

# COURTS' PUBLIC SERVICE HOURS BY LOCATION

(As of: October 1, 2018)

The chart below shows the public service hours for state appellate courts, Tax Court, and circuit courts.

State circuit courts establish times and days of court services availability ("court hours") in two ways, by their local rules (SLR 1.151) and, when temporary service limitations or closures are necessary for budget reasons, by order of the local presiding judge (PJO). A PJO issued on court hours temporarily supersedes an SLR on court hours without requiring the reprinting of SLR to show the change. That change may only be shown in the order, by posting at the local court, and on the attached chart.

As a public convenience, the Oregon Judicial Department provides the following "court hours" chart to make it easier for the public and those practicing before the courts to likely know the current court hours for a specific state court. The chart has a column showing the "source/filing date" for the court hours shown for each specific court location listed. **If that column shows the source as a "PJO," the court hours shown in the SLR for that court will have been superseded, and the hours established by the PJO will control and be the complete statement of court hours for that court.**

**WARNING.** The attached court hours chart represents information on file with the Office of the State Court Administrator. Changes may have occurred to court hours after that time. Information not on file by or changes made after that date and time are still controlling even if not reflected in the attached court hours chart. If you are subject to a specific date or deadline concerning a court activity, you may want to verify with the court that the information shown on the attached court hours chart is still correct.

## APPELLATE AND TAX COURTS

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Tax Court Records Office	TX	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Robertson Building 3 <sup>rd</sup> Floor 1241 State Street Salem, OR 503.986.5645	11/20/07 Tax Court Order
Appellate Records Office for Court of Appeals and Supreme Court	AP	<b>Open</b> (excluding holidays) M-F 8am – 5pm	Supreme Court Building 1163 State Street Salem, OR 503.986.5555	n/a

## CIRCUIT (TRIAL) COURTS

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Baker	8 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm	Baker County Courthouse 1995 Third St., Ste. #220 Baker City, OR 541.523.6305	PJO 18-001 (eff. 06-01-18)
Benton	21 <sup>st</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon* 1pm - 5pm <b>Closed</b> noon – 1pm  *Limited service during noon hour	Benton County Courthouse 120 NW Fourth Street Corvallis, OR 541.766.6859	SLR 1.151
Clackamas	5 <sup>th</sup>	<b>Open</b> M-F 8am – 5pm*  *Some offices may have reduced public counter/phone hours. See <a href="#">court website</a> for details.	Clackamas County Courthouse 807 Main Street Oregon City, OR 503.655.8447  Juvenile Court 2123 Kaen Road Oregon City, OR  Ralph M. Holman Law Center Building (Jury Assembly Room; Probate Court; Community Court) 821 Main Street, Oregon City, OR	SLR 1.151
Clatsop	18 <sup>th</sup>	<b>Open</b> M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm*  *Drop box available for payments and filings until 5pm.	Clatsop County Courthouse 749 Commercial Street Astoria, OR 503.325.8555	PJO 2014-02 (eff. 09-08-14)
Columbia	19 <sup>th</sup>	<b>Open</b> (excluding holidays) M-Th 8:30am – 4:45pm <b>Closed</b> M-Th 8am – 8:30am* M-Th 4:45pm – 5pm* F 8am – 5pm**  *Drop box available until 5pm for filings and payments inside Strand Street entrance to the courthouse annex.  **Court pleadings with a deadline that falls on Friday will be accepted as timely filed if filed by 5pm on the next open judicial day.	Columbia County Courthouse 230 Strand Street St. Helens, OR 503.397.2327, ext 0	PJO 11-05 Amended (eff. 05-04-12)

