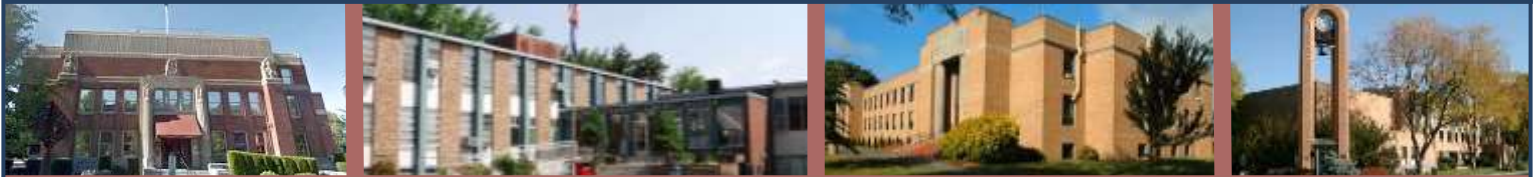




Administrative Structure and Function Oregon Judicial Department



Ken Lund photo



Steve Morgan photo



Association of Oregon
Counties photo

Union County Courthouse	Malheur County Courthouse	Lincoln County Courthouse	Sherman County Courthouse
Harney County Courthouse	Gilliam County Courthouse	Klamath Falls County Courthouse	Wheeler County Courthouse

This page identifies the names of the courthouses pictured on the front cover (each courthouse name is on the back of its corresponding photo).
 Oregon's circuit courts (trial level courts) are located in 27 judicial districts across the state. There is at least one circuit court location in each of Oregon's 36 counties (some circuit courts have annex buildings). The Oregon Supreme Court Building houses the appellate courts — the Supreme Court and the Court of Appeals.

The Chief Justice of the Oregon Supreme Court is the administrative head of the Oregon Judicial Department. Administrative and infrastructure support for the court system is provided by the Office of the State Court Administrator assisted by its divisions and programs.

Umatilla County Courthouse	Tillamook County Courthouse	Lake County Courthouse	Clackamas County Courthouse		
Wallowa County Courthouse	Baker County Courthouse	Polk County Courthouse	Crook County Courthouse	Morrow County Courthouse	Columbia County Courthouse
Wasco County Courthouse	Curry County Courthouse	Jefferson County Courthouse	Clatsop County Courthouse		
Josephine County Courthouse	Deschutes County Courthouse	Yamhill County Courthouse	Washington County Courthouse		
Linn County Courthouse	Hood River County Courthouse	Grant County Courthouse			
Benton County Courthouse	Coos County Courthouse	Douglas County Courthouse	Oregon Supreme Court		
Marion County Courthouse	Jackson County Courthouse	Multnomah County Courthouse	Lane County Courthouse		

Administrative Structure and Function

Oregon Judicial Department

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Judicial Branch Mission

As a separate and independent branch of government, our mission is to provide fair and accessible justice services that protect the rights of individuals, preserve community welfare, and inspire public confidence.

Introduction

The Oregon Judicial Branch is the third branch of state government. Its powers are equal to the powers of the Executive and Legislative branches. Each of the three branches perform different government functions (*this is called the separation of powers*), with limited power over each other's actions in a system of checks and balances. This prevents any one branch or official from becoming too powerful.

The overall role of the state courts is to make sure that:

- Oregonians have access to justice
- Oregonians receive fair due process (*legal rights owed to persons*)
- Individual rights of all citizens are protected (*the right to life, liberty, and the pursuit of happiness*)
- Community welfare is preserved
- The circuit, appellate, and tax courts hear disputes within their jurisdictions (*the legal authority of a court to hear and decide certain types of cases*) to:
 - safeguard the rule of law by deciding criminal, civil, family, and other types of legal disputes
 - interpret, clarify, and apply the state and federal constitutions and laws while making decisions on cases
 - hold hearings and trials throughout the state

Although OJD's circuit courts are spread out over the state's 36 counties, they function as a unified court system using the same court standards, practices, business processes, and administrative methods to deliver justice. This statewide consistency ensures that all citizens receive the same quality of justice in Oregon's state courts no matter what county they live in and which circuit court they do business with.

