

SUPPLEMENTARY LOCAL RULES
OF THE CIRCUIT COURT
OF THE STATE OF OREGON FOR LANE COUNTY

Effective February 1, 2026

These rules must be read together with applicable provisions of statute, ORCP and UTCR.

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Chapter 1 - General Provisions

1.002 ADDRESSES AND TELEPHONE NUMBERS

(1) Defendants in Criminal and Violation Cases

During the pendency of any case charging an offense, including traffic, boating, game violation and criminal cases, or while any monetary or other obligation imposed by the court in such a case remains unsatisfied, defendant must keep the court advised in writing of defendant's current name, mailing address, email, and telephone number.

(2) Unrepresented Parties in Civil and Small Claims Cases

During the pendency of any civil or small claims case, 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, email, and telephone number.

1.161 FILING OF DOCUMENTS

(1) The Office of the Trial Court Administrator receives documents for filing at the court clerk's office. Juvenile documents may be filed at the juvenile court clerk's office.

(2) At the direction of a judge, documents may be filed in the courtroom during a proceeding.

(3) Documents sent by mail to the court are received for filing when distributed from the mail room to the appropriate division of the court clerk's office.

(4) If a document requires a fee, the fee must be paid prior to, or simultaneous to submitting the document for filing.

(5) Documents transmitted via email or fax will not be received for filing.

(6) Mandatory electronic filing is required for members of the Oregon State Bar per UTCR 21.140. SLR 2.501 specifies certain documents that attorneys must file conventionally.

1.171 COURT WEBSITE

The Lane County Circuit Court website is <http://courts.oregon.gov/Lane/>. A link for this site can be found at the Oregon Judicial Department website <https://www.courts.oregon.gov> in the Circuit Courts section.

1.172 COURT FORMS WEBPAGE

Court forms are available at www.courts.oregon.gov/courts/lane/help/Pages/Forms.aspx

Chapter 2 – Standards for Pleadings and Documents

2.015 RETURN OF A DOCUMENT TO A FILER

In addition to the administrator’s authority to decline to receive or file a document under ORCP, a document may be returned to the filer 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 payment or an order to waive or defer the fee is not provided.
- (3) A document without sufficient identifying information to determine in which case it should be filed or entered.
- (4) A document with a case caption from a jurisdiction not recognized by the Oregon constitution or established by the Oregon Legislature.
- (5) A judgment or decree purportedly issued by a nonexistent court.
- (6) A lien or bond issued by or to a nonexistent court or agency; or
- (7) A document submitted by email or fax.

2.501 DOCUMENTS THAT MUST BE PRESENTED CONVENTIONALLY AND MAY NOT BE ELECTRONICALLY FILED

In the following subject matter areas, the listed ex parte documents requiring a judge's signature and any document that will be served simultaneously with a document listed in this rule, must be presented conventionally, and may not be electronically filed except as provided in subsection (3).

- (1) Family case matters. To be presented pursuant to SLR 5.061:
 - (a) Emergency custody and parenting relief based on immediate danger
 - (b) Order of assistance
 - (c) Order for modification or dismissal of abuse protective order

- (2) Civil case matters. To be presented pursuant to SLR 5.061:
 - (a) Guardian ad litem appointment order (other than identity case petitions)
 - (b) Preliminary injunction show cause
 - (c) Provisional process show cause
 - (d) Receivership initiating document or show cause
 - (e) Writ of assistance
 - (f) Writ of mandamus show cause
 - (g) Writ of review

- (3) Protective order initiating matters. To be presented to the judge assigned by the presiding judge for that day, but may be electronically submitted through the OJD electronic forms system:
 - (a) Family Abuse Prevention Act
 - (b) Elderly Persons and Persons with Disabilities Abuse Prevention Act
 - (c) Sexual Abuse Prevention Act
 - (d) Stalking Protective Order
 - (e) Extreme Risk Protection Order
 - (f) Emergency Protective Order (ORS 133.035)

- (4) Criminal matters. Documents to be presented in court:
 - (a) Waiver of jury trial
 - (b) Waiver of 60-day rule
 - (c) Waiver of indictment
 - (d) Waiver of appearance
 - (e) Waiver of dismissed charges
 - (f) Petition for diversion and documents to be filed with petition

Chapter 3 - Decorum in Proceedings; Resignation of Attorney

3.141 RESIGNATION OF ATTORNEYS

(1) Criminal Cases

(a) In criminal cases, including appeals from Justice and Municipal Courts, application for withdrawal or discharge of an attorney shall be in open court; after notice to the opposing side and with the defendant present unless the defendant's whereabouts are unknown.

(b) A motion to withdraw by a defense attorney shall begin with a statement about the defendant's custody status and a reference to the trial date or a statement that the case has not been set for trial. If the case is set for trial, the motion must recite whether, how and when defendant was notified of the trial date.

(c) Upon filing a motion to withdraw, it shall be the responsibility of the defense attorney to have the matter placed upon the appropriate court docket for the appearance required by this rule and to give notice of the appearance date and time to the defendant and the District Attorney.

(2) Civil Cases Withdrawal of Attorney for Non-Person Parties

In a motion to withdraw as attorney where the client is a corporation or other similarly situated party, the withdrawing lawyer is required to submit an affidavit indicating that they have notified the client that it is required by law to appear through an attorney and the client cannot proceed self-represented or file documents with the court.

3.142 ATTORNEY OF RECORD IN PENDING CASES

(1) A litigant's assertion that they have an attorney, when the attorney has not filed a Notice of Representation, is not sufficient to designate an attorney of record.

(2) When one attorney is substituted for another, the filed and served notice of substitution is sufficient to change the attorney of record.

3.181 ELECTRONIC RECORDING AND WRITING ON COURTHOUSE PREMISES

(1) Electronic recording and writing are prohibited in courtrooms unless authorized by the judge presiding over the proceeding.

(2) Outside the courtrooms, electronic recording is limited to the space behind and to the south of the yellow lines on the floor of the second, third and fourth floors of the Lane County Courthouse.

(3) No electronic recording or image may be made of any individual wearing a Lane County Circuit Court Juror identification badge.

3.182 PERSONAL COMMUNICATION DEVICES

(1) Definition: For the purposes of this rule, personal communication devices include, but are not limited to cellular telephones, laptop computers, and tablets.

