

MULTNOMAH COUNTY CIRCUIT COURT
EFILING BEST PRACTICES FOR CIVIL CASES

This guide has been divided in two main sections based on types of documents that may be submitted to the court: “**Initial Filings**”, which covers filings that start a new case, and “**Subsequent Filings**” addresses documents submitted to be filed into an existing case.

“**General Tips**” and “**Common Civil Filing Codes**” are sections that may refer to either type of filing. The contents are outlined below.

The material presented is a focus on certain key areas and not designed to be an exhaustive approach to all types of filings.

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INITIAL FILINGS

When the option to start a New Case is selected, user will be able to begin entering data immediately.

Case Information

Case Types – Select best descriptive type.

Guidance on certain case types:

- Tort - Medical Malpractice: Use this when medical negligence is involved.
- Document Recording: To register a foreign judgment.
- Property - General: Matters such as Quiet Title, Partition of Property; NOT for foreclosure.
- Property - Foreclosure: Matters such as foreclosing on a deed of trust; NOT for lien foreclosures (use Contract instead).
- CONVENTIONALLY FILE: Foreign Subpoenas, Petition for Writ of Review, etc., see SLR 2.501.

NOTE: If you are filing an additional document into an existing case, and you see this section – STOP and check your envelope, as this section is not available in subsequent filing envelopes.

Parties Section

Party Type – Select only Plaintiff and Defendant.

Party Name – Just the name.

- DO NOT include aliases such as AKAs, DBAs, FKAs, etc. The court staff will add it once the document is accepted into the case register.
- DO NOT include descriptors such as: “an Oregon Corporation,” “a division of Major Co., Inc.”
- Maximum number characters* for names – Business Name: 80, Person: 40.

NOTE: Aliases such as AKAs and DBAs will be added by the court after acceptance into the case register.

Party names should NOT include additional description about the person or entity unless it is actually part of the name (i.e., the name you could conduct a search for the individual or a business). If it is a part of the legal name, please note in the comments, otherwise court staff reject names with descriptors.

Party Addresses – If represented by an attorney, address is NOT NECESSARY. If self-represented litigant, less than 65 characters* in each address line. Contact information is NOT required for the defendant(s).

*Maximums may be subject to change. If you are unable to enter the complete data, please note in the comments of the submission. Once accepted, the court staff will complete it.

Filing Section

Select a Filing Code – The first filing code should be for the starting instrument such as complaint or petition.

General guidance in selecting filing codes:

- Complaints with a prayer amount - Code: Complaint - CM (\$0.00) and select appropriate filing fee. The document must have a prayer amount noted in the caption. If amount of controversy is not on the caption as per ORS 21.105(1), the submission will be rejected.
- NO prayer amount – DO NOT use Complaint - CM (\$0.00), see **Common Civil Filing Codes** section.
- If there are additional filings, add them afterwards in the same envelope.
- If you change the filing code and had a filing fee selected, REMOVE the filing fee before changing the code. Otherwise, start a new envelope.

NOTE: Application for fee waiver or deferrals will be rejected. Submissions with overpayment or underpayment of the filing fee will be rejected

Case Parties – Associate ONLY the plaintiff(s).

Payment – Select the filing party under “Party Responsible for Fees.” (Any other party selected will be rejected.)

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SUBSEQUENT FILINGS

To file additional documents into an existing case, user is to enter a case number, then select the option to file into the case.

1st Appearance

DESCRIPTION	RECOMMENDED
1 st Appearance: Answers, motions, etc.	Defendants for cases <u>WITH</u> a prayer amount - Select the appropriate filing fee that starts with: "Defendant Filing Action..." Defendants for cases <u>WITHOUT</u> a prayer amount - Select the appropriate default amount filing fee, currently \$252, for example: Appearance Complaint for Partition of Real Property - \$252.
1 st Appearance <u>by 3rd-party defendants</u>	Select the appropriate filing fee that starts with: "Defendant 3rd Party Complaint-Amount..." Codes that have that filing fee option: <ul style="list-style-type: none"> • Answer-3rd Party Complaint-AN3P • Answer-AN <p>This filing code should be used for to file an answer by 4th-, 5th-, etc.-party defendant(s).</p>
Third-party complaints	Answers and third-party complaints are separate pleadings (see ORCP 13(B)), thus should be filed as separate documents. This topic is covered under Complaints: Third-Party. <i>NOTE: Answer-3rd Party Complaint-AN3P code is an <u>answer TO a third-party complaint.</u> If this code used for other than that purpose, it will be rejected.</i>
Parties	In the Parties section: select the appropriate attorney for the appearing party. In the Filing section: Associate the filing defendant(s).

