



## Jackson County Circuit Court Instructions on the Process for Submitting Exhibits to the Remote Child Support Court

Parties will appear remotely for the Remote Child Support Court (RCSC), by video conferencing software or at times by phone. Parties may also submit exhibits and have witnesses testify, which **must** also be done remotely.

Jackson County Circuit Court Presiding Judge Order (PJO 21-10) along with Chief Justice Order (CJO 21-009) allow for exhibits to be filed using the e-filing system.

**Labeling Exhibits** – Exhibits must be labeled with “Exhibit #” on the bottom right hand corner of each page of each exhibit. Pursuant to UTCR 6.080, ***exhibits must be labeled using the following system:***

- If you are the **Plaintiff/Petitioner** label exhibits - # **1 - 100**
- If you are the **Defendant/Respondent** label exhibits - # **101 - 199**

Exhibits that are submitted prior to a court hearing ***must be submitted by 4:00 pm at least two (2) court days prior to the hearing and in one of the following ways:***

### **E-Filing**

- Users can visit <https://oregon.tylerhost.net/ofsw eb> and register for an account.
- There is no filing fee to file exhibits.
- Filers must use a cover page in substantially the same format as the attached local “Exhibit List Cover Page and Witness List”.
- All exhibits may be filed under one “EB” (Exhibit) code as long as they are listed on the cover page.
- All exhibits and lists of potential witnesses must be served on all parties in the case. A certificate of service (included in attached cover page) must be completed and accompany any submitted exhibits or witness lists.
- File as many exhibits as you can in one unified *confidential* PDF file (NTE 25MB); and
  - 1) Be accompanied by an index that identifies each exhibit, located at the beginning of the submission, and each identified exhibit must be electronically linked to the index; and
  - 2) Include an electronic bookmark for each exhibit.

IN THE CIRCUIT COURT FOR THE STATE OF OREGON  
FOR THE COUNTY OF JACKSON

	)	
Petitioner/Plaintiff,	)	Case No. _____
	)	<input type="checkbox"/> Petitioner/Plaintiff
vs.	)	<input type="checkbox"/> Respondent/Defendant
	)	<b>EXHIBIT LIST COVER PAGE</b>
Respondent/Defendant	)	<b>AND WITNESS LIST</b>

Date of Hearing: \_\_\_\_\_

Exhibit #	Description of Exhibit

Additional Page – “Exhibit List Continued” Attached

**POTENTIAL WITNESSES**

Name (first, last)	Contact Telephone Number

Additional Page – “Potential Witness List” Attached

**CERTIFICATE OF SERVICE**

I certify that on (date) \_\_\_\_\_ I served a copy of this document and all attachments to (name of party/attorney) \_\_\_\_\_ at the following address and/or fax number: \_\_\_\_\_ by the following methods:

- by **mailing** a full, true and correct copy in a sealed, first-class postage-prepaid envelope, addressed to the party(ies) listed above, and deposited with the United States Postal Service, on the date set forth above.
- by **hand-delivering** a full, true and correct copy thereof to the party(ies) listed above, on the date set forth above.
- by **e-filing** a full, true and correct copy thereof to the party(ies) listed above, on the date set forth above.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number