#### STATE OF OREGON - KLAMATH COUNTY



I certify that this is a true and correct copy of a document in the possession of the court administrator for the Klamath County Circuit Court.

DATED: December 30, 2020 Court Administrator for Klamath County Circuit Court (or designee):

/s/ John M. Powell

STATE OF OREGON

13<sup>th</sup> JUDICIAL DISTRICT Circuit Court for Klamath County

## SUPPLEMENTARY LOCAL RULES

## **February 1, 2021**

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#### SUPPLEMENTARY LOCAL RULES

#### CHAPTER ONE—GENERAL PROVISIONS

## 1.151 Location and Hours of Court Operations

The court is located at 316 Main Street, Klamath Falls, Oregon 97601. Unless otherwise ordered due to emergency conditions, information regarding business hours for the Thirteenth Judicial District may be found at http://courts.oregon.gov/Klamath/. The occasional exception will be posted at the courthouse as far in advance as possible.

## 1.171 Website

The court's website may be accessed at http://courts.oregon.gov/Klamath/.

## CHAPTER TWO—-STANDARDS FOR PLEADINGS AND DOCUMENTS

## 2.011 Filing of Documents in Court

(1) The Klamath County Circuit Court has approval from the State Court Administrator to accept filings electronically for designated case types and documents pursuant to Uniform Trial Court Rule (UTCR) Chapter 21, which governs filing and service by electronic means.

(2) When conventional filing is permitted or required by UTCR Chapter 21, filings are accepted at the Klamath County Circuit Court, 316 Main Street, Klamath Falls, OR 97601. If a fee must be paid prior to the filing of a document, then filing may occur only when the fee is satisfied.

#### 2.012 Addresses and Telephone Numbers

(1) During the pendency of any case charging an offense, including traffic, boating, game, infraction, violation, and criminal cases, or while any monetary or other obligations imposed by the court in such case remain unsatisfied, the defendant must keep the court advised in writing of the defendant's current name, mailing address, and telephone or message telephone number.

(2) During the pendency of any case, matter or proceeding any party who is not represented by an attorney of record must keep the court advised in writing of the party's current name, mailing address and telephone number.

## 2.091 Pleadings, Memoranda and Other Documents in Consolidated Cases

(1) Pleadings, memoranda and other documents must be filed in each consolidated case pursuant to UTCR 2.090. Each filing must include:

(a) Complete case captions for all consolidated cases using existing case numbers and parties; and(b) An original pleading, memoranda or other document for each case that highlights the case number in which the pleading, memoranda or other document should be filed.

(2) Pleadings, memoranda and other documents that do not apply to each of the consolidated cases shall contain only the case caption and case number for the applicable case.

## 2.101 Designation of Procedure to Identify Submitted Specific Protected Personal Information

The forms and procedures set forth in UTCR 2.100 provides the exclusive way to identify submitted specific protected personal information so that the court can segregate the information and protect it from public inspection.

## 2.111 Designation of Procedure to Identify Existing Specific Protected Personal Information

The forms and procedures set forth in UTCR 2.110 provides the exclusive way to identify existing specific protected personal information so that the court can segregate the information and protect it from public inspection.

## 2.141 Waiver or Deferral of Court Costs and Fees

Applications for waiver or deferral of fees shall be accompanied by an affidavit or declaration executed by the party seeking such waiver or deferment. Applications shall be reviewed by court staff applying standards set by the Oregon Judicial Department. An application for fee waiver or deferment must be filed concurrently with an initiating document.

## 2.151 Return of Documents to Party

In addition to the authority to decline to receive or file a document under Oregon Rules of Civil Procedure 9 E (ORCP 9 E), a document may be returned to the party who submitted it in the following situations:

(1) A document with an existing case number and case caption from another jurisdiction, unless filed pursuant to an order signed by a judge allowing a change of venue or authorizing the filing on some other basis;

(2) A document which requires a fee but the fee, or an order to waive or defer such fee, is not provided and the fee requirement has not been satisfied;

(3) A document without sufficient identifying information to determine in which case it should be filed or entered;

(4) A document which requires court action, but the court action cannot be taken without the filing of statutorily-required preceding documents;

(5) A document with a case caption from a jurisdiction not recognized by the Oregon Constitution or established by the Oregon Legislature, or a judgment purportedly issued by a nonexistent court; and

(6) A document submitted by facsimile transmission, unless expressly authorized by the court.

## CHAPTER THREE—DECORUM IN PROCEEDINGS

#### 3.181 Electronic Recording and Writing on Courthouse Premises

(1) "Electronic recording" and "electronic writing" are defined by UTCR 3.180(1).

(2) This rule governs electronic recording and writing in public areas outside of the courtrooms, other than the jury assembly room when jurors are in attendance, that are under the supervision and control of the Klamath County Circuit Court.

(3) Electronic recording and electronic writing are prohibited in any public area under the supervision and control of the Klamath County Circuit Court except as allowed by law, statute, rule or court order.

(4) Unless otherwise ordered in a particular instance, electronic recording and writing are allowed without prior permission in the designated media area in the first floor lobby of the Klamath County Courthouse.

(5) A request for electronic recording or electronic writing in a courtroom or other public area under the supervision and control of the Klamath County Courthouse that is beyond the boundaries of the designated media area must be filed with the court clerk in the form provided in Appendix F at least two hours before commencement of the requested recording or writing. Notice of this request must be given to all parties.

## CHAPTER FOUR—PROCEEDINGS IN CRIMINAL CASES

## 4.011 General Timelines

No later than twenty-one (21) days prior to the trial date, for defendants in custody, and no later than thirty-five (35) days prior to the trial date, for defendants who are not in custody, trial counsel must report:

- (1) Whether a jury trial is requested;
- (2) The estimated duration of trial;
- (3) The need for a pretrial hearing; and
- (4) Any other matter affecting the case.

