 23-028 (5) shall be placed in an envelope or box clearly marked "EXHIBITS" and on the face of which is printed the case number, case name, and the date and time of the hearing or trial and delivered to the Court Records Windows at the Crook or Jefferson County Courthouses, depending on the venue of the case, by 12:00pm two (2) court days prior to the date of the hearing or trial. A party may either provide the Court with a self-addressed, pre-postage paid envelope or box to return the exhibits to the party following the scheduled hearing or trial or may pick-up the documents at the Court Records Window not more than thirty (30) days after the conclusion of the hearing or trial.
- d. Parties that wish to provide non-documentary exhibits that are physical objects must contact the appropriate Circuit Court by telephone prior to 2:00pm three (3) days prior to the hearing or trial date for further instructions regarding the provision of the exhibits to the Court and other parties.

2. Exhibits provide to the other parties.

- a. All documentary exhibits, and non-documentary exhibits in electronic format that are provided to the Court must also be provided to the other parties by 5:00pm two (2) court days prior to the date of the hearing or trial.
- b. In cases where a protective order prohibits the provision of exhibits to another party in the case, the submitting party shall provide two (2) copies of the exhibits to the Court under sections (1) (b) and (1) (c) above. The Court will attempt to contact the other party and make arrangements for the provision of the exhibits to the party.

3. Hearings scheduled to be remote.

- a. Once an exhibit has been filed electronically, duplicate hard copies are not to be presented in Court should the parties appear in person. Any additional exhibits presented in Court must comply with UTCR 6.080.
- b. If a hearing is continued, the parties are not to file duplicate exhibits electronically for the next hearing or trial date.

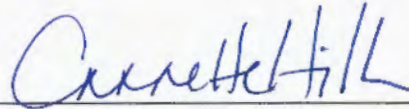
- c. Parties are permitted to provide the bench with a courtesy copy of any exhibits filed electronically.

**UTCR 6.050**

This Order constitutes the order of the assigned judge for the purposes of UTCR 6.050 (3).

**IT IS FURTHER ORDERED** that all previous order of this Court regarding exhibits for remote hearing and trial are vacated and set aside and this order shall stand in their place and stead.

DATED this 27 day of October 2023



---

ANNETTE C. HILLMAN  
Presiding Judge