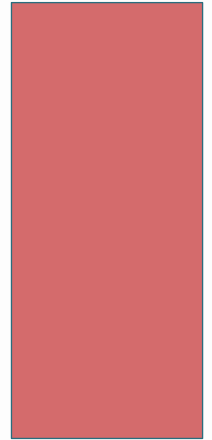


# A GUIDE TO THE CRIMINAL “A” AND “B” DOCKETS



Clackamas County Circuit Court



# HOW TO USE THE UCJ OFFER SHEET

U  
C  
J  
  
O  
F  
F  
E  
R  
  
S  
H  
E  
E  
T

STATE v. _____ CASE # : _____	
COUNT #: _____ CRIME: _____	
Gridblock: _____ Special Factors: <input type="checkbox"/> ORS 137.717 (REPO) <input type="checkbox"/> ORS 137.700 (M11) <input type="checkbox"/> ORS 161.610 (Firearm) <input type="checkbox"/> ORS _____	
Departure: <u>Durational</u> <input type="checkbox"/> Up <input type="checkbox"/> Down <u>Dispositional</u> <input type="checkbox"/> Up <input type="checkbox"/> Down <input type="checkbox"/> Stipulated	
Substantial & Compelling Reasons: _____	
Probation: <input type="checkbox"/> Bench _____ Months <input type="checkbox"/> Supervised _____ Months	<input type="checkbox"/> Substance Abuse Package (CLASUB) <input type="checkbox"/> Sex Abuse Package (CLASEX) <input type="checkbox"/> DV Package (CLADOM) <input type="checkbox"/> Financial Crimes Package (CLAFIN)
<input type="checkbox"/> Community Service _____ Hrs (CSW) complete w/in _____ days <input type="checkbox"/> Theft Talk (THTL) complete w/in _____ days <input type="checkbox"/> Anger Management (ACTP) complete w/in _____ days	<input type="checkbox"/> Forfeit/Destroy _____ (FRGW)  License: <input type="checkbox"/> Rev/ <input type="checkbox"/> Susp _____ <input type="checkbox"/> _____ (_____) <input type="checkbox"/> _____ (_____)
<input type="checkbox"/> No contact with: _____	
Additional Conditions:  _____	
<input type="checkbox"/> Jail: _____ <input type="checkbox"/> Prison: _____ <input type="checkbox"/> PPS: _____ <input type="checkbox"/> Concurrent w/: _____ <input type="checkbox"/> Consecutive to: _____ Alternative Sanctions: <input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/> No EHD/RMOMS Good Time/Earned Time Credit: <input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/> CTS <input type="checkbox"/> No CTS <input type="checkbox"/> CTS from most recent arrest <input type="checkbox"/> Executed Jail Sentence	
<input type="checkbox"/> Fine/Fee: \$ _____ <input type="checkbox"/> Attorney Fees: \$ _____ <input type="checkbox"/> Unitary: \$ 60 <input type="checkbox"/> Bench Probation Fee: \$ 100 <input type="checkbox"/> DUII Conviction Fee: \$ 225	<input type="checkbox"/> Restitution <input type="checkbox"/> Comp Fine: \$ _____ Name: _____ <input type="checkbox"/> J/S w/case #: _____ <input type="checkbox"/> Agree to leave restitution open for 90 days
Dismissed: <input type="checkbox"/> Count(s) _____ <input type="checkbox"/> Case(s): _____	

# One sheet must be filled out for each count.



Fill in name, case number and count this pertains to.

STATE v. \_\_\_\_\_ CASE # : \_\_\_\_\_  
COUNT #: \_\_\_\_\_ CRIME: \_\_\_\_\_



If charge is a felony, fill in this section.