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Coos	15 <sup>th</sup>	<b>COQUILLE</b> <u>Open</u> M-F 8am – noon M,T,W,F 1pm – 5pm Th 1:30pm – 5pm <u>Closed</u> M,T,W,F noon – 1pm Th noon – 1:30pm  <b>NORTH BEND ANNEX</b> <u>Open</u> M-F 8am – noon M,T,W,F 1pm – 5pm Th 1:30pm – 5pm <u>Closed</u> M,T,W,F noon – 1pm Th noon – 1:30pm	Coos County Courthouse 250 N. Baxter Coquille, OR 541.396.4100  North Bend Annex of the Coos County Courthouse 1975 McPherson Avenue North Bend, OR 541.751.2330	SLR 1.151
Crook	22 <sup>nd</sup>	<u>Open</u> (excluding holidays) M-F 8am – noon 1pm – 4pm <u>Closed</u> noon – 1pm 4pm – 5pm*  *Drop box available for payments and filings until 5pm.	Crook County Courthouse 300 NE Third Street Prineville, OR 541.447.6541	PJO 2012-06A (eff. 10-01-12)
Curry	15 <sup>th</sup>	<u>Open</u> M-F 8am – noon M,T,W,F 1pm – 5pm Th 1:30pm – 5pm <u>Closed</u> M,T,W,F noon – 1pm Th noon – 1:30pm	Curry County Courthouse 29821 Ellensburg Avenue Gold Beach, OR 541.247.4511	SLR 1.151
Deschutes	11 <sup>th</sup>	<u>Open</u> (excluding holidays) M-F 8am – 5pm*  *Some offices may have reduced public counter/phone hours. See <a href="#">court website</a> for details.	Deschutes County Courthouse 1100 NW Bond Street Bend, OR 541.388.5300  Juvenile Justice Building 63360 NW Britta Street, Building 1 Bend, OR Ph. 541.388.5300  Sage View Psychiatric Center 1885 NE Purcell Blvd Bend, OR	SLR 1.151
Douglas	16 <sup>th</sup>	<u>Open</u> (excluding holidays) M-F 8am – noon 1pm – 5pm <u>Closed</u> noon – 1pm	Justice Building 1036 SE Douglas, Room 201 Roseburg, OR 541.957.2471	PJO 2018-02 (eff. 07-02-18)
Gilliam	7 <sup>th</sup>	<u>Open</u> (excluding holidays) M-F 1pm – 4pm <u>Closed</u> 8am – 1pm 4pm – 5pm	Gilliam County Courthouse 211 S. Oregon Condon, OR 541.384.3572	PJO 09-28-17 17-0009PJ (eff. 10-01-17)
Grant	24 <sup>th</sup>	<u>Open</u> (excluding holidays) M-F 8am – noon 1pm – 5pm <u>Closed</u> noon – 1pm	Grant County Courthouse 201 S. Humbolt Street Canyon City, OR 541.575.1438	SLR 1.151

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Harney	24 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Harney County Courthouse 450 N. Buena Vista Burns, OR 541.573.5207	SLR 1.151
Hood River	7 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 4pm <b>Closed</b> noon – 1pm 4pm – 5pm*  *Filings can be made via a drop box between 4pm and 5pm.	Hood River County Courthouse 309 State Street Hood River, OR 541.386.3535	SLR 1.151 / webpage
Jackson	1 <sup>st</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Justice Building 100 S. Oakdale Medford, OR 541.776.7171, ext 120  Juvenile Services Building 609 West 10th Street Medford, Oregon 97501-3127	PJO 2011-07 (eff. 09-01-11)
Jefferson	22 <sup>nd</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 4pm <b>Closed</b> noon – 1pm 4pm – 5pm*  *Drop box available for payments and filings until 5pm.	Jefferson County Courthouse 129 SW E Street, Suite 101 Madras, OR 541.475.3317	Hours: PJO 2012-06A (eff. 10-01-12) Location: PJO 2016-04 (eff. 07-18-16)
Josephine	14 <sup>th</sup>	<b>Open</b> M-F 8am – noon 1pm – 4pm <b>Closed</b> noon – 1pm* 4pm – 5pm*  <b>FAMILY COURT</b> <b>Open</b> M-F 8am – noon 1pm – 4pm <b>Closed</b> noon – 1pm* 1pm – 4pm*  *Documents can be filed at the Court Services Window drop box until 5pm.	Josephine County Courthouse 500 NW 6 <sup>th</sup> , Dept. 17 Grants Pass, OR 541.476.2309  <b>FAMILY COURT</b> Juvenile Justice Center & Family Court 301 NW AF <sup>e</sup> Street Grants Pass, OR 541.476.2309, ext 3  Ann G. Basker Auditorium 604 NW 6 <sup>th</sup> Street Grants Pass, OR 97526 (Jury Assembly Room location)	PJO (eff. 10-17-11)
Klamath	13 <sup>th</sup>	<b>Open</b> (excluding holidays) M-Th 8am – noon F 9am – noon M-F 1pm – 5pm <b>Closed</b> M-F Noon – 1pm F 8am – 9am	Klamath County Courthouse 316 Main Street Klamath Falls, OR 541.883.5503, ext 0	SLR 1.151 & webpage
Lake	26 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Lake County Courthouse 513 Center Street Lakeview, OR 541.947.6051	SLR 1.151