(2) Limitations on Use:

(a) Courtrooms: Unless permitted by UTCR 3.180, or the judge presiding over the proceeding, personal communication devices must be turned off while in a courtroom.

(b) Jurors: Unless permitted by the judge presiding over the trial, members of a seated jury shall not possess personal communication devices in the courtroom or jury room during deliberation. The courtroom clerk will collect devices at the discretion of the judge and retain them in a secure location.

Chapter 4 – Proceedings in Criminal Cases

4.006 TESTIMONY BY JUDGE OF THE CIRCUIT COURT, TRIAL COURT ADMINISTRATOR, STAFF

Any matter requiring testimony of a judge of the Lane County Circuit Court, the trial court administrator, or court staff will be subject to a preliminary conference to determine scheduling of the witness and what the testimony is intended to elicit. The party seeking the testimony shall request the conference no later than 5 days before the scheduled trial or hearing date. This rule is not intended to preempt ORCP 55, nor prevent the service and acceptance of any subpoena.

4.041 REMOTE APPEARANCE IN LIEU OF TRANSPORTATION

Upon request by the state or the defense to have an in-person proceeding contrary to UTCR 4.040, the presiding judge will determine whether there is good cause for a defendant who is in-custody in another county, with cases to be resolved in multiple jurisdictions, to appear in person in Lane County.

4.051 MOTIONS AND DEMURRERS IN CRIMINAL CASES

(1) All motions in criminal cases except motions listed in ORS 135.037(2) (a)-(d), shall be accompanied by a proposed order and shall state the position of the opposing party.

- (2) All criminal motions, demurrers, other than challenges to an indictment, and matters subject to ORS 135.805 to 135.873 will be considered on the third succeeding Tuesday after the same shall have been filed, unless otherwise ordered by the court.
- (a) Oral argument shall be at 8:30 a.m. before the judge assigned to hear criminal motions.
 - (b) Criminal motions shall be limited to the substance and remedy requested in the filed motion. To the extent other issues or remedies are to be considered by the court, the parties shall amend the pleadings accordingly prior to the hearing.
- (3) Motions for pretrial release or modification of release conditions shall be heard each week on Tuesdays and Fridays at 9:00 a.m.
- (a) Motions filed on Monday or Tuesday shall be set for hearing the following Friday. Motions filed on Wednesday or Thursday shall be set for hearing the following Tuesday. Motions filed on Friday shall be set for hearing the following Friday.
 - (b) Sections 4.051(1), (2)(b), and (6) apply to all motions filed under this section.
- (4) Any pretrial motion or demurrer in a case assigned to a judge shall be decided by the judge to whom the case has been assigned at a date and time to be determined by the assigned judge unless the presiding judge designates some other judge to decide it.
- (5) The opposing party may, on or before Monday of the week preceding the time for consideration, 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.
- (6) A party moving to postpone or accelerate the consideration of criminal motions, including requests for expedited hearing, shall ascertain the position of all other parties regarding the postponement or acceleration and shall include a statement of those positions in its motion. The statement shall also indicate whether the other parties wish to respond to the motion to postpone or accelerate. In the absence of such statement, the motion to postpone or accelerate will be denied and the matter considered in the normal course.
- (7) Upon electronic filing of a motion, affidavit, and proposed order to disqualify a judge, the moving party must immediately notify the presiding judge's chambers of the filing.

Chapter 5 – Proceedings in Civil Cases

5.001 ORAL STIPULATIONS

Only oral stipulations made in open court and on the record will be recognized in a proceeding.

5.005 MOTIONS IN CIVIL CASES

- (1) The following motions in civil cases shall be accompanied by a proposed order which provides an option to grant or deny the motion and a space for the court to insert comments or further direction.
 - (a) Motions to set or change a hearing or trial date.
 - (b) Any motion directed to the presiding judge under these rules.
 - (c) Any motion that may be submitted ex parte under Oregon Statute or rules.
 - (d) Stipulated or unopposed motions.
- (2) All pretrial motions, including motions for summary judgment, will be considered on the fifth succeeding motion day after the motion is filed, unless otherwise ordered by the court. Upon written stipulation, filed not later than the Thursday of the week preceding the day for consideration, the consideration may be continued to a later motion day. No motion may be continued more than once, nor additional time to file memoranda allowed, unless ordered by the court.
- (3) Motion Days
 - (a) Monday is motion day for civil motions. When Monday is a legal holiday, Tuesday will be motion day for civil motions.
 - (b) In cases where oral argument has been requested, argument is at 9:00 a.m. before the judge assigned to hear civil motions and will be conducted remotely unless otherwise ordered by the Court.
- (4) The first sentence of every motion shall state whether the case is set for trial and if so, shall state the date.
- (5) Except when a stipulation is filed pursuant to (1) above, a party moving to postpone or accelerate the consideration of civil motions including requests for expedited hearing, shall ascertain the position of all other parties regarding the postponement or acceleration, and shall include a statement of those positions in its motion. The statement shall also indicate whether the other parties wish to respond to the motion to postpone or accelerate. In the absence of such statement, the motion to postpone or accelerate will be denied and the matter considered in the normal course.
- (6) A party moving to amend its pleadings shall ascertain the positions of all other parties regarding amendment, and, if the motion is unopposed, it shall so state in its heading. Unopposed motions to amend shall be immediately considered by the court. Opposed motions to amend shall be considered by the court in the normal course.
- (7) Upon electronic filing of a motion, affidavit, and proposed order to disqualify a judge, the moving party must immediately notify the presiding judge's chambers of the filing.

5.006 TESTIMONY BY JUDGE OF THE CIRCUIT COURT, TRIAL COURT
ADMINISTRATOR, STAFF

Any matter requiring testimony of a judge of the Lane County Circuit Court, the trial court administrator, or court staff will be subject to a preliminary conference to determine scheduling of the witness and what the testimony is intended to elicit. The party seeking the testimony shall request the conference no later than 5 days before the scheduled trial or hearing date. This rule is not intended to preempt ORCP 55, nor prevent the service and acceptance of any subpoena.

5.051 REMOTE PROCEEDINGS

Subject to UTCR 5.050, if a hearing is to be conducted by remote means the court will provide the platform for the remote proceeding.

