



Lane County Circuit Court Remote Hearings: Exhibits and Witnesses

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

Labeling Exhibits

Exhibits must be labeled with the exhibit number (“Exhibit # ___”) on the bottom right hand corner of each page of each exhibit.

Plaintiff/Petitioner number your exhibits starting with 1 (1,2,3 etc.)

Defendant/ Respondent number your exhibits starting with 101 (101, 102 etc.)

Exhibits must be submitted at least 2- business days prior to the hearing in one of the following ways:

E-Filing

1. Users can visit <https://oregon.tylerhost.net/ofswab> and register for an account
2. There is no filing fee to file exhibits
3. Filers must eFile a cover sheet in substantially the same format as the attached “Exhibit List and Witness List”
4. All exhibits may be filed under one “EB” (Exhibit) code as long as they are listed on the cover sheet.
5. Filers must follow the [Chief Justice Order](#) and [UTCR](#) requirements for remote hearing exhibits or the eFiling may be rejected by the court.
6. All exhibits and list of potential witnesses must be served on all parties in the case.

Mail to the Court: (Attorneys may only mail non-document exhibits and must eFile document exhibits)

1. Mailed exhibits must have a cover sheet included in substantially in the same format as the attached “Exhibit List and Witness List”
2. Mailing Address: Lane County Circuit Court, 125 E. 8th Avenue, Eugene, Oregon 97401
3. All exhibits and list of potential witnesses must be served on all parties in the case.

Filing in Person: (Attorneys may only in-person file non-document exhibits in person and must eFile document exhibits)

1. File exhibits with a cashier at the courthouse at 125 East 8th Avenue, Eugene
2. Filers must file a cover sheet in substantially the same form as the attached “Exhibit List and Witness List”
3. All exhibits and list of potential witnesses must be served on all parties in the case.

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

)	
)	
Petitioner/Plaintiff,)	Case No. _____
)	<input type="checkbox"/> Petitioner/Plaintiff
)	<input type="checkbox"/> Respondent/Defendant
vs)	EXHIBIT LIST AND WITNESS LIST
)	
)	
Respondent/Defendant.)	

Date of Hearing: _____

Exhibit #	Description of Exhibit

Additional Page – “Exhibit List Continued” Attached

POTENTIAL WITNESSES

Name (first, last)	Contact Telephone Number

Additional Page – “Potential Witness List” Attached

_____ I provided a copy of this document and all exhibits to (name of party/attorneys) _____

_____ **Prior to the proceeding** I will provide a copy of this document and all exhibits to (name of party/attorneys) _____

Date: _____

Signature: _____

Printed Name: _____

Contact Address	City State, Zip Code	Phone Number
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