



## Jackson County Circuit Court Remote Hearings: Exhibits List

During COVID-19 restrictions, the court will hold most court hearings remotely. This means, parties will appear remotely, by video conferencing software or at times by phone. Parties may also submit exhibits and have witnesses testify, which **must** also be done remotely.

Jackson County Circuit Court Presiding Judge Order (PJO 20-04) along with Chief Justice Order (CJO 20-006 [Amended]) 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 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/ofsw eb> 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 and list of potential witnesses 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 or witness lists.
- 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.

### **Filing In Person**

- File exhibits at the first floor Jury window in the Justice Building. If window is closed, please ring bell for service.
- There is no filing fee to file exhibits
- Filers must file an Exhibit List Cover Sheet ('EBLS') in substantially the same format as the attached local “Exhibit List Cover Sheet”.
- All exhibits and list of potential witnesses 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 or witness lists.

