



Jefferson County Circuit Court Remote Hearings: Exhibits List

Parties will appear remotely for the Remote Child Support Court (RCSC), by video conferencing software or at times by phone. Parties may also submit exhibits and have witnesses testify, which **must** also be done remotely.

Jefferson County Circuit Court Presiding Judge Order (PJO 22-18) along with Chief Justice Order (CJO 21-009) allow for exhibits to be filed using the e-filing system.

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 will be numbered as follows:***

- | | |
|-------------------------------|------------------|
| • Plaintiff/Petitioner | 1 – 99 |
| • Defendant/Respondent | 101 – 199 |
| • Court | A – Z |

Exhibits that are submitted prior to a court hearing, ***must be submitted by 12:00 pm at least two (2) business days, prior to the hearing:***

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 file exhibits
- Filers must use a cover sheet in substantially the same format as the attached local “Exhibit List Cover Page and Witness List”
- All exhibits may be filed under one “EB” (Exhibit) code as long as they are listed on the cover sheet.
- All exhibits and list of potential witnesses must be served on all parties in the case. A certificate of service (included in attached cover sheet) must be completed and accompany any submitted exhibits or witness lists.
- File as many exhibits as you can in one unified *confidential* PDF file (NTE 25MB); and
 - 1) 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
 - 2) Include an electronic bookmark for each exhibit.

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

)	Case No. _____
Petitioner/Plaintiff,)	<input type="checkbox"/> Petitioner/Plaintiff
)	<input type="checkbox"/> Respondent/Defendant
and)	
)	EXHIBIT LIST COVER SHEET
)	AND WITNESS LIST
Respondent/Defendant.)	

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 and/or fax number:

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: _____

Printed Name: _____

Contact Address

City State, Zip Code

Phone Number