Arbitration

DESCRIPTION	RECOMMENDED
Notice of Selection of Arbitrator and Setting of Hearing	If within the timeframe: Notice - Arbitration Hearing Date - HGAR <u>Requires approval:</u> Order - Proposed - PPOR <i>NOTE: DO NOT use Arbitration - Stipulation to - ABSP</i>

Complaints: Amended (Original, Third-Party)

DESCRIPTION	RECOMMENDED
Claim Amount	If there is a prayer amount, note it on the caption as per ORS 21.105(2). Otherwise, the submission will be rejected.
New Defendant(s)	Add new party(ies) in proper case.
Renaming Plaintiffs/Defendants	Add new party(ies) in proper case. Court staff does not change party names based on an amended complaint. If the newly named plaintiff/defendant is not added as a new party, the filing will be rejected. <i>NOTE: An incorrectly spelled party will NOT be omitted (See SLR 5.071).</i>
Associating Parties	Do NOT associate any party to the filing. <i>NOTE: The party field for this event is NOT for the filing party.</i>
Filing Fees	If change in prayer amount requires additional filing fees, select appropriate filing fee. <i>NOTE: Amended complaints without a prayer amount on the case caption will be rejected.</i>

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Complaints: Third-Party

DESCRIPTION	RECOMMENDED
Claim Amount	If there is a prayer amount, note it on the caption as per ORS 21.105(1). Otherwise, the submission will be rejected.
Answer-3 rd Party Complaint-AN3P	AN3P code is NOT for a third-party complaint. It is a code for an ANSWER TO a 3 rd party complaint. If AN3P is used, it will be rejected.
Parties	<p>Add all the names of the 3rd party defendants to the submission. Select party type: 3rd Party Defendant.</p> <p>Do NOT add the filing defendant(s) as the 3rd Party Plaintiff(s); court staff will add the additional role.</p> <p><i>NOTE: Defendant(s) filing the 3rd party complaint will be later updated with the additional role as 3rd party plaintiff(s) after the document is accepted into the case register. This will keep the financial record under the same party.</i></p>
Party Responsible for Fees	<p>Select the filing party.</p> <p><i>NOTE: Any payment will be applied to the party selected in this field.</i></p>
Filing Fees	<p>Select the appropriate filing fee based on the third-party complaint prayer amount.</p> <p><i>NOTE: Third-party complaints without a prayer amount on the case caption will be rejected.</i></p>
Associating Parties	<p>Do NOT associate any party to the filing.</p> <p><i>NOTE: The party field for this event is NOT for the filing party.</i></p>
First Appearance Filing Fee	<p>Both the third-party complaint and first appearance filing fee cannot be charged under one filing code. If first appearance filing fee was also due but not included, the submission will be rejected.</p> <p>To be able to pay the first appearance filing fee as well, submit a notice of representation <u>in the same envelope</u>.</p> <p>Click on “Add Another Filing” option and select the filing code: Notice – Representation – NORP. This code contains options for first appearance filing fees.</p>

Proposed Orders/Judgments

Some ex parte matters can be handled through File & Serve, for EXCEPTIONS see SLR 2.501. If required to be presented at ex parte, any document that is also required at the same time are to be filed conventionally.

A proposed order or judgment must include a Certificate of Readiness attached to the proposed order or judgment. See UTCR 5.100.

DESCRIPTION	RECOMMENDED
Orders - Proposed – PPOR Judgments - Proposed – PPJG	<p>Use codes regardless of “type” of order or judgment, such as stipulated order/judgment.</p> <p>For judgments, title must also specify: Limited, General or Supplemental; see ORS 18.038(2).</p> <p>If document is to be sent to a particular judge, place the judge’s name below the caption title.</p>

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Rule 7 Proofs of Service

Associating Parties to Service/Summons Filing – Associate the served defendant(s). If there are multiple proofs of service, they should be filed as separate filings and placed in the same envelope (when possible).

Proof of Service with Summons – If a proof of service filing has accompanying it a summons, please place the summons behind the proof of service. The **Summons – SM** code is only for the summons.