5.061 PRESENTATION OF EX PARTE ORDERS

- (1) Ex parte orders presented by an attorney must be filed via mandatory electronic filing unless excluded from electronic filing under SLR 2.501. If excluded from electronic filing, the order must be presented by an attorney with knowledge of the subject matter in the designated courtroom Monday through Friday between 8:30 a.m. and 8:50 a.m., and not otherwise except in case of emergency.
- (2) Ex parte orders presented by a self-represented litigant may be presented in the designated courtroom Monday through Friday between 8:30 a.m. and 8:50 a.m., may be filed at the court clerk's office at any time, may be mailed to the court, or may be presented by electronic filing unless excluded from electronic filing under SLR 2.501.
- (3) Ex parte orders postponing trials (including stipulations) shall be presented only to the presiding judge unless the presiding judge otherwise directs.
- (4) Except where otherwise authorized by statute, all motions and affidavits seeking an ex parte order and/or judgment of default shall state the method of service and date and time service was made and perfected. In addition to a declaration in the affidavit this information shall be set forth in the first line of the motion.
- (5) All motions to continue filed in response to a UTCR 7.020 notice to dismiss shall include the date of the original case filing, whether service has been made and, if so, the date and method of service, and whether any previous motions to continue have been filed. This information is in addition to the facts in each case needed to establish good cause for the continuance.

5.081 STATEMENTS FOR ATTORNEY FEES, COSTS OR DISBURSEMENTS

- (1) The moving party requesting attorney fees, costs, or disbursements pursuant to ORCP 68 shall file a notice of readiness within 14 days after the time for filing objections if:
 - (a) The other party did not file objections; or
 - (b) The other party filed objections, but no party requested a hearing.
- (2) If a notice of readiness is required under (1), the court may not rule on the ORCP 68 motion until a notice of readiness is filed.

Chapter 6 - Trials

6.012 SETTLEMENT CONFERENCES

- (1) Scheduling:
 - (a) Any party may request a settlement conference by contacting the calendar clerk to request an available date on the trial docket, in advance of the trial date. Early requests are encouraged. No motion is required.
 - (b) Parties who wish to have the settlement conference assigned to a particular judge must contact that judge to determine if the judge is willing to hear the settlement conference. If so, the party must get a selection of available dates from that judge and then contact the calendar clerk to determine one that is available on the trial docket.
- (2) On the settlement conference date, trial assignments take precedence. The presiding judge will attempt to assign out all settlement conferences. Requests for assignment to a particular judge will be honored if possible.
- (3) The settlement conference judge shall not act as trial judge unless agreed to by the parties. A confidential settlement memo or other document must be submitted to the court prior to the settlement conference. Materials or notes prepared by the settlement judge will remain confidential and will not be placed in the court record. The settlement judge will determine the appropriate method for reporting a settlement and removing the case from the active trial docket and will determine whether a trial setting conference must be held prior to the settlement conference.
- (4) If the parties do not agree to a settlement conference and one party submits a motion for a conference, the conference may be held and shall be conducted according to the procedure set forth in this SLR. However, the settlement conference will not be required if the opposing party files a motion demonstrating good cause why the settlement conference should not be held.

- (5) Each trial attorney and party or representative of a corporation or insurance company who has full authority to settle and compromise the litigation must personally appear at the settlement conference.
- (6) Each settlement conference shall be scheduled to allow adequate time for meaningful settlement discussions.
- (7) A settlement conference shall not delay the trial scheduling or a trial date.

6.013 APPEARANCE AT TRIAL – SETTLED CASES

(1) Domestic Relations Cases:

(a) Unless settlement documents have been previously tendered to the court, all parties in domestic relations cases and their attorneys must appear on the scheduled trial date at the 9:30 a.m. Trial Call prepared for trial. Settlement agreements and proposed orders or judgments that have been reduced to writing and not previously filed shall be presented to the court at that time. Settlements which have not been reduced to writing must be placed on the record at that time and must be full and complete settlements of all issues. Written documentation of any settlements so placed on the record must be presented to the court within 14 days thereafter, or the case will be dismissed.

(b) If the parties are unable to place a full and complete settlement on the record at trial call, the case will be referred out for trial.

(c) Upon request, the calendar clerk will set a case on the 9:30 a.m. trial call docket in advance of the scheduled trial date to place a settlement on the record.

(2) Civil Cases:

(a) If the judgment is not reduced to writing prior to the trial date, settlement may be placed on the record on the trial date. Judgment must be submitted within 30 days of settlement on the record, or the case will be placed back on the trial docket and will be dismissed unless the court determines there is good cause to allow additional time.

(b) Parties may be excused from appearance at trial call if the court is notified in writing more than one day in advance that the case is settled, and that the judgment will be filed within 30 days. Judgment must be submitted within 30 days of being excused from trial appearance, or the case will be placed back on the trial docket and will be dismissed unless the court determines there is good cause to allow additional time.

6.031 MOTION TO POSTPONE

(1) All motions for postponement including stipulations must be filed more than one week prior to the trial date. The presiding judge may allow a motion or stipulation for postponement filed within one week of the trial date upon good cause shown. Motions filed less than 48 hours before the proceeding for which rescheduling is requested will be addressed as time allows but may not be addressed. If unaddressed, all parties must appear at the proceeding and the motion may be denied as untimely.

(2) In addition to the requirements of UTCR 6.030(2), all motions to postpone must also state whether a party is in custody.

(3) All motions and stipulations for postponement must include a proposed order with the proposed new trial date agreeable to all parties and pre-approved by the court calendar clerk's office.

6.081 EXHIBITS: AUDIO AND VIDEO RECORDINGS

The proponent of any audio or video exhibit shall be responsible for arranging for playback of the exhibit during the court proceeding.

6.215 HEARING OF POST-TRIAL MOTIONS

All motions for new trial, for judgment notwithstanding a verdict, other post-trial motions, and objections to cost bills shall be heard by the judge before whom the cause was tried, at a time to be set by that judge.

