



Columbia County Circuit Court Remote Access Contact Sheet

During COVID-19 social distancing restrictions, the court will hold several hearings remotely. This means, you will be **required** to appear by telephone or videoconferencing software. This information sheet will be used by the court to contact you electronically.

Please submit this form by 4:00 pm, two (2) business days prior to your hearing. You may submit it to the Trial Court Administrator's front counter between the hours of 9:00 am - 11:30 am and 1:00 pm - 4:00 pm, Monday - Thursday; or through efiling at <https://www.courts.oregon.gov/services/online/Pages/efile.aspx>. Please file this as a confidential document, using code (ADCH). **There is also a drop-box available at the courthouse for after-hours filings.**

- This form applies ONLY to the case number listed. If you have more than one Columbia County case, you must fill out a separate form for each case.
- Court rules do not allow the other party to officially "serve" you by email if you are representing yourself. Providing the court with your email address does not mean the other side or attorney will serve you by email.
- YOU are responsible for notifying the court if any of this information changes. You can use this form to update your information for this case. You may not call and update your information.
- You are responsible for checking your voicemail and/or email (*and junk folder*) for notifications from the court. You may not receive a reminder call or email and much of what you will receive is time sensitive.

Case Number: _____

Hearing Date and Time: _____

My Name: _____

I am: Plaintiff/Petitioner Defendant/ Respondent Other: _____

Email Address: _____

This email address is where instructions for phone or video conferencing will be sent.

Phone Number: (____) _____

****Most remote appearances will be held through the Cisco Webex system. You will receive the call-in information on your mailed hearing notice or through email. This is the phone number that the court will use to call you for your upcoming court hearing(s) if not held using the videoconferencing software.**

By checking this box, I am asking the court to update this phone number and email in my court record.

Date: _____

Signature: _____

Print Name: _____