

**In the Circuit Court of the State of  
Oregon for the County of Clatsop**

**GUIDE TO  
CLATSOP CIRCUIT COURT**

**Updated September 2024**

**The Honorable Beau Peterson, Presiding Judge  
The Honorable Dawn McIntosh  
The Honorable Kirk Wintermute**

**Julie Vredeveld, Trial Court Administrator**



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## Court Location

Clatsop County Circuit Court is located in the Clatsop County Courthouse at:  
**749 Commercial Street**  
**Astoria, Oregon**

The mailing address is:  
**P.O. Box 835**  
**Astoria, Oregon 97103**

Court staff and public windows are on the main level.

The Family Resource Center is on the main level.

### Courtrooms:

- Courtroom 100 is on the lower level.
- Courtroom 200 is on the main level.
- Courtroom 200B is fully remote.
- Courtroom 300 is on the upper level.

## Telephone and Fax Numbers

The court can be reached by telephone at **(503) 325-8555**.

The court can be reached by fax at **(503) 325-8677**.

## Website

The court website is located at: <https://courts.oregon.gov/courts/clatsop>

## Hours of Operation

The court is open Monday through Friday from 8:00 a.m. 5:00 p.m. except:

- Court is closed on state holidays.
- Court is closed from 4:00 p.m. to 5:00 p.m. on the first Wednesday of every month for a staff meeting.
- The customer service window is closed from 4:00 p.m. but a drop box is available for filings.

The Family Resource Center walk in hours are:

- Tuesday, Thursday 1:00 p.m. to 4:00 p.m.
- Monday, Wednesday, Friday from 8:30 a.m. to noon.

## Contact Information

<u>Judge</u>	<u>Judicial Support</u>	<u>Email</u>	<u>Telephone #</u>
Judge Wintermute	Christy Shoop	<a href="mailto:100calendar.clatop@ojd.state.or.us">100calendar.clatop@ojd.state.or.us</a>	503-325-8555 x71543
Judge Peterson	Katie Danen	<a href="mailto:200calendar.clatsop@ojd.state.or.us">200calendar.clatsop@ojd.state.or.us</a>	x70098
Judge McIntosh	Paula Hovden	<a href="mailto:300calendar.clatsop@ojd.state.or.us">300calendar.clatsop@ojd.state.or.us</a>	x70097
Court Administration		<a href="mailto:Susan.D.Fortney@ojd.state.or.us">Susan.D.Fortney@ojd.state.or.us</a>	x70103
Docketing		<a href="mailto:docket.clatsop@ojd.state.or.us">docket.clatsop@ojd.state.or.us</a>	x23018
Jury		<a href="mailto:Jury.info@ojd.state.or.us">Jury.info@ojd.state.or.us</a>	x23021

Judicial support staff generally schedule juvenile and specialty court matters. Other matters are generally scheduled by docketing.

## Mode of Appearance

Non-evidentiary hearings and landlord/tenant, small claims and violations trials will generally be held by Webex video. Evidentiary hearings will generally be held in person. Additional information is available in PJO 2024-01 ([PJO 2024-01](#)). Cases that will be held by video will include that information on the hearing notice. If you would like to request a change in the mode of the proceeding, you must file a request in writing at least 48 hours before the time of the hearing and include the other parties' positions.

## Case Management in Criminal Cases

### Arraignments

In-custody arraignments are generally held at 1:15 p.m. daily.

Out-of-custody arraignments are generally held at 2:15 on Tuesdays.

The jail gives days/times for arraignment or appearance to defendants who do not have a current court date scheduled at the time of their release.

At arraignment, the Court will accept not guilty, guilty or no contest pleas as allowed by law. Criminal cases shall be set for case management conferences unless the defendant pleads guilty or no contest at arraignment.

### Case Management Conferences

Case management conferences (CMC) are the first appearances after arraignment in criminal cases and are set on the Court's general docket approximately:

- 3 weeks from arraignment for in-custody defendants.
- 5-6 weeks from arraignment for out-of-custody defendants.