Chapter 7 - Case Management and Calendaring

7.002 SCHEDULES OF VACATION AND OTHER UNAVAILABLE DAYS

- (1) Every attorney handling juvenile cases must file with the appropriate clerk written schedules of unavailable days at least ninety (90) days prior to any court day on which the attorney will not be available for trial for any reason.
- (2) Each police agency must file with the calendar clerk written schedules of unavailable days at least 90 days prior to any court day on which the police officer will not be available for traffic violation trials in this court for any reason.

7.003 MODE OF PROCEEDINGS

The mode of proceedings (e.g., in-person, remote) is determined by Presiding Judge Order.

- (1) Any party seeking to change the mode of a proceeding from the mode in the Presiding Judge Order must file a motion with a supporting affidavit and proposed order two business days prior to the proceeding. The supporting affidavit must include:
 - (a) The reasoning and basis for the change in mode of the proceeding, including statutes that may be implicated by the change and any statutory or constitutional rights that may be implicated by the change; and
 - (b) The position of the opposing party.
- (2) An exception to the designated mode may exist when a party is specifically authorized by statute to appear in a certain mode after notice to the court.

7.004 ASSIGNMENT OF CASES FOR TRIAL

Cases set for trial are assigned to a judge at 9:30 a.m. on the day of the trial by the presiding judge or their designee. The attorneys who will try the case and the parties shall appear for case assignment.

7.006 HOURS OF TRIAL

Unless the trial judge shall otherwise direct, trial of cases takes place Tuesday through Friday and shall commence at the hour of 10:00 a.m. and continue until 12:00 p.m., shall reconvene at 1:30 p.m. and continue until 5:00 p.m. Once commenced, trial shall continue until completed.

7.008 SHOW CAUSE HEARINGS

Show cause proceedings except domestic relations post-judgment modification motions shall be heard on Mondays. When Monday is a legal holiday, they will be heard on Tuesday. Any hearing expected to take more than one hour will not be heard on Monday unless special arrangements are made in advance with the show cause judge or the presiding judge. The show cause judge may determine at the docket appearance whether a hearing will be rescheduled to the trial call docket.

Show cause hearings are scheduled on Mondays as follows:

(1) 8:30 a.m. DA Docket:
Support enforcement contempt
Protective order contempt/violation of protective orders

9:00 a.m. Show Cause #1: Protective order contested hearings

9:00 a.m. Show Cause #2: Show cause matters

Domestic relations:

Show cause re: immediate danger (contested)

Pre-judgment status quo (contested)

Post-judgment status quo (for hearing)

Parenting time enforcement

Interim relief requests (custody, parenting time, exclusive use of family home or property (not financial. See SLR 8.041))

Domestic relations contempt

Hearing on order of assistance

Civil show cause misc. (i.e., Striking liens/encumbrances)

9:00 a.m. Debtor exams

1:30 p.m. Claim of exemption

1:30 p.m. Other miscellaneous: De novo appeals on child support
Registration of foreign judgments

7.009 MOTION TO DISQUALIFY A JUDGE

Upon electronic filing of a motion, affidavit, and proposed order to disqualify a judge, the moving party must immediately notify the presiding judge's chambers of the filing.

7.011 35 DAY CALL

Defendants and their attorneys must appear in person for 35-day call at 2:30 p.m. on the date assigned at arraignment to making the report required by UTCR 7.010(3). At the proceeding, the parties will report the status of the case to the assigned judge. If a settlement has not been reached, the case will proceed to a settlement conference to be held that day. A bench warrant will be issued for any defendant who fails to appear.

7.031 COMMERCIAL COURT

(1) Assignment to Commercial Court

A party or the court may move to have a case assigned to the Commercial Court. The presiding judge or the presiding judge's designee shall hear the motion. The ruling on the motion is final and is not subject to review or appeal, except that the presiding judge or the presiding judge's designee may, for good cause shown, remove a case from Commercial Court.

(2) Cases Filed in Other Judicial Districts

A party to a case filed in another judicial district who seeks assignment to the Commercial Court shall first confer with the other parties and the Lane County presiding judge or designee to determine whether the case is appropriate for assignment to the Commercial Court. That party shall then apply for change of venue pursuant to ORS 14.110(1)(c). The Lane County presiding judge shall consult with the presiding judge of the originating district prior to a ruling on the motion for change of venue. After the change of venue has been completed, that party shall move to have the case assigned to the Commercial Court pursuant to section (1) of this rule.

Chapter 8 - Domestic Relations Proceedings

8.011 MANDATORY PARENT EDUCATION PROGRAM

(1) Lane County has established a parent education program of the type authorized by ORS 3.425. The program shall provide information on the impact of family restructuring on children and skills for successful co-parenting after separation for parties in the following types of proceedings:

- (a) Annulment or dissolution of marriage
- (b) Legal separation

- (c) Petitions to establish custody or parenting time, including cases brought pursuant to ORS 109.119 and paternity cases when those issues are present
- (d) Post-judgment litigation involving custody and/or parenting time

The class may be held in conjunction with the mandatory mediation orientation class, at the discretion of the program administrator.

- (2) Parent education requirement: All parties, where the interest of a child under the age of 18 years is involved in a case described in subsection (1) above, shall successfully complete the parent education program offered by the Lane County Family Mediation Program, or an alternative education program preapproved by the Lane County Family Mediation Program.
- (3) Notice: A copy of a notice regarding the requirement outlined in subsection (2) of this rule and an explanation of the class provided by the Lane County Family Mediation Program shall be given to the initiating party by the trial court clerk accepting the filing at the time the initiating party's documents are filed. The initiating party shall serve a copy of this notice on the opposing party together with the Summons or other initiating document in the manner provided by ORCP 7, and the return of service on the opposing party shall indicate service of this notice as well as the other documents requiring service.
- (4) Registration: Parties shall register for the class or make application for approval of an alternative program within 15 days of receiving notice of the education requirement.
- (5) Fee: Each party shall pay a fee determined by the program provider to cover the program costs. The fee may be waived or reduced by the program provider.
- (6) Certificate of completion: Each party who successfully completes the court's program or a preapproved alternative program shall file a certificate of completion with the court before trial or judgment.
- (7) Waiver: A party completing the parent education class, or a preapproved alternative, within 90 days prior to the filing of the pending action may request waiver of this rule. The request shall be made to the program supervisor of the parent education program, and the decision of the program supervisor may be reviewed by the court upon request of either party.
- (8) Failure to complete: Court action in these cases shall not be delayed by a party's refusal, failure, or delay in registering for or completing this program or the failure to comply with the requirements of this rule, unless the non-complying party is the initiating party. If a party fails to complete the education program or fails to comply with the requirements of this rule, the court may take appropriate action against that party, including but not limited to: (1) denying the relief sought by that party; (2) considering the noncompliance when ruling on issues related to custody and parenting time; or (3) bringing contempt proceedings against that party. Further, a party that has completed the program may request entry of an order from the court to compel the non-complying party's completion of the program.