Common Rule 7 Service Filing Codes:

DESCRIPTION	RECOMMENDED CODES
Service return is ONLY substitute service.	Proof of Service - Substitute - PSSE
Service return is ONLY mailing.	Affidavit - Mailing - AFMA
Service return is for ONLY publication.	Affidavit - Publication - AFPU
All rest (acceptance of service, personal service, substitute with follow-up mailing; multiple defendants where one of them had been personally served).	Proof - Service - PRSV
This filing code indicates that the defendant(s) named in the filing were not served. IF the party was served, please use a different appropriate service filing code.	Return - Service/Not Served - RSNO

Subsequent Filings – Others

DESCRIPTION	RECOMMENDED	NOT RECOMMENDED
Request for Admission	Request - RQAD	Admission
Response to a motion*	Response - RN (Comment description)	Memorandum - Response to Motion
Reply in support of motion*	Reply - RY	Memorandum - Reply
Opposition to motion*	Response - RN (Comment description)	Memorandum - Opposing Motion
Motion to Dismiss, Compel, Summary Judgment, etc.	Please use the descriptive pre-set filing code	Motion - MO

*If the title of the document does not specify “memorandum” or the purpose was not for filing to function as a memorandum, but as a response or reply.

For a list of common filing codes please see **Common Civil Filings Code** under **Other Tips**. A longer list of filing codes can be found in the help section of the File & Serve site (“**Oregon Judicial Depart – Filing Code List**”).

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GENERAL TIPS

Adding Filings in Envelopes

Use “**Add Another Filing**” option to file several filings in ONE envelope when possible. In the HTML 5 version, click “**Save Changes**” before adding another filing. Only place in separate envelope if the total for size of all the documents is above 35 MB.

If divided documents are submitted in separate envelopes, since multiple clerks work a single queue, place comments for clerks to be alerted about related envelopes. For example, “Declaration of John Doe Part 1 of 3, Part 2 submitted in separate envelope.”

Lead document should be first, i.e., complaint, then declaration, etc. For guidance on divided filings see **Exhibits/Divided Filings** below.

Confidential Documents

For civil filings, per UTCR 21.070(3)(g), a document under official seal must be filed conventionally. To efile an image, see UTCR 21.070(3)(h) and **eFiled Images Later Conventionally Filed** below.

eFiled Images Later Conventionally Filed

Items such as: CDs, loose pictures, tapes, large-scale documents (e.g., blue prints), and those under UTCR 21.070(3)(h). For large-scale documents, photocopy a portion of the document. To submit it to the court, include a COVER LETTER specifying the pleading as well as referencing the location of the image (i.e., Exhibit G). Documents filed under seal must be clearly marked as such and a copy of the court order allowing it must be submitted along with it, as per UTCR 5.160(4) and SLR 1.165(2).

NOTE: If the original is submitted to the court without a cover letter, the court would not know that an image of the item has been efiled already. Without proper identification, delays will occur in processing the item, or the risk of it being processed by the court as a new filing, resulting in a duplicate entry.

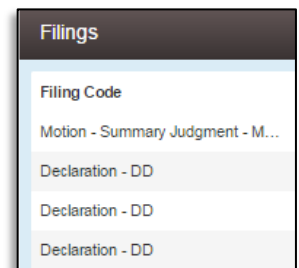
Exhibits/Divided Filings

The electronic filing of a document that includes attachments or exhibits must be submitted as a single unified PDF file unless the size is greater than 25 MB per UTCR 21.040(2).*

If the document is greater than 25 MB and must be divided, use the same filing code and add a comment that the document has been divided.

For example, multiple filings in an envelope with comments:

Filing Code	Filing Comments
Motion – Summary Judgment	Partial re: XXXXX
Declaration	Declaration of John Doe Part 1 of 3
Declaration	Declaration of John Doe Part 2 of 3
Declaration	Declaration of John Doe Part 3 of 3



If the document is greater than 35 MB, reference the other envelope as well in the comments section.

* Affidavits and declarations should be filed under a separate filing code unless they are attachments or exhibits to a main document (see UTCR 21.040(2)(c)).

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Fee Wavier / Deferrals Accounts

The court is not responsible for setting up fee waiver accounts in File & Serve. To learn about setting up a wavier account, please refer to the “Administrator Guide” under “Manager Payment Accounts”. In the event you have any questions, contact Tyler Technologies at 800-297-5377.

Currently there is no way to set up a deferred fee account in File & Serve. However, if a filing does NOT have a filing fee associated with it, do NOT use a waiver account. If the filing code has a filing fee built into the code, you may use a waiver account and note in the comments that the party has a deferral on the case, such as: “Filing Fees Deferred for the Party.” Without the comment, the filing may be rejected due to nonpayment of a filing fee.

