

**IN THE CIRCUIT COURT FOR THE STATE OF OREGON
FOR THE FIFTEENTH JUDICIAL DISTRICT**

**In the Matter of Establishing a
Violations Bureau**

**General Order NO. 21-03
THIRD AMENDED**

Pursuant to the provisions of ORS 153.800, ORS 153.806 and Chief Justice Order Number 20-022, and the Court finding for the efficient disposition of court business and for the convenience of persons so charged with traffic, boating, wildlife and commercial fishing, dog control, and parks and recreation violations:

IT IS HEREBY ORDERED:

- I. There is established the Coos-Curry Court Violations Bureau and the court designates the Trial Court Administrator (TCA) as violations clerk for all operational functions of said bureau. The Trial Court Administrator shall serve under the direction and control of this court as the appointing power.
- II. Violations will be disposed of per Chief Justice Order (CJO) Number 20-022 by the Coos-Curry Court Violations Bureau and Central Violations Bureau, if the offense is one described by ORS 153.008 or designated as a violation by City or County ordinance relating to traffic, dog control, boating, wildlife, parks and recreations, or commercial fishing.
- III. Defendants must personally appear before the Judge on any City (municipal), County, Oregon Administrative Rule (OAR) violations, and parks and recreation violations, Minor in Possession (MIP), unclassified violation, major traffic offense (misdemeanor) and felony.

Upon failure to appear (FTA) for any Prohibited Camping violation the violations clerk shall enter a default judgment against the defendant.

- IV. Persons charged with violations who qualify for dispositions through the Violations Bureau have several ways to access plea options and enter a plea on or before their court appearance date.
 - a. Defendants who report in person or by phone are given plea options by the violations clerk as follows:
 - i. Plead Not Guilty: The defendant will give the clerk a complete and current address and sign a Not Guilty Plea form. The Clerk will set a trial and deliver to the defendant a trial notice setting forth the time and date of the trial.
 - ii. Plead No Contest: The defendant can enter verbally to the clerk a no contest plea.
 - b. Defendants who visit the Coos/Curry website may enter a plea on or before their court appearance date online.

- i. Plead Not Guilty: The defendant can enter a not guilty plea by selecting “Enter Plea/Request Trial” and submitting the online trial request form. The defendant must choose one of the following:
 1. Court Trial
 2. Trial by DeclarationIf the defendant opts for a Trial by Declaration, there is an electronic waiver the defendant must e-sign before submitting the online form to waive in-person appearance.
 - ii. Plead No Contest: The defendant can enter a plea of no contest by selecting the link to the Oregon Judicial Department Courts ePay under “Plea of No Contest” and follow the prompts to enter the plea.
 - c. Defendants can mail their Oregon Uniform Citation to the court after selecting one of the following plea options on their citation:
 - i. Plead no contest and pay the court the presumptive fine.
 - ii. Plead no contest, send a letter of explanation, and pay the presumptive fine.
 - iii. Plead not guilty and request a trial. The violations clerk will mail a notice of the time and place.
 - iv. Plead not guilty and request a trial by declaration. The violations clerk will obtain a signed waiver of trial, and then mail the Declaration packet to review and return by a specified date.
- V. If a defendant posts by mail the presumptive fine amount without a written plea of no contest and letter of explanation, the violations clerk will impose the specified fine per the existing Uniform Fine Schedule (UFS).
- VI. If, after seeing the violations clerk, the defendant disagrees with the fine, he or she will then be given the option to:
 - Enter his or her plea of no contest or comply with Section IV of this order and have the matter set for a trial, or
 - Request and be granted the opportunity to see a Judge in order to have the Judge set the fine or penalty.
- VII. The violations clerk may allow continuances for appearance by a defendant appearing personally before the violations bureau not to exceed two (2) weeks; the TCA or the chief deputy violations clerk may allow a second two (2) week continuance.
The violations clerk will inform the defendant to pay the amount in full within 365 days or the amount will be referred to collections for payment action.
- VIII. Upon failure to appear for a scheduled appearance the violations clerk shall enter a conviction on the citation and impose a sentence of the fine equal to the amount of the presumptive fine for the class of the offense and sanction the defendant's driver's license under ORS 809.220.

Upon failure to appear for a scheduled trial the violations clerk shall enter a conviction for the offense(s) on the case and impose a sentence of the fine equal to two times (or double) the amount of the presumptive fine for the class of the offense and sanction the defendant's driver's license under ORS 809.220.

For Example:

Class A Violation - Presumptive Fine - \$440 +\$ 440: Total: \$880

Class B Violation - Presumptive Fine - \$265 +\$ 265: Total: \$530

Class C Violation - Presumptive Fine - \$165 +\$ 165: Total: \$330

Class D Violation - Presumptive Fine - \$115 +\$ 115: Total: \$230

Violations that occur in a "Special Zone" (highway work zone, posted school zone, safety corridor) will not have a fine imposed equal to two times (or double) the fine amount for the presumptive fine. For violations that occur in a "Special Zone" the amount of the presumptive fine shall be applied for the class of the offense and sanction the defendant's driver's license under ORS 809.220.