Administrative Structure

An organization's administrative structure is made up of coordinated levels of authority that make decisions, manage personnel, and oversee responsibilities and workflows. Oregon law designates the Chief Justice of the Supreme Court as the administrative head of the Judicial Department – exercising administrative authority over the appellate, circuit, tax courts, and the Office of the State Court Administrator. The Chief Justice, along with other top administrators govern the functioning of the state courts to make sure that Judicial Branch rules, procedures, policies, standards, and state laws are followed by all levels of court management and employees, as well as legal partners, agencies, the public, and all who do business with the courts. OJD's levels of authority are shown in Chart 1.

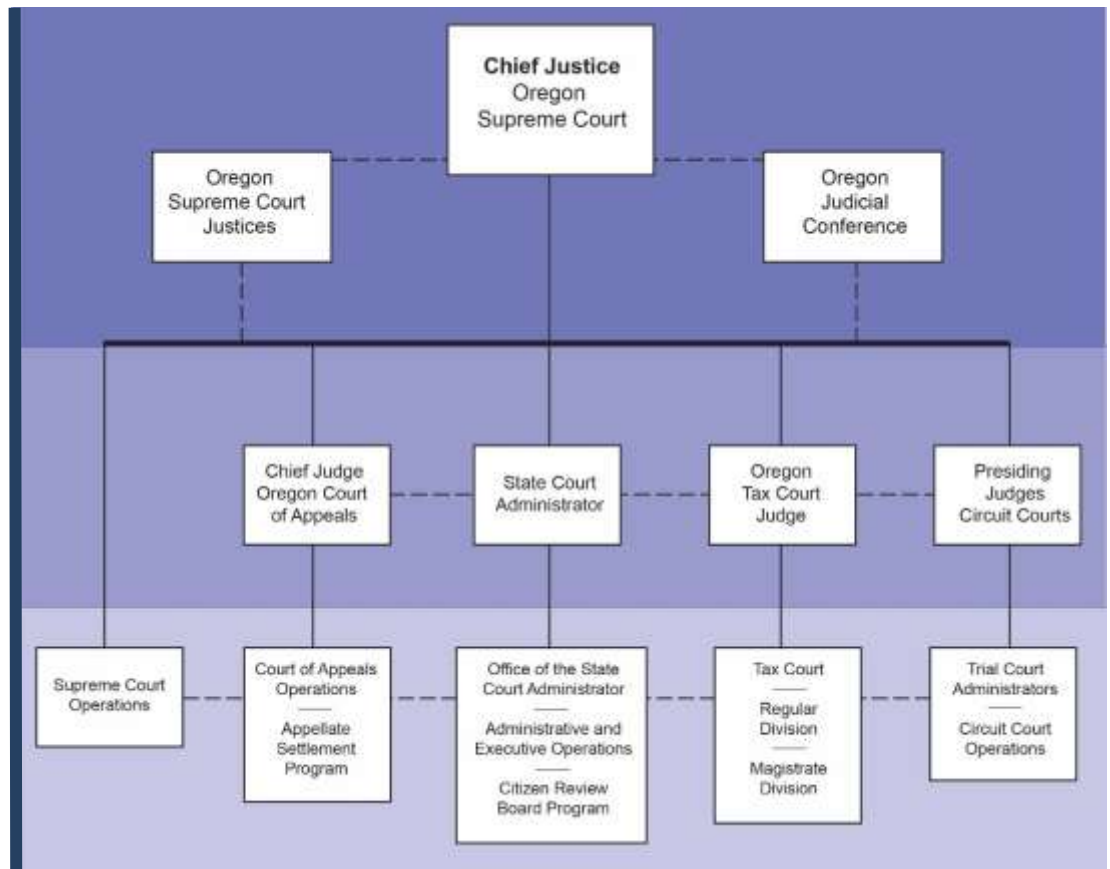


Chart 1

Chief Justice of the Oregon Supreme Court



Martha L. Walters
Chief Justice
Oregon Supreme Court

Martha L. Walters was elected by her fellow Supreme Court justices to become Oregon’s 44th Chief Justice on July 1, 2018. Chief Justice Walters has served as a justice on the Supreme Court since 2006. By law, the Chief Justice is the administrative head of the entire Oregon Judicial Branch. She leads the Supreme Court of Oregon; hears and writes opinions on Supreme Court cases with the other justices; and supervises the state court system that consists of 198 judges and more than 1619.2 full and part-time staff. As administrative head of the Judicial Branch she has the authority to issue Chief Justice Orders (CJOs) and adopt Uniform Trial Court Rules (UTCs) that all 36 circuit courts must comply with. She also reviews and approves Supplementary Local Rules (SLRs) submitted for approval by any circuit court. If the Chief Justice approves an SLR, it will only affect procedures in the court that submitted it.