8.012 MANDATORY MEDIATION

All parties involved in non-temporary domestic relations matters in which child custody, parenting time, or visitation is in dispute, or in any other case as ordered by the court on its own motion, must participate in mediation before the court will decide the issues.

(1) Exceptions

(a) If the only order was entered in a Family Abuse Prevention Act proceeding, parties are excepted from the mediation requirement.

(b) Parties in expedited parenting time enforcement proceedings under ORS 107.434 are excepted from mandatory mediation unless specifically ordered by the court to participate.

(c) If after attending mediation orientation, the mediation program determines that the case is not appropriate for mediation, parties are excepted from the mediation requirement.

(2) A notice regarding this requirement and explanation of the mediation orientation shall be provided to the moving party by the court clerk accepting the filing. The moving party shall serve a copy of this notice on the opposing party along with the Summons or other initiating documents in the manner provided by ORCP 7. The return of service on the opposing party shall indicate service of this notice as well as the other documents requiring service.

(3) Each party must contact the mediation program to register for mediation orientation within 15 days of filing or receiving a response that indicates a disagreement regarding custody or parenting time.

(4) The mediation program shall present a certificate of completion to the court when each party has completed mediation orientation.

(5) It is the responsibility of the parties and their attorneys to see that mediation is completed timely. Failure to mediate prior to the trial date may result in delay of trial.

(6) Court Control of Mediation Agreements

A domestic relations case filed in the Circuit Court remains under the control of the court in all phases of the proceedings, including mediation.

(a) The court may limit the scope of the mediator's authority in the case.

(b) Mediated agreements for which court enforcement may be sought must be presented to the court. The court has authority to accept, modify or reject the agreement. To preserve and promote the integrity of mediation, the court shall consider and may include all reasonable agreements reached by the parties in formulating the order in the case.

(7) Independent Mediators

- (a) The parties may select by stipulation a mediator independent of the court system. The parties shall directly contract with the independent mediator and be responsible for payment of any agreed-upon fee for mediation service.
- (b) If an independent mediator is selected, the parties or their attorney shall file a written stipulation indicating the name of the mediator and the date set for the first mediation session. The mediator shall then notify the court when the parties have attended mediation.
- (c) If a stipulation for independent mediation is not filed by the time set for the hearing on any child custody or visitation dispute, the parties will be ordered to attend the court's mediation program.

8.013 CUSTODY OR PARENTING TIME MATTERS TO BE CONSOLIDATED

In proceedings regarding custody and parenting time, if the parties or the court determine that there exists a judgment that previously addressed paternity, custody, parenting time, or child support for the child, the matters shall be consolidated either by motion of a party, or by the court on its own motion.

8.015 ATTORNEYS FOR CHILDREN

- (1) Pursuant to ORS 107.425 (6), when the court has ordered on its own motion, or upon motion of a party, or a request from a child to appoint an attorney in a pending matter, the matter shall be routed to the chief civil judge.
- (2) When a request is made by the child, or upon the court's own motion, the court will make best efforts to appoint an attorney within 14 days of receiving the request subject to attorney availability and the appointment may occur without further notice to the parties.
- (3) A motion to appoint an attorney for a child that is made by a party in a pending proceeding must be served on all named parties in the case in accordance with ORCP 9 and must be filed with a proposed order as outlined in (4) below. The court will place the motion on the non-oral civil motions docket five weeks after filing for decision and provide notice to the parties. The motion must include:
 - (a) The child's contact information for the court and the attorney to reach the minor child,
 - (b) The position of all the parties regarding the motion,
 - (c) The next hearing date set in the case; and
 - (d) A proposal for payment for the costs associated with the attorney, and whether the court should consider a particular attorney for the child and that attorney's willingness and availability to be appointed.

- (4) A proposed order of appointment shall include:
- (a) The name and contact information for the attorney,
 - (b) The contact information for the attorney to reach the child, if available,
 - (c) Whether the attorney is an advocate on behalf of the child or is an attorney for the best interests of the child, as different ethical duties apply, (see: <https://www.courts.oregon.gov/programs/family/sflac/Conference%20Materials/FLC.21.Lawyers.Materials.pdf>)
 - (d) A release of information provision that allows the attorney to receive relevant records related to the child (such as school, medical, dental, counseling, etc.),
 - (e) A provision requiring each party to the case to make the child accessible to the attorney free from interference or monitoring by the parties,
 - (f) A provision regarding payment to the attorney if appropriate; and
 - (g) A provision relating to the attorney's termination of representation of the child.
- (5) The court appointed attorney shall, at a minimum, consult with the child and, when appropriate and permissible under the rules of ethics, share information with the parents about the child's concerns. The attorney shall review settlement proposals regarding custody and parenting time, shall prepare the child for testimony in the event the child is called as a witness in the case, and shall attend trial at the time of the child's testimony. The attorney may file a trial memorandum/statement of advocacy with the court on behalf of the child but otherwise does not participate in the trial proceedings, unless otherwise ordered by the court.

8.016 DOMESTIC RELATIONS STATUS CHECK DOCKET

- (1) Domestic relations matters filed in Lane County Circuit Court in which at least one party is not represented by an attorney shall be scheduled on the Status Check Docket, once the matter is at issue for the following types of proceedings:
- (a) Annulment or dissolution of marriage,
 - (b) Legal separation,
 - (c) Petitions to establish custody or parenting time, including cases brought pursuant to ORS 109.119 and paternity cases when those issues are present; and
 - (d) Post-judgment litigation involving custody, parenting time, and support.

(2) Initial status check hearings shall be held on Monday at 1:30 p.m. Any subsequent status check hearing required in a case shall be set on Mondays at 3:30 p.m. When Monday is a legal holiday, the hearings will be set on Tuesday. All status check proceedings are remote.

