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JACKSON COUNTY COURTS

IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR JACKSON COUNTY

**IN THE MATTER OF EXHIBITS FOR
REMOTE PROCEEDINGS**

DOCKETED BY: _____
PRESIDING JUDGE ORDER

NO. 21- 10

Whereas, it is hereby ORDERED that per CJO 21-009 and PJO 21-10 exhibits shall be submitted to the court for remote hearings and trials as follows:

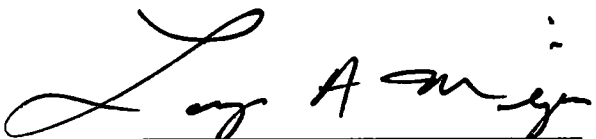
- 1) Exhibits filed electronically with the court in compliance with CJO 21-009 and PJO 21-10 must be filed 4:00 pm at least two (2) court days prior to the date of the remote proceeding.
- 2) Notwithstanding UTCR 6.050(3) and UTCR 21.070(3)(p), when a proceeding is to be conducted remotely, any exhibit that can be converted to PDF may be submitted through the court's electronic filing (eFiling) system. The document should be filed as confidential unless the case type is confidential.
- 3) When submitting exhibits through the eFiling system, the filer shall designate the exhibits as described in UTCR 21.070(6).
- 4) The submission of exhibits through the eFiling system must comply with UTCR 21.040(1), (2), and (4), to the extent applicable, except that the court may direct that multiple exhibits in a particular proceeding be submitted as separate eFiled documents.
- 5) Exhibits submitted as a unified single PDF file under this paragraph must:
 - a. 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
 - b. Include an electronic bookmark for each exhibit; and
 - c. A single PDF eFiled document must not exceed 25MB and shall follow court directives for labeling exhibits on the court's local remote hearings webpage.

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- 6) Non-documentary exhibits such as audio and/or video exhibits must be filed conventionally with the court:
 - a. The exhibits must be submitted to the court by 4:00 pm at least two (2) court days prior to the date of the remote proceeding. If audio and/or video is submitted as individual exhibits they need to be marked and provided in individual formats to the court for the proceeding.
 - b. Multiple media sources PDF, audio, and/or video exhibits for one proceeding must be filed conventionally at the court and not through eFile; complying with paragraph 4 above.
 - c. Audio and/or video must be in the following format: CD, DVD, or thumb drive.
 - i. Video must be submitted in either AVI, MP4 or WMA formatting,
 - ii. Audio must be submitted in either MP3 or WAV formatting and/or
 - iii. Photographic imagery must be submitted in either JPG, TIFF or BMP formatting. If audio and/or video is submitted as individual exhibits they need to be marked and provided in individual formats to the court for the proceeding.
 - d. Non documentary exhibits that are physical objects, other than audio and/or video, parties must contact the court by 4:00 pm at least two (2) court days prior to the date of the remote proceeding for further instructions regarding providing the exhibits to the court and other parties.
- 7) Exhibits may not be emailed to court staff under any circumstances.
- 8) The court may reject submissions that do not comply with this order.

This Order shall remain in effect until rescinded or superseded by further order of the court.

Dated this 22 Day of April, 2021.


HON. LORENZO A. MEJIA
PRESIDING JUDGE
JACKSON COUNTY CIRCUIT COURT