The Chief Justice appoints the chief judge of the Court of Appeals, the presiding judges of the circuit courts, the state court administrator, and members of special committees, councils, task forces, and workgroups. She represents the Oregon Judicial Branch on national judicial committees, at conferences, and participates in projects, stakeholder organizations, and local government.

Oregon Judicial Conference



Oregon Judicial Conference 2019

The State of Oregon Judicial Conference was enacted by Oregon law. It is composed of all Oregon Supreme Court justices, Court of Appeals judges, the Tax Court Judge, all circuit court judges, and all senior judges (*retired judges*). The Conference, chaired by the Chief Justice of the Supreme Court, allows members to discuss the current business of the Judicial Branch, the administration, operation, and procedures of the courts, jurisdiction matters, new and updated legislation, court-initiated bills to present to the Legislature for consideration, recommendations on legislative proposals from outside sources that affect the courts, and trends in case law. The Conference provides an annual report of significant conference results, including any recommendations for court-related legislation to the Governor of the State of Oregon.

Appellate Courts



Oregon Supreme Court
(l to r) Justice Thomas A. Balmer; Justice Rebecca A. Duncan; Chief Justice Martha L. Walters; Justice Adrienne C. Nelson; Justice Lynn R. Nakamoto; Justice Chris Garrett; and Justice Meagan A. Flynn

In addition to hearing appeals and meeting responsibilities as Judicial Branch administrative authorities, the Oregon Supreme Court and the Oregon Court of Appeals also have explicit decision-making responsibilities related to the following Judicial Branch affiliates:

- **Council on Court Procedures** (*creates, reviews, and amends the Oregon Rules of Civil Procedure that govern procedure and practice in all Oregon circuit courts*). The Oregon Supreme Court and the Oregon Court of Appeals each choose a judge from their ranks to sit on the Council and eight Oregon circuit court judges are selected by the Oregon Circuit Court Judges Association. The Supreme Court also selects one member of the public to sit on the Council.
- **Office of Public Defense Services (OPDS)** (*provides lawyers for qualified people who cannot afford a lawyer in criminal, juvenile, and mental commitment cases*). The Chief Justice of the Oregon Supreme Court appoints the Public Defense Services Commission, whose job is to establish the OPDS as “a public defense system that provides cost-effective public defense services that adhere to the Oregon Constitution, the United States Constitution, and the Oregon and national standards of justice.”
- **Commission on Judicial Fitness and Disability** (*investigates complaints about the conduct of judges and recommends discipline*). The Oregon Supreme Court appoints three judges to serve on the nine-member commission, which makes disciplinary action recommendations to the Supreme Court that may then censure, suspend, or remove the judge from office.
- **Oregon State Bar** – (*regulates the practice of law and lawyer conduct*). The Oregon Supreme Court admits lawyers to practice law in Oregon (upon recommendation of the Board of Bar Examiners), and can reprimand, suspend, or disbar lawyers whose actions have been prosecuted by the Oregon State Bar.



Oregon Court of Appeals
(l to r standing) Judge Steven R. Powers, Bronson D. James, Roger J. DeHoog, Erin C. Lagesen, Erika L. Hadlock (retired), Joel DeVore, Douglas L. Tookey, Scott A. Shorr, Robyn Aoyagi, and Joseph H. Mooney and (l to r seated) Judge Rex Armstrong, Chief Judge James C. Egan, and Judge Darleen Ortega

