



Oregon Judicial Department

OJD Guide and File Quick Reference Guide

9/4/15

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About OJD Guide and File and this Guide

OJD Guide and File is a free resource provided by the Oregon Judicial Department (OJD) to assist you in filling out OJD approved court forms. Be aware that both the Oregon Judicial Department and local court staff **CANNOT PROVIDE LEGAL ADVICE**. Court cases and proceedings can be complex. If you have questions about what you need to do you may need to consult an attorney. The Oregon State Bar provides resources for learning the law and finding an attorney. You can access their public webpage here: <https://www.osbar.org/public/>.

The purpose of this guide is to assist you in using OJD Guide and File. Topics include how to register, how to navigate through an interview, how to access help content, and how to complete the interview process.



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Quick Reference Guide

This guide will help you navigate through Guide and File.

How to Register for Guide and File

It is recommended that you create an account within Guide and File to save your answers and forms, and to be able to electronically file (eFile) documents with the courts (where available). A Guide and File account will give you access to OJD Guide and File and OJD File and Serve (the Oregon Circuit Court's eFiling system).

NOTE: You do not need an account to use Guide and File and print your forms.

- 1) From the Guide and File homepage (Oregon.tylerhost.net/SRL), select **REGISTER** from

Welcome ▾

the drop-down box in the top right corner.

- 2) Fill in the appropriate information into the fields. If you do not have an email account, links are provided to create a free account with GMail, Outlook, or Yahoo!. A registration video is also provided to guide you through the process.

- 3) When you have completed filling out the registration information, click

Register

Starting a New Interview

To begin using Guide and File, click **Start Your Legal Process**.

What You'll Need

1. All related information: names, addresses, correspondence & documents (pdf format)
2. A credit card if you are going to eFile an iForm that requires a fee
3. The ability to download and save your copy of the iForm
4. Access to a printer if you need to file at the courthouse
4. Watch the "How To" video. Help information is provided throughout the interview process

Then click "Start Your Legal Process" to select a form and begin the interview!

Start Your Legal Process ▶



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Select the form you want to fill out.

Start a New Filing Interview

Please select the type of filing you would like to complete.

- [OR - TEST] Satisfaction of Money Award - HCR
- [OR-TEST] - Residential Eviction - Complaint - HCR
- [OR-TEST] - Small Claim - Complaint - HCR
- [TT-TEST] - FAPA Restraining Order Renewal - SK
- [TT-TEST] - Small Claims - Response - SK

NOTE: Not all court forms are available yet through Guide and File. If you do not find the form you are looking for return to the OJD forms page (<http://courts.oregon.gov/ojd/forms/pages/index.aspx>) to find other options.

IMPORTANT: Carefully read the first two pages of the interview. They contain important information about: 1) what you need to complete the interview; 2) important legal obligations and requirements for filling out the form(s); and 3) important next steps that could result in dismissal of your case if ignored.



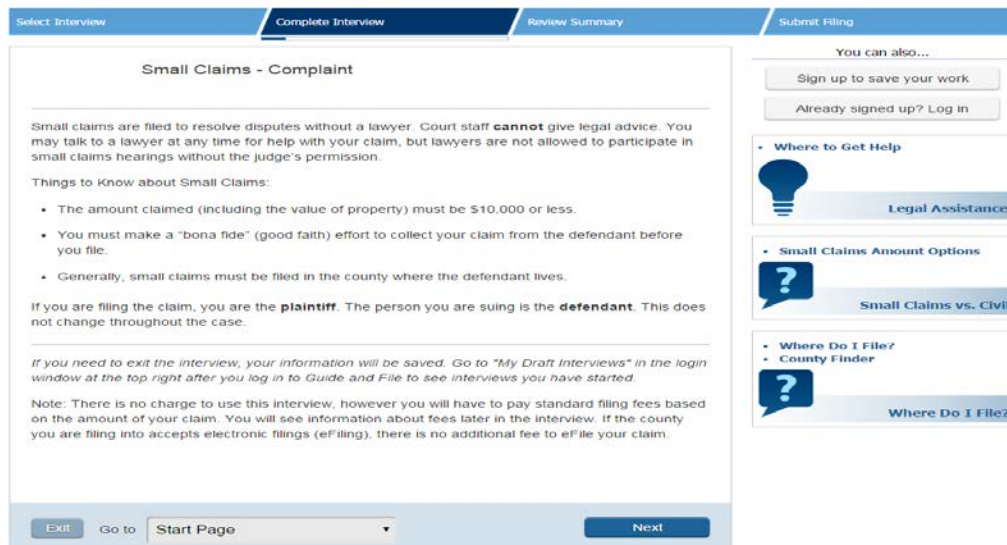
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Navigating Through an Interview


The first two pages of the interview process provide important information about the forms you are about to fill out and how to protect yourself if necessary. **Do not skip over this information!**



Example: Start Page – Small Claims Complaint

On the right side of every page is help content specific to that page. Help content can include definitions of legal words, links to web resources, and additional information that may be helpful in answering a specific question.