(3) All parties must attend scheduled status check hearings. Represented parties must appear with their attorney. A party's failure to attend could result in a ruling or judgment being entered against them.

8.019 REMEDIAL CONTEMPT SHOW CAUSE PROCEDURES

(1) Remedial contempt proceedings arising from domestic relations cases shall be initiated by filing a complaint and a proposed order to show cause requiring a personal appearance. The complaint shall set out the facts constituting the alleged contempt and comply with UTCR Chapter 19.

(2) Unless otherwise ordered, hearings on contempt proceedings initiated by private attorneys or persons proceeding pro se shall be held pursuant to SLR 7.008 and scheduled on the Show Cause #2 docket.

(3) The proposed order to show cause shall require the opposing party to appear at a specified time and date on the Show Cause #2 docket pursuant to SLR 7.008 that is not less than 45 days after the complaint and order to show cause have been filed.

8.041 MOTIONS/ORDERS TO SHOW CAUSE FOR PRE-JUDGMENT INTERIM FINANCIAL RELIEF

(1) Motions for temporary pre-judgment interim financial relief shall be filed separately from other interim requests and must include an affidavit in support, and a completed Uniform Support Declaration (USD). Pre-judgment interim financial relief will be determined without testimony, based on the motion, affidavits and the USDs filed by the parties.

(2) The order to show cause shall require the adverse party, if the adverse party desires to appear and be heard, or contest any of the issues, to file a USD and responding affidavit within 14 days following service or as the court may otherwise direct. The responding affidavit shall respond to the original USD and affidavit and allege matters to the extent the adverse party wishes to put matters of fact at issue. The moving party may respond to the adverse party's responding USD and affidavit. Except for good cause shown, no further filings are required or permitted.

(3) When requesting interim financial relief, a blank USD shall be served on the adverse party with the order to show cause for use of the adverse party should such party desire to respond. If the adverse party chooses to respond, they shall include a completed USD with any response. In any case involving temporary child support, the financial affidavits filed by the parties shall include applicable child support computation worksheets.

(4) When the matter is ready for decision, the moving party shall so notify the court by filing a notice of readiness for decision. A sample of this form is available on the court's website.

(5) A copy of this SLR shall be served on the adverse party along with true copies of the motion, affidavit, and order to show cause.

8.042 PRE-JUDGMENT TEMPORARY CUSTODY, PARENTING TIME, EXCLUSIVE USE OF FAMILY HOME OR PROPERTY

(1) Motions for pre-judgment temporary custody, parenting time, or exclusive use of the family home or property pursuant to ORS 107.095 shall include an affidavit or declaration in support and a proposed order to show cause that requires the personal appearance of the other party.

(2) The proposed order to show cause shall require the opposing party to appear at a specified time and date on the Show Cause #2 docket pursuant to SLR 7.008.

(3) All orders to show cause shall be served not less than twenty-one (21) days prior to the time set for hearing or appearance unless another time is ordered by the Court or provided by law. The order to show cause shall contain a notice plainly and specifically stating the hearing date and time.

(4) The order to show cause shall require the adverse party to personally appear to be heard or to otherwise contest the issues, either in whole or in part, and to file a responding affidavit within fourteen (14) days following service or as the court may otherwise direct. The responding affidavit shall respond to the original affidavit and allege matters to the extent the adverse party wishes to put matters of fact at issue. Except for good cause shown, no further filings are required or permitted.

8.051 POST-JUDGMENT MODIFICATION PROCEEDINGS AND POST-JUDGMENT STATUS QUO PROCEEDINGS

(1) When filing a post-judgment motion for order to show cause seeking judgment modification, the order to show cause shall require the adverse party to file a written response in answer to the motion and affidavit, with a responding uniform support declaration if the issue of support is to be contested, within the time prescribed by ORS 107.135(14).

(a) The order to show cause shall advise the adverse party that if such written appearance is not timely filed, a default order shall be applied for by the moving party. Thereafter, the proceedings shall be conducted in the same manner and form as provided for in non-jury actions.

(2) Motions for post-judgment status quo orders pursuant to ORS 107.138 shall include an affidavit or declaration in support and a proposed order to show cause that requires the personal appearance of the other party.

(a) The proposed order to show cause shall require the opposing party to appear at a specified time and date on the Show Cause #2 docket pursuant to SLR 7.008.

(b) All orders to show cause shall be served not less than twenty-on (21) days prior to the time set for hearing or appearance unless another time is ordered by the court or provided by law. The order to show cause shall contain a notice plainly and specifically stating the hearing date and time.

8.052 EXPEDITED PARENTING TIME ENFORCEMENT PROCEEDINGS

(1) Proceedings for expedited parenting time enforcement pursuant to ORS 107.434 shall be initiated by motion and order to show cause requiring personal appearance. Such proceedings shall be heard on the Show Cause #2 docket as provided in SLR 7.008.

(2) At the time of the hearing, if the judge determines that the matter is expected to exceed one hour, the judge may order the matter to be reset and heard on the regular trial docket, subject to the 45-day statutory timeline.

(3) The opposing party shall be served immediately and, in any event, not less than 21 days before the hearing date, unless otherwise allowed by the court.

Chapter 9 - Probate and Adoption Proceedings

9.001 PROBATE COMMISSIONER

(1) The probate commissioner appointed by the presiding judge of this court shall assist in the administration of decedents' estates, guardianships, conservatorships, and other similar proceedings.

(2) The powers of the probate commissioner are:

(a) To make and enter orders on behalf of the court appointing court visitors.

(b) To approve such bonds as ordered by the court.

9.002 FILING PROBATE MATTERS

Probate matters requiring authorization, approval, or signature of the probate judge or designee shall be filed with the court clerk's office.

9.003 EX PARTE ORDERS IN DECEDENTS' ESTATES, GUARDIANSHIPS AND CONSERVATORSHIPS

All ex parte orders and judgments in decedents' estates, guardianships and conservatorships may be filed at any time without the necessity of the appearance of attorney for the fiduciary.