State Court Administrator



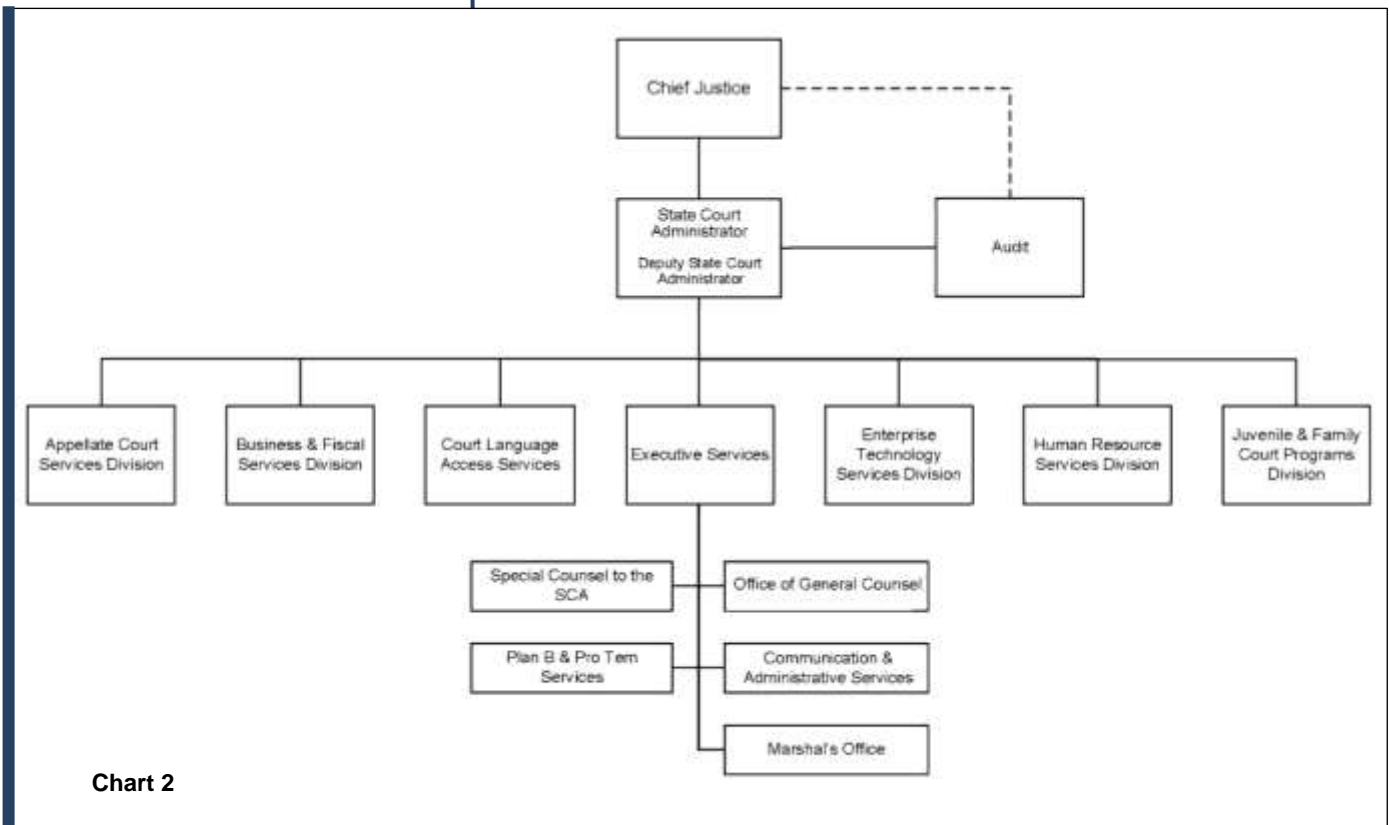
Nancy Cozine
Oregon State Court
Administrator

The Chief Justice of the Oregon Supreme Court appoints Oregon’s State Court Administrator (SCA) to act as OJD’s chief administrative officer. The State Court Administrator assists the Chief Justice by setting out statewide personnel and administrative rules and policies that courts must follow as part of Oregon’s unified state court system. These responsibilities are accomplished with the support and work of the Office of the State Court Administrator’s (OSCA’s) divisions, offices, and programs under the leadership of the SCA (see Chart 2 below).

Note: The State Court Administrator and OSCA division directors or managers do not supervise circuit court and appellate court staff, nor does she supervise the trial court administrators.