Gridblock: \_\_\_\_\_ Special Factors:  ORS 137.717 (REPO)  ORS 137.700 (M11)  
 ORS 161.610 (Firearm)  ORS \_\_\_\_\_

Departure: Durational  Up  Down Dispositional  Up  Down  Stipulated

Substantial & Compelling Reasons: \_\_\_\_\_

# Conditions of Probation

<p><b>Probation:</b></p> <p><input type="checkbox"/> Bench _____ Months</p> <p><input type="checkbox"/> Supervised _____ Months</p>	<p><input type="checkbox"/> <b>Substance Abuse Package</b> (CLASUB)</p> <p><input type="checkbox"/> <b>Sex Abuse Package</b> (CLASEX)</p> <p><input type="checkbox"/> <b>DV Package</b> (CLADOM)</p> <p><input type="checkbox"/> <b>Financial Crimes Package</b> (CLAFIN)</p>
<p><input type="checkbox"/> <b>Community Service</b> _____ Hrs (CSW)</p> <p><input type="checkbox"/> <b>Theft Talk</b> (THTL)</p> <p><input type="checkbox"/> <b>Anger Management</b> (ACTP)</p> <p><input type="checkbox"/> <b>Forfeit/Destroy</b> _____ (FRGW)</p>	<p><b>License:</b> <input type="checkbox"/> Rev/ <input type="checkbox"/> Susp _____</p> <p><input type="checkbox"/> _____ (_____)</p> <p><input type="checkbox"/> _____ (_____)</p>



Probation package conditions can be found at the end of this PowerPoint.



For less frequently used probation conditions.

<p><input type="checkbox"/> <b>No contact with:</b> _____</p>
<p><b>Additional Conditions:</b></p>

## Jail/Prison and Fines/Fees

- Jail: \_\_\_\_\_  Prison: \_\_\_\_\_  PPS: \_\_\_\_\_  
 Concurrent w/: \_\_\_\_\_  Consecutive to: \_\_\_\_\_  
**Alternative Sanctions:**  Eligible  Not Eligible  No EHD/RMOMS  
**Good Time/Earned Time Credit:**  Eligible  Not Eligible  
 CTS  No CTS  CTS from most recent arrest  
 Executed Jail Sentence

- |   |               |
|---|---------------|
| <input type="checkbox"/> Fine/Fee:            | \$ _____      |
| <input type="checkbox"/> Attorney Fees:       | \$ _____      |
| <input type="checkbox"/> Unitary:             | \$ <u>60</u>  |
| <input type="checkbox"/> Bench Prob Fee:      | \$ <u>100</u> |
| <input type="checkbox"/> DUII Conviction Fee: | \$ <u>255</u> |

- Restitution  Comp Fine: \$ \_\_\_\_\_

Name: \_\_\_\_\_

- J/S w/case #: \_\_\_\_\_  
 Agree to leave restitution open for 90 days

Dismissed:  Count(s) \_\_\_\_\_  Case(s): \_\_\_\_\_

# INFORMATION, GUIDELINES AND TIPS

FOR THE CRIMINAL "A" AND "B" DOCKET

**UNIFORM CRIMINAL JUDGMENT (UCJ):** Completion of the UCJ takes significantly longer in Odyssey. We created a hybrid docket which mixes paperless (UCJ) and matters that will continue to be done in paper, which will allow the UCJ clerk time to complete the judgment.

**NEW DOCKET START TIMES:** The dockets will now start at 8:30 a.m. / 10:00 a.m. Please appear 30 minutes before these times and check in with the Deputy District Attorney. Once you know how you will be moving forward with the case, please check in with the courtroom clerk/Bailiff.

**ATTORNEY COURTROOM ASSIGNMENT:** All of your matters will be assigned to one courtroom. Calendaring for A and B Docket will be based on the last name of the attorney (not the client). The calendar assignments are as follows:

    Last names starting with A-J;

    Last names starting with K-Z.

Plan to remain in the courtroom until all of your cases have been completed.

**COMPLEX UCJ:** Cases with a plea to four (4) or more counts will be set on B Docket on Monday/Wednesday/Friday at 1:30 p.m. Due to the complexity of creating a UCJ with multiple counts, court staff will need more time to prepare the UCJ.