Filings for Consolidated Cases

Consolidated cases, per UTCR 2.090, “are consolidated for purposes of hearing or trial only.” Thus, unless there is court order that states otherwise, if a document is to be filed for both cases, electronically file it in EACH case. In addition, since multiple case numbers are on the caption, to reduce the risk of the document appearing as a duplicate, make a notation on the appropriate case number (especially for orders or judgments).

If a party would like to submit a document to the case they are NOT a party to, it may be submitted through the existing party to that other case, or submit it without associating any party. Do NOT add new party(ies). New parties may be removed or the submission may be REJECTED.

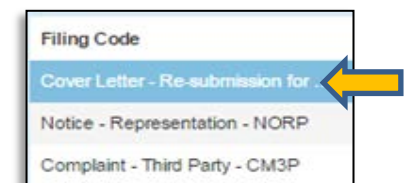
Originals to the Court

Conventionally file original documents under UTCR 21.070(3) and those presented at ex parte per SLR 2.501. Do NOT file the original with the court if the document had been electronically filed, except those under UTCR 21.070(3)(h). Please refer to retention requirements under UTCR 21.120.

Relation-back Date Requests

Relation-back date requests (made within 3 days of rejection), requires several elements. If one element is omitted, your request may NOT be granted. Requirement per UTCR 21.080:

1. The request noted in the comments of the envelope, such as: “RESUBMISSION OF REJECTED FILING, RELATION-BACK DATE OF FILING REQUESTED”.
2. Uploaded in the same envelope as the re-submitted filing(s), a cover letter explaining the reason with the requested DATE and TIME. Use the filing code: **Cover Letter - Re-submission for Rejected Filing – LT.**



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COMMON CIVIL FILING CODES

Initial Filings (New Cases)

Should be the first document in an envelope:

Complaint - CM (\$0.00)
Complaint - Declaratory Judgment - CM (\$252)
Complaint - Originally Small Claim - CM
Confession of Judgment - CFJG
Petition - Initiating - PTIN (*No monetary prayer*)
Petition - Register Foreign Judgment - PTRF*
Petition - Relief Sex Offender Reporting - PTRX
Petition for Review - PTRV
Petition Judicial Review – PTJF

1st Appearance - Defendants

Answer - Affirmative Defense - ANAD
Answer - AN
Answer - Crossclaim - ANCR
Answer - Crossclaim Counterclaim - ANCC
Motions - MO*
Notice - Representation - NORP
Notice - NO (*e.g., Notice of Removal to Federal Court*)
Response – RN

* *There are other motion filing codes available; motions that defendants may file as a first appearance.*

1st Appearance - Third-Party Defendants

Answer - Affirmative Defense - ANAD
Answer - AN
Answer - 3rd Party Complaint - AN3P

Arbitration

Arbitration - Amended Award - ABAM
Arbitration - Arbitrator's Time Utilized - ABTU
Arbitration - Award - ABAW
Arbitration - Award Appeal - ABAP (\$150)
Arbitration - Objection to - ABOB
Arbitration - Response - ABRN
Arbitration - Withdrawal of Arbitrator - ABWD
Notice - Arbitrations Hearing Date - HGAR

Default Filings

Affidavit - Non-Military - AFNM
Affidavit - Non-Military| Non-Minor - AFNN
Bill - Cost - BICO
Motion - Default Order - MODF
Motion - Judgment - MOJG
Notice - Intent Take Default - NOID
Statement - Attorney Fees - STAT
Statement - Costs & Disbursement - STCD

Rule 7 Service / Appearance Related

Affidavit - Mailing - AFMA
Affidavit - Publication - AFPU
Proof - Service - PRSV
Proof of Service - Substitute - PSSE
Return - Service (Not Served) - RSNO
Motion - Allow Service by Mail - MOMA
Motion - Continuance - MOCO
Motion - Service by Posting - MOPG
Motion - Service by Publication - MOSP
Summons - SM (*Summons ONLY*)

