

## Tips for using Guide & File for Small Claims Cases

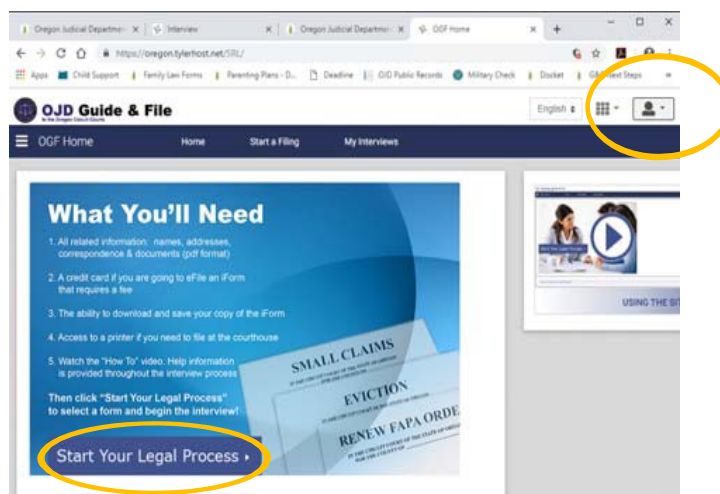
Guide & File or OJD iForms:

- Uses question and answer interviews to complete and file Court Forms.
- It is free to use Guide & File to prepare your documents.
- At the end of the interview, you have the option to file electronically, or to print the paperwork and file by mail or in person at the courthouse.

1. To start, go to: <https://www.courts.oregon.gov/services/online/Pages/iforms.aspx> and click



2. Create a profile by clicking on the person icon in the upper right-hand corner. This lets you save your work and log back into your account later. If you do not create a profile, you will lose your work when you close your browser window.
  - If you make a profile and you leave your computer for any significant amount of time, you are able to come back and continue process your documents at a later time. To do so, click on “My Interviews” or the person icon in the upper right-hand corner. After logging in, click on “Actions” and then “Resume.” Guide & File will only save your interview for 90 days from the date you last made a change in your interview.



3. Click Start Your Legal Process:

- A List of case types will appear. Pick the Small Claims Complaint or Response form to begin the interview.

- Read the information on each page and answer the questions.
  - How to move through the interview: There are several navigation buttons at the bottom of the interview including Exit, Go to for specific pages of the interview, Previous and Next to help you move through the interview.
  - There is a “You can also...” Menu located on the right side of the screen. This menu has additional information including legal resources available that may be helpful to you.
4. After completing the interview, you will review each document Guide & File created and you can make any changes or edits prior to filing.

You have successfully completed your Small Claims - Complaint interview.

**You must review each document before you can proceed. Save a copy of each form for your own records and for service on other parties.**

*(Note – if you are starting a new case, you will have to add the case number you get from the court to each document before serving)*

**If eFiling is available** you will see that option after you have reviewed your forms. If your filing is rejected by the court, you can return to Guide & File to resubmit it.

**To change your answers, resubmit your filing, or recreate your forms,** log into your Guide & File account and click the “My Interviews” link. Select “Resume” or “Start a Copy” from the “Actions” window. You can make changes and resubmit your filing.

Your court may have specific local procedures and requirements. Check with the court for further information. [Click here](#) to find your court’s website.

Document Name	Actions	Reviewed
Small Claim Complaint	Select...	
Next Steps	Select...	

EXIT RETURN TO INTERVIEW NEXT

- Review each document by selecting “View” from the dropdown box.
  - If there is a mistake, click “Return to Interview” to fix any information prior to filing.
    - To easily jump back and forth between sections, use the “Go To” dropdown menu and pick the slide you want to go to.
    - It is important that all of the information and requests in your paperwork are correct because once the filing is accepted, you will not be able to file an amended (changed) petition through the Guide & File system. If you need more information about how to file an amended petition, contact the Small Claims Clerk.
  - Once your documents are correct, use the drop-down arrow to Download every document Guide & File made, including the Next Steps packet.
- SAVE AND/OR PRINT EACH DOCUMENT AND THE NEXT STEPS PACKET!**
- Every single document except the *Next Steps* packet is a part of your filing and must be submitted to the court.**

5. From the Review Screen, click next to go to the payment page to pay the filing fee and file your documents. This filing fee does not include any fees for service (e.g. the Clatsop County Sheriff's service fee is \$45). Once the electronic submission is accepted by Clatsop County Circuit Court, you will receive an email from Guide & File with your case number and the Next Steps packet. Do not serve the other party until you receive this email.

Note: If you need an Application for Fee Waiver/Deferral: You may request a waiver or deferral of the filing fee. The court will not waive or defer the Sheriff's service fee. The completed application must be submitted with your entire filing in person at the courthouse or by mail. The application is available at:

<https://www.courts.oregon.gov/forms/Documents/EntirePacket10.pdf>

6. Once you have filed your case and received your case number, your Next Steps packet has important information on how to serve the other party and return the proof of service to the Court.

## 7. Support

- The Guide & File system is not maintained by the Clatsop County Circuit Court. If you have technical issues or account issues, please contact Tyler Technologies at 800-297-5377 Monday – Friday (7 am - 9 pm CT) or email [Efiling.Support@Tylertech.com](mailto:Efiling.Support@Tylertech.com)
- Please visit the Clatsop County Circuit Court website for additional court information and resources: <https://www.courts.oregon.gov/courts/clatsop/Pages/default.aspx>
- If you have procedural questions about what the next steps are after you file your documents, please email us at [smallcivil.clatsop@ojd.state.or.us](mailto:smallcivil.clatsop@ojd.state.or.us) or call 503) 325-8555 and ask to speak with the Small Claims clerk.