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Lane	2 <sup>nd</sup>	<p><b>Open</b> M-F 8am – 5pm</p> <p><b>JUVENILE COURT</b> <b>Open</b> M-F 8am – noon 1pm – 5pm</p> <p><b>Closed</b> noon – 1pm</p> <p>Some offices may have reduced public counter/phone hours. See <a href="#">court website</a> for details.</p>	<p>Lane County Courthouse 125 East Eighth Avenue Eugene, OR 541.682.4020</p> <p><b>JUVENILE COURT</b> Lane County Juvenile Justice Center 2727 Martin Luther King Jr. Blvd. Eugene, OR 541.682.4726</p>	SLR 1.151
Lincoln	17 <sup>th</sup>	<p><b>Open</b> M-F 8am – noon 1pm – 5pm</p> <p><b>Closed</b> noon – 1pm</p>	Lincoln County Courthouse 225 W. Olive Newport, OR 541.265.4236, ext 0	webpage
Linn	23 <sup>rd</sup>	<p><b>Open</b> M-F 8am – noon 1pm – 4pm</p> <p><b>Closed</b> noon – 1pm 4pm – 5pm*</p> <p>*Drop box available 1<sup>st</sup> floor, Rm 107, for documents and filings until 5pm.</p>	Linn County Courthouse 300 Fourth Avenue SW Albany, OR 541.967.3802	PJO 8-26-11 (eff. 09-12-11)
Malheur	9 <sup>th</sup>	<p><b>Open</b> (Mountain time) M-F 8am – noon 1pm – 5:00pm</p> <p><b>Closed</b> noon – 1pm</p>	Malheur County Courthouse 251 B Street West Vale, OR 541.473.5178	PJO 16-001 (eff. 01-11-16)
Marion	3 <sup>rd</sup>	<p><b>Open</b> M-F 8am – 5pm</p> <p><b>COURT ANNEX &amp; JUVENILE COURT</b> <b>Open</b> M-F 8am – noon 1pm – 5pm</p> <p><b>Closed</b> noon – 1pm</p>	<p>Marion County Courthouse 100 High Street NE Salem, OR 503.588.5105</p> <p><b>COURT ANNEX</b> 4000 Aumsville Hwy. SE Salem, OR 503.588.8489</p> <p><b>JUVENILE COURT</b> 3030 Center Street NE Salem, OR 503.566.2974</p>	SLR 1.151
Morrow	6 <sup>th</sup>	<p><b>Open</b> (excluding holidays) M-F 8am – noon* M-Th 1pm – 4:30pm F 1pm – 3pm</p> <p><b>Closed</b> M-F noon – 1pm M-Th 4:30pm – 5pm** F 3pm – 5pm**</p> <p>*Public Service windows open daily at 8:15 AM.</p> <p>**Drop boxes available for payments and filings until 5pm.</p>	Morrow County Courthouse 100 Court Street Heppner, OR 541.676.5264	PJO 18-006 (eff. 10-01-18)

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Multnomah	4 <sup>th</sup>	<p><b>Open</b> M-F 8am – 5pm* M-F 8:30 am – 5pm**</p> <p>*For filing of documents that do not require payment of a fee prior to filing. **For filing of documents that require payment of a fee prior to filing.</p> <p>Some offices may have reduced public counter/phone hours. See <a href="#">court website</a> for details.</p>	<p>Multnomah County Courthouse 1021 SW Fourth Avenue Portland, OR 503.988.3957</p> <p>Justice Center Second Floor 1120 SW Third Avenue Portland, OR</p> <p>Juvenile Justice Center 1401 NE 68<sup>th</sup> Avenue Portland, OR</p> <p>East County Courthouse 18480 SE Stark Street Gresham, OR</p>	SLR 1.151
Polk	12 <sup>th</sup>	<p><b>CIVIL RECORDS OFFICE, ROOM 301</b> <b>Open</b> (excluding holidays) M-F 8am – 12pm 1pm – 4:30pm</p> <p><b>Closed</b> noon – 1pm 4:30pm – 5pm</p> <p><b>CRIMINAL COURT RECORDS OFFICE</b> <b>Open</b> M-F 8:45am – noon 1pm – 4pm</p> <p><b>Closed</b> 8am – 8:45 am noon – 1pm 4pm – 5pm</p> <p><b>JUVENILE RECORDS OFFICE</b> <b>Open</b> M-F 8am – noon 1pm – 4pm</p> <p><b>Closed</b> noon – 1pm 4pm – 5pm</p>	<p>Polk County Courthouse 850 Main Street Dallas, OR 503.623.3154</p> <p>Criminal Court Records Office 884 SE Jefferson Street Dallas, OR 503.831.1778</p> <p>Juvenile Records Office 850 Main Street Dallas, OR</p>	PJO 11-001 (eff. 09-19-11)
Sherman	7 <sup>th</sup>	<p><b>Open</b> (excluding holidays) M-F 1pm – 4pm</p> <p><b>Closed</b> 8am – 1pm 4pm – 5pm</p>	<p>Sherman County Courthouse 500 Court Street Moro, OR 541.565.3650</p>	PJO 09-28-17 17-0009PJ (eff. 10-01-17)
Tillamook	27 <sup>th</sup>	<p><b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm</p> <p><b>Closed</b> noon – 1pm</p>	<p>Tillamook County Courthouse 201 Laurel Avenue Tillamook, OR 503.842.2596, ext 0</p>	SLR 1.151