**Note:** A defendant who waives their right to trial within 60 days at arraignment will be treated like an out of custody defendant for purposes of CMC docketing procedures.

The district attorney (DA) is expected to provide discovery and make an offer prior to the CMC, and the defense attorney is expected to discuss the offer with the defendant prior to the CMC. The CMC will be used to determine whether the case is likely to settle or be set for trial.

Generally, only one CMC is set. If an attorney needs additional time to investigate the case, discuss plea offers, or communicate with their client, the case will be set for a status hearing. A status hearing will only be used for future case scheduling purposes and may be cancelled in favor of a trial or plea date at the request of the parties. The court may waive the CMC and set any case for trial at its option.

Plea and sentencing hearings can be set:

1. During an attorney's miscellaneous time;
2. During open criminal case time on the general docket.

Consortium attorneys each have a weekly miscellaneous session for short criminal proceedings. The types of hearings typically set in the miscellaneous session include, but are not limited to:

1. CMCs
2. Probation violation (PV) hearings;
3. Plea and/or sentencing hearings;

## **Case Management in Civil Cases**

### **Arbitration**

If a case is eligible for arbitration, at issue notices will be sent when the case becomes at issue and the case is referred for arbitration.

Clatsop County Circuit Court's Arbitration Program functions under the direction of an Alternative Dispute Resolution (ADR) Commission. The ADR Commission has established an arbitrator compensation schedule. Arbitrators appointed as part of the court's arbitration program are compensated at the rate of \$250 an hour, up to a maximum of \$1,000 per day. If extraordinary conditions justify a different fee, and the parties concur, the fees may be adjusted accordingly. If any party does not concur, the arbitrator shall ask the court to determine an appropriate fee.

Arbitration forms and instructions can be found on the forms page of the court's website.

### **Civil Case Management Conference (CMC)**

If a case is not eligible for arbitration, it will be referred for a CMC when it becomes at issue. When a case is scheduled for CMC, the attorneys/parties must return the Case Information Sheet to the court within 10 days of the date on the notice.

At the CMC, the judge will use the information provided on the Case Information Sheet to set trial dates and reasonable deadlines for discovery and motions.

### **Continuances**

Continuances will not be allowed except for good cause. The trial date must be no later than one year from the date of filing unless a judge allows a later date.

## **Trial Memoranda & Preparation**

All trial memoranda, requested jury instructions, witness lists, motions in limine, a proposed neutral statement of the case, and exhibit lists must be received by the court and opposing counsel at least twenty-four (24) hours prior to the commencement of the trial.

## **Case Management in Juvenile Cases**

### **Procedures in Juvenile Delinquency Cases**

At the first appearance, a youth may admit or deny allegations in the petition. If the youth denies, the case will be set for a settlement conference in approximately three (3) weeks.

At the settlement conference, the youth and their attorney, if any, will discuss resolution with the Clatsop County Juvenile Department staff or DA. If the case resolves, the court will hold disposition if time allows and if all parties are ready. Disposition may be set over upon request of a party.

If the case does not resolve at the settlement conference, the case will be set for adjudication.

- If the case does not resolve at the settlement conference, the parties shall advise the approximate length of trial, the number of witnesses, and other relevant matters.

Adjudications in delinquency cases will be set within 56 days whenever possible. Once adjudication is set, continuances will not be allowed absent substantial cause.

### **Procedures in Juvenile Dependency Cases**

At the shelter or first appearance hearing, the court will give dates for settlement conference, docket call and adjudication. The Department of Human Services (DHS) caseworker will record the dates on the summons and serve the parents if they have not already been served.

Adjudications in dependency cases will be set within 60 days whenever possible. Once adjudication is set, continuances will not be allowed absent substantial cause.

- Settlement conferences generally will be set 25 to 35 days after the petition is filed.
- Adjudications generally will be set 50 to 55 days after the petition is filed and shall be held within 60 days unless the court finds good cause for delay.