

Mag Card Application Instructions

Effective July 1, 2026, mag card applications and payments are online only.

1. Go to the court's webpage: www.courts.oregon.gov/courts/washington
2. Click on "Site Navigation" in the center of the main page
3. On the left side of the Navigation page in blue section, look for "Other Court Resources, then click on "Mag Card Application."
4. You will see an informational section to read and two links in blue:
"Washington County Mag Card Application:
"Converge Pay – Mag Card Application Payment"
5. Complete the application and print it off. Use Converge pay link to pay your \$115 fee, then print off the receipt. Attach the receipt to the back of the application by stapling together and mailing or hand delivering both pages to:

By Mail:

Washington County Circuit Court
Administration Office
150 North First Avenue, MS: 37
Hillsboro, OR 97124

Delivery In Person or by Courier:

Washington County Circuit Court
Administration Office
145 NE Second Avenue, Room 200C
Hillsboro, OR 97124

NOTE: Beginning July 1, 2026, the mag card term of service will be 3-years.



WASHINGTON COUNTY CIRCUIT COURT SECURITY BYPASS AUTHORIZATION

Qualified individuals seeking an approved magnetic key card to bypass Washington County Circuit Court security screenings may submit a completed application and payment to Washington County Circuit Court Administrative Office for review and consideration.

CONDITIONS REQUIRED FOR BYPASS AUTHORIZATION

1. Any individual with a qualifying professional license/certification in good standing is eligible to apply for Washington County Circuit Court Security Bypass Authorization by bypass court security stations via use of an approved magnetic key card. A qualifying professional license/certification includes attorneys, medical doctors, and psychologists licensed by the State of Oregon, and certified interpreters through the Oregon Judicial Department's Office of the State Court Administrator pursuant to ORS 45.291.
2. Access by means of an approved magnetic key card to any secure court building shall be limited for access from 8:00 a.m. to 5:00 p.m. and shall be limited for access for professional use *only*. No individual with an approved magnetic key card shall use said key card to access the court for personal matters. This includes but is not limited to attorneys appearing as a plaintiff/defendant in their own case.
3. Access to court buildings by means of the magnetic key card shall be limited to designated secure entrances. No one other than the authorized holder shall use the magnetic key card. The authorized holder is responsible for ensuring that no other *unauthorized* individuals follow-in behind them through the secure entrances. The authorized holder may at their discretion use other public entrances to court buildings to enter, however, in using the public entrances the authorized holder shall be subject to the general security screenings.
4. Authorized holders are prohibited from entering court buildings with any weapons or any other item(s) that are prohibited by statute, court rule, or court order.
5. Authorized holders are required to **immediately** notify the Trial Court Administrator following any criminal citation or arrest, issuance of a restraining or protective order(s), and of any investigation, suspension, or revocation of the authorized holders' professional licensure or certification.



6. Payment for an application of a magnetic key card is \$115.00, payable online via the Court's webpage, using the Converge payment link. Approved applications and related magnetic key card access are valid for 3-years. Application materials and payments may be submitted:

By US Mail to:

Washington County Circuit Court
Administration Office, Suite 200C
150 N 1st Avenue, MS37
Hillsboro, OR 97124

*Applications may be dropped off
in person, or by courier to:*

Washington County Circuit Court
Courthouse Building
Administration Office, Suite 200C
145 NE 2nd Avenue
Hillsboro, OR 97124

7. Authorized holders must **immediately** report to the Trial Court Administrator any lost, damaged, or stolen magnetic key card(s).
8. Washington County Circuit Court Administration, including the Presiding Judge, and/or the Washington County Sheriff's Office has the authority to deny any application. An applicant whose application has been denied will be informed of the grounds for the denial in writing and thereafter, may seek review of the denial. Washington County Circuit Court Administration, including the Presiding Judge, and/or the Washington County Sheriff's Office has the authority to suspend magnetic key card access to secured court buildings for good cause. An authorized holder whose access has been suspended will be informed of the grounds of the suspension in writing and thereafter, may seek review of the suspension. Any request for review must be made in writing and submitted to Washington County Circuit Court Administration. The review process will include review of a judge designated by the Presiding Judge and consultation with the Court Security Committee. Recommendations shall be made to the Presiding Judge, who holds the ultimate authority in granting bypass of entrance security screening stations.