- **Small Claims Amount Options**
 - ◆ Claims for *more* than \$750 and up to \$10,000 can be filed in *either* Small Claims or general civil court. Lawyers can appear in general civil court.
 - ◆ Claims for \$750 or less *must* be filed in Small Claims court. An exception allows these claims to be filed in general civil court *if* the law you are suing under specifically allows lawyer fees to be awarded. Talk to a lawyer for information.



Small Claims vs. Civil

Example: Help Topics



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Court Information is Public

Be aware that the majority of documents filed with the court are public documents and the information provided is available to the public. This includes forms, attachments, and other documents.

Safety
Protect Yourself



CAUTION!

Information you provide to the court is **PUBLIC INFORMATION**.


If you are in danger of abuse or stalking, be aware that you can use a contact address that is not your home address. The court will assume that you receive all notices sent to your contact address. Notify the court if you need to change your contact information.

If you choose to electronically file your forms, you will receive notices from the court by **email**. If someone else can access your email account, that person will also see the court notices.

If an abuser is monitoring your computer activity, it may be impossible to erase all trace of the sites you visit on your computer or mobile device. Click [here](#) for information on erasing your browser's history. Learn more about safety and technology at ocadsv.org/technology

Example: Caution Statement

Answering Questions

Respond to the questions completely and accurately. If a question has a red asterisk (*) that question is **required**. Help content is available for questions through the  icons and through the content links on the right. Some pages also have hyperlinks to outside websites that may provide more information and resources.

Blue text indicates an active link: [Click here for information on](#)
[y at ocadsv.org/technology](#)



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Plaintiff's Information

Please enter your address
This is the address the court will use to send you notices [i](#)

Street Address
(physical address) *

Street Address Apt.

Apt./Unit

Do not use a P.O. Box

Mailing Address
If different than your physical address

Mailing Address

City * **State *** **ZIP Code ***

Please enter a 5 or 9 Digit Zip Code

What county do you live in? *

[Select]

Phone Number

###-###-#### x###

Example: Small Claims – Complaint

Completing an Interview

After completing an interview, Guide and File, will build your form(s) and provide you with a **Next Steps** document. The system will ask you to view your documents. Review the documents provided and ensure that the information is accurate.

IMPORTANT: You should always download or print your documents (even if you are eFiling). It is important to always keep a copy of the forms you filled out.

Always read the next step document carefully. The **Next Steps** document may contain time sensitive information including information about deadlines for completing certain steps for your



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court case. These could include providing service to the other side, attending a hearing, or filing a follow up document. If you need to file a *Certificate of Service* or other document with the court before your case can proceed, you will find blank copies in the **Next Steps** document. You may not need all of the forms provided.

Party Information	
Name	Party Type
James Smith	Plaintiff
Jane Doe	Defendant

Documents		
Document Name	Actions	Reviewed
Small Claim Complaint	Select...	✓
Next Steps	Select...	✓

Exit Return to Interview File Electronically

Example: Review Page – Small Claims Complaint

Some interviews allow you to electronically file your documents with the court. To electronically file documents you must have the following:

- 1) An OJD Guide and File or OJD eFiling account. This can be completed through the registration process.
- 2) You must have a valid credit or debit card with a Visa, MasterCard, or Discover logo on it
 - a. You must pay statutory filing fees at the time of filing
 - b. If you do not have a card that meets the above requirements, you must file your documents with the court on paper. The court accepts other forms of payment in person. Simply download and print your forms. Keep the **Next Steps** document in your files, you will need it later.



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NOTE: If you are seeking a fee waiver or deferral you must file your documents with the court in person, along with the fee waiver or fee deferral application and a proposed order. These documents can be accessed here:

<http://www.ojd.state.or.us/Web/OJDPublications.nsf/Civil%20Fee%20Deferral%20and%20Waiver?OpenView>

If eFiling is not available for the court you are filing in or is not available for the form you are filling out, you will need to print the forms and bring them to court.