## 4.012 Pretrial Motions/Demurrers

(1) All pre-trial motions and memoranda, including motions in limine, along with an estimate of the duration of any necessary hearings related to pre-trial issues, shall be submitted to the court and the opposing party or counsel no later than twenty-one (21) days before trial. Pre-trial motions will not be heard on the day of trial, unless good cause is shown.

(2) The court shall set a hearing on the motion and shall notify the parties in writing of the date of the hearing. Unless for good cause shown, no such hearing shall be scheduled fewer than fourteen (14) days after the filing of said motion.

(3) Every motion shall be accompanied by a memorandum of law or a statement of points and authorities explaining how any relevant authorities support the contentions of the moving party.

(4) Opposing counsel may, on or before the Monday of the week preceding the time for the hearing, file

a memorandum of authorities. The moving party may file a reply memorandum not later than Friday of the week before the motion or demurrer is to be considered.

## 4.013 Postponements

(1) Motions to postpone or continue any hearing may be presented to the assigned judge by setting a scheduling conference with the assigned judge. Both the defense attorney and assigned district attorney must be present at the scheduling conference. Motions to postpone or continue will not be allowed by the judge absent good cause shown if received less than three judicial days before the next appearance in that court.

(2) Motions to postpone or continue shall be accompanied by a supporting declaration and a proposed form of order. No motion shall be submitted without contacting opposing counsel (or a party, if unrepresented). Any such motion submitted without contacting the opposing counsel will be denied by the court.

(3) Hearings of two hours or less may be postponed or continued by stipulation without a written motion if the court is notified more than forty-eight (48) hours before the scheduled hearing.

(4) All motions should be submitted as soon as the party is aware of the need for a postponement or continuance, but no later than noon the day before the hearing. Except for good cause shown, noncompliance may be grounds for denial.

## 4.014 (Repealed)

## 4.015 (Repealed)

## 4.016 Motions to Postpone Trial

(1) Set-overs and postponements shall be discouraged and will not be allowed unless there are particular circumstances that justify the additional time.

(2) Motions and proposed orders must be submitted in writing. Telephone requests will not be accepted.

(3) The first request, if allowed, will be granted for sixty (60) days. Subsequent requests, if allowed, will be in sixty (60) day increments.

(4) Absent exceptional good cause, postponement requests or motions brought to the court less than three (3) days before the date set for trial will be denied.

## 4.017 Scheduling Conflicts

(1) Attorneys are responsible for keeping their calendars and for scheduling cases appropriately. An attorney who schedules a trial in two or more courtrooms on the same day shall be responsible to communicate the scheduling conflict to the assigned judges at the trial readiness call or within five days of trial if no trial call has been scheduled. Attorneys are responsible for resolving their scheduling conflicts. If the scheduling conflict involves in-custody defendants, 60-day trials, or other scenarios whereby case priority is not apparent, attorneys shall inform the assigned judges, who will then confer

and set the priority case. Under no circumstances, however, will the setting of a priority case by a judge relieve an attorney from moving to postpone any other case that cannot be tried as scheduled.

(2) If the attorney does not have sufficient time to comply with subsection (1) of this rule or fails to comply, the attorney must appear on the matter at the earliest date on the court's docketing notices. The attorney will not leave that proceeding until it has been concluded or they have been released by the judge handling the matter. The attorney must notify the judge and the other attorneys in the second matter, as soon as possible but not later than twenty-four (24) hours before the conflicting time, of the reason for their inability to appear in the conflicting case at the time scheduled.

## 4.081 Appearance by Simultaneous Electronic Transmission

(1) An in-custody defendant may appear by simultaneous electronic transmission pursuant to UTCR 4.080 at the following hearings, unless otherwise prohibited by law:

- (a) Arraignment;
- (b) Release;
- (c) Pretrial motions;
- (d) Probation violation;
- (e) Plea on a misdemeanor or at arraignment;
- (f) Sentencing;
- (g) Restitution hearings; and
- (h) Post-judgment hearings.

(2) Unless otherwise ordered, if an appearance by simultaneous electronic transmission cannot occur due to technical difficulties, the court may reschedule the appearance for a later date or order an alternative type of simultaneous electronic transmission.

## CHAPTER FIVE—PROCEEDINGS IN CIVIL CASES

## 5.005 (Repealed 2012)

## 5.006 Hearing of Motions - Civil Cases

(1) Unless otherwise ordered by the court, all civil motions shall be heard according to the schedule of the assigned judge. The civil motions schedule will be posted on the court's website annually.

(2) The time and date of the hearing shall be stated in the caption of the motion and in the copy served upon the adverse party.

(3) Motions, other than motions to postpone or continue and motions for summary judgment, will be heard on the next motion day that falls after twenty-one (21) days from the filing of the motion, unless a different hearing date is stipulated to by the parties and approved by the assigned judge.

## 5.007 Show Cause Orders and Hearings

Show cause hearings in any case that is required by statute, rule or law and not otherwise included in these rules, shall be heard in accordance with the assigned judge's motion schedule as set forth in SLR 5.006. Any hearing expected to take more than one hour will not be heard on this show cause hearing schedule

unless special arrangements are made in advance with the assigned judge. For those show cause hearings expected to take more than one hour, the court clerk must be contacted and a hearing will be set on the trial docket of the assigned judge.

## 5.061 (Repealed)

## 5.101 Submission of Proposed Orders or Judgments After a Hearing or Trial

In accordance with ORS 18.035, the party preparing a civil order or judgment must submit the proposed order or judgment within 28 days of the court's ruling. Nothing in this rule precludes the application of UTCR 5.100.

## CHAPTER SIX—TRIALS

## 6.012 Mandatory Settlement Conference

(1) A settlement conference must be held if requested by a party. However, a settlement conference will not be required if a party demonstrates good cause why the settlement conference should not be held. Each settlement conference shall be scheduled to allow adequate time for meaningful settlement discussions.

