

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

_____ Case No. _____

Plaintiff(s),

ANSWER

Subject to ORS 21.160(1)(a)
(Filing Fee)

Defendant(s).

Amount Prayed for: \$ _____
 Subject to Not Subject to
Mandatory Arbitration

Defendant(s) hereby respond(s) as follows:

1.

Admit paragraph(s) _____ of plaintiff's Complaint in
its/their entirety.

2.

Deny paragraph(s) _____ because: _____

Date

Signature

Submitted by: _____
Name (printed)

Contact Address

City, State, ZIP

Contact Phone

Certificate of Mailing

I certify that on *(date)*: _____ I placed a true and complete copy of
this *ANSWER* in the United States mail to Plaintiff(s) at *(Plaintiff's address)*:

Date

Defendant's Signature

Defendant's Name (printed)

Civil Filings Information for Self-Represented Litigants

- Please refer to the Uniform Trial Court Rules (UTCR Chapter 2) regarding the standards for your pleadings and documents: <https://www.courts.oregon.gov/programs/utcr/Pages/currentrules.aspx>.
- Fees for civil cases are due at the time of filing your papers. Current filing fees can be found at: <https://www.courts.oregon.gov/Pages/fees.aspx>. *If you cannot pay the fee at the time of filing, you may apply for a fee deferral/waiver. If the fee deferral/waiver is granted, collection of those fees are the same as any other monetary obligation. For additional information, please go to <https://www.courts.oregon.gov/forms/Pages/fee-waiver.aspx>.*
- You may file your documents at the front counter (please check our website for current hours: <https://www.courts.oregon.gov/courts/columbia/Pages/default.aspx>) or you may use the online eFiling system at: <https://www.courts.oregon.gov/services/online/Pages/efile.aspx>.
- In all civil cases, arbitration is mandatory for any claim of less than \$50,000 and the referral will be coordinated by the court clerk. Arbitration is a fast way to get a decision when you are in a dispute. Arbitration is like a trial but less formal. In arbitration, two sides present their evidence to an arbitrator. The arbitrator decides who wins and who loses. An arbitrator does the job that a judge or jury would normally do in court. More information on arbitration can be found in UTCR Chapter 13.

Providing Appropriate Information v. Giving Legal Advice	
Court Staff May	Court Staff May NOT
Provide information about the general legal information available on the Oregon State Bar's website: Oregon State Bar Provide links to OJD webpages that may have helpful information and applicable forms. Provide information about the Oregon State Bar's Lawyer Referral Service and Modest Means program. Provide information about the location of local law libraries that are open to the public.	Take sides, tell a customer what they think of the customer's case, or offer opinions about judges or possible outcomes of court matters. Recommend the services of a specific attorney or a group of attorneys. Unless authorized by the administrative authority, process any court document or matter involving anyone who is a personal acquaintance or relative or member of their family.
Provide basic information applicable to all litigants about court procedures, rules, and practices.	Advise or recommend that a customer use one procedure, form, or pleading over another if more than one option exists.
Provide court schedules and information on how to get matters scheduled. Upon request, provide contact information for lodging a complaint.	Encourage litigation by suggesting that customers sue or file complaints, or discourage litigation by suggesting that a litigant dismiss an action or not pursue legal remedies.
Provide instructions and forms developed by the Judicial Department, including forms and instructions approved by the local court or presiding judge for release to the public.	Suggest that a customer seek a specific remedy, or tell the customer what they think the customer should do or what they would do in similar circumstance.
Provide public information contained in case files, Oregon eCourt Case Information (OECI), Appellate Case Management System (ACMS), and other court records as appropriate.	Disclose information or documents in court records that are confidential, sealed, or otherwise not available to the public.
Indicate where to provide information on a form. Fill in blanks under the direction of a customer on forms selected by the customer.	Substitute their own words for a customer's words on a form being completed for a customer.