

Submission of Exhibits in Remote Proceedings

If at least one party is appearing remotely for your hearing, you must provide your exhibits to the court and the opposing party prior to the hearing. If you are self-represented, you may submit your exhibits by bringing the originals to the courthouse (“Hard Copy”) or by submitting them electronically using the court’s eFiling system (“Electronic Filing”). Attorneys must file exhibits using the court’s eFiling system.

Hard Copy

- Organize and number your exhibits on the bottom right corner of the page. Petitioner will number exhibits 1, 2, 3, etc. Respondent will number exhibits 101, 102, 103, etc.
 - INFORMAL DOMESTIC RELATIONS TRIALS - documents do not need to be numbered
 - Prepare an index of the exhibits, including the exhibit number and a brief description.
 - Prepare a certificate of mailing to the opposing party/attorney.
 - Make 3 copies.
 - A few days prior to your hearing, bring the original exhibits to the courthouse for filing.
 - Mail the copies to the opposing party/attorney after filing the originals with the court.
- NOTE: It is very important that the opposing party/attorney receives a copy of your exhibits prior to the hearing, so be sure to allow time sufficient time for mailing (at least 3-5 business days).

Electronic Filing

Before you begin

- You must have an OJD eFile account (“File & Serve”) to file your exhibits electronically.
 - To register, go to:
<https://www.courts.oregon.gov/services/online/Pages/efile.aspx>
- Exhibits should be submitted as one, single unified PDF document.
- The PDF document must include both a linked index and a bookmark for each exhibit. PDFs that do not meet these requirements will be returned.
 - INFORMAL DOMESTIC RELATIONS TRIALS - Documents do not need to be linked and bookmarked; please skip to “eFiling Exhibits via File & Serve”
- You must have Adobe Pro to properly link and bookmark your exhibits.

How to Link Exhibits and Create Bookmarks in Adobe Pro

1. Locate the document and open with Adobe Pro.
2. OCR the document (Makes the document Text Searchable).
 - Select *View* then **Tools**.
 - From *Tools*, select **Enhance Scans**.

- On the *Enhance Scans* toolbar, select **Recognize Text** and select **In This File**.
 - Select the **Recognize Text** button.
 - Save and close the **Enhance Scans** tool.
3. Link the exhibits listed on the index to the appropriate exhibit.
- Select *View*, then **Tools**.
 - From *Tools*, select **Edit PDF**.
 - From the *Edit PDF* toolbar, select **Link** and **Add/Edit Web or Document Link**.
 - Locate the first entry on the Index.
 - Drag a box around the entire index entry.
 - From the *Create Link* dialog box, select the **Link Type of Invisible Rectangle**.
 - Select the *Link Action* of **Go to a page view**.
 - Click **Next** to open the *Create Go To View* dialog box.
 - With the *Create Go To View* dialog box still open, scroll to the beginning of the first page of the related exhibit or enter the page number from the navigation bar.
 - Click **Set Link**.
 - Repeat for each Exhibit in the Document.
4. Link the exhibits to a Bookmark within the Document.
- Select the **Bookmark** icon on the toolbar on the left side of the page.
 - Highlight the beginning of the exhibit.
 - Then click the **New Bookmark** icon.
 - Repeat for each Exhibit in the Document.

eFiling Exhibits via File & Serve

- **Exhibits should be submitted as one, single unified PDF** unless the envelope is larger than 25MB or as otherwise directed by the local court. If the PDF larger than 25MB the filer will need to separate the PDF into two documents and file them in separate envelopes.
- **Submit the PDF as a confidential document.** If the document is not marked confidential, then it will be available to view on public kiosks and for all OECI users. Since the exhibits will be marked as confidential the opposing party will be unable to view them in OECI. This means the filer will need to provide the opposing party with copies of the exhibits the filer intends to introduce into evidence.
- **You must include a certificate of service with your filing, confirming that a copy was sent to the opposing party.** This may be accomplished through File & Serve by either eServing the party; by mailing or hand-delivering a hard copy; or by email.
- **If you need to submit exhibits that cannot be converted into a PDF, such as audio, video, or physical evidence, please contact the Court.**