

# How to File Exhibits for an Upcoming Remote Hearing or Trial

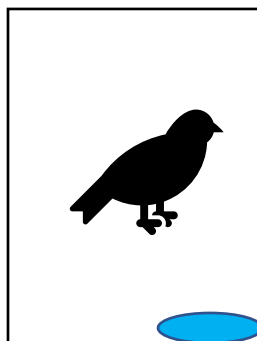
## *Instructions for Self-Represented Parties in Columbia County Circuit Court*

During a hearing or trial, parties may have documents, photographs, or videos that they want to offer to the court. These items are **exhibits**.

To submit proposed exhibits to the court, follow these instructions. If you do not follow these instructions, your exhibits will be returned to you and you may not be able to present information you believe is important to your case.

### 1. **Number Every Exhibit**

- Every exhibit must be numbered.
- Use blue or black pen to number them.
- Write the **exhibit number** and the **page number** on the bottom right hand corner of each page of the exhibit.
  - a. **Exhibit Number:**
    - Use these exhibit numbers:
      - Plaintiff/Petitioner: use numbers 1 – 100
      - Defendant/Respondent: use numbers 101 – 199
  - b. **Page Number:**
    - Use the number of pages in that exhibit
      - If you have an exhibit that is five pages, each page will have the same exhibit number. The first page is page 1, the second page is page 2 and so on.
      - If you submit 5 separate exhibits, such as 5 photographs, each exhibit will have its own exhibit number and be page 1.
    - Example:



Plaintiff's Exhibit 4 page 1

- Tip: For photos, a sticker works well to label your exhibits.
- Video or audio files: If you have exhibits that are video or audio files for your remote hearing, you will need to submit a copy to the court which can be done via secure file transfer. During the hearing you will be responsible for playing the video by sharing your remote screen. To request a link to send a court copy, please call or email the court.

### 2. **Fill out an Exhibit List**

There is an Exhibit List form available on our website.

- Fill out the top of the form with the case number and names.
- List each Exhibit Number and a brief description of the exhibit. Include any audio or video exhibits.

**3. Make copies**

Make a copy of each numbered exhibit and your exhibit list for every party in your case.

**4. Give copies to each party in the case**

You must give a copy of your exhibit list and exhibits to all parties in the case. If you do not give a copy to every party, the judge may not be able to look at your exhibits during your hearing.

**5. Complete the Certificate of Service**

The certificate of service is page two of the exhibit list. It shows how and when you gave the other party copies.

**6. Filing the Exhibits with the Court**

The court must receive your exhibits, exhibit list and certificate of service at least **two (2) court days** before your hearing.

Mail or In Person: Columbia County Circuit Court  
230 Strand Street  
St. Helens, OR 97051  
*Please note: Documents mailed to the court should be mailed at least seven (7) days before they need to arrive.*

Electronic Filing: File your exhibit list and numbered exhibits as individual PDFs using our electronic filing system - OJD File & Serve <https://oregon.tylertech.cloud/OfsWeb/Home>

Note: At the hearing, parties are still responsible for offering exhibits to the court and playing any media exhibits.

If you have questions or to arrange a secure file transfer for video or audio files, please contact Columbia County Circuit Court 503.397.2327.

Exhibit lists and other forms are available on our website at <https://www.courts.oregon.gov/courts/columbia/help/Pages/forms.aspx>