



## Klamath Basin Adjudication Electronic Filing and Document Access Guide

V 1.0

The purpose of this guide is to explain how to file documents electronically and access court documents online in the Klamath Basin Adjudication (Case # WA1300001).

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### IMPORTANT NOTE ABOUT E-FILING

- eFilings are being routed through Jackson County. This means that screens you see during the eFiling process, as well as receipts and acceptance emails, will have the name Jackson or Jackson County on them and not Klamath or Klamath County.
- This case already exists within the system. You should NEVER select New Case when attempting to eFile into the Klamath Basin Adjudication case even if this is the first time you are using the eFiling system or filing into this case.
- Tyler Technologies provides all technical Support. If you need support and Tyler asks you what court you are filing into you are filing into Jackson County.
- If you have a court business process question you need to contact Klamath County Circuit Court (e.g. What do I call this document? When can I file? When is the next hearing? etc.)



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### ELECTRONIC FILING

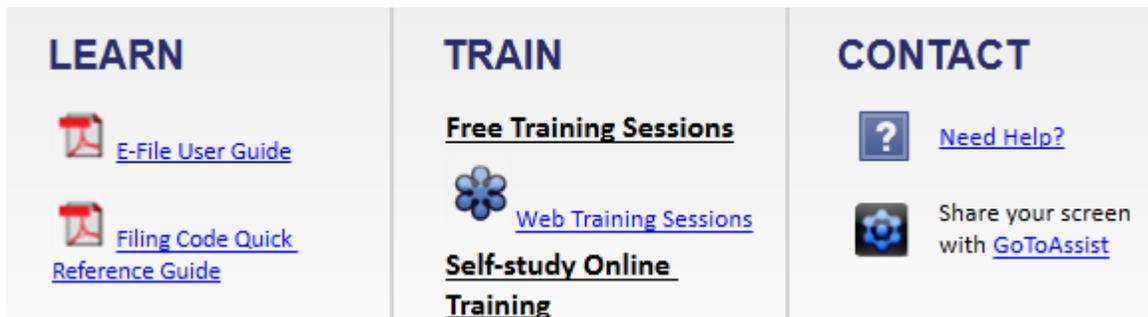
You can electronically file your documents on the case by using Odyssey File and Serve (OJD's eFiling solution). You can access File and Serve at this web address: <http://oregon.tylerhost.net/>

### Training

Training for the eFiling system is available in three formats:

1. Tyler Technologies offers live webinars (sign-up under the TRAIN section)
2. Tyler Technologies provides videos on demand that walk through the basics of electronic filing (See the TRAIN section)
3. The Oregon Judicial Department and Tyler Technologies provide self-paced user guides that walk through the eFiling process (access these guides under the LEARN section)

These links are available on the File and Serve webpage: <http://oregon.tylerhost.net/>.



(Screenshot example)

### Registering for File and Serve

Electronic filing is free; however, you must register to use the system. Click *Register Now*, from the File and Serve homepage to begin.

File and Serve will walk you through the rest of the registration process.



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### Electronic Filing into the Klamath Basin Adjudication Case

After logging into the system, File and Serve will direct you to your *Workspace*. From your *Workspace* input the case number in the *Case Number field* and click *Go*.

NEW CASE   [Advanced Search](#)

### Filing a First Appearance

To file your exception, select the filing code “Objection – OB”. The *Optional Services box* will appear below the *Reference Number field*. Select the fee “Civil – First Responding Party (Default/Declaratory) (\$252)” and click *Add →*.

Under the *Documents* section, select *Click to Browse* and attach your exception document.

If you are filing additional documents with your exception, select *Add Another Filing*. This will allow you to add as many documents as necessary to your eFiling envelope.

Select Filing Code\*  
Objection - OB  EFile  Service

Reference Number ⓘ

Optional Services

Civil - First Responding Party (Default /Declaratory) (\$252.)	<input type="button" value="Add →"/> <input type="button" value="← Remove"/>	Selected Optional Services <input type="text"/>
Defendant Filing Action - Amount \$50K or more and < \$1M		
Defendant Filing Action - Amount > \$10M (\$1,056.00)		
Defendant Filing Action - Amount > \$1M / < \$10M (\$793.00)		
Defendant Filing Action - Amount < \$10K (\$158.00)		

### ONLINE DOCUMENT ACCESS

You can access the circuit court’s case record online through the Oregon eCourt Case Information (OECI) System. Access to OECI is through a paid subscription to the Oregon Judicial Case Information Network (OJCIN). Only members of the Oregon State Bar and Designated Governmental Users (and their staff) who have subscriptions can access documents through the system at this time.

### Registration

You can register for the OJCIN system here:

<http://courts.oregon.gov/OJD/OnlineServices/OJIN/pages/getstarted.aspx>



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Please note there is a cost for both signing up (\$100) and a monthly subscription fee (\$35).

### Accessing the Klamath Basin Adjudication Case Record

Once you have a subscription, you access the Klamath Basin Adjudication case through OEI. This case information is not in OJIN.

1. From the OJCIN Online Homepage:  
<http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx>
2. Select *Oregon eCourt Case Information (OEI)* from the drop-down list and click *Sign In*.

Oregon eCourt Case Information (OEI) Sign In

3. After signing into the system, select *Search Civil, Family, and Probate Case Records*.

Case Records

Select a location

All Locations

[Search Criminal, Traffic and Parking Case Records](#)

[Search Civil, Family and Probate Case Records](#)

[Search Court Calendar](#)

[Search Judgments with Money Awards](#)

4. Enter wa1300001 into the *Case Number field* and click *Search*.



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### (\*) Required Fields

Search By:

Case:  Number  Cross Ref Number

\* Case Number:

Case Status:  All  Open  Closed

On or After  and On or Before

Date Filed:   
(e.g. 11/12/1955)

Sort By



5. Select the blue hyperlink to access the Register of Actions.
  - a. Entries on the Register of Actions that are in blue contain documents; click the entry name to go to the documents screen.

01/02/2014	<a href="#">Complaint</a>	Created: 01/02/2014 9:48 AM
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6. From the documents screen, select the document you want to view.

Selected Event	Image	Page Count
01/02/2014 Complaint	<a href="#">Complaint</a>	4

Other Events on This Case	Image	Page Count
01/23/2014 Proof of Service - Substitute	<a href="#">Proof of Service - Substitute</a>	2
01/23/2014 Declaration	<a href="#">Declaration</a>	1
01/23/2014 Summons	<a href="#">Summons</a>	2
02/25/2014 Notice - Intent Take Default	<a href="#">Notice - Intent Take Default</a>	2
05/14/2014 Notice - Dismissal	<a href="#">Notice - Dismissal</a>	1
05/14/2014 Judgment - General Dismissal	<a href="#">Judgment - General Dismissal</a>	1

Other Images on This Case	Image	Page Count
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NOTE: OJD documents can be in either .tiff or .PDF format. To view .tiff images you must have a compatible windows viewer (this can be downloaded for Macs).