Organization Chart

Office of the State Court Administrator
December 2019



Office of the State Court Administrator (OSCA)



Executive Services Division is in Salem on the 5th Floor of the Justice Building. It houses the:

- State Court Administrator
- Executive Services Division
- Communication & Administrative Services
- Internal Audit
- Special Counsel to State Court Administrator
- Office of General Counsel
- Marshal's Office (4th Floor)

Court of Appeals judges offices are also in the Justice Building.



The Enterprise Technology Services Division is housed in two buildings: 1158 (left) & 1178 (right) Chemeketa St in Salem



The Chemeketa Building at 1133 Chemeketa St. Salem houses:

- Business & Fiscal Services Division
- Juvenile & Family Court Programs Division

The statewide leadership objectives of the Chief Justice of the Oregon Supreme Court and the State Court Administrator are supported by the day-to-day work of OSCA's specialized divisions and offices that provide high-level assistance, advice, recommendations, and committee, taskforce, and court support to help advance OJD's mission. OSCA divisions and offices include:

- **Executive Services Division** – the central administrative and governance division for OSCA, policymaking, internal audit, inter-governmental, legislative, and public relations, OJD legislative bill review, analysis, and implementation, communication, and overall administrative and executive coordination services for OJD.
 - **Special Counsel to the State Court Administrator** – provides legal advice, research, and analysis on issues of court administration and the state court system, tort claim limits, OJD legislative bill review, analysis, and implementation, and manages the trial court rules (UTCRs and SLRs), and projects for the Chief Justice.
 - **Office of General Counsel** – OGE serves as the policy and legislative analysis hub and center for judicial education. Services include: legal advice, research, and analysis on issues of court administration and the state court system; litigation management and representation coordination; negotiation, review, development of legal contract terms for state court system contracts; circuit court fee civil schedule and the related Chief Justice Orders (CJOs).
 - **Marshal's Office** – manages judicial personal/physical security; emergency preparedness and court business continuity plans including emergency response trailers that carry on court processes in an emergency for the circuit courts, OSCA, Supreme Court, Court of Appeals, and Oregon Tax Court.
 - **Plan B and Pro Tempore Services** – manages the statewide judicial pro tempore program and senior judge services for retiring and retired judges.
 - **Internal Audit** – provides independent and objective assurance counseling. It examines and evaluates OJD's internal functions and activities to help promote accountability and best practices, provides audits for change of management, financial related issues, annual risk assessments, and internal controls. It maintains a hotline for reports of fraud or financial misuse.
 - **Enterprise Technology Services Division** – provides electronic access to court information and systems for the state court system, state agencies, city and county agencies, business, and the public. Provides Help Desk services, training on the state court system's computer applications, develops in-house software, and maintains OJD's external and internal websites and services for the public.



The Robertson Building; at State St. and 12th, Salem houses the:

- Human Resource Services Division
- Court Language Access Services
- The Oregon Tax Court



The Supreme Court Building is in Salem at 1162 State Street. It houses the:

- Offices of the Supreme Court justices
- Appellate Services Division
- Appellate Records Section
- State of Oregon Law Library (SOLL)
- Courtroom of the Supreme Court

Note: As of Oct 7 2019, the Supreme Court Bldg will undergo a two-year interior modernization. All offices, the courtroom and the Law Library will relocate to 2850 Broadway St. NE, Salem OR



Oregon Tax Court (l to r) Magistrate Richard D. Davis; Magistrate Allison R. Boomer; Judge Robert T. Manicke; and Magistrate Poul F. Lundgren. The Oregon Tax Court is in the Robertson Building at 1241 State St. in Salem