(2)(a) At the mandatory settlement conference, the court shall require the attendance of all parties and their trial attorneys. A representative of a corporation or insurance company who has full authority to settle and compromise the litigation must personally appear at the mandatory settlement conference, unless the judge permits telephonic appearance for good cause.

(b) An attorney, party, or representative of a corporation or insurance company may apply to be excused from appearing at the mandatory settlement conference by initiating a conference call to the assigned judge in advance of the scheduled settlement conference. The judge shall rule on the request and, upon good cause shown, excuse the party from appearing.

(3) (a) Settlement conferences shall be held informally before a judge other than the assigned trial judge at a time and place provided by the presiding judge. The conference may be continued by the judge or by agreement of all attorneys and parties. Each case on the settlement conference calendar shall retain its place on the civil active trial list. If the case does not settle at the settlement conference, no reference shall thereafter be made to any settlement discussion had under this rule, except in subsequent settlement proceedings.

(b) In the event that a settlement is not reached at the settlement conference, a judge, other than the one who participated in the settlement proceeding, shall be assigned to try the case. Any notes or materials submitted by the settlement parties or prepared by the settlement judge shall be sealed and remain so except by order of the court.

(4) Settlement conference statements submitted by the parties are confidential documents. They will not be part of the court file. They will be retained by the settlement conference judge. After completion of the settlement conference, the statements and any attached material will be returned to the submitting party.

(5)(a) A voluntary settlement conference may be requested by any party to an action at any stage of the

proceeding by filing a request for a voluntary settlement conference with the court. The settlement conference shall be held at least twenty-one (21) days prior to trial. In criminal cases, no later than twenty-one (21) days prior to the date of the settlement conference, the district attorney shall submit to the court in writing a detailed settlement offer including: the counts of resolution; grid blocks, if any; terms and duration of incarceration; and terms and duration of probation.

(b) In criminal cases, defense counsel shall, fourteen (14) days prior to the date of the settlement conference, submit in writing a certificate that counsel has informed and discussed the offer with the defendant and the district attorney. If defense counsel is prepared to make an offer, defense counsel shall submit to the court in writing a detailed settlement offer including all components required in paragraph (5)(a) of this rule. Defense counsel shall inform his client of the offer. The same attorneys shall attend the settlement conference. The prosecuting attorney appearing shall have at all stages of the proceeding full authority to dispose of the case.

(6) In civil cases, once the parties report to the court that the case has been settled, the court will remove the case from the trial calendar and cause a sixty-three (63) day conditional notice of dismissal to be sent to all parties.

(7) In the event settlement negotiations are not successful, counsel should expect and be prepared to proceed to trial on the scheduled date. Every effort will be made by the court to ensure that the case proceeds to trial as scheduled. The court will deny all requests for continuance except for good cause shown.

(8) In civil cases, five (5) days before the settlement conference, each party shall submit to the settlement conference judge a confidential statement that contains:

- (a) A brief summary and analysis of the key issues involved in the litigation; and
- (b) The status of any settlement negotiation.

## 6.031 (Repealed 2013)

## 6.135 Trial Fees and Preliminary Matters

(1) All civil matters for which a jury may be called and has not been waived will appear at 1:15 p.m. the judicial day prior to the date the jury is to be called. At that time, the parties will notify the court of any preliminary matters that need to be resolved and the approximate time such matters will require. Trial memoranda and requested jury instructions will be submitted at that time. This appearance may be by telecommunication at the parties' option.

(2) Preliminary matters shall be resolved and jury selection shall begin on the scheduled trial date unless otherwise ordered by the court.

(3) Trial and jury fees will be payable in accordance with ORS 21.225.

(4) No trial or settlement conference will proceed until the fees under this rule are paid to the trial court administrator at least twenty-four (24) hours prior to trial or hearing. The court shall verify that payment has been made or that fees have been waived or deferred prior to the commencement of trial or hearing

where a fee is required to be paid under ORS Chapter 21 or ORS 105.130. If the court is unable to verify that payment has been made, a fee receipt, fee waiver or fee deferral must be presented to the courtroom clerk prior to the commencement of a trial or hearing.

(5) Fees payable at the conclusion of the trial shall be paid by 5:00 p.m. on the day trial concludes unless the fee is waived or deferred. If the trial concludes after the close of business, the fees shall be paid the morning of the first judicial day thereafter. For purposes of this rule, a jury trial shall be deemed concluded when the jury returns a verdict.

(6) The trial judge may elect to delay commencement of the case until the fees are paid, but failure to pay the fees, as required by law, shall not be grounds for a postponement.

## CHAPTER SEVEN—CASE MANAGEMENT AND CALENDARING

## 7.005 Matters Involving Children

In all civil and criminal cases and juvenile fact-finding hearings involving a child, who is a victim, witness, or subject of custody, the court and counsel shall take appropriate action to ensure a speedy trial. Such actions shall be given precedence over all others, except those in which a defendant in a criminal proceeding is being held in pretrial custody, or as may otherwise be required by law. In such actions, continuances shall be granted by the court only after a hearing and a determination of the necessity thereof. In ruling on any motion or other request for a postponement, delay or continuation of a proceeding, the court shall consider any adverse impact it may have on the child involved in the case.

## 7.011 Pretrial Conferences in Criminal Proceedings

(1) At arraignment, if a guilty plea is not entered, the court shall set a further appearance, at which a negotiated settlement may be entered or the matter may be set for trial. Information required by UTCR 7.010(3) may be in a form substantially as set forth in Appendix A or B, as appropriate.

(2) All defendants must personally appear at the second appearance unless otherwise excused.

## 7.021 Trial Setting Conference

(1) To facilitate trial date agreement under UTCR 7.020(6), a trial setting conference will be scheduled at the request of any party or as directed by the assigned judge.

(2) The trial setting conference shall be conducted by the judge or designee. Insofar as feasible, the court shall assign the same date for trial setting conferences to those cases in which the same attorney appears.

