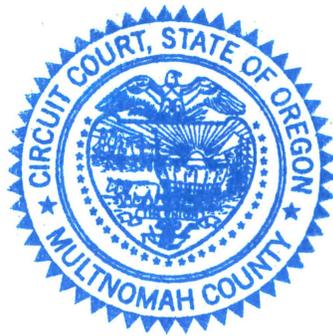


**Supplementary Local Rules**  
**For**  
**The Circuit Court of the State of Oregon for Multnomah County**  
**The Fourth Judicial District**  
**Effective**  
**February 1, 2026**



State of Oregon  
County of Multnomah

I certify that this is a true and correct copy  
of a document in the possession of the  
court administrator for Multnomah County

Dated: December 30, 2025

Court Administrator for Multnomah County  
or designee:

*Barbara B. Marcille*

---

Barbara B. Marcille

*This document has no copyright and may be reproduced*

Table of Contents

**CHAPTER 1**

**GENERAL PROVISIONS**

1.025 APPLICATION TO CIRCUIT COURT AND DEPARTMENTS.....1

1.035 CREDIT CARDS.....1

1.051 FORMS REQUIRED BY SLR ON COURT WEBSITE .....1

1.111 DEFINITIONS.....1

1.151 HOURS FOR THE CONDUCT OF BUSINESS, WHEN DOCUMENTS MAY  
BE RECEIVED TO BE FILED ON PAPER.....1

1.161 DIVISIONS OF THE OFFICE OF THE TRIAL COURT ADMINISTRATOR  
WHERE DOCUMENTS ARE RECEIVED FOR FILING.....2

1.171 WEB ADDRESS .....3

1.174 BUILDING SECURITY .....3

**CHAPTER 2**

**STANDARDS FOR PLEADING AND DOCUMENTS**

2.015 RETURN OF A DOCUMENT TO PARTY .....5

2.025 FEE DEFERRALS OR WAIVERS IN CIVIL ACTIONS.....6

2.035 DESIGNATION OF KNOWN PARTIES BY FICTITIOUS NAME.....6

2.045 REQUIREMENTS OF PETITION FOR WAY OF NECESSITY ACTION .....6

2.055 SECURITY DEPOSIT TO BE PAID ON FILING OF PETITION FOR WAY OF  
NECESSITY ACTION.....6

2.065 APPOINTMENT OF INVESTIGATOR; FILING AND SERVICE OF REPORT .....6

2.501 STIPULATED OR *EX PARTE* MATTERS FOR WHICH THE DOCUMENTS  
MUST BE PRESENTED CONVENTIONALLY AND MAY NOT BE  
ELECTRONICALLY FILED.....7

**CHAPTER 3**

**DECORUM IN PROCEEDINGS**

3.121 PROTECTION OF JUROR IDENTITY .....10

3.171	LOCAL ATTORNEY AS ATTORNEY OF RECORD.....	10
3.181	PUBLIC ACCESS COVERAGE IN AREAS OUTSIDE OF COURTROOMS .....	10
3.182	USE OF CELL PHONES AND OTHER PERSONAL DATA AND COMMUNICATION DEVICES WHICH HAVE AUDIO RECORDING, PHOTOGRAPHIC OR ANY OTHER VISUAL OR IMAGE RECORDING OR REPRODUCTION CAPABILITY .....	10
3.183	COURT PROCEEDINGS BY REMOTE MEANS .....	11
<b>CHAPTER 4</b>		
<b>PROCEEDINGS IN CRIMINAL CASES</b>		
4.005	CRIMINAL PROCEDURE COURT AND SPECIALITY DOCKETS .....	12
4.007	WRITTEN PETITION REQUIRED TO BE FILED BY VICTIM OR PERSONAL APPEARANCE OF VICTIM FOR HEARING TO REMOVE NO CONTACT ORDER IMPOSED UNDER ORS 135.250 OR ORS 135.247 .....	12
4.012	SCHEDULING MOTIONS IN FELONY AND MISDEMEANOR CRIMINAL ACTIONS .....	12
4.015	DISCOVERY.....	14
4.016	<i>IN CAMERA</i> REVIEW OF RECORDS.....	14
4.017	WAIVER BACK TO JUVENILE COURT FOR CRIMINAL ACTION WAIVED TO CRIMINAL COURT UNDER ORS 419C.370 (1).....	15
4.018	MATERIAL WITNESS WARRANTS AND PROCEDURE.....	15
4.021	DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL SANCTIONS.....	16
4.024	DEFENSE NOTICE OF SCHEDULING OR RE-SCHEDULING OF A CRITICAL STAGE HEARING IN CASES SUBJECT TO ORS 147.500 to 147.550 .....	16
4.025	CRIMINAL CASE POSTPONEMENTS BY PRESIDING JUDGE; CRIMINAL <i>EX PARTE</i> ; and, CRIMINAL PROCEDURE COURT POSTPONEMENTS.....	17
4.031	TRANSPORT OF PARTY OR WITNESS FROM OREGON DEPARTMENT OF CORRECTIONS.....	17
4.035	ISSUANCE OF SEARCH WARRANTS.....	17
4.036	ISSUANCE OF ARREST WARRANTS .....	18