9.005 FILING DELINQUENCIES OR DEFICIENCIES

In the event of a delinquency or deficiency in filing any document required by statute, court rule, or court order, the attorney of record shall be sent a courtesy notice. The personal representative, conservator, or guardian is expected to promptly cure the defect or delinquency. If the deficiency is not corrected within the time specified by the court in its notice, a status hearing requiring personal appearance of the attorney and/or party will be set by the court. If the delinquency or deficiency has not been corrected by the time of the hearing, appropriate sanctions will be imposed. If the attorney and or/party do not appear at the status hearing and the deficiency has not been corrected, an order to show cause may be issued.

9.006 REPRESENTATION

(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 and proof of competence to so appear. If the proof is not sufficient to assure the court the estate will be protected and properly administered, the court will take appropriate action.

(2) A person other than a personal representative or conservator, or a corporation may appear in person without an attorney in any matter coming before the probate judge if otherwise allowed by law.

9.022 NOTICE TO SURETY

If a bond has been posted, the surety must be notified of the resignation or substitution of attorney, with appropriate proof provided to the court.

9.081 OBJECTIONS

(1) A respondent or protected person may object to a petition or motion either in writing or orally. A respondent or protected person may make an oral objection to a petition or motion by:

(a) Appearing in person at the Circuit Court clerk's office during regular business hours (125 East 8th Ave, Eugene) and asking for the probate clerk. The respondent or protected person should advise the probate clerk that they wish to make an oral objection.

(b) Notifying the court visitor who shall record the objection in writing in the visitor's report.

(2) Any interested person, as described in ORS 125.075(1), other than the respondent or protected person, may object to a motion only by written objection. That person may object to a petition either in writing or orally. The oral objection to a petition may be made by:

(a) Appearing in person at the Circuit Court clerk's office during regular business hours (125 East 8th Ave, Eugene) and asking for the probate clerk. The objecting party should advise the probate clerk that the objecting party wishes to make an oral objection to the petition.

(b) The probate clerk shall provide the objecting party with the objection form available on the court's website, as a means of reducing the oral objection to a signed writing for the purpose of filing the objection.

(3) Upon receipt of an objection the court will schedule a hearing.

9.091 GUARDIANSHIPS

(1) Upon receipt of a petition seeking appointment of a guardian, the probate staff shall prepare an order appointing a visitor. The petitioner shall tender the visitor's fee to the visitor upon receipt of a copy of the appointment order. The visitor will not undertake an investigation pursuant to ORS 125.150 or an interview as required by ORS 125.605(4) until the fee has been tendered to the visitor unless the fee has been waived or deferred by the court after receipt and review of an affidavit of indigence.

9.092 GUARDIANS

(1) A guardian shall promptly notify the court in writing of any change of name or address.

(2) Within 30 days after each anniversary of appointment, a guardian for a minor shall file with the court a written report. Copies of the guardian's report must be given to those persons specified in ORS 125.060(3). The report shall be substantially in the form prescribed by the court which is available on the court's website.

9.093 NON-PROFESSIONAL FIDUCIARY EDUCATIONAL PROGRAM

(1) The following court appointed non-professional fiduciaries are subject to this rule:

(a) All non-professional guardians and conservators appointed pursuant to ORS Chapter 125.

(b) Any guardian or conservator appointed pursuant to ORS Chapter 125, regardless of appointment date, who is directed to appear in court for a deficiency in the handling of fiduciary duties.

(2) All non-professional fiduciaries described under subsection (1) above shall:

- (a) Register for an education class for non-professional fiduciaries with a curriculum as prescribed by the presiding judge no later than 20 days from appointment as fiduciary; and
 - (b) Successfully complete the education class within 90 days of appointment as fiduciary; and
 - (c) File with the probate department, upon successful completion of the education class, a certificate of completion stating the date the class was taken and the provider of the class.
- (3) A professional fiduciary, as defined in ORS 125.240(5), is exempt from this rule.
- (4) Fees for the court-required class shall be considered a cost of administration of the protective proceeding.
- (5) Upon a showing of good cause, a non-professional fiduciary may request a waiver of the requirements of this rule. The request must be made by motion, supported by affidavit.
- (6) The court may require a non-professional fiduciary to retake the class.
- (7) Failure to timely comply with this rule may result in removal of the non-professional fiduciary by the court.

9.161 FORM OF ACCOUNTS

All accounts, filed with the court, in estates, conservatorships and trusts shall be in the format as set out in UTCR 9.160.

9.162 PRESENTATION OF ACCOUNTS IN DECEDENT ESTATES

- (1) All accounts in decedent estates shall be filed with the court clerk. The court need not and ordinarily will not enter an order approving an annual accounting.
- (2) Objections
- (a) If objections to a final account are filed, the court will schedule a hearing on a Monday unless it is anticipated to take longer than 2 hours in which case the court will schedule the proceeding on the trial docket.
 - (b) If no objections to a final account are filed within the time fixed for filing objections, a proposed order approving the final account shall be filed with the court clerk.

9.163 PRESENTATION OF ACCOUNTS IN CONSERVATORSHIPS

- (1) All accounts in a conservatorship shall be filed with the court clerk.
- (2) Objections
 - (a) If objections to an account are filed the court will schedule a hearing on a Monday unless it is anticipated to take longer than 2 hours in which case the court will schedule the proceeding on the trial docket.
 - (b) If no objections to the account are filed within the time fixed for filing objections, and an order approving the account is desired, a proposed order shall be filed with the court clerk.
- (3) If remaining assets are being held in restricted accounts and annual accountings have been waived, the Conservator shall file an annual statement with copies of the most recent bank statement of the financial institution and the balance in the restricted account.

Chapter 11 – Juvenile

11.005 APPEARANCE IN JUVENILE COURT FOR TERMINATION OF PARENTAL RIGHTS CASES

- (1) A parent who is served with a summons for the first appearance in a petition to terminate parental rights case shall appear personally in court at the time and place specified in the summons. The purpose of the appearance is to deny the allegations of the petition and request a trial.
- (2) At the first appearance, a parent may request a court appointed attorney to represent the parent at trial.
- (3) A parent who fails to appear as summoned may be subject to entry of a judgment granting the petition to terminate the parental rights of that parent following a prima facie hearing.
- (4) A parent who fails to appear at any hearing after the first appearance may be subject to entry of a judgment granting the petition to terminate the parental rights of that parent following a prima facie hearing.

