



Jackson County Circuit Court Remote Hearings: Exhibits List

If a party is allowed to appear remotely, by video conferencing software or at times by phone, they may also submit exhibits and have witnesses testify remotely.

Jackson County Circuit Court Presiding Judge Order (PJO 21-10) along with Chief Justice Order (CJO 21-009) allow for exhibits to be filed using the e-filing system. Additionally, if parties are not able to access or use the e-filing system, a process for alternate submission has also been developed.

Labeling Exhibits – Exhibits must be labeled with “Exhibit #” on the bottom right hand corner of each page of each exhibit. Pursuant to UTCR 6.080, ***exhibits must be labeled using the following system:***

- If you are the **Plaintiff/Petitioner** label exhibits - # **1 - 100**
- If you are the **Defendant/Respondent** label exhibits - # **101 - 199**

Exhibits that are submitted prior to a court hearing, ***must be submitted by 4:00 pm at least two (2) court days, prior to the hearing and in one of the following ways:***

E-Filing

- Users can visit <https://oregon.tylerhost.net/ofswab> and register for an account
- There is no filing fee to file exhibits
- Filers must use an Exhibit List filed under “EBLS” in substantially the same format as the attached local “Exhibit List Cover Sheet”.
- If eFiled, exhibits may be filed under one “EB” (Exhibit) code as long as they are listed on the Exhibit List Cover Sheet.
- The Exhibit List Cover Sheet ('EBLS') and the Remote Hearing Participant List ('ADCH') must be separate filings in the same envelope because they have their own filing code.
- All exhibits must be served on all parties in the case. A certificate of service (included in attached Exhibit List Cover Sheet) must be completed and accompany any submitted exhibits.
- File as many exhibits as you can in one unified *confidential* PDF file (NTE 25MB); and
 - 1) Be accompanied by an index that identifies each exhibit, located at the beginning of the submission, and each identified exhibit must be electronically linked to the index; and
 - 2) Include an electronic bookmark for each exhibit.

Appearing in Person

- Exhibits will be brought to court on the day of trial or hearing
- All exhibits must be labeled as noted above
- All exhibits must be served on all parties in the case. A certificate of service (included in attached cover sheet) must be completed and accompany any submitted exhibits.