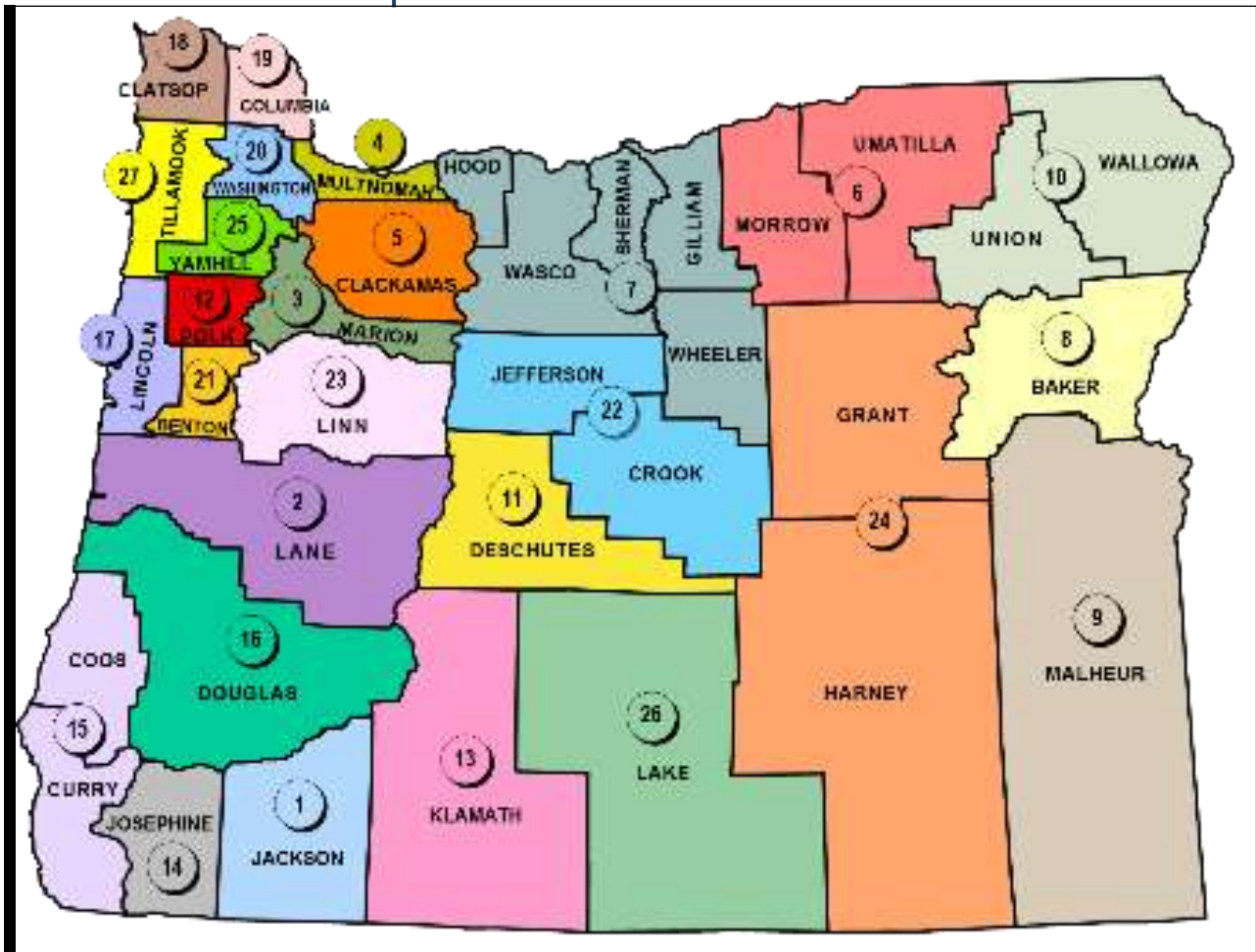
- **Business and Fiscal Services Division** – Prepares/administers the OJD central budget, financial reports, statistics reports, performs central accounting for OJD business functions, fees, fines, collections, and procurement, coordinates risk management, and manages the state court system fixed assets.
- **Juvenile and Family Court Programs Division** – Includes the Citizen Review Board (CRB), Family Law Program, and Juvenile Court Improvement Program (JCIP). Provides foster care case information to the courts through the CRB, develops information about family law services, self-represented family law, and resources. It delivers education for judges and court staff on juvenile, family, and self-represented family law. The division supports and helps develop tools for court improvement regarding violence against women, elders, disabled, children, and other family law areas.
- **Human Resource Services Division** – The Human Resource Services Division (HRSD) provides guidance and administration of all personnel-related functions of OJD including payroll, benefits, classification and compensation, recruitment and selection, safety, workers compensation, rules and policies, discipline, grievances and appeals, personnel records, recruitment and hiring, delivering employee education and professional development, and overseeing administration of personnel rules and policies and employer legal obligations.
- **Court Language Access Services** – Coordinates interpreter services for people with limited English proficiency and for the hearing impaired in Oregon state courts. It trains and certifies interpreters in more than 278 languages and offers training on best practices in working with interpreters for circuit courts and judicial system partners.
- **Appellate Court Services Division** – The Appellate Court Service Division’s records section manages the case and document processing, transcripts, court calendars, judgments, and archival activities for the appellate courts (*the Supreme Court and the Court of Appeals*). The Division’s State of Oregon Law Library (SOLL) section is a legal research center for the Oregon state courts, executive agencies, and citizens.