11.090 SUBMISSION OF MOTIONS IN JUVENILE CASES

All motions in juvenile cases shall contain the position of each party within the first paragraph of the motion. If a party's position is unknown, the moving party shall include information about attempts to ascertain that party's position.

11.111 SUBMISSION OF EXHIBITS

- (1) All exhibits that can be converted to PDF must be submitted to the court electronically.
- (2) Exhibits may be eFiled before the proceeding, or if submitted via paper during the proceeding, must be eFiled no later than the end of following judicial day.
 - (a) eFiled exhibits must be accompanied by an exhibit log.
 - (b) If multiple exhibits are eFiled as a single PDF, the beginning of the submission must be an index identifying each exhibit and electronically linked to each exhibit.

Chapter 13 – Arbitration

13.041 REFERRAL TO ARBITRATION; MOTIONS

- (1) A case subject to arbitration will be transferred to arbitration when all parties have appeared and the case is at issue.
- (2) After a case has been transferred to arbitration, the original of any motion must be filed with the arbitrator. Unless otherwise provided by rule or statute, all such motions will be decided by the arbitrator.
- (3) In the event a motion to file an amended pleading is allowed by the arbitrator which causes the case no longer to be subject to mandatory arbitration, the party filing such a pleading must so notify the arbitration clerk. Unless the parties stipulate otherwise, the clerk will then remove the case from arbitration and the parties will be required to contact the court within 14 days to select a trial date.

13.121 COMPENSATION OF ARBITRATORS

- (1) {The Lane County Arbitration Commission established the following compensation schedule for arbitrators: A \$400 deposit, with each party paying an equal portion to be paid prior to the initiation of arbitration. Arbitrator fees are \$200 per hour for hearings up to a maximum of 8 hours.
- (2) If a party has not timely paid, or has indicated an inability to timely pay, part or all of an arbitrator's compensation, the other party or parties may advance such compensation in order to continue the arbitration, and the advancing party shall be entitled to an adjusting offset or reimbursement in the award if the parties have not otherwise adjusted the matter between themselves.
- (3) All arbitrator fees must be paid in full prior to the arbitrator filing the final award with the court unless otherwise ordered by the court.

13.122 REQUEST FOR WAIVER OR DEFERRAL OF ARBITRATOR COMPENSATION

A party may request waiver or deferral of arbitration fees within 14 days of the case being transferred to arbitration. The request must be submitted in the form of a standard motion and order to waive or defer court fees. The form for requesting a waiver or deferral of court fees is available on the court's website.

13.123 ARBITRATOR COMPENSATION DISPUTES

- (1) Any dispute as to the amount of the arbitrator's fee must be submitted to the court in the form of a motion to determine the arbitrator's fee within 7 days of receipt by the complaining party of the arbitrator's itemized statement required by UTCR 13.120(2). The motion shall be supported by an affidavit and a memorandum supporting the party's position.
- (2) The arbitrator shall file a response, supported by an affidavit, within 7 days of receipt of the motion, and the dispute will be resolved by the court in a summary fashion without further argument.
- (3) If, 7 days after the court's determination the arbitrator's fee has not been paid in full, or funds on deposit with the arbitrator in excess of the fee determined to be reasonable have not been refunded to the party(ies), the party/arbitrator to whom the money is owed may file a request with the court for entry of an appropriate judgment by the way of a supplemental judgment in the case.

Chapter 15 - Small Claims

15.002 MEDIATION

Small claims cases shall be subject to mediation, except for good cause acceptable to the court. The mediation will be conducted remotely. The court may decline to consider any small claims matter until notified by the mediator that the matter has proceeded through the mediation process without resolution. If the parties are able to reach an agreement, the court will endorse the agreement, and the matter will be dismissed. If the parties are unable to reach a mediated agreement the matter will be set for trial.

15.003 TRIAL

- (1) Small claims trials are conducted on Mondays at 9:00 a.m. When Monday is a legal holiday, the matter will be set for trial on a Tuesday.
- (2) Parties are required to bring the original exhibits and two additional copies of all exhibits they intend to offer to the court. Failure to supply three copies could result in the court refusing to receive the exhibits.

15.021 DISMISSAL FOR WANT OF PROSECUTION

A judgment of dismissal, without prejudice may be entered on the court's own motion following:

- (1) A notice by the court of intent to dismiss pursuant to UTCR 7.020(2) or (3); or
- (2) A notice by the court to plaintiff to file a formal complaint following the defendant's request for a jury trial if the formal complaint is not filed 21 days after the notice was sent.

Chapter 16 - Traffic, Boating and Violations

16.001 VIOLATIONS BUREAU

By general order, the court has established a Violations Bureau for the disposition of all traffic, weighmaster, boating, park and recreation, pedestrian, and parking violations.

16.002 VIOLATION CASES - ATTORNEYS

If a defendant is to be represented by an attorney at trial of a traffic, boating or other violation case, the defendant must timely notify the district attorney in writing and file proof of service of the notification with the court.

16.003 PRETRIAL MOTIONS AND DEMURRERS

Chapter 4 of these rules regarding pretrial motions and demurrers in criminal cases also applies to pretrial motions and demurrers in applicable by law to violation cases. The rules contained in Chapter 4 of the Lane County Supplementary Local Rules regarding pretrial motions and demurrers in criminal cases, shall apply to violations with respect to any pretrial motion or demurrer applicable by law in a violation case.

16.005 TRIAL BY AFFIDAVIT OR DECLARATION UNDER PENALTY OF PERJURY - VIOLATIONS

- (1) Testimony in violation cases may be allowed by affidavit, or by declaration under penalty of perjury, after defendant has filed a waiver signed by defendant to the following effect:

“I agree that the Court may consider testimony of any witness by affidavit or by declaration under penalty of perjury.”

(2) Defendant may also waive the right to an oral hearing by adding to the waiver, signed by defendant, a provision to the following effect:

“I give up my right to an oral hearing or to be present at any oral hearing and the Court may decide this case on the basis of any written or oral testimony received by the Court in my absence.”

STATE OF OREGON
COUNTY OF LANE

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



Dated: 11/21/2025
Court Administrator for Lane County Circuit Court


Elizabeth Rambo