

IN THE CIRCUIT COURT FOR THE STATE OF OREGON
FOR THE FIFTH JUDICIAL DISTRICT
CLACKAMAS COUNTY

In the Matter of Order Determining The)	PRESIDING JUDGE ORDER
Mode of Submission of Exhibits When a)	No. 22-05
Circuit Court Proceeding is to be)	
Conducted Remotely)	ORDER DETERMINING THE MODE OF SUBMISSION
)	OF EXHIBITS WHEN A CIRCUIT COURT PROCEEDING
)	IS TO BE CONDUCTED REMOTELY

I HEREBY FIND THAT:

Pursuant to CJO-2022-012, the presiding judge issues the following exhibits order that specifies the mode of submission of exhibits when a Circuit Court Proceeding is to be conducted remotely, which may include submission of exhibits that can be converted to PDF through the court’s electronic filing (eFiling) system, notwithstanding UTCR 6.050(3) and UTCR 21.070(3)(p). This order also establishes timing requirements that apply to the submission of exhibits for proceedings being conducted remotely.

Note: For any proceedings being conducted in-person, exhibits shall continue to be submitted per UTCR 6.050, except as required by UTCR 11.110 or UTCR 24.040(3)(a).

IT IS HEREBY ORDERED AS FOLLOWS:

1. Requirements for submission through the eFiling system:

- a. Notwithstanding UTCR 6.050(3) and UTCR 21.070(3)(p), when a proceeding is to be conducted remotely, any exhibit that can be converted to PDF may be submitted through the court’s electronic filing (eFiling) system, using the filing code “Exhibit – EB.”
- b. When submitting exhibits through the eFiling system, the filer shall designate the exhibits as confidential as described in UTCR 21.070(6).
- c. The submission of exhibits through the eFiling system must comply with UTCR 21.040(1), (2), and (4), to the extent applicable, except that the court may direct multiple exhibits in a particular proceeding be submitted as separate eFiled documents.
- d. Exhibits submitted as a unified single PDF file under this paragraph must:
 - (1) Be accompanied by an index that identifies each exhibit, located at the beginning of the submission, and each identified exhibit must be electronically linked to the index; and
 - (2) Include an electronic bookmark for each exhibit.
- e. The court may reject submissions that do not comply with this paragraph.

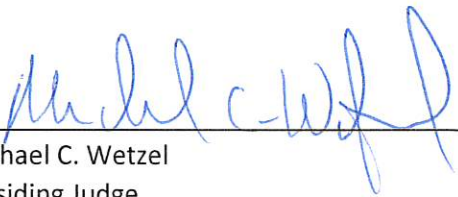
2. Non-Documentary Exhibits

- a. All exhibits that cannot be converted to .pdf format (audio, video, and/or some images, as well as PDFs that are larger than 25 MB) may be submitted through the Oregon Judicial Department's secure SFTP server through the file request system.
- b. Exhibits submitted through the SFTP server shall be listed on the Exhibit Index and eFiled using the eFiling system.
- c. Instructions for filing non-documentary exhibits may be found on the Clackamas County Circuit Court's website at <https://www.courts.oregon.gov/courts/clackamas/go/Pages/RemoteHearings.aspx>, or you can contact the Records Unit by email at CLA.Records.Management@ojd.state.or.us.

3. Timing

- a. eFiled exhibits should be filed at least 24 hours in advance of Circuit Court Proceeding that is scheduled to be remote. Contact the Records Unit at 503-655-8447 (ext. 7) or CLA.Records.Management@ojd.state.or.us for special handling instructions, if unable to meet this deadline.
4. This order becomes effective on August 12, 2022, and will remain in effect until amended, superseded, or vacated by further Presiding Judge Order.

Dated this 12th day of August, 2022.



Michael C. Wetzel
Presiding Judge