



CIRCUIT COURT of the State of Oregon
for Benton County
Twenty-First Judicial District
Benton County Courthouse
120 NW 4th Street Corvallis, Oregon



Effective September 30, 2020

Trial exhibits must be electronically submitted for proceedings conducted by remote means and those held in-person at the courthouse.

In accordance with Presiding Judge Order (PJO) 2020-005, paragraph 4.B, all exhibits for all proceedings must be submitted electronically at least 24 hours prior to a scheduled hearing. Submittal of exhibits shall conform with the provisions of Chief Justice Order 20-016, paragraph 7, PJO 2020-005, paragraph 4.B, and these further instructions.

Attorneys: The filer must submit exhibits via File & Serve in a single, unified PDF unless the file is larger than 25MB, or as otherwise directed by the court. The filer should submit the document as confidential, which facilitates appropriate security settings for external users. The filer must include both a linked index or table of contents, and a bookmark for each exhibit (see page 2 for instructions). To check these requirements in File & Serve, reviewers will click on the [PDF] link above the document, open the document, click on a link in the index to ensure the link directs you to a specific exhibit, and click on a bookmark to ensure it directs you to a specific exhibit. Documents that do not meet these requirements will be rejected.

Self-represented parties must submit exhibits as a single, unified PDF at least 24 hours prior to a scheduled hearing. Notwithstanding PJO 2020-005, paragraph 4.B(b), self-represented parties shall submit exhibit documents by email to BEN.Exhibits@ojd.state.or.us. The filer must include both a linked index or table of contents, and a bookmark for each exhibit (see page 2 for instructions). Exhibits must be copied to the opposing party at the time of emailing them to the court. Exhibits will not be received by the court if the opposing party is not copied on the email submittal to the court.


Video and Audio Exhibits: Requests to submit video and audio exhibits may be sent to BEN.Exhibits@ojd.state.or.us at least 48 hours prior to a scheduled hearing. Parties will then be contacted by court personnel and provided explicit instructions for how to submit video and audio media exhibits. The filer is responsible for sharing these same video or audio files with all other parties.

Courtesy Copies: In addition to required electronic submittal, a judge may request that parties also submit a physical copy of very lengthy documents, or of large compilations of documents. Parties will be provided explicit instructions for submitting courtesy copies at the time such request is made by the court.

How to Link Documents and Create Bookmarks within Adobe Pro:

1. Locate the document and open with Adobe Pro.
2. OCR the document if you haven't already (Makes the document Text Searchable).
 - a. Select *View* then *Tools*
 - b. From *Tools*, select **Enhance Scans**.
 - c. On the *Enhance Scans* toolbar, select **Recognize Text** and select **In This File**.
 - d. Select the **Recognize Text** button.
 - e. Save and close the **Enhance Scans** tool.
3. Link the exhibits listed on the index to the appropriate exhibit.

TIP: Print a copy of the index and match the page numbers to the exhibits before linking to facilitate the process.

 - a. Select *View* then *Tools*
 - b. From *Tools*, select **Edit PDF**.
 - c. From the *Edit PDF* toolbar, select **Link** and **Add/Edit Web or Document Link**.
 - d. Locate the first entry on the Index.
 - i. Drag a box around the entire index entry.
 - ii. From the *Create Link* dialog box, select the **Link Type** of **Invisible Rectangle**.
 - iii. Select the *Link Action* of **Go to a page view**.
 - iv. Click **Next** to open the *Create Go To View* dialog box.
 - e. With the *Create Go To View* dialog box still open, scroll to the beginning of the first page of the related exhibit or enter the page number from the navigation bar.
 - f. Click **Set Link**.
 - g. Repeat for each Exhibit in the Document.
4. Link the exhibits to a Bookmark within the Document.
 - a. Select the **Bookmark** icon  on the toolbar on the left side of the page
 - b. Highlight the beginning of the exhibit
 - c. Then click the **New Bookmark** icon
 - d. Repeat for each Exhibit in the Document