

## Basic Forms Tutorial

- Be sure you have the most current version of a form. All OJD forms have a date in the bottom left corner of each page. This is the date that the form was last updated. You can check with the court clerk to see if you have the latest version.
- When printing forms from your computer, all documents containing printing on the back side of a sheet should be printed in such a manner so that when the page is turned on the binding edge, print on the back side is oriented in the same direction as the print on the front side of the following sheet.
- Be sure your forms are clear and easy to read. Type or print your forms using black or blue ink.
- On most forms, you need to print your legal name, current contact address and contact phone number. If you do not want your home address on the forms, you may use another (contact) address in the state of Oregon where you can receive mail. The court will send all notices to this address.
- Most forms have a case “caption” on the first page of each form that you always need to fill out. The caption contains your name, the name of the other party or parties in the case, and the case number. The case caption must always be filled out the same way. You do not have a case number until you file a Petition to open up a case. Once a case is filed, the case number and the names of the parties will always be the same.
- Fill out your forms completely and accurately. If something does not apply to you, you may write “N/A.” This means “not applicable.” If you have questions about a section on a form, leave it blank until you can get your questions answered. Do not cross out sections of a form or remove any pages from a form.
- Sign each form where your signature is requested. Notice if the form requires a notarized signature. This means your signature must be witnessed by a person who is legally authorized to witness a signature like a judge, court clerk, or notary public. If you have any doubt about whether or not to sign, wait until you can have your forms reviewed.
- If you need help filling out your forms, you may need to see a lawyer. Many courts have self-help or facilitation programs that provide the service of document review. Contact your [local court](#).
- Keep a clean copy of all of your court papers in a folder or envelope in a safe place (If you have safety concerns that involve the other party in your case and/or you are preparing to leave an abusive relationship, please visit the [Domestic Violence Resources](#) section of this website for information about safety planning).
- Bring your court papers with you every time you go to the facilitator’s office, your attorney, the clerk’s office, or a court hearing.
- Always bring ID with you when you visit the courthouse or self-help program.
- There are state and local rules about how forms must be formatted. You can view Oregon’s Uniform Trial Court Rules at: [http://courts.oregon.gov/OJD/docs/programs/utcr/2014\\_UTCR\\_ch2.pdf](http://courts.oregon.gov/OJD/docs/programs/utcr/2014_UTCR_ch2.pdf) . Contact your local court or court’s website to view each court’s [Supplementary Local Rules](#).