

Guidelines for Changes of Pleas on the Presiding Judge docket as of January 1, 2024

- When scheduling cases on the Presiding Judge Change of Plea (COP) docket before Presiding Judge Guptill or another judge who may be covering the docket, please ensure that all case numbers including all “tracking cases”, PVs, and cases to be dismissed are included.
- Please provide court staff with information in advance via email regarding what is happening with each specific case (plea to which charges on each case, which charges / cases are being dismissed, etc...) Best practice is to scan the plea petition and email it even if it has not been signed.
- All sections of the plea petition need to be filled out before being presented to the court. Incomplete plea petitions will be rejected.
- Please inform court staff whether the defendant is in or out of custody and if they need an interpreter in a particular language.
- Please inform court staff whether the plea is a stipulated plea or open sentencing or a combination (if so please specify, in particular if a financial element will be argued.)
- If the plea is a stipulated plea, please provide detailed information to court staff via email *in advance* and in the plea paperwork itself regarding the specific stipulations and agreements. If the sentencing is going to be set over, please inform staff so that they do not prepare for the sentencing unnecessarily.
- Please ensure that any departure sentences are clearly indicated including the type of departure and the details of how that departure is being reached.

Detailed information regarding the changes of pleas should be provided via email to WSH.Guptillstaff@ojd.state.or.us . These rules are being implemented to ensure that the change of plea docket runs smoothly and efficiently and that all parties and counsel appearing are able to be fully heard in a timely manner. **Changes of pleas that do not comply with the above criteria should expect to be reset to the next available change of plea docket.**