

Effective January 1, 2015 Chief Justice Order No 14-066 set a new fee schedule for copies and document requests. Yamhill County Circuit Court requires the *Yamhill Circuit Court - Court Records Request* form be submitted for all requests. Copies will only be provided for Yamhill Co. Circuit Court records. Fee schedule is as follows:

COPY FEES

Printed - \$0.25/page
Emailed copies originating from an Electronic file - \$3.00/case
Emailed copies originating from a paper file - \$3.00/case + \$0.20/page
Case files containing Laserfiche images email \$3.00/case + \$10.00 to review records and redact* exempt material
Case files containing Laserfiche images printed - \$0.25/page + \$10.00 to review records and redact* exempt material
Microfilmed copies - printed \$0.70/page
Converting microfilm into electronic - \$3.00/case + \$0.45/page
Certification fee - \$5.00 – Exemplification fee - \$10.00
Fax - \$2.00 first page, \$1.00 each additional page
Mailing costs (in addition to cost of copies) 1-25 pages \$2.00 - 26-200 pages \$5.00 - over 200 – actual postage costs
Redaction fee (UTCR 2.110) - \$25.00 per case plus \$1 per redacted page
Additional fees Additional fees may apply for time spent responding to requests that require more than the normal and reasonable time for routine requests or research. See OJD Records Request information at: http://www.courts.oregon.gov/about/Pages/records-request.aspx Yamhill Co. Circuit Court Staff Research Fee: \$14.00 per hour - payable in advance.

AUDIO COPY FEES – (Payable in advance)

Email electronic audio recording of judicial proceeding - \$9.00 per hearing/per request
Converting electronic audio to a CD - \$10.00 per request
Mailing audio CD - \$3.00

Court Records Request forms can be submitted in person at the Yamhill Circuit Court (Room 135), by mail or by email to: (yamcopyrequest@ojd.state.or.us)

Most requests will be processed within 5 business days or we will contact you to acknowledge your request and notify you of a reasonable estimated date for completion. Completion may take up to 14 business days, depending on the age, availability of the case file and whether staff is required to research and/or review the file prior to releasing copies. Payment may be required prior to processing large or multi-document requests.

Payment is required prior to any copies being disbursed. You may pay by phone with a debit or credit card (Visa, Discover or MasterCard), or mail a check or money order payable to “State of Oregon” to
 Yamhill County Circuit Court
 535 NE Fifth St. – McMinnville, OR 97128