



**THE CIRCUIT COURT OF THE STATE OF OREGON  
TWENTY-FIFTH JUDICIAL DISTRICT  
YAMHILL COUNTY**

## Trial exhibits for Proceedings Conducted by Remote Means

Amended CJO 20-006 allows filers to submit trial exhibits that can be converted to a PDF through File & Serve, if the proceeding is to be conducted by remote means.

Exhibits must be submitted electronically at least 24 hours prior to a scheduled hearing. This will make it easier for hearings and trials to be heard remotely and will reduce the need to hand exhibits back-and-forth in the courtroom. Section 7 of the amended CJO 20-006 details the changes.

The filer must submit exhibits through File & Serve in a single, unified PDF unless the envelope is larger than 25MB or as otherwise directed by the court. The filer should submit the document as confidential, which facilitates appropriate security settings for external users. The filer must include both a linked index or table of contents, and a bookmark for each exhibit. To check these requirements in File & Serve, reviewers will click on the [PDF] link above the document, open the document, click on a link in the index to ensure the link directs you to a specific exhibit, and click on a bookmark to ensure it directs you to a specific exhibit. Documents that do not meet these requirements will be rejected.

Self-represented parties must submit exhibits as a single, unified PDF at least 24 hours prior to a scheduled hearing by email to: [Yam.calendaring@ojd.state.or.us](mailto:Yam.calendaring@ojd.state.or.us)

The filer must include both a linked index or table of contents, and a bookmark for each exhibit. Exhibits must be copied to the opposing party at the time of emailing them to the courtroom clerk. Exhibits will not be received by the court if the opposing party is not copied on the email submittal to the courtroom clerk.

Self-represented parties without email or scanning capabilities may use the drop box at the courthouse to submit exhibits to the court, provided they **send copies of the exhibits to the other side**. The exhibits should be placed in a sealed envelope and clearly marked with the case name, case number, and date/time of the hearing. Exhibits need to be submitted in the drop box at least 24 hours prior to the scheduled hearing.