



FIFTH JUDICIAL DISTRICT

CLACKAMAS COUNTY COURTHOUSE
807 MAIN STREET, ROOM 310
OREGON CITY, OREGON 97045
DEBBIE D. SPRADLEY, TRIAL COURT ADMINISTRATOR

Court Administrator
655-8670
Accounting / Collections
655-8453
Civil Case Unit
655-8447
Criminal Unit
655-8643
Calendaring Unit
655-8643
Records Unit
655-8447

Clackamas County Circuit Court COVID-19 Update for April 27, 2021

Governor Kate Brown announced that Clackamas County will move from the “High Risk” category for COVID-19 transmission to “Extreme Risk” on April 30, 2021. Out of concern for public health and preventing the spread of COVID-19, and pursuant to Chief Justice Order 21-009, the Clackamas County Circuit Court will pause noncustodial jury trials to help reduce the number of people coming into court facilities.

In addition, Amended Chief Justice Order 20-006(7) permissively allows exhibits to be eFiled for remote hearings. Electronically filed exhibits help reduce contact between litigants and court staff, ideally reducing the spread of COVID-19. Exhibits may still be conventionally filed with the court. In either case, the court needs time to review and process these exhibits before a case can be heard.

1. Pause of Noncustodial Jury Trials

- a. Clackamas County will enter the extreme risk category beginning Friday, April 30, 2021. Therefore, the court will cease conducting noncustodial jury trials until the County’s risk level is reduced.
- b. All noncustodial jury trials will be administratively reset (i.e., attorneys need not file a motion/declaration/order to continue).
- c. Attorneys **MUST**, however, contact the criminal department by email (CLA.criminal@ojd.state.or.us) or telephone (503-655-8643) before 11 AM the day prior to the CMA or trial date to get new appearance/trial dates. They must have conferred with opposing counsel to obtain an acceptable date for each side.
- d. The criminal appearance/trial will be set out 60 days maximum from the current date.

2. Exhibits

- a. Exhibits must be filed with the court as much in advance of hearings or trials as possible.
- b. Litigants who wish to conventionally file exhibits must take them to the Records Center in room 12 on the ground floor of the courthouse.
- c. Litigants who wish to eFile exhibits, should file them at least three business hours before their hearing is scheduled to start (by 3 PM the business day before a 9 AM appearance, or by 9 am for a 1:30 PM appearance).
- d. To ensure acceptance, please follow OJD’s eFiling rules for exhibits:
 - i. **For exhibits that may be converted into PDFs that do not exceed 25 MB, litigants must:**
 1. Scan exhibits in behind the Exhibit Index/List as one document.
 2. Electronically link the Index
 3. Bookmark the exhibits
 4. Use the filing code “Exhibit – EB”
 5. Select “Confidential” document security
 6. For directions on how to link and bookmark exhibits, please click [here](#) and navigate to slides 9 and 10 from OJD’s eFiling Updates presentation.
 - ii. **For audio or video exhibits or exhibits that exceed 25 MB, litigants must:**
 1. E-mail CLA.Records.Management@ojd.state.or.us and ask the clerk to send a SFTP (Secure File Transfer Protocol) request for the exhibits. Litigants will be able to securely upload their files, and the Records Unit will ensure the exhibits are available for the Court at the time of the trial or hearing.

As more changes are determined we will notify the community, the local bar, and post changes on the court’s website: <https://www.courts.oregon.gov/courts/clackamas/Pages/coronavirus.aspx>

QUESTIONS?

General questions can be referred to: cla.court.info@ojd.state.or.us