

APPELLATE COURT SERVICES – DOCUMENT/AUDIO REQUEST FORM

TO: Appeals.docrequests@ojd.state.or.us

SUBJECT: DOCUMENT/AUDIO REQUEST –

Appellate Case No.

Case Name:

Please include the above line in “Subject” line of email and limit your request to one case per form (required).

My name is _____. I hereby request documents/audio from the case name and number shown above.

I hereby request the following documents –/audio (please list specific documents/audio below):

I understand that the Appellate Court Records Section (ACRS) may acknowledge the receipt of, or complete the request of documents/audio within five (5) business days. The request is to be completed no later than 10 business days after the required acknowledgement receipt OR I will be notified that the request is being processed, and I understand that ACRS will provide a reasonable estimate date by which they expect to complete the request.

Expedited Requests - If needed sooner, please explain expedited time frame and note **“Expedited”** in subject line of email:

Fees for these documents/audio will be as shown on the attached Chief Justice Order that sets fees for Appellate Court documents/audio. I will be able to pay with my debit or credit card, prior to the copies, scans, or audio being provided. I have selected below that I want these documents/audio in:

printed/CD, or

electronic form*. (These documents/audio will be made available on a file transfer protocol for a period of 14 days after posting. At the end of that time, if you have not accessed the documents/audio, we will have to reprocess your request, resulting in another charge for the services.)

Signed:

Dated:

In the Matter of Establishing Fees)	CHIEF JUSTICE ORDER
Charged and Collected by the)	No. 14-067
Appellate Courts, Appellate Court)	
Services Division, and Office of the)	ORDER SETTING APPELLATE COURT AND
State Court Administrator)	ADMINISTRATIVE FEES AND SUPERSEDING
)	CJO 13-065

By virtue of the authority vested in me as Chief Justice of the Supreme Court by ORS 1.002 and ORS 21.020, and except as provided in ORS 20.140 and ORS 408.430, the following fees shall be charged and collected by the Appellate courts, Appellate Court Services Division, and Office of the State Court Administrator, commencing January 1, 2015:

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| (1) Paper copies of documents | 25 cents per page |
| (2) Converting paper documents into an electronic format | 20 cents per page, <u>plus</u> :
\$0 , if delivered electronically;
\$1.00 , if delivered on compact disc; or
actual cost of court-provided media, if delivered on media other than compact disc |
| (3) Converting microfilmed documents into an electronic format | 45 cents per page, <u>plus</u> :
\$0 , if delivered electronically;
\$1.00 , if delivered on compact disc; or
actual cost of court-provided media, if delivered on media other than compact disc |
| (4) Electronically stored case documents or data | \$3.00 per each request in a case, <u>plus</u> :
\$0 , if delivered electronically;
\$1.00 , if delivered on compact disc; or
actual cost of court-provided media, if delivered on media other than compact disc |
| (5) Recording of judicial proceeding | \$9.00 , if delivery electronically;
\$10.00 , if delivered on compact disc;
or
\$9.00 + actual cost of court-provided media, if delivered on media other than compact disc |
| (6) Affixing the seal of the court to a document | \$1.00 per document |
| (7) Official certificate with signature and seal | \$5.00 |

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| (8) Each certification | \$5.00 <u>plus:</u>
25 cents per page |
| (9) Each exemplification | \$10.00 <u>plus:</u>
25 cents per page |
| (10) Each dishonored check | \$35.00 |
| (11) Courtesy use of fax machine | \$2.00 for first page <u>plus:</u>
\$1.00 for each additional page |
| (12) Segregation of protected personal information when the information already exists in a document in an appellate court case file | \$25.00 per case <u>plus:</u>
\$1.00 per page |
| (13) Segregation of adoption records and redaction of confidential material | \$25.00 per case <u>plus:</u>
\$2.00 per page reviewed |
| (14) Records or data mailed or shipped upon request | Actual costs |

For purposes of this order, "page" means one side of a sheet of paper that is 14 inches or less long and 8.5 inches or less wide. Courts are encouraged to print on both sides of paper.

This order supersedes CJO 13-065, dated December 17, 2013.

Dated this 17th day of November, 2014.



Thomas A. Balmer
Chief Justice