



DOUGLAS COUNTY CIRCUIT COURT – 16<sup>TH</sup> JUDICIAL DISTRICT  
REMOTE HEARINGS: EXHIBIT & WITNESS LISTS

Douglas County Circuit Court  
1036 SE Douglas Ave #JB201, Roseburg, OR 97470

(541) 957-2471  
[dou.court@ojd.state.or.us](mailto:dou.court@ojd.state.or.us)

Douglas County Circuit Court Presiding Judge Order (PJO 21-05) along with Chief Justice Order (CJO 20-006 [Amended]) allow for exhibits to be filed using the e-filing system. Additionally, if parties are not able to access or use the e-filing system, a process for alternate submission has also been developed.

**Labeling Exhibits** – Exhibits must be labeled with “Exhibit #” on the bottom right hand corner of each page of each exhibit. Pursuant to UTCR 6.080, ***exhibits must be labeled using the following system:***

- If you are the **Plaintiff/Petitioner** label exhibits - # **1 - 100**
- If you are the **Defendant/Respondent** label exhibits - # **101 - 199**

NOTE: All exhibits and list of potential witnesses must be served on all parties in the case. A certificate of service (included in attached exhibit list) must be completed and accompany any submitted exhibits or witness lists.

Exhibits that are not served on the other side will not be received by the Judge.

Submitting the exhibits to the court does not mean they will be admissible at court.

Exhibits that are submitted prior to a court hearing, ***must be submitted at least two (2) court days prior to the hearing and in one of the following ways:***

**1. E-Filing**

- Users can visit <https://www.courts.oregon.gov/services/online/Pages/efile.aspx> and register for an account
- There is no filing fee to submit exhibits
- Filers must use an Exhibit List filed under “EBLS” in substantially the same format as the attached local “Exhibit List”.
- If eFiled, exhibits may be filed under one “EB” (Exhibit) code as long as they are listed on the Exhibit List.
- The Exhibit List ('EBLS') and the Witness List ('PPWL') must be separate filings in the same envelope because they have their own filing code.
- File as many exhibits as you can in one unified *confidential* PDF file (NTE 25MB); and
  - a. Be accompanied by an index that identifies each exhibit, located at the beginning of the submission, and each identified exhibit must be electronically linked to the index; and
  - b. Include an electronic bookmark for each exhibit.

**2. Filing in Person**

- Submit exhibits in Room 201 on the second floor of the Justice Building.
- There is no filing fee to submit exhibits
- Filers must submit an Exhibit List ('EBLS') in substantially the same format as the attached local “Exhibit List”.
- All exhibits and list of potential witnesses must be served on all parties in the case. A certificate of service (included in attached exhibit list) must be completed and accompany any submitted exhibits or witness lists.

**EXHIBIT LIST COVER SHEET AND WITNESS LIST FOR:**

- ☐ Petitioner / Plaintiff  
☐ Respondent / Defendant

Case Number:

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Petitioner's / Plaintiff's name, address, and telephone no.

Respondent's / Defendant's name, address, and telephone no.

v

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

Exhibit #	Description of Exhibit

☐ Additional Page – “Exhibit List Continued” Attached**POTENTIAL WITNESSES**

Name (first, last)	Contact Telephone Number

☐ Additional Page – “Potential Witness List” Attached**CERTIFICATE OF SERVICE**

I certify that on (date) \_\_\_\_\_ I served a copy of this document and all attachments to  
(name of party/attorney) \_\_\_\_\_ at the following address:

by the following methods:

- ☐ by **mailing** a full, true, and correct copy in a sealed, first-class postage-prepaid envelope, addressed to the party(ies) listed above, and deposited with the United States Postal Service, on the date set forth above.
- ☐ by **hand-delivering** a full, true, and correct copy thereof to the party(ies) listed above, on the date set forth above.
- ☐ by **e-filing** a full, true, and correct copy thereof to the party(ies) listed above, on the date set forth above.

\_\_\_\_\_  
Date\_\_\_\_\_  
Signature\_\_\_\_\_  
Contact Phone No.\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Contact Address\_\_\_\_\_  
City, State, Zip