



## Jackson County Circuit Court Remote Hearings – Criminal

The court may allow remote appearances for certain criminal hearings. Parties may appear remotely via WebEx video conferencing software or telephonic. For any remote appearance, **you will need to file a motion, order, and Remote Hearing Form with the court** requesting a judge to allow you to appear either by telephone or video. These documents must be received at the court **by 4:00 pm, two (2) business days prior to your court session.**

### Mandatory In-Person Hearings

- Settlement Conferences
- Motion Hearings
- Trials

### Arraignment Session 9:00 am

1. Defendants charged with a misdemeanor or felony may appear by telephone, if a judge has signed an order allowing it. Video appearance is not available for this session. If allowed, parties will call in using an access line that will be provided once the request is approved by a judge.
2. If a defendant has a **warrant**, they must appear in person.
3. **Release Agreement – Fingerprint:** If defendant appears remotely for arraignment, they must contact the court within two (2) business days of the hearing to sign a release agreement and schedule an appointment to get processed and fingerprinted at the jail. Please call Court Services at 541-776-7171 ext. 35028, during our business hours of 8:00 am to 12:00pm and 1:00 pm to 4:00 pm Monday – Friday.
4. If a defendant appears remotely and requests a **court appointed attorney**, the defendant must call the court within two (2) business days to get an application. Please call Court Services at 541-776-7171 ext. 35028, during our business hours of 8:00 am to 12:00pm and 1:00 pm to 4:00 pm Monday – Friday.
5. If defendant **lives out of the county or state**, we can send the Release Agreement and application for court appointed attorney to the attorney or pro se defendant. **We must have a current address for the defendant. The defendant must arrange to be fingerprinted on the charges for the case in Jackson County if other arrangements are not made.**

**Plea and Sentencing Hearings 8:30 am**  
**Friday Show Cause/PV Session 9:00 am**

Parties may appear via WebEx video conferencing for the Plea and Sentencing Hearings. The number of in-person hearings for that session is limited to ten (10) persons. The PV Session is limited to 30 people and parties may appear telephonically via WebEx.

1. Before entering a plea, the defendant must have been processed and fingerprinted on all charges in the case.
2. Cases with sex offenses must appear in-person if the defendant will need to sign the sex offender registration form in-person at time of sentencing.
3. **Request Appearance** - Parties may request a plea/sentencing hearing or PV hearing if they file a motion, order, and notice of remote appearance request using the *WebEx Remote Hearing Participant form*.

**These documents must be filed by 4:00 pm, two (2) business days prior to requested hearing date to allow time to set up the Remote WebEx session.** If the document with the appearance contact information is not received within the above period, the parties must appear in-person or set over the hearing to a new date.

4. If the defendant is appearing by remote means, the following documents must be efiled and received by the court **by 4:00 pm, two (2) business day prior to the court hearing.**
  - a. Signed Plea Petition/Order
  - b. Signed Petition Conditional Discharge if entering a deferred program on a charge
  - c. Signed Petition Deferred Sentence if entering a deferred program on a charge
5. If the defendant is entering into a DUI diversion program at sentencing, the defendant must report to the court at least two (2) business day before sentencing to complete the diversion paperwork, petition, and payment agreement. The court windows are open from 8:00 am to 12:00 pm and 1:00 pm to 4:00 pm. The defendant will need to file the DUI Diversion plea petition with the court **by 4:00 pm, two (2) business day prior to the court hearing.**
6. The attorney will need to provide the defendant with any information for reporting to probation for any programs, supervision, or jail alternatives.
7. If the defendant is sentenced to pay fines, fees or restitution, the defendant must report to the criminal window within two (2) business days of sentencing to establish a payment plan on those assessments. The court windows are open from 8:00 am to 12:00 pm and 1:00 pm to 4:00 pm.