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

In the Matter of the Enforcement
of UTCR 6.180 in
Washington County

General Order No. 162

The COURT FINDS that pursuant to ORS 1.002(1) (a) the Chief Justice of the Oregon
Supreme Court has adopted by Chief Justice order 92-046, Uniform Trial Court Rule 6.180, which
provides as follows:

6.180 WEAPONS AND HAZARDOUS SUBSTANCES IN THE COURT FACILITIES

Unless otherwise ordered by the court, no person except a law enforcement officer shall possess
in the court facility a firearm, knife, device, or hazardous substance capable of inflicting death or
physical injury.

THE COURT FINDS FURTHER that within the geographic boundaries of Washington County the
term court facilities means all public spaces and other spaces assigned to the Judges of the Court or the
Office of the Trial Court Administrator for the purpose of conducting the business of the Court in the
Washington County Courthouse, the Fourth floor of the Justice Services Building, the Second floor of
the Courthouse Annex, the Juvenile Court facilities, the arraignment court and spaces assigned to the
Court in the Washington County Jail facilities, and in any other spaces and locations which may be used
from time to time by the Judges or the Office of the Trial Court Administrator for the conduct of court's

1 THE COURT FINDS FURTHER that the items prohibited from possession in a court facility by UTCR
2 6.180 often are brought into a court facility in a concealed manner.

3 NOW THEREFORE IT IS ORDERED that the Washington County Sheriff, or others acting under his
4 direction, until otherwise ordered by the Court shall enforce UTCR 6.180 by every lawful means,
5 including searches of an individual's person and carried items and seizure of weapons and hazardous
6 substances, to prevent any person from entering or being within any court facility with any items
7 prescribed from possession in a court facility by UTCR 6.180. In carrying out any search under this
8 order, law enforcement officers or others acting under the Sheriff's direction shall not examine the
9 written content of any documents observed and may not testify to the content of any written document
10 encountered solely through such a search.

11 IT IS FURTHER ORDERED that any person entering any court facility as defined in this order shall
12 submit to a search of their person and a search of their bags, briefcases, valises, and hand carried items
13 for purposes of insuring compliance with UTCR 6.180. Refusal of a person to submit to a search as
14 provided by this order shall result in removal of the person from the court facility.

15 IT IS FURTHER ORDERED that the Washington County Sheriff may provide suitable, secure storage
16 for any weapons or hazardous substances brought into a court facility, when the owner has a lawful right
17 to possess and carry the property but for the prohibition of UTCR 6.180.

18 IT IS FURTHERED ORDERED that employee entrances may be used by current Washington County
19 courthouse employees or other Washington County employees in good standing and no prohibited
20 materials UTCR 6.180 are brought into the court facility through the use of the employee entrances.

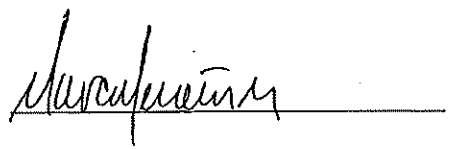
21 IT IS FURTHERED ORDERED that persons who have a qualifying professional license/certification
22 (e.g., Attorney, Doctor, Psychologist, Interpreter) may apply to the Presiding Judge for authorization to
23 bypass the security screening system and use the courthouse employee entrance. No prohibited
24 materials under UTCR 6.180 are to be brought into the court facility through the use of

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26 the employee entrances.

1 IT IS FURTHER ORDERED that this order supersedes general order # 130 regarding court security.
2 This order does not prohibit a judge from issuing additional security orders for a particular trial deemed
3 necessary by the trial judge or presiding judge.

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5 DATED THIS 15th Day of January 2002.



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7 Marco A. Hernandez
8 Presiding Circuit Court Judge

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WASHINGTON COUNTY CIRCUIT COURT – PROHIBITED ITEMS RESTRICTED ON COURT
GROUNDS

Pursuant in relevant part to Oregon Revised Statute (“ORS”) Sections 166.360 – 166.380, those individuals authorized to bypass court security via magnetic key access are *prohibited* in bringing to a court facility any weapons including, but not limited to:

- A firearm;
- Any dirk, dagger, ice pick, slingshot, metal knuckles or any similar instrument or a knife;
- Mace, tear gas, pepper mace or any similar deleterious agent as defined in ORS 163.211;
- An electrical stun gun or any similar instrument;
- A tear gas weapon as defined in ORS 163.211;
- A club, bat, baton, billy club, bludgeon, knobkerrie, nunchaku, nightstick, truncheon or any similar instrument; or
- A dangerous or deadly weapon as those terms are defined in ORS 161.015.

