

Instructions for Electronically Filing Probate Documents
Clackamas County Circuit Court

If you have access to the internet, please see the link below to create an account and electronically file your documents:

<https://www.courts.oregon.gov/services/online/Pages/efile.aspx>

This service is free unless a filing fee is required due to the type of document being submitted.

If you are filing a document into an existing case, please use the same case number (do not start a new case). If you need to look up the case number, please use the public case search:

<https://webportal.courts.oregon.gov/portal/Home/Dashboard/29>

Each document will need to be uploaded to the e-file system and will be tied to a specific code, depending on the name of the document.

E-File Codes for Frequently Filed Documents	
Motion	MO
Declaration	DD
Notice of Time to file Objections	NOTO
Proof of Service	PRSV
Order	PPOR
Judgment	PPJG
Guardian Report	REGD
Annual Report of Restricted Funds	REAN
Acknowledgement of Restricted Assets	AKRA
Acknowledgement of Receipt	RPT
Objection	OB
Request for Notice	RQNO
Small Estate	AFSE
Last Will and Testament	LWTR
Codicil	CX
Death Certificate	CEDT

Be sure to carefully monitor your email address because if documents are rejected (e.g. if the documents are unsigned), you will be notified through the e-file system electronically with further instructions.

If you use the electronic filing system, it is your responsibility to make sure your documents are filed. You can review the case summary on the court website:

<https://webportal.courts.oregon.gov/portal/Home/Dashboard/29>

If you have questions about how to use the e-file system, please contact Tyler Technologies at 1-800-297-5377.

If you have questions about court processes, please call 503-655-8447 option 4, email the probate department at CLA.Probate@ojd.state.or.us, or speak with an attorney.

The Oregon State Bar Lawyer Referral Service can assist with locating an attorney:

<https://www.osbar.org/public/ris/index.html>