

NOTICE ABOUT A WRITTEN RESPONSE TO A MOTION TO MODIFY FILED IN CLACKAMAS COUNTY CIRCUIT COURT

1. To contest the requests made in the attached Motion for Modification, **you MUST file a response in writing within 30 days of being served these papers.** If you fail to file a written response within 30 days of being served, the court has authority to grant the relief requested by the other side without a hearing.
2. Your written response must contain the following elements:
 - a. It must display the proper case caption and case number (same names, order of names, and case number as original case filing).
 - b. It should specify the paragraph number(s) and/or item(s) of relief requested by the other side, which you oppose, along with a brief reason why you oppose.
 - c. It must be signed by you and contain your current contact address, phone number, and e-mail address. All future notices and documents in this case will be sent to you at the address listed on your written response. It is your responsibility to notify the court in writing of any address changes (change of address with USPS is not sufficient).
 - d. It must be accompanied by payment of the current filing fee required by law, or you must obtain a court order waiving or deferring such filing fee. Please contact the Civil Case Unit for any questions concerning the filing fee. The Civil Case Unit phone number is 503-655-8447, option 5, or you may go to the first floor of the courthouse from 9 am to 4 pm, Monday through Friday for assistance.
 - e. If child and/or spousal support are issues addressed in the Motion, you must file a completed Uniform Support Declaration with required attachments at least 7 days prior to the scheduled hearing, and mail a copy to the other side, or his/her attorney if represented.
 - f. A certificate of mailing showing that you mailed a copy of the response to the attorney for the other side, or to the other side personally if he/she is not represented by an attorney, must be filed with your response.
3. Your written Response must be mailed, filed electronically pursuant to UTCR Chapter 21, or presented for filing at the Civil Case Unit, located on the first floor of the Clackamas County Circuit Court, located at: 1000 Courthouse Rd, Oregon City, OR 97045. Your response must be received by the clerk not later than 4pm on the 30th day from the date you were served if it is filed by mail or in person. If it is electronically filed, it must be submitted by 11:59:59 pm in the time zone where the court is located on the day the document must be filed.
4. If you wish to make your own request for relief against the other side, instead of or in addition to the relief requested by the other side, you must file the appropriate motion(s) for such relief. Such a request is a separate action, subject to its own filing fee and legal process.
5. Once the court is in receipt of your written response, a hearing date will be set and all parties will be notified by mail of the court date at which you are required to appear. Failure to appear at the scheduled hearing will waive your right to present evidence or contest the modification.