



## Wasco County Circuit Court

### Instructions for Filing Exhibits (Documents and Photos)

#### (For remote hearings only)

Some court hearings will be held by phone or by video. Sometimes, parties have Exhibits such as documents or photos that they want to ask the Judge to look at. These are instructions for getting your exhibits to the court correctly so that the Judge can look at them during your court hearing.

If a party is appearing remotely, exhibits can be provided to the court electronically (by computer), or in person. Below are instructions for each type of filing.

#### Rules for both Electronic and In Person Filings

**1. Labeling Exhibits** – Exhibits must be labeled with an Exhibit Number on the bottom right hand corner of each page of each exhibit. You can just use a pen or pencil to do this. For a photo, it is a good idea to use a sticker to label your exhibits. ***Exhibits must be labeled using the following numbering system:***

- **Plaintiffs/Petitioners** use exhibit numbers **1 - 100**
- **Defendants/Respondents** use exhibit numbers **101 – 199**

○ Example: Plaintiff's Ex. #2 page 1 of 3

- **This is to avoid both parties using the same exhibit number.**

**2. Please** submit all Exhibits ***at least two (2) court days, prior to your hearing.***

**3. Anything that is submitted to the court, must also be given to the other party to the case.** To show the court that you have followed this rule, you must fill out the Certificate of Service included in this packet. If you do not do this, the judge may not be able to look at your Exhibits during your hearing.

#### Filing In Person (This is the easiest way)

- To File exhibits in person, bring them to Wasco County Circuit Court, 511 Washington Street, on the third floor at the Circuit Court windows or mail them to: Wasco County Circuit Court, Attn: Exhibits, 511 Washington St., STE 305, The Dalles, OR 97058-8002.
- People filing Exhibits must use and file an Exhibit List Cover Sheet. *An Exhibit List Cover Sheet is attached for your use.*
- **Reminder:** All exhibits must be served on all parties in the case. The certificate of service (included in this packet) must be completed.
- There is no filing fee for filing exhibits.

### Filing by email

- To file exhibits by email, email them to: [wasco@ojd.state.or.us](mailto:wasco@ojd.state.or.us)
- People filing Exhibits by email must use and file an Exhibit List Cover Sheet. *An Exhibit List Cover Sheet is attached for your use.*
- **Reminder:** All exhibits must be served on all parties in the case. The certificate of service (included in this packet) must be completed.
- There is no filing fee for filing exhibits by email.

### Filing Exhibits Electronically (E-Filing)

- Parties can visit <https://www.courts.oregon.gov/services/online/Pages/efile.aspx> for additional information on how to file electronically.
- Filers must use and file an Exhibit List Cover Sheet. The Exhibit List Cover sheet is filed under “EBLS.” **The Exhibit List Cover Sheet is attached for your use.**
- The Exhibit List Cover Sheet ("EBLS") and the Exhibits “EB,” are **separate filings and must be filed separately**. They each have their own filing code. (“EBLS” for the cover sheet and “EB” for the actual Exhibits).
- All your exhibits may be filed under one code “EB” as long as each one is listed on the Exhibit List Cover Sheet, like the one attached.
- **Reminder:** All exhibits must be served on all parties in the case. The certificate of service (included in this packet) must be completed.
- There is no filing for filing exhibits electronically.

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**IT IS VERY IMPORTANT THAT YOU FOLLOW ALL OF THESE RULES.**

**If you do not follow these rules, you may not be able to present information that you believe is important to your case.**

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

	)	
_____	)	Case No. _____
Petitioner/Plaintiff,	)	<input type="checkbox"/> Petitioner/Plaintiff
	)	<input type="checkbox"/> Respondent/Defendant
and	)	<b>EXHIBIT LIST COVER SHEET</b>
_____	)	
Respondent/Defendant	)	Date of Hearing: _____

Exhibit #	Description of Exhibit

☐ Additional Page – “Exhibit List Continued” Attached

## CERTIFICATE OF SERVICE

I certify that on (date) \_\_\_\_\_ I served a copy of this document and all attachments to (name of party/attorney) \_\_\_\_\_ at the following address and/or fax number: \_\_\_\_\_ by the following methods:

- ☐ by **mailing** a full, true and correct copy in a sealed, first-class postage-prepaid envelope, addressed to the party(ies) listed above, and deposited with the United States Postal Service, on the date set forth above.
- ☐ by **hand-delivering** a full, true and correct copy thereof to the party(ies) listed above, on the date set forth above.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contact Address

City State, Zip Code

Phone Number