



**TRIAL COURT ADMINISTRATION
Fifteenth Judicial District
Coos County Courthouse
250 North Baxter Street
Coquille, Oregon 97423
(541) 396-4063**

RE: Remote Appearances for Landlord Tenant and Remote Mediation for Small Claims

COVID-19 has challenged agencies and industries all over the world to adapt how they provide services to their clients.

In response to the changing requirements and restrictions surrounding COVID-19, Coos County Circuit Court will begin offering appearance for all landlord tenant matters by remote means. In addition, Common Ground Mediation (CGM) can provide remote mediation for parties willing to participate in the mediation process for small claims and landlord tenant matters:

Landlord Tenant

1. Upon initiating a case the plaintiff will be provided the time and method of appearance. The clerk will collect the information necessary from the plaintiff to schedule the remote appearance through WebEx.
2. Included in the service documents will be information for the tenant on how they can appear.
3. At the first appearance, the parties will be offered the opportunity to mediate through remote mediation offered by CGM over the next six days.
 - a. If mediation is elected by both parties, they will be provided information to contact CGM to schedule their remote mediation.
4. At the conclusion of the first appearance, parties will be given their final hearing date. If a mediated agreement is not reached and filed with the court within 24 hours of that date their case will proceed to a court trial which may be held by remote means.
 - a. At the conclusion of the first appearance, parties will be given their final hearing date.
 - i. The tenant must file their answer with the court by 4:00PM on the day of their first appearance. If this is not received it will result in a default judgment.
5. If a mediated agreement is reached, the mediator will obtain signatures from all parties through available technology and then forward the confidentiality agreement and mediated agreement to the court by email at least 24 hours in advance of the final hearing date.
 - a. CGM will make available the mediated agreement forwarded to the court to both parties.

6. If a mediated agreement is not reached the case will proceed to a court trial which may be held by remote means. If the tenant does not file an answer and an agreement is not reached in mediation, a default judgement will be entered in favor of the plaintiff.
 - a. If the trial proceeds by remote means the parties are required to have all exhibits available by electronic means which may be shared through the device, they are using to access the remote appearance.
7. Once a mediated agreement is received by the court the scheduled hearing will be canceled
8. Failure of either party to attend the trial may result in default judgment or dismissal.

Small Claims

1. Small claims matters will continue to be heard in person unless a party requests an alternative appearance method from the court.
2. The plaintiff and defendant will be provided information prior to their hearing date on how they can participate in remote mediation.
3. At the hearing date the parties will be provided another opportunity to participate in remote mediation. If the parties choose to mediate, the proceeding will be reset to a future date.
4. If the parties, choose not to mediate at this hearing the matter will proceed to a court trial.
5. If mediation occurs and an agreement is reached, the mediator will obtain signatures from all parties through available technology and forward the confidentiality agreement and mediated agreement to the court by email at least 24 hours in advance of the final hearing date.
 - a. CGM will make available the mediated agreement to the court to both parties.
 - b. CGM will provide the confidential consent to mediate and signed mediated agreement to the court.
6. If mediation occurs and no agreement is reached the case will proceed as set with a court trial.

This process will go into effect on December 1, 2020.

Thomas Lankford
Trial Court Administrator
15th Judicial District