- If a UCJ cannot be prepared in the courtroom the clerk will use a Sentencing Memorandum. A UCJ will be created within 24 hours of sentencing and will be distributed to all participants of the hearing.

**IN-CUSTODY PROBATION VIOLATION (PV) HEARINGS:** In-custody PV hearings will be scheduled within 7 days of arraignment and, if stipulated, will be resolved at the first setting. A probation officer will not be present at the first setting. If you wish to discuss the case with the probation officer, you will need to contact them by email or telephone. CIDC Attorney appointments will be automatically made and the defense attorney will be notified by email of their appointment within 24 hours of arraignment. If the PV hearing is contested, it will be moved to the following week on Tuesday or Thursday at 1:30 p.m. If you know in advance of the first hearing that this will be a contested hearing, call the Criminal Unit to reschedule the initial appearance to a contested appearance docket (Tuesday or Thursday at 1:30 p.m.).



**UCJ OFFER SHEET:** The purpose of this form is to provide the Court and the UCJ Clerk with the plea offer and all of the sentencing information needed to complete the UCJ. We will be using this new form in one of two ways (see both alternates below).

The District Attorney's Office will prepare a UCJ Worksheet as the plea offer. If this accurately reflects the offer accepted, it will be given to the UCJ clerk to be used as the UCJ worksheet. If there are changes to the offer, the defense attorney will need to complete a new UCJ Worksheet that is available in the courtroom, which will be given to the UCJ clerk. The UCJ Worksheet will be attached to the Plea Petition as an attachment.

Of note:

- A UCJ worksheet is required for each count to which the defendant is pleading guilty or no contest.
- The UCJ Clerk needs this to expedite completion of the judgment.
- If the UCJ Worksheet is not attached to the plea petition and provided to the UCJ Clerk the matter will not be heard.

**COURTROOM ASSISTANCE:** Commencing with the conversion to eCourt the UCJ Clerk will not be able to assist with giving out court dates. Their only job will be to complete the UCJ. The judges Clerk / Bailiff will be able to assist you. Do not attempt to speak to the UCJ Clerk while court is in session.

**TRIAL AND HEARINGS CALENDARED AT THE SAME TIME:** If an attorney will be appearing in a trial and the attorney has additional hearing(s) set in other cases, the attorney will need to reset the hearing(s) to a different date. The trial needs to be ready to begin as close to 9:00 a.m. as possible.

**ADD ON CASES:** Upon conversion to eCourt the Calendaring Unit will no longer be able to add on extra cases to the docket. With eCourt case files are electronically transferred to the judge overnight. If you have a case you wish to add on, you will need to reset all cases to another date.

**MATTERS THAT WILL CONTINUE TO BE DONE ON PAPER:** Certain matters will continue to be done on paper, as follows:

- Conditional Discharge / Drug Cases
- Contempt of Court
- Diversion
- Probation Violation
- Support Enforcement

**QUESTIONS? CONTACT A CRIMINAL CLERK:** The criminal clerks can be reached at **503-655-8643 x 1** or by email at [CLA-Criminal@ojd.state.or.us](mailto:CLA-Criminal@ojd.state.or.us).

# PROBATION PACKAGES

**IF THE PROBATION INCLUDES A CLACKAMAS COUNTY PROBATION PACKAGE, THE FOLLOWING CONDITIONS WILL APPLY.**

## Financial Crimes Package

- Advise current and any future employer, including temporary agencies, of this probation and the nature of the crime. Probation officer may discuss details of the crime of conviction with employer.
- Pay all fines, fees, costs, assessments and restitution set forth in the Money Judgment section of this order.
- Provide probation officer with employment information and allow communication between employer and probation officer for purposes of monitoring compliance with probation conditions.
- Permit probation officer to visit place of employment.
- Obey all laws, court orders, and conditions of probation including HOPE Court conditions if ordered.
- Keep the court advised of current mailing address at all times.
- Do not change employment or job duties without prior permission of the probation officer and report any changes of supervisor to probation officer immediately.
- Do not accept any employment which includes the handling of money, i.e., cash, checks, credit cards, bank cards, or accounts payable, without the permission of the probation officer and making full disclosure to employer.
- Prior to engaging in any financial transactions over \$200, obtain permission from probation officer.
- Provide complete personal financial records, i.e., tax records, household income and expenses, bank statements, etc. to probation officer upon request.