(3) Each party shall attend the trial setting conference in person or by counsel. A conference call to set a date for mandatory settlement conference and trial will be sufficient compliance with this rule. The attorneys so attending shall have full authority to act in all matters pertaining to setting the case for trial or settlement conference.

(4) At the trial setting conference, the court shall determine the extent of discovery commenced or completed, what discovery proceedings remain to be performed, and whether the case is or will be ready for trial, and if so, shall set a time and place for trial and mandatory settlement conference, unless the court

is of the opinion a settlement conference would serve no useful purpose.

## 7.022 Assignment of Cases

(1) The Klamath County Circuit Court maintains an individual assignment system, with cases assigned randomly as described below on a relatively equal basis to all judges. Civil, domestic relations, juvenile and criminal cases are assigned to individual judges for management, control and case processing purposes.

(2) Civil and domestic relations cases are randomly assigned to individual judges at the time of filing. Subsequent hearings and involvement with the court, except for settlement conferences under Rule 6.012(3), shall be set with the judge assigned to the case.

(3) Criminal cases shall be assigned to an individual judge at the time of filing.

(4) In order to promote judicial economy and consistency, a judge may request assignment of a new case involving one or more parties already assigned to that judge in another case or cases.

(5) Issues regarding companion cases, affidavits of prejudice, reassignment of cases, and similar case management questions should be raised with the assigned judge. If necessary, such issues will be referred to the trial court administrator for subsequent handling or reassignment.

(6) All issues regarding scheduling of appearances, including motions and trials for assigned cases, shall be resolved through contact directly with the staff of the assigned judge.

## CHAPTER EIGHT—DOMESTIC RELATIONS PROCEEDINGS

## 8.012 (Repealed 2018)

## 8.041 Pre-Judgment Orders to Show Cause.

(1) An order to show cause for a pre-judgment order in a domestic relations case may be allowed only upon the motion of a party supported by an affidavit or declaration setting forth sufficient facts to establish a right to the requested relief and, if support is to be an issue, a Uniform Support Declaration as required by UTCR 8.040(3). The order to show cause will not contain a date for hearing. The order to show cause shall notify the adverse party to respond in writing within twenty-one (21) days of service of the order to show cause, or within such additional time as allowed by the Court upon a showing of good cause.

(2) The order must contain the language set forth below to further advise the adverse party that if a written response in opposition is not filed within twenty-one (21) days of service of the order to show cause, the moving party may apply for an order of default.

## NOTICE

READ THESE PAPERS CAREFULLY. YOU ARE ORDERED TO FILE A WRITTEN RESPONSE AND, IF SUPPORT IS TO BE AN ISSUE, A UNIFORM SUPPORT DECLARATION, IN THE ABOVE-ENTITLED CASE WITHIN TWENTY-ONE (21) DAYS OF RECEIPT OF THESE PAPERS. IF YOU FAIL TO FILE A WRITTEN RESPONSE WITHIN THE TIME ALLOWED, THE RELIEF REQUESTED BY THE MOTION AND ORDER TO SHOW CAUSE MAY BE GRANTED AND ENTERED BY THE COURT. YOU MUST FILE WITH THE KLAMATH COUNTY CIRCUIT COURT AT 316 MAIN STREET, KLAMATH FALLS, OREGON 97601 AND SERVE A COPY OF YOUR WRITTEN RESPONSE ON THE OTHER PARTY AND FILE A CERTIFICATE OF SERVICE WITH THE COURT. YOU MAY HAVE TO PAY A FILING FEE TO RESPOND. GO TO http://www.courts.oregon.gov OR CALL THE COURT FOR THE FILING FEE AT (541) 883-5503 OR FOR INFORMATION ABOUT DEFERRING OR WAIVING THE FEE. IF YOU HAVE QUESTIONS, YOU SHOULD SEEK LEGAL HELP IMMEDIATELY. IF YOU NEED HELP FINDING AN ATTORNEY, YOU MAY CONTACT THE OREGON STATE BAR'S LAWYER REFERRAL SERVICE ONLINE AT www.oregonstatebar.org OR BY CALLING 1.800.452.7636.

(3) If the relief requested includes support, a blank Uniform Support Declaration shall be served on the adverse party with the order to show cause.

(4) The opposing party must file a written response and, if support is to be an issue, a completed Uniform Support Declaration within twenty-one (21) days of service.

## 8.042 Hearings for Temporary Support

Temporary support *pendente lite* may be determined without testimony, based on the affidavits or declarations filed by the parties. The moving party may respond to the adverse party's Uniform Support Declaration. In any case involving temporary child support, the affidavits or declarations shall include child support worksheets, if applicable. When the matter is ready for decision, the moving party shall notify the court by filing a completed Notice of Readiness for Decision form set forth in Appendix C.

#### 8.045 Expedited Parenting Time Enforcement

(1) Proceedings for expedited parenting time enforcement pursuant to ORS 107.434 shall be initiated by motion supported by an affidavit or declaration setting forth sufficient facts to establish a right to the requested relief and order to show cause. Such proceedings shall be heard on the show cause docket as provided in SLR 5.007 if the motion seeks to enforce an existing order establishing parenting time and moves for one or more of the remedies listed in ORS 107.434(2)(b), (c), (d), or (e), and the hearing is not expected to exceed one hour. If the motion seeks to enforce parenting time and moves for one or more of the remedies listed in ORS 107.434(2)(b), or (e), and the hearing is not expected to exceed one hour. If the motion seeks to enforce parenting time and moves for one or more of the remedies listed in ORS 107.434 (2)(a), (f), or (g), or if the hearing is expected to exceed one hour, the party shall contact the court clerk and arrange to have the hearing set on the regular trial docket; however, the hearing remains subject to the forty-five (45) day statutory timeline.

(2) An order to show cause shall be served not less than twenty-one (21) days before the hearing date.