Any individual attempting to bring in a prohibited item into a court facility shall have their bypass access revoked and may be subject to other criminal penalty.

Washington County Circuit Court Prohibited Items

Court Management Assistant Annette Cornish

Court security officers intercept prohibited items at public entrances of the Washington County Courthouse, Justice Services Building and Juvenile Services Building. Members of the public --- including your clients --- attempting to bring prohibited items into court facilities will be denied entrance and/or their prohibited item property will be confiscated. Court security officers do not hold property for members of the public, other than jurors. Please share this information with your clients, witnesses and others so that they are not delayed entry, which risks them being late for their scheduled court appearances.

Attorneys with court-issued magnetic key cards may bypass entrance security screening into the Courthouse complex. As Officer of the Court, you are obliged not to bring prohibited items (or unauthorized persons) with you into court facilities. Doing so may result in the loss of your security bypass privileges. NOTE: Attorneys may request presiding judge approval to bring prohibited items (e.g., laser pointer for courtroom presentations) into court facilities.

Washington County prohibits the following items from being brought into court facilities. Other weapons and potentially dangerous items not on this list may also be prohibited. As you can see, some common, everyday items are not allowed in court facilities. **Top intercepted prohibited items are shown in bold.**

Alcoholic drinks, **aerosols/flammables**, ammunition, box cutters, carabiners, corkscrews, **chain wallets**, dog choke chains, drug paraphernalia, fireworks, guns, hand cuffs and cuff keys, hazardous materials, ice picks, **knives**, laser pointers, **multi-tools/Leatherman**, **mace/pepper spray**, Martial Arts weapons, needles (knitting, etc.), razors/razor blades, **scissors**, skateboards, sling shots, swords, stun guns/Taser, tools, **torch lighters/Zippo**, and toy guns.

In March 2017, court security officers screened 40,361 patrons into Washington County court facilities. Top intercepted prohibited items were: 190 aerosols/flammables (including perfume and hairspray), 20 chain wallets, 141 knives, 27 multi-tools/Leatherman, 21 mace/pepper spray, 58 scissors, and 34 torch lighters/Zippo.



Rules and Procedures for After-Hours Access

Attorneys who have signed the *Application and Agreement* for a Law Library after-hours access key (bypass key) agree to the following rules and procedures.

Members of the Oregon State Bar may request an after-hours Law Library access key from the Washington County Circuit Court.

Rules of use and Procedures:

1. You must notify the Circuit Court Administrator immediately (503-846-8767) if your Law Library after-hours access key malfunctions, is lost, stolen, or damaged.
2. Only key holders and staff are permitted in the building after-hours; no pets, family members, clients, friends, or any other persons. Employees may accompany the keyholder but cannot enter alone.
3. Your key is not assignable. You are the only person who may enter the Law Library with the assigned after-hours access key.
4. You must sign in and out on the after-hours access sheet upon entering and exiting the Law Library.
5. You must make sure the Law Library and front building doors are locked and secure when you leave. Any **immediate problems should be reported to Facilities Management at 503-846-8715**. In an emergency call 911.
6. Before leaving the building, please turn off any lights that you used while in the Law Library. Please do NOT turn off the computers.
7. Circulating materials may be checked out in accordance with the Law Library's Checkout Rules. Fill in a checkout slip.
8. Photocopies and computer printouts may be charged to your firm's copy charge sheet in the *Copy Charge Book* or you may leave an IOU (no cash, please).
9. These rules may change to comply with revised procedures implemented by Washington County, the Law Library, or the Washington County Circuit Court. Every effort will be made to notify key-holders of changes.

Violations of these rules will result in suspension or termination of Law Library privileges as determined by the Law Librarian or the Washington County Circuit Court.

Washington County Law Library
(503) 846-8880
LawLibrary@washingtoncountyor.gov