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Umatilla	6 <sup>th</sup>	<p><b>PENDLETON</b>  <b>Open</b> (excluding holidays)  <u>Criminal Clerks' Office</u>  M-F 8am – noon  M-Th 1pm – 4:30pm  F 1pm – 3pm  <u>Civil Clerks' Office</u>  M-F 8am – noon*  M-Th 1pm – 4:30pm  F 1pm – 3pm  <b>Closed</b>  M-F noon – 1pm  M-Th 4:30pm – 5pm**  F 3pm – 5pm**</p> <p><b>HERMISTON</b>  <b>Open</b> (excluding holidays)  M-F 8am – noon*  M-Th 1pm – 4:30pm  F 1pm – 3pm  <b>Closed</b>  M-F noon – 1pm  M-Th 4:30pm – 5pm**  F 3pm – 5pm**</p> <p><b>MILTON-FREEWATER</b>  <b>CLOSED</b>  (Available upon written request as facilitators, judges, and staff are available)</p> <p>*Public Service windows open daily at 8:15 AM.  **Drop boxes available for payments and filings until 5pm.</p>	<p><b>PENDLETON</b>  Umatilla County Courthouse  216 SE 4<sup>th</sup> Street  Pendleton, OR  541.278.0341, ext 220</p> <p><b>HERMISTON</b>  Stafford Hansel Government Center  915 SE Columbia Drive  Hermiston, OR  541.667.3020</p> <p><b>MILTON-FREEWATER</b>  Milton-Freewater City Hall  722 S. Main Street  Milton-Freewater, OR  541.667.3020</p>	PJO 18-006 (eff. 10-01-18)
Union	10 <sup>th</sup>	<p><b>Open</b>  M-F 8am – noon  1pm – 4:30pm  <b>Closed</b>  noon – 1pm*  4:30pm – 5pm*</p> <p>*Drop box available until 5pm.</p>	Union County Courthouse 1105 K Avenue La Grande, OR 541.962.9500, ext 0	SLR 1.151
Wallowa	10 <sup>th</sup>	<p><b>Open</b>  M-F 8am – noon  1pm – 4:30pm  <b>Closed</b>  noon – 1pm*  4:30pm – 5pm</p> <p>*Drop box available in Rm. 204 until 5pm.</p>	Wallowa County Courthouse Second Floor 101 S. River St., Room 204 Enterprise, OR 541.426.4991	PJO 11-02 (eff.11-01-11)
Wasco	7 <sup>th</sup>	<p><b>Open</b> (excluding holidays)  M-F 8am – noon  1pm – 4pm  <b>Closed</b>  noon – 1pm  4pm – 5pm*</p> <p>*Filings can be made via a drop box between 4pm and 5pm.</p>	Wasco County Courthouse 511 Washington Street The Dalles, OR 541.506.2700, ext 10	SLR 1.151 / webpage

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Washington	20 <sup>th</sup>	<p><b>Open</b> (excluding holidays) <u>In-Person Service</u> M-F 8am – noon 1pm – 5pm</p> <p><u>Telephone Service</u> M-F 8am – 11am 2pm – 5pm</p> <p><b>Closed</b> <u>In-Person Service</u> noon – 1pm</p> <p><u>Telephone Service</u> 11am – 2pm</p> <p><b>JUVENILE SERVICES BUILDING</b> <b>Open</b> (excluding holidays) M-F 8:30am – 5pm</p> <p><b>Closed</b> 8am – 8:30am</p>	<p>Washington County Courthouse 145 NE Second Avenue Hillsboro, OR 503.846.8888</p> <p>Justice Services Building 150 N. First Avenue Hillsboro, OR</p> <p>Juvenile Services Building 222 N. First Avenue Hillsboro, OR</p> <p>Law Enforcement Center 215 SW Adams Hillsboro, OR</p>	PJO 261 (eff.08-06-18)
Wheeler	7 <sup>th</sup>	<p><b>Open</b> (excluding holidays) M-F 9am – 11:30am</p> <p><b>Closed</b> 8am – 9am 11:30am – 5pm</p>	<p>Wheeler County Courthouse 701 Adams Street Fossil, OR 541.763.2541</p>	PJO 09-28-17 17-0009PJ (eff. 10-01-17)
Yamhill	25 <sup>th</sup>	<p><b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 4pm</p> <p><b>Closed</b> noon – 1pm* 4pm – 5pm*</p> <p>*Drop box available for payments and filings.</p>	<p>Yamhill County Courthouse 535 NE Fifth Street McMinnville, OR 503.434.7530</p>	PJO 2011-3 (eff. 10-01-11)

jm/CourtHoursChart