(3) The order must contain the notice language set forth in ORS 107.434(1)(b)(B).

## 8.051 Post-Judgment Orders to Show Cause

(1) An order to show cause for a post-judgment order or judgment in a domestic relations case will be allowed only upon the motion of a party to show cause supported by affidavit or declaration setting forth sufficient facts to establish a right to the requested relief. The order to show cause will not contain a date for hearing. The order to show cause shall notify the adverse party to respond in writing within thirty (30)

days of the date of service of the order to show cause, or within such additional time as allowed by the court upon a showing of good cause.

(2) The order must contain the language set forth below to further advise the adverse party that if a written response in opposition is not filed within 30 days from the date of service of the order to show cause, the moving party may apply for an order of default.

#### NOTICE

#### READ THESE PAPERS CAREFULLY.

YOU ARE ORDERED TO FILE A WRITTEN RESPONSE AND, IF SUPPORT IS AN ISSUE, A UNIFORM SUPPORT DECLARATION IN THE ABOVE-ENTITLED CASE WITHIN THIRTY (30) DAYS OF RECEIPT OF THESE PAPERS. IF YOU FAIL TO FILE A WRITTEN RESPONSE WITHIN THE TIME ALLOWED, THE RELIEF REQUESTED BY THE MOTION AND ORDER TO SHOW CAUSE MAY BE GRANTED AND ENTERED BY THE COURT. YOU MUST FILE WITH THE KLAMATH COUNTY CIRCUIT COURT AT 316 MAIN STREET, KLAMATH FALLS, OREGON 97601 AND SERVE A COPY OF YOUR WRITTEN RESPONSE ON THE OTHER PARTY AND FILE A CERTIFICATE OF SERVICE WITH THE COURT. YOU MAY HAVE TO PAY A FILING FEE TO RESPOND. GO TO http://www.courts.oregon.gov OR CALL THE COURT FOR THE FILING FEE AND FOR INFORMATION ABOUT DEFERRING OR WAIVING THE FEE. IF YOU HAVE QUESTIONS, YOU SHOULD SEEK LEGAL HELP IMMEDIATELY. IF YOU NEED HELP FINDING AN ATTORNEY, YOU MAY CONTACT THE OREGON STATE BAR'S LAWYER REFERRAL SERVICE ONLINE AT www.oregonstatebar.org OR BY CALLING 1.800.452.7636.

(3) If the relief requested includes support, a blank uniform support declaration shall be served on the adverse party with the order to show cause.

(4) In any matter seeking modification of a domestic relations judgment, the initiating document shall set forth immediately below the case number, on the first page, the date of the original judgment, and shall substantially conform to: "Date of original judgment: \_\_\_\_\_\_."

(5) The opposing party must file a written response and, if support is to be an issue, a completed Uniform Support Declaration within thirty (30) days of service.

#### 8.061 Contempt Show Cause Proceedings

(1) Contempt proceedings in domestic relations cases shall be initiated by a motion to show cause supported by an affidavit or declaration setting forth the facts constituting the alleged contempt.

(2) Unless otherwise ordered, a proposed order to show cause shall require the adverse party to appear at the specified time and date pursuant to SLR 5.007 that is not less than thirty (30) days after the order to show cause has been served. The adverse party shall be required to appear and show cause why the allegations in the motion and supporting affidavit should not be granted.

## 8.070 Parent Education Class Required

(1) All individuals who are parties to a case involving child custody or parenting time, whether or not contested, must attend a three-hour, court-approved parent education class, which includes a mediation orientation session. Parties may elect to attend the class in person or online at either https://online.divorce-

education.com/ or https://onlineparentingprograms.com/. Information on the dates, times and locations of the class is available from the court clerk. Online class fees are the responsibility of the individual attending the online class.

(2) Each party who has made an appearance in a case involving child custody or parenting time must file with the court a certificate of completion of the parent education class unless otherwise ordered by the court. The certificate of completion may remain in effect for two years from the completion date, unless otherwise ordered by the court.

(3) Requests to waive, defer or otherwise satisfy this requirement or to attend at another location must be submitted in the forms set forth in Appendix E.

{(4)} This rule does not apply to juvenile dependency or delinquency proceedings.

## 8.075 Standardized Parenting Time Plan

(1) The court will, from time to time, adopt standardized local and long distance parenting time plans. Copies of the current plans will be available free of charge from the court clerk and shall be posted on the court's website. The plans may be adjusted to the needs of the parties and children in each case.

## CHAPTER NINE—PROBATE AND ADOPTION PROCEEDINGS

## 9.001 Probate Commissioner

(1) The probate commissioner appointed by the presiding judge of this court will assist in the administration of estates, protective proceedings, trusts, name change, civil commitment proceedings and all other probate matters.

(2) The powers of the probate commissioner include the following:

(a) To act upon and make orders on behalf of the court for uncontested petitions for appointment of special administrators; for probate of wills; and for appointment of personal representatives, guardians and conservators;

(b) To appoint court visitors;

(c) To set the amount of the fiduciary bond for special administrators, personal representatives, guardians and conservators;

- (d) To approve such bonds;
- (e) To screen all probate filings to determine compliance with procedural requirements imposed by law or rule;

(f) To act upon and make orders on behalf of the court approving uncontested accountings, annual reports, and visitor's reports; and

(g) To admit wills to probate.

(3) Any matter presented to the probate commissioner may be referred to a judge of the court. The court, on its own motion, may set aside or modify any order or judgment made by the probate commissioner within thirty (30) days after the date of the order or judgment. Any interested party may file a motion to set aside or modify any order or judgment of the probate commissioner within thirty (30) days after the date of the order or judgment within thirty (30) days after the date of the probate commissioner within thirty (30) days after the date of the probate commissioner within thirty (30) days after the date of the probate commissioner within thirty (30) days after the date of the probate commissioner within thirty (30) days after the date of the probate commissioner within thirty (30) days after the date of the order or judgment.