## Financial Crimes Package, *continued*

- Report to Clackamas County Community Corrections, 1024 Main Street, Oregon City immediately following court or w/in 24 hours of release.
- Polygraphic examination at own expense upon request of parole/probation officer pertaining to employment and financial matters only.
- Report to Collections clerk, Clackamas County Courthouse, 807 Main Street, Room 104 to set up a payment plan immediately following court or w/in 24 hours of release.
- Submit defendant's person, residence, vehicle or property, including computers, to search by the probation officer at any time without benefit of a search warrant when the probation officer has reasonable grounds to believe that such a search will reveal evidence of a violation of this probation
- Report as required and abide by the direction of the supervising officer.
- Submit defendant's person, residence, vehicle or property, including computers, to search by the probation officer at any time without benefit of a search warrant when the probation officer has reasonable grounds to believe that such a search will reveal evidence of a violation of this probation.
- Not use or possess alcoholic beverages (includes near beer), illegal drugs or narcotics, and shall notify the probation officer of any prescription given by a doctor.

## Domestic Violence Package

- Consent to and cooperate with polygraphic examinations when deemed necessary by batterer's intervention provider and/or probation officer. Be financially responsible for polygraphic examinations.
- Consent to the sharing of information between public and private agencies, agents and persons who are deemed essential in assessing and monitoring contact and participation in the batterer's intervention program.
- Disclose nature of conviction to any domestic partner.
- Be financially responsible for all counseling costs incurred by the victim(s).
- Keep the court advised of current mailing address at all times.
- Not possess any firearms. Surrender possession of all firearms.
- Have no direct, indirect, or 3<sup>rd</sup> party contact with , unless authorized in writing by the probation officer.
- Obey all laws, court orders, and conditions of probation including HOPE Court conditions if ordered.
- Pay all fines, fees, costs, assessments and restitution set forth in the Money Judgment section of this order.
- Report to Clackamas County Community Corrections, 1024 Main Street, Oregon City immediately following court or w/in 24 hours of release.

## Domestic Violence Package, *continued*

- Consent to review of telephone records when deemed necessary by the probation officer.
- Enter and complete an approved batterer's intervention program as directed by the probation officer. Maintain the same batterer's intervention provider unless specifically authorized in writing by the probation officer.
- Consent to, and cooperate with, any plan deemed necessary by probation officer and/or batterer's intervention provider to maintain and monitor offense-free behavior for the duration of probation.
- Enter and complete an approved parenting class as directed by probation officer or court.
- Submit defendant's person, residence, vehicle or property, including computers, to search by the probation officer at any time without benefit of a search warrant when the probation officer has reasonable grounds to believe that such a search will reveal evidence of a violation of this probation
- Report to Collections clerk, Clackamas County Courthouse, 807 Main Street, Room 104 to set up a payment plan immediately following court or w/in 24 hours of release.
- Report as required and abide by the direction of the supervising officer.

## Sex Offender Package

- Consent to, and cooperate with, any plan deemed necessary by probation officer and/or therapists to maintain and monitor offense-free behavior for the duration of the probation.
- If required to report as a sex offender under ORS 181.596, report with the Department of State Police, a city police department, a county sheriff's office or the supervising agency: (A) When supervision begins; (B) Within 10 days of a change in residence; (C) Once each year within 10 days of the probationer's date of birth; (D) Within 10 days of the first day the person works at, carries on a vocation at or attends an institution of higher education; and (E) Within 10 days of a change in work, vocation or attendance status at an institution of higher education.
- Keep the court advised of current mailing address at all times.
- Not frequent places that exist primarily for the enjoyment of children, i.e., circuses, amusement parks, zoos, etc.
- Not possess or use at any time any type of pornography including, but not limited to written, telephonic, computer-based pictures, video tapes, DVD's or audio tapes, or frequent establishments associated with the sex industry.
- Have no contact with any female or male under the age of 18, unless authorized by probation officer.
- Not be involved in any organizations which would place the defendant in direct contact with children, i.e., Boy Scouts, Girl Scouts, 4-H, Big Brother or Big Sister programs, Sunday School teaching, etc.
- Obey all laws, court orders, and conditions of probation including HOPE Court conditions if ordered.
- Pay all fines, fees, costs, assessments and restitution set forth in the Money Judgment section of this order