Motions

Motion - Allow Payment on Judgment - MOPJ
Motion - Allow Service by Mail - MOMA
Motion - Change Venue - MOCV
Motion - Compel Discovery - MOCD
Motion - Compel Production - MOCP
Motion - Consolidate Cases - MOCS
Motion - Continuance - MOCO
Motion - Debtor Exam - MODJ
Motion - Designate Complex Case - MOXC
Motion - Dismissal - MODM
Motion - File Amended Answer - MOFA
Motion - File Amended Complaint - MOFC
Motion - Intervene Authorization - MOIN
Motion - Judgment Not Withstanding Verdict - MOJN
Motion - Default Order - MODF
Motion - Judgment - MOJG
Motion - Make Definite & Certain - MOMM
Motion - Out of State Attorney - MOOA (*Pro Hac Vice*)
Motion - Out of State Witness - MOOW
Motion - Postponement - MOPN
Motion - Preliminary Injunction - MOPI
Motion - Pretrial Discovery - MOPD
Motion - Produce Witness - MOPW
Motion - Protective Order - MOPO
Motion - Quash - MOQU
Motion - Reinstate - MORI
Motion - Relief from Judgment - MOJR
Motion - Renewal of Judgment - MORJ
Motion - Rule 21 - MORL
Motion - Sanctions - MOSN
Motion - Service by Posting - MOPG
Motion - Service by Publication - MOSP
Motion - Set Aside - MOAS
Motion - Set Aside Judgment - MOSJ
Motion - Sever - MOSV

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Motion - Sheriff's Deed - MODE
Motion - Show Cause - MOSH
Motion - Strike - MOSK
Motion - Summary Judgment - MOSM
Motion - Telephone Testimony - MOTT
Motion - Time Extension - MOET
Motion - Vacate - MOVA

Responsive Filings

Objection - OB (*e.g., Opposition*)
Objection - Cost Bill - OBCB*
Objection - Time Extension - OBET*
Objection - Request To Produce Discovery - OBRP*
Response - RN (*e.g., Opposition*)
* Do NOT use for first appearance

Subsequent Complaints

Complaint - Amended - CMAM with optional services*
Complaint - Third Party - CM3P**
*Use to file amended 3rd-, 4th-, etc. party complaints.
** Use to file 4th-, 5th-, etc. party complaints. However, for newly added defendant use roles: 4th-, 5th-, etc. defendants.

Other Subsequent Filings

Agreement - AG
Affidavit - Supporting Motion - AFSM
Affidavit - Non-Military - AFNM
Affidavit - Non-Military| Non-Minor - AFNN
Association Counsel - ATCN
Certificate - Foreclosure - CEFO
Declaration - DD
Exhibit List - EBLS
Jury Instructions - Proposed - PPJU
Memorandum - At Law - MMLW
Memorandum - Support Motion - MMSM
Memorandum - Trial - MMTL
Notice - Dismissal - NODM
Notice - Intent Take Default - NOID
Notice - Substitution of Attorney - NOSA
Notice - Withdrawal of Attorney - NOWA
Offer - Compromise - OFCO (*e.g., Offer of Judgment*)
Request for Admissions - RQAD
Request for Production - RQPD
Proposed Verdict Form - PPVI
Statement - Attorney Fees - STAT
Statement - Costs & Disbursement - STCD
Stipulation - SP (*NOT for motions, orders/judgments*)
Subpoena - Duces Tecum - SUDT
Subpoena - SU
Substitution of Attorney - SBAT
Witness List - Proposed - PPWL

Post-Judgment

Appeal - Pre-Disposition - ALPD
Assignment - Judgment - ASJG
Certificate - Extension Judgment - CEXJ
Garnishment - Challenge - GRCH
Motion - Allow Payment on Judgment - MOPJ
Motion - Debtor Exam - MODJ
Motion - Relief from Judgment - MOJR
Motion - Renewal of Judgment - MORJ
Motion - Set Aside Judgment - MOSJ
Motion - Sheriff's Deed - MODE
Motion - Show Cause - MOSH
Notice - Appeal - NOAP
Notice - Cross Appeal - NOCA
Notice - Demand Payment - NODP
Return - Sale Upon Execution - RSSE
Return - Writ - RTWR (*e.g., Garnishments*)
Satisfaction - Attorney Lien - SAAL
Satisfaction - Partial - SAPR
Satisfaction - SA
Transcript - Proof of Filing - TRPF
Writ - Garnishment - WRGR (*Issued by attorneys*)

Proposed Filings

Judgment - Proposed - PPJG
Jury Instructions - Proposed - PPJU
Order - Proposed - PPOR
Proposed Verdict Form - PPVI
Witness List - Proposed - PPWL
Writ - Proposed - PPWR

Relation-Back Date Request

Cover Letter - Re-submission for Rejected Filing - LT
(*MUST be submitted with the rejected document(s)*)