## 9.006 Self-represented Parties in Probate Proceedings

(1) If a personal representative or conservator intends to appear on behalf of the estate or protected person without an attorney, the personal representative or conservator shall provide notice of that intent to the court. If the proof is not sufficient to assure the court that the estate will be protected and properly administered, the court will take appropriate action. The court will take appropriate action if at any time the demonstration of competence is not sufficient to assure the court that the estate or interest will be and continue to be adequately represented.

(2) Corporations and persons other than a personal representative or conservator may appear without counsel in any matter before the probate court as authorized or allowed by law. Both the person who is appearing and counsel for the personal representative must notify the probate court if any party to a proceeding is self-represented. The probate judge will decide whether further hearings are required.

## 9.011 Inventory Requirements

(1) An inventory filed pursuant to ORS 113.165 shall list real property by legal description and county tax account number and lot number in the same manner as required in a deed. All other assets shall be described with sufficient specificity to identify the asset.

## **9.021** (*Repealed*)

## 9.041 Appointment of Court Visitor

(1) The court shall appoint a visitor as required by law. A petition for guardianship shall designate in the caption whether the petition is for guardianship of an adult or a minor, whether the petition seeks a guardianship for a temporary or an indefinite time, and whether a conservatorship is also requested.

(2) Where the petition seeks appointment of a guardian for an adult, or temporary appointment of a guardian for an adult, or appointment of a guardian for a minor who is more than sixteen (16) years of age in cases where the court determines there is the likelihood that a petition seeking appointment of a guardian for the minor respondent as an adult will be filed before the date that the minor respondent attains majority or filed as an adult, or as otherwise required by the court, an order appointing a visitor must be filed with the court unless waived for good cause shown.

(3) The visitor shall not be appointed until proof of service on all applicable persons is filed.

(4) The fee for the visitor shall be paid directly to the visitor by the petitioner. The visitor need not undertake any investigation until satisfactory fee arrangements have been made. The court visitor's fee shall be set at an hourly rate of \$85 per hour.

(5) The visitor shall appear at the hearing on any objection to the appointment of a fiduciary. The objecting party shall pay the sum of \$25.00 to the visitor as compensation for the visitor's attendance at the hearing. However, if the objecting party is the respondent, the visitor's attendance fee shall be paid by the petitioner.

## 9.042 (Repealed 2020)

## 9.051 (Repealed 2020)

#### 9.061 Delinquent or Deficient Filing; Courtesy Notices

In the event of a delinquency or deficiency in filing any document required by statute or court order, an attorney of record will be sent a courtesy notice. If there is no attorney of record, then the courtesy notice will be sent to the personal representative, conservator, or guardian. The delinquency or deficiency must be promptly corrected. If the deficiency is not addressed within thirty (30) days, the court will issue an order to appear and show cause why the personal representative, conservator, or guardian, together with any attorney of record, should not be removed or held in contempt. The personal representative, conservator, or guardian, together with any attorney of record, must appear—whether or not the delinquency or defect has been subsequently corrected—unless otherwise ordered by the court. If the delinquency or defect has not been corrected by the time of the hearing, sanctions may be imposed.

#### 9.081 Objection to Petitions and Motions in a Protective Proceeding

Any interested person, as described in ORS 125.075(1), who has an objection to a petition or a motion in a protective proceeding, shall submit a written objection in the form set forth in Appendix D. The written form with the original signature may be submitted by mail or by filing it in person with the court clerk at the Klamath County Courthouse, 316 Main Street, Klamath Falls, Oregon 97601. However, a respondent or protected person may present objections orally in person or by other means intended to convey those objections to the court clerk during regular court hours, who will reduce the oral objections to a signed writing for the purpose of filing the objection. The respondent or protected person may also make oral objections to the Court Visitor, who will include any objections in the Visitor Report in bold and underlined. Upon receipt of the objection, the court shall schedule a hearing and notify the appropriate parties.

# 9.082 Alleged Incapacitated Persons—Notice Regarding Free or Low-cost Legal and Other Relevant Services

In a proceeding for the appointment of a fiduciary for a respondent who is not a minor, the notice required under ORS 125.070(2)(c) shall include the following language or its equivalent:

Free legal services for persons who are subject to a protective proceeding may be obtained by calling Legal Aid at 1-541-273-0533. Low cost legal consultation may be obtained by calling the Oregon State Bar attorney referral service at 1-800-452-7636.

#### 9.161 Form of Accountings

Unless the court waives the requirement, accountings under ORS 116.083 and ORS 125.475 must be submitted in the format specified by UTCR 9.160.

#### 9.185 Vouchers and Depository Statements in Probate and Protective Proceedings

(1) Original vouchers need not be filed with accountings unless otherwise ordered by the court.

(2) In lieu of original vouchers, depository statements for each depository account shall be filed with accountings and shall be accompanied by a list that sets out in chronological order the date, amount, check number, recipient and purpose of each disbursement. The list shall show each receipt into the account with a brief explanation of the source, the date and the purpose of the receipt.

#### CHAPTER ELEVEN—JUVENILE COURT PROCEEDINGS

#### 11.005 Appearance in Juvenile Court Dependency Cases

Pursuant to ORS 419B.819, parents shall respond to a summons for a petition for guardianship or termination of parental rights by filing a written answer to the petition within 30 days from the date on which the parent was served with the summons.

#### 11.111 Submission of Exhibits

(1) All exhibits offered in juvenile cases must be submitted to the court electronically on the day of the hearing or trial or by the end of the next judicial day. Each exhibit must comply with the format requirements of UTCR 21.040 and the filer must provide the party role, hearing or trial date, and exhibit number or numbers in the comment field. Each exhibit or group of exhibits, if filed together, must also include a cover page containing the case name and number, party role, hearing or trial date, and exhibit number or numbers.

