

IN THE OREGON TAX COURT
REGULAR DIVISION
MAGISTRATE DIVISION
Court Administration

IN THE MATTER OF PARTIAL CLOSURE)
OF THE COURT PURSUANT TO CHIEF)
JUSTICE ORDER NO. 08-071)
) **ORDER OF PARTIAL CLOSURE**

In compliance with Chief Justice Order No. 20-006, the Oregon Tax Court has taken steps to reduce the spread of the COVID-19 virus. Those steps include requiring all court personnel to work from home to the greatest extent practicable and changing the court's day-to-day operations to minimize time spent at the court by personnel and court users. To make these changes, the court has temporarily reduced the hours available for in-person filings and deliveries.

The court normally is open from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday, subject to holidays and other statutory exceptions. During those normal hours, pleadings and other documents may be filed by any means permitted by statute or rule, for example, by electronic filing or filing in person.

The purpose of this Order is to temporarily declare the court **closed, for in-person filings only, after 2:00 p.m.** on days when the court is otherwise open, for the duration of this order.

The court intends that this partial closure will provide a one-business-day extension of the statutory limitations period for filing documents, solely for documents that are delivered to the court in person for filing after 2:00 p.m., and before the court's normal closure time of 5:00 p.m., on the last day of the period allowed for filing. The court intends that the court temporarily be considered open for the purpose of filing pleadings and other documents in person from 8:00 a.m. until 2:00 p.m. each day the court is otherwise open. For the purpose of filing

ORDER OF PARTIAL CLOSURE

pleadings and other documents by all other means, the court will continue to be open during its normal hours, from 8:00 a.m. until 12:00 noon and 1:00 p.m. to 5:00 p.m. The court does not intend this order to affect limitations periods for documents filed by any means other than in person. See ORS 174.120.

The court has placed a drop box to receive filings in the lobby of the Magistrate Division, 1241 State Street, Third Floor (3R), Salem. Court personnel are assigned to retrieve documents from the drop box no later than 2:00 p.m. on days when the court is open, and to file them that day. I hereby designate the drop box as the alternate location for in-person filings in either the Magistrate Division or the Regular Division pursuant to CJO No. 08-071, ¶ 2.

The outbreak of the COVID-19 virus has shown that electronic filing of documents significantly reduces the need for court personnel to be physically present to handle paper documents. The court strongly encourages all litigants, including those not represented by counsel, to use electronic filing whenever possible. For instructions please see the court's Handbook for Litigants, available on the court's home page at <https://www.courts.oregon.gov/courts/tax/Pages/default.aspx>. Now, therefore,

IT IS ORDERED, pursuant to Chief Justice Order No. 08-071, that the Regular Division and the Magistrate Division observe the following schedule, except as may be ordered on a case by case basis:

In-person filings and deliveries

Staff will be available Monday through Friday from 10:00 a.m. to 2:00 p.m. Social distancing measures will be strictly observed. Documents for filing that are placed in the drop box from 8:00 a.m. to 2:00 p.m. will be filed that day.

CLOSED from 2:00 p.m. until 5:00 p.m. Documents for filing that are placed in the drop box from 2:00 p.m. to 5:00 p.m. will be filed the next day the court is open. See ORS 174.120.

Telephone	Open regular hours, 8:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m. Note that a smaller number of personnel are answering phones, and are doing so remotely. Staff will return voicemail messages.
Electronic Filing	Available as usual.
US Mail and Private Express Carrier Deliveries	Staff will process incoming mail and deliveries daily. Signage directs express carriers and others to deliver to the drop box. Safe handling procedures and limited on-site hours may slow processing. ORS 305.418 (as amended in 2019) applies to deemed filing dates for complaints and petitions.
Electronic Mail	Open regular hours, 8:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m.
Facsimile	Open regular hours, 8:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m. In case of equipment malfunction, be aware that staff are present only from 10:00 a.m. to 2:00 p.m.

This order is effective immediately and applies until the court orders it revoked or modified.

Dated this 23rd day of March, 2020

Signed: 3/23/2020 02:15 PM


Tax Court Judge Robert T. Manicke

ORDER OF PARTIAL CLOSURE