

# How to File Exhibits for an Upcoming Hearing or Trial

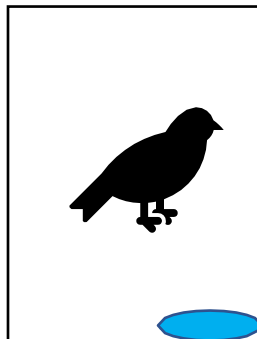
## *Instructions for Self-Represented Parties in Tillamook County Circuit Court*

During a hearing or trial, parties may have documents, photographs, or videos that they would like the judge to review. These items are **exhibits**.

To submit 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. The court also has stickers we can provide to you to label your exhibits. You will still need 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:



- Tip: For photos, a sticker works well to label your exhibits.
- **AUDIO OR VIDEO EXHIBITS MUST BE SUBMITTED ON A THUMB DRIVE:**
  - Make sure there are no other records on the thumb drive.
  - On your thumb drive have each audio or video file labeled with exhibit number, (as outlined above for document exhibits).
  - You will need to bring your own device to play your thumb drive in the courtroom. Each courtroom has an HDMI connection available which works with most laptops. If you do not have a device to play the thumb drive on, you may use the courts laptop. You will need to submit your

thumb drive to the court at least 48 hours prior to the hearing for it to be scanned for security and compatibility purposes with the court laptop.

- Create a 2<sup>nd</sup> thumb drive for the other party to have a copy. You can give this to the other party in court. If you have a no contact order, give the thumb drive to the courtroom clerk at your hearing to give to the other party.

**2. Fill out an Exhibit List**

- 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.
- If you need additional Exhibit List forms, please contact the court.

**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. \*\*\*\*\***IF THERE IS A NO CONTACT CONDITION BETWEEN THE PARTIES, DO NOT MAIL YOUR EXHIBITS TO THAT PARTY.**

Please submit your exhibits directly to the court at least **two (2) court days** prior to your court hearing.

**5. Filing the Exhibits with the Court**

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

Mail:

Tillamook Circuit Court  
201 Laurel Ave  
Tillamook, OR 97141

Please note: Documents mailed to the court should be mailed at least seven (7) days before they need to arrive.

In Person:

Tillamook Co Circuit Court  
201 Laurel Ave  
Tillamook, OR 97141

Electronic Filing:

File your exhibit list and numbered exhibits as individual PDFs using our electronic filing system -

[Odyssey File & Serve](https://efileor.tylertech.cloud/OfsEfsp/ui/landing) -

<https://efileor.tylertech.cloud/OfsEfsp/ui/landing>

**Contact the court for any exhibits that may be in any other format.  
503-842-2596**

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

**Case No:** \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner,  
and  
\_\_\_\_\_  
Defendant/Respondent.

☐ Plaintiff/Petitioner  
☐ Defendant/Respondent

**EXHIBIT LIST**

Date of Hearing: \_\_\_\_\_

| Exhibit<br>Number* | Description |
|--------------------|-------------|
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☐ Additional  
pages attached

*\*Plaintiff/Petitioner number in order beginning with "1"  
Defendant/Respondent begin with 101; Second Defendant/Respondent begin with "201"*

Submitted by \_\_\_\_\_ ☐ Plaintiff/Petitioner  
☐ Defendant/Respondent     Date \_\_\_\_\_