(2) The court will maintain in the record of each case a separate exhibit log for each hearing or trial. The exhibit log will list each exhibit offered and state whether or not it was received.

#### CHAPTER TWELVE—MEDIATION

#### 12.005 Mandatory Mediation Program

Except for good cause shown, mediation shall be ordered in any civil case filed in Klamath County and involving a dispute over custody, parenting time, or visitation of a minor child. However, mediation is not required in any case arising under the Family Abuse Prevention Act, ORS 107.700–107.735; ORS 30.866; ORS 124.005 to 124.040; 163.738; or ORS Chapter 125.

#### 12.045 Domestic Relations Mediators

(1) To qualify as a court-approved domestic relations mediator, a person must:

(a) Meet all applicable requirements for domestic relations mediators established by the Oregon Judicial Department;

(b) Sign and submit to the trial court administrator an original application setting forth the information required by the Oregon Judicial Department; and

(c) Receive approval by the presiding judge, after consultation with the circuit court judges for the  $13^{th}$  Judicial District.

## 12.085 Domestic Relations Mediation Fees

(1) For issues subject to mandatory mediation under this chapter, Klamath County shall compensate the mediator at an hourly rate set by the presiding judge for a maximum of six (6) hours per new case and for an additional maximum of three (3) hours per modification petition. The funding source for this program shall be limited to funds available through the State Court Administrator and maintained by the county for that purpose.

(2) For issues in which mandatory mediation is not required under these rules, the parties may agree to mediate with the court-appointed mediator. In that case, compensation arrangements shall be determined in writing between the mediator and the parties, and mediation fees will be negotiated and paid by the parties.

(3) If the parties select a mediator who is not on the court-approved list, the compensation shall be fixed by agreement between the parties and the mediator, and payment shall be the responsibility of the parties.

## CHAPTER THIRTEEN—ARBITRATION

## 13.011 Arbitration in Certain Cases

Arbitration proceedings under ORS 742.505 and ORS 742.521 must be conducted pursuant to UTCR 13.140, 13.150, 13.170, 13.180, and 13.190.

## 13.241 Judgment on Award

If no request for trial *de novo* is filed within the time allowed by statute, the prevailing party must prepare a judgment based on the arbitration decision and award and submit it to the court for entry within 14 days after the expiration of the 20-day appeal period set forth in ORS 36.425(3).

## 13.048 Indigent Parties

(1) Indigent parties must seek waiver of the arbitrator's fee within fourteen (14) days from the date the case is transferred to arbitration. The request must be submitted by motion and order, supported by an affidavit, and must be presented to the presiding judge for approval.

(2) In the event funds are available under ORS 36.420 for the payment of fees that are waived, the arbitrator shall be reimbursed after completion of the arbitration, filing of the arbitration award, and submission to the court of an appropriate motion and order.

## CHAPTER SIXTEEN—VIOLATIONS

## 16.005 Testimony by Affidavit or Declaration Under Penalty of Perjury

If a signed waiver is filed by the alleged violator, testimony in a traffic violation trial is allowable by affidavit or by declaration under penalty of perjury, pursuant to ORS 153.080. A copy of the witness' affidavit or declaration shall be provided to the alleged violator before trial.

#### CHAPTER TWENTY-ONE—FILING AND SERVICE BY ELECTRONIC MEANS

#### 21.071 Expedited Filings

Any filer submitting an expedited filing through the eFiling system must separately notify the court clerk that the expedited filing has been submitted by telephoning the court clerk at (541) 883-5503.

	Case No
Plaintiff/Petitioner(s),	
	<b>REQUEST FOR ELECTRONIC</b>
V.	<b>RECORDING AND WRITING</b>
Defendant/Respondent(s)	
-	ast 2 hours before the court proceeding.
Name: Re	presenting:
	y, State, ZIP:
	nail:
COURTR	COOM REQUEST
	Courtroom Number
I provided notice to all parties on	, 20 at: a.m./p.m. by: □
Personal Delivery	ty's attorney DE-Mail with confirmation of receipt
I request permission to use  an electronic devic	
<u> </u>	osts, emails, text messages or other electronic writing
	$\Box$ still images $\Box$ other
Pooled Coverage (select one):	-
□ I have communicated with other like med	dia and have been designated as representative.
□ I have not communicated with other like	e media, but I am willing and technologically capable to
pool my coverage if the court requests.	
<u>COURTHOUSE</u>	PREMISES REQUEST
	nic device $\square$ a still/video camera on premises within the
control and supervision of the court located at:	to (select
one): $\Box$ Write $\Box$ Record: $\Box$ audio $\Box$ vi	ideo $\Box$ still images $\Box$ other
I know, and agree to follow, all rules and laws electronic writing in courtrooms and on court	s related to interviewing, recording, photography and
-	order that I stop and may request that I provide a copy to
the court in a format accessible for review	
	w, onic recording or writing from within a courtroom;
•	any time the court is off record; (2) any juror anywhere $a_{1}$ and $a_{2}$ any the antiral courts of the trials and (2) any
	e court during the entire course of the trial; and (3) any
	ivate, such as conferences between attorneys and clients
or between judges and attorneys.	<b>DATE.</b> 20
Deliver this form to the court clerk a	, 20, 20, 20, <i>t 316 Main Street, Klamath Falls, OR 97601.</i>
Deriver mis form to the court clerk u	i 510 main Street, Klamain Pails, OK 97001.
$\Box$ ALLOWED. $\Box$ DENIED.	
DATE:	CIRCUIT COURT JUDGE