For Example:

Class A Violation - Presumptive Fine - \$875

Class B Violation - Presumptive Fine - \$525

Class C Violation - Presumptive Fine - \$325

Class D Violation - Presumptive Fine - \$225

Upon failure to comply with any payment arrangement the violations clerk shall in the regular course notify the Department of Motor Vehicles of the failure to comply, pursuant to ORS 809.210.

- IX. The violations clerk is authorized to disclose the UFS by telephone and continue a case up to two (2) weeks, upon request, for anyone making a specific inquiry with respect to the policy of the court relating to the Violations Bureau.

Upon request for reduction in the amount of the fine, the violations clerk may quote CJO #20-022 and the Uniform Fine Schedule over the telephone to defendants who wish to plead no contest.

The violations clerk may impose the disposition specified in the UFS upon defendants who plead no contest by mail with a written explanation. The presumptive fine will be imposed on any plea received with no written explanation.

Pursuant to ORS 153.800, the violations clerk may accept a not guilty plea in person, by phone or in writing from the defendant. Upon request defendants may have a trial by declaration in lieu of a court trial.

- X. Traffic School options beginning January 1, 2026:

- a. The Violation Bureau shall, upon request, accept all qualified defendants charged with qualifying violations to participate in the court's approved online traffic school, UTurn 180.
- b. Defendants may participate in Online Traffic School options based on the following criteria:
 - i. Defendant must have a valid driver's license or permit, but not a commercial driver's license (CDLs disqualify persons from this program. The one exception is for CDLs that were acquired after the violation).
 - ii. Defendant must not have any previous moving violation convictions in any state within three years of the current offense date.
 - iii. Defendant must not have participated in a previous traffic school program in Coos or Curry counties in the last three years.
 - iv. Defendant's citation is a single moving violation. A "moving violation" is defined as anything that falls under the purview of the Violations Bureau.
 - v. Traffic School is not available for criminal charges and charges involving accidents.
 - vi. Traffic School is not available for citations that include 100+ MPH or greater; for reckless driving, or any other driving crime including, but not limited to, driving under the influence, failure to perform the duties of a driver, attempt to elude, and driving while suspended.
 - vii. Defendants cited for violations in a "Special Zone" (highway work zone, posted school zone, or safety corridor) must appear in-person to request the court to allow the online Traffic School Program.
- c. The terms of the traffic school Declaration Agreement to be signed by defendant are as follows:
 - i. Traffic school is an early acceptance program. It shall not be offered if a case is set for trial.
 - ii. Defendant must pay the presumptive fine within 60 days of filing the Declaration Agreement.
 - iii. Defendant must complete an approved traffic school option and provide proof to the court within 60 days of filing the Declaration Agreement. The cost of traffic school is the responsibility of the defendant.
 - iv. Successful completion of the online traffic school program will result in the dismissal of the offense by the violations clerk.

- XI. The Trial Court Administrator, as the violations clerk, may delegate any member of the court operations staff as deputy violations clerk in order to carry out the purpose of this order. The Trial Court Administrator will designate at least one chief deputy violations clerk.
- XII. Nothing in this order shall prevent a person from mailing a signed waiver of trial and no contest plea upon being quoted the fine by the clerk, who shall then enter the plea and apply the receipted funds to the fine.

Nothing in this order shall prevent any person, upon request, from appearing before the court to explain the facts and circumstances of the citation.

XIII. The violations clerk may dismiss the following citations when presented with appropriate proof:

- Driving While Suspended Violation (ORS 811.175), dismiss with proof of valid license at the time the citation was issued or a Hardship Permit if valid at the time of the citation and if the person was driving within its restrictions.
- Driving Uninsured (ORS 806.010), dismiss with proof of insurance at the time the citation was issued. Proof must cover the vehicle listed on the citation.
- Failure to Carry Proof of Financial Responsibility (ORS 806.012), dismiss with proof of valid insurance at the time the citation was issued.
- Driving with expired vehicle registration tags (ORS 803.550), dismiss with valid proof of vehicle registration as of the date the citation was issued.
- Dog License Requirement (ORS 609.100), dismiss with proof of license before scheduled appearance date.

The violations clerk may accept a plea of no contest from a defendant in person, by phone or in writing after advising the defendant that such a plea will result in a conviction and imposition of the fine specified in the UFS.

XIV. The violations clerk may dismiss a minor traffic citation or violation if it does not contain a future court date, time, or place of appearance, provided however if the clerk does not have authority over all the charges, the citation will be sent to the judge to determine the next step.

XV. The violations clerk shall return a citation to the citing agency when the citation fails to indicate a presumptive fine.

All previous procedures drafted by the Trial Court Administrator shall remain in effect to carry out the purpose of this order.

This order amends General Order 21-03 SECOND AMENDED dated November 26, 2025.

It is so ordered this 25th day of August 2026.



**Martin E. Stone, Presiding Judge Fifteenth
Judicial District**