Oregon Tax Court

The Oregon Tax Court, which is a trial court that hears tax law cases from all areas of the state, has two divisions – the Magistrate Division and the Regular Division. Tax Court complaints are initially submitted to the Magistrate Division. The Tax Court Judge of the Regular Division hears appeals, *de novo* (*heard as a new case without knowledge of the originating complaint*), on the decisions of the Tax Court Magistrate Division. Oregon’s Tax Court Judge is elected for a six-year term and has the same level of administrative authority in the Tax Court as a presiding judge in the circuit courts. He administers the business of the Tax Court, appoints the magistrates of the Magistrate Division, and assigns causes, matters, duties, and proceedings of the Tax Court.

Presiding Judges

Each of Oregon's 36 counties has a circuit court. They are grouped within 27 judicial districts across Oregon (some districts have multiple counties and courthouses). The Chief Justice of the Supreme Court appoints presiding judges (PJs) for a two-year term to exercise administrative authority over the circuit court/s of each judicial district. The PJ administers "local" district court business and programs, supervises the circuit court judges, trial court administrator (TCA), and staff, assigns cases and workload to circuit court judges within the district, oversees the writing and submission of local court SLRs, issues Presiding Judge Orders (PJOs), and maintains public outreach in the local court communities. This level of administrative authority gives circuit courts some flexibility to use resources needed by the local population and address local community issues that bring people to court (some counties have more drug-related crimes than other counties, for example). When requested by the Chief Justice, PJs also provide the Chief Justice and State Court Administrator with information, reports, data, and recommendations on local or national judicial developments that are of importance to state courts and Oregon's Judicial Branch.



Map above indicates OJD's 27 judicial districts by number and color.

Trial Court Administrators

OJD Committees & Councils

- Oregon Supreme Court Council on Inclusion & Fairness (OSCCIF)
 - Subcommittees:
 - Community Engagement
 - Data Analysis
 - Workforce Development
- State Family Law Advisory Committee (SFLAC)
 - Subcommittees:
 - Child Support
 - Domestic Violence
 - Education
 - Futures
 - Legislative
 - Mediation
 - Guardianships
 - Parental Involvement & Outreach
 - Data
- Juvenile Court Improvement Program Advisory Committee
- Uniform Trial Court Rules Committee

All PJs rely on a trial court administrator (TCA), who is the court's chief operating officer and manages day-to-day business operations of the court. The TCA is appointed by and reports directly to the PJ. While most TCAs manage a single district, two districts (District 13 – Klamath County and District 26 – Lake County) are managed by one TCA who reports to two PJs.

- All circuit court TCAs have a legal responsibility to ensure the court operates under the state court system's rules and policies. They make sure that all court proceedings are recorded (*circuit courts are the "court of record" where every word spoken during a trial must be preserved in case the court's decision is appealed*). With the assistance of court staff, TCAs ensure that case orders and judgments are entered into the case management system and cases are stamped with the court seal as required by law, among other legally required tasks. TCAs manage the court's budget, supervise staff and supervisors, manage and direct the court's administrative programs, work with agencies and stakeholders in the court's local community, implement new policies and procedures, and advise the court PJ of any issues or problems that could affect court operations or security.

Summary

Oregon's state court system is structured to coordinate the functions, efforts, and accomplishments that each level of administrative authority manages. OJD's administrative authorities, justices, and judges also serve on committees, councils, commissions, and forums on a wide range of justice, court policy, and public safety topics. They also serve as primary communication channels where information flows back and forth from one administrative level to the next – expanding organizational knowledge and ensuring consistent processes across the state as the work of judges, administrators, and staff serves the justice needs of Oregonians throughout the state.

For detailed information on coordinated efforts, projects, and strategies underway throughout OJD, see the *Oregon Judicial Department Strategic Plans* located on the [Reports, Statistics, & Performance Measures](#) page on the OJD Website: courts.oregon.gov