State of Oregon, Plaintiff,	State Trial Readiness Report
VS.	Case No
Defendant	?
	DISCLOSURE resently intends to call the following witnesses at trial:
2	
3	
4	
	e following out-of-state witnesses at trial:
1	
2	City and State
3	
C. Defense counsel has been provided with t	the addresses of the above persons: Yes No
D. Defense counsel has been provided with a	a copy of all police reports, presently known by the State, in this case:
Yes No (If "No," list those	not provided:)
statements of the above persons and of th	copies of all written or recorded statements or memoranda of any oral e defendant or co-defendant: Yes No (If "No," list those not)
F. Defense counsel has been given complete	e criminal history reports on the following persons:
1	3
2	4
experts, documentary evidence or other	815, requiring disclosure to the defense of expert witnesses, report of statutory requirements subject to discovery: Yes No (If "No,"
H. The State asks the court for a pretrial he	earing: 🗌 Yes 🗌 No
I. The State estimates the probable length	of the trial to require judicial days.
J. The following matters remain at issue:	
K. The State intends to file the following n	notions:
1	3
2	4
I have reviewed the above entries. They are counsel of any change in the status of the ab	correct to the best of my knowledge. I will immediately notify opposing nove information.
	(Deputy) District Attorney Date

State of Oregon, Plaintiff, vs.		Defense Trial Readiness Report
	Defendant ,	Case No
	מ	ISCLOSURE
A.		ends to call the following witnesses at trial: 13.
	10	14
	11	15
	12	16
C.	Defense counsel presently intends to cal	l the following out-of-state witnesses at trial:
	4	City and State
	5	City and State
	6	City and State
C.	The State has been provided with the address	ses of the above persons: Yes No
D.	statements of the above persons (other than	all written or recorded statements or memoranda of any oral the defendant): Yes No (If "No," list those not .)
E.	of experts, documentary evidence or other st	5, requiring disclosure to the State of expert witnesses, report tatutory requirements subject to discovery:
F.	The defense asks the court for a pretrial hear	ring: 🗌 Yes 🗌 No
G.	The defense intends to waive a jury trial:	Yes No
H.	The defense estimates the probable length of	f the trial to require judicial days.
I.	The defense intends to file the following mo	tions:
	5	7
	6	8
The	following matters remain at issue:	

I have reviewed the above entries. They are correct to the best of my knowledge. I will immediately notify opposing counsel of any change in the status of the above information.

Defense Counsel

Date

J.

	Petitioner	
nd		
		_,
	Respondent.	

Case No.

## NOTICE OF READINESS FOR DECISION ON TEMPORARY SUPPORT

The pending motion for temporary support filed by Petitioner Respondent is at issue, and the moving party requests that the Court decide the motion. The motion shall be decided without a hearing upon the following documents, unless the court notifies the parties that a hearing has been scheduled:

- 1. Motion and Affidavit or Declaration in Support of Order to Show Cause regarding temporary support.
- 2. Uniform Support Declaration of Petitioner.

4.

3. Uniform Support Declaration of Respondent.

5. \_\_\_\_\_

Moving Party or Attorney for Moving Party

I certify that on \_\_\_\_\_\_, 20\_\_\_\_\_, I served a true copy of the above notice upon the adverse party in the manner required by rule on \_\_\_\_\_\_, 20\_\_\_\_\_, 20\_\_\_\_.

Moving Party or Attorney for Moving Party

In the Matter of $\Box$ the Marria	ge of:	Case No		
and	etitioner,		CATION CLASS r	ON
Petitioner  Respondent resp party to:	-	s the Court, pursua	ant to SLR 8.070, for an	order allowing the
Attend a similar parent educ	ation of at least	three hours in leng	gth at the following loca	ution:
□ Waive the mandatory attend	ance requirement	nt of the parent edu	ucation class.	
Defer the mandatory attenda	nce requiremen	t of the parent edu	cation class until	
□ Satisfy the mandatory attend	lance requireme	nt of the parent ed	ucation class.	
This request is made for the fol	lowing reasons:			
DATED:	, 20			
Petitioner      Respondent Sig	nature	Print Name		
Mailing Address	City, Stat	e, Zip	Telephone Num	ber

In the Matter of <b>□</b> the Marriage of:	Case No
, Detitioner, and	ORDER REGARDING PARENT EDUCATION CLASS BY  Petitioner  Respondent TO: ATTEND AT ANOTHER LOCATION WAIVE REQUIREMENT
, □Respondent.	<ul> <li>DEFER REQUIREMENT</li> <li>SATISFY REQUIREMENT</li> </ul>

THIS MATTER came before the Court upon the request of  $\Box$  Petitioner  $\Box$  Respondent for the approval of an order regarding the parent education class as required by SLR 8.070; and

#### THE COURT FINDS AND ORDERS THAT:

The request of  $\square$  Petitioner  $\square$  Respondent to:

□ ATTEND A SIMILAR MINIMUM THREE-HOUR CLASS AT ANOTHER LOCATION located at:

□ WAIVE THE REQUIREMENT OF THE PARENT EDUCATION CLASS	
DEFER THE REQUIREMENT OF THE PARENT EDUCATION CLASS	
□ SATISFY THE REQUIREMENT OF THE PARENT EDUCATION CLASS	3

is hereby:

□ ALLOWED.

**D** DENIED.

Submitted by:

Signature of  $\Box$  Petitioner  $\Box$  Respondent

Print Name

Mailing Address

City, State, Zip

Telephone Number

13<sup>th</sup> Judicial District Circuit Court for Klamath County APPENDIX F

Supplementary Local Rules February 1, 2021

In the Matter of the Gua	rdianship/Conservatorsh	ip of:	Case No	
	Respondent/Protected	,	OBJECTION TO PETITION OR MOTION I PROTECTIVE PROCEED	
I,		_, am the 🗌 I	Respondent, 🗌 Protected Person, o	r
Interested Person,	whose relationship to	the Respo	ndent or Protected Person is	::
	I do obj	ect to the pe	tition or motion in this protectiv	e
proceeding for the following	g reasons:			_
				-
				-
				-
				-
				-
				-
				-
				_
Additional pa	ge attached; see section	titled "Object	ion."	
Submitted by:				
	Signature			
	Print Name			
	Address			
	City	State	Zip	
	Telephone Nu	mber		