



## Washington County Circuit Court Instructions on the Process for Submitting Exhibits to the Remote Child Support Court

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.

Washington County Circuit Court along with Chief Justice Order (CJO 23-028) require exhibits to be filed using the e-filing system if at least one party or attorney is appearing remotely. Additionally, if parties are not able to access or use the e-filing system, a process for alternate submission has also been developed as outlined below.

**Labeling Exhibits** – Exhibits must be labeled with “Exhibit #” on the bottom right hand corner of each page of each exhibit. Pursuant to UCR 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**

Exhibits that are submitted prior to a court hearing **must be submitted by 4:00 pm at least two (2) court days prior to the hearing served on all other parties to the case.**

***Submit exhibits in one of the following ways:***

### **E-Filing**

- Users can visit <https://oregon.tylertech.cloud/OfsWeb/Home> and register for an account
- There is no filing fee to file exhibits
- Filers must use a cover page in substantially the same format as the local “Exhibit List Cover Page and Witness List”
- All exhibits may be filed under one “EB” (Exhibit) code if they are listed on the cover page.
- All exhibits and list of potential witnesses must be served on all parties in the case. A certificate of service (included in attached cover page) must be completed and accompany any submitted exhibits or witness lists.

### **Filing In Person**

- File exhibits with the proper unit/department at the courthouse
- 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 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.

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

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

Date of Hearing / Trial : \_\_\_\_\_

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 (REQUIRED)**

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