

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

Case No: _____

Plaintiff (Landlord or Agent)

v.

**RESIDENTIAL EVICTION
SUMMONS**

Defendant (Tenant or Occupant)

TO: _____
Street Address of Property Occupied by Defendant City State ZIP

Mailing Address (if different)

**NOTICE TO TENANTS:
READ THESE PAPERS CAREFULLY!
YOUR LANDLORD WANTS TO EVICT YOU**

ON _____ AT 1:30 P.M., you must come to court at the location below. You do not have to pay any fees to the court for this first hearing.

- If you *do not* appear in court and your landlord does, your landlord will win automatically and can have the sheriff physically remove you from the property.
- If you *do* appear in court and your landlord does not, the court will dismiss this case.
- If both of you appear in court:
 - The judge may ask you to try to reach an agreement with your landlord, but this is voluntary. Trained mediators may be available for free to help you resolve disputes.
 - If you and your landlord do not reach an agreement, the court will schedule a trial.
- If you are a veteran, help may be available from a county veterans' service officer or community action agency. Contact information is included below.
- Low-income tenants who have received a court summons about an eviction case may contact the Eviction Defense Project to seek free legal defense at (888) 585-9638 or e-mail evictiondefense@oregonlawcenter.org

IF YOU WANT A TRIAL, YOU MUST:

- Be in court at the time scheduled above. Allow time to get through security;
- On the same day, file an *Answer* with the court giving a *legal* reason why you should not be evicted. The court can give you a form or you can use the interactive form that can be efiled by going to www.courts.oregon.gov/ifirms;

- Give a copy of the *Answer* to your landlord (or your landlord's agent or lawyer); **and**
- Pay a filing fee. The judge may defer payment if you are low-income. Go to www.courts.oregon.gov to see what the filing fee will be.

GO TO THIS LOCATION:

Coos County Circuit Court
250 North Baxter Street
Coquille, OR 97423
541-396-8372
<https://courts.oregon.gov/Coos>

IF YOU HAVE QUESTIONS, YOU SHOULD SEE A LAWYER IMMEDIATELY. If you need help finding a lawyer, call the Oregon State Bar's Lawyer Referral Service at 503.684.3763 or toll-free in Oregon at 800.452.7636 or go to www.oregonstatebar.org. Veterans (and others) can call 2-1-1 for information and resources including veteran's services and community action agencies.

Signature of Plaintiff (landlord or agent)

Dated

Name of Plaintiff (printed)

Address of Plaintiff

Phone Number

(To be completed by Plaintiff)

Contact information for:

- **County veteran's service officer for the county where Defendant lives**

Phone: _____

- **Community action agency for the area where Defendant lives**

Phone: _____

NOTICE RE: EVICTION FOR NONPAYMENT OF RENT

THIS IS AN IMPORTANT NOTICE OF WHERE TO GET HELP IF YOU ARE FACING POTENTIAL EVICTION FOR NONPAYMENT

(Spanish) Este formulario está disponible en español en:
(Russian) Бланк этого документа можно получить на русском языке в:
(Vietnamese) Đơn này có bằng tiếng Việt tại:
(Traditional Chinese) 本表格的繁体中文版在:
(Korean) 한국어로 번역된 양식은 다음 웹 사이트에서 찾을 수 있습니다:
<https://www.courts.oregon.gov/forms/Pages/landlord-tenant.aspx>

You must comply with deadlines identified in a notice of nonpayment or you risk losing your housing

Rental assistance and support services may be available. Dial 2-1-1 or go to www.211info.org. Find a local service provider at <https://www.oregon.gov/ohcs/housing-assistance/pages/emergency-rental-assistance.aspx>

Low-income tenants may be able to receive free or low-cost legal advice by contacting a legal aid organization. Go to <https://oregonlawhelp.org> to find an office near you. The Oregon State Bar provides information about legal assistance programs at www.osbar.org/public

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF COOS
250 N Baxter Coquille, Oregon 97459

541-396-8372 ext. 25005

<http://courts.oregon.gov/coos>

Coos County Circuit Court is using Cisco WebEx software to accommodate remote attendance for residential eviction first appearance. You have the option to appear in person, as instructed on the Summons, or remotely using the steps below. Installation should be performed prior to your court hearing to avoid delays and/or technical difficulties. *You are advised to join your hearing 5 – 10 minutes prior to the start time. The scheduled date and time are located on page 1 of the Residential Eviction Summons.* The software is available on most computers and smartphones. Below are instructions on how to install and run the software.

***FULL Help Site is available from the Cisco WebEx site at: <https://help.webex.com/en-us/>
[Additional Video Instructions Available on YouTube](#)  (Search "Cisco WebEx Tutorials")***

Downloading the Application/Software

You will be required to download the application (mobile) or software (PC) before attempting to join. ***This must be done BEFORE the date/time of your court hearing.*** You can download the needed app/software by:

- Visit your mobile device App Store and search for "Cisco WebEx Meetings."
- Visit <https://www.webex.com/> on your PC/MAC and click download.
- *Chrome is the recommended web browser for Webex Events. It is advised to NOT use Internet Explorer or Edge.*

Joining your remote hearing for Evictions

- **Go to www.webex.com** (5 – 10 minutes prior to the start time)
 - Select: **Join A Meeting**
 - Enter the Meeting Number (Access Code): **146 959 3352**
 - Meeting password: **Coosctrm_4**
 - Select: **Join Meeting**
 - The first time you use WebEx, a "Cisco WebEx" installer may pop up. On mobile devices, you may be prompted to download the app. (See "Downloading the Application/Software.")
 - Accept the Terms of Service and Privacy Statement and install the necessary app/software.
 - Make sure your audio and video (microphone and webcam) are enabled so everyone in the hearing can see and hear you. Use headphones, if possible, to improve sound quality for all participants.
 - If the sound quality on the video makes it hard for you to hear, mute your computer microphone and speakers and call the associated conference call number provided in your emailed instructions.
- Or join by phone at: **1-408-418-9388**
 - Follow the prompts to enter Meeting Number (Access Code): **146 959 3352**

Troubleshooting

If you find that your device is not compatible or you are unable to access the videoconference, you may use the phone number provided above to join the hearing by phone (without video).