## Sex Offender Package, *continued*

- Be financially responsible for all counseling costs incurred by the victim(s).
- Report to Clackamas County Community Corrections, 1024 Main Street, Oregon City immediately following court or w/in 24 hours of release.
- Enter and complete a sex offender treatment program as directed by probation officer.
- Consent to the sharing of assessment and treatment information between public and private agencies, agents and persons who are deemed essential in assessing, monitoring and mediating treatment for sexual deviancy problems.
- Consent to and cooperate with polygraph examinations when deemed necessary by the therapist and/or probation officer.
- Consent to and cooperate with polygraphic examinations and penile plethysmographic assessments when deemed necessary by therapist and/or probation officer.
- Submit defendant's person, residence, vehicle or property, including computers, to search by the probation officer at any time without benefit of a search warrant when the probation officer has reasonable grounds to believe that such a search will reveal evidence of a violation of this probation
- Report to Collections clerk, Clackamas County Courthouse, 807 Main Street, Room 104 to set up a payment plan immediately following court or w/in 24 hours of release.
- Submit to blood testing for DNA purposes - and HIV testing with release of information to victim(s).
- Report as required and abide by the direction of the supervising officer.

## Substance Abuse Package

- Take Antabuse if medically able and if directed by the probation officer.
- Attend Alcoholics/Narcotics Anonymous meetings at the direction of the probation officer or court.
- Keep the court advised of current mailing address at all times.
- Not use or possess alcoholic beverages (includes "near beer"), intoxicants, inhalants or controlled substances (with the exception of a controlled substance used for a physician-approved purpose such as approved use of medical marijuana) and shall notify the probation officer of any prescription or approval given by a medical provider, including approval to use medical marijuana through the Oregon Medical Marijuana Program.
- Not possess any narcotics paraphernalia, including smoking devices, and shall not associate with any person known to use, sell or possess illegal drugs or narcotics.
- Not enter or frequent any establishment whose primary income is derived from the sale of alcoholic beverages, and shall not frequent places where narcotics are used, sold or kept.
- Not drive without license and insurance and shall be subject to the requirements of the Guardian Interlock System per DMV policies for a hardship license.
- Obey all laws, court orders, and conditions of probation including HOPE Court conditions if ordered.
- Pay all fines, fees, costs, assessments and restitution set forth in the Money Judgment section of this order.

## Substance Abuse Package, *continued*

- Report to Clackamas County Community Corrections, 1024 Main Street, Oregon City immediately following court or w/in 24 hours of release.
- If the crime of conviction is a DUII, attend a DUII Victim's Impact Panel within 60 days of this judgment.
- Submit to monitored testing at the direction of the probation officer at defendant's expense.
- Report to Collections clerk, Clackamas County Courthouse, 807 Main Street, Room 104 to set up a payment plan immediately following court or w/in 24 hours of release.
- Obtain a substance abuse evaluation as directed by the probation officer and follow through with any treatment recommendations, including inpatient treatment and comply with all follow-up treatment. Defendant shall be responsible for the evaluation fee and successfully complete and pay for any treatment recommendation by the evaluator.
- Report as required and abide by the direction of the supervising officer.
- Submit defendant's person, residence, vehicle or property, including computers, to search by the probation officer at any time without benefit of a search warrant when the probation officer has reasonable grounds to believe that such a search will reveal evidence of a violation of this probation.