4.045	VIEWING EXHIBITS IN CRIMINAL PROCEEDINGS .....	19
4.055	CIVIL COMPROMISE .....	19
4.065	MOTIONS TO REMIT SECURITY FORFEITURE JUDGMENTS .....	19
4.066	PAYMENT OF SECURITY DEPOSITS; PAYMENTS OF OTHER COURT ORDERED OBLIGATIONS.....	20
4.067	REFUND PROCEDURES .....	20
4.075	DUII DIVERSION.....	20
4.081	APPEARANCE AT CRIMINAL PROCEEDINGS BY MEANS OF SIMULTANEOUS ELECTRONIC TRANSMISSION.....	21
4.101	HABEAS CORPUS – DOCUMENTS AND FILING .....	22
4.109	ATTORNEY SUBSTITUTIONS AND WITHDRAWALS .....	22
4.165	NOTICE FOR TRIAL COURT ADMINISTRATOR REQUIRED FOR ORDERS TO SEAL A FILE OR DOCUMENTS SUBMITTED UNDER SEAL.....	23

**CHAPTER 5  
PROCEEDINGS IN CIVIL CASES**

5.014	ASSIGNMENT OF A MOTION JUDGE FOR A CIVIL ACTION.....	24
5.015	CIVIL ACTION MOTION SETTING; RESPONSIBILITY OF MOVING PARTY; AUTOMATIC CONSENT TO HEARING BY NON-APPEARING PARTY .....	24
5.016	SUMMARY JUDGMENT MOTIONS .....	25
5.017	SERVICE OF MOTION AT OR BEFORE DELIVERY OF COPY TO JUDGE.....	27
5.021	DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL SANCTIONS .....	27
5.025	CIVIL <i>EX PARTE</i> MATTERS .....	27
5.035	ORDERS BY PREVAILING PARTY; PRESENTING JUDGMENTS AND ORDERS FOR JUDICIAL SIGNATURE .....	28
5.036	IN CAMERA REVIEW OF RECORDS .....	28
5.045	NO MOTIONS FOR RECONSIDERATION; EXCEPTIONS.....	29

5.071	REMOVING A PARTY FROM A FILED ACTION OR THIRD PARTY ACTION IF AMENDED COMPLAINT OMITTS THE PARTY .....	29
5.105	PRIOR TO SUBMITTING FORM OF JUDGMENT FOR SETTLEMENT OF PERSONAL INJURY OR WRONGFUL DEATH CIVIL ACTIONS: REQUIREMENTS WHEN MINOR CHILD OR INCAPACITATED PERSON APPEARS BY GUARDIAN AD LITEM.....	29
5.161	JUDGMENT DEBTOR ORDERS .....	29
5.165	PROTECTIVE ORDERS AND FILING DOCUMENTS UNDER SEAL IN CIVIL CASES .....	30
5.181	CHALLENGE TO GARNISHMENT NOT TO CONTEST JUDGMENT .....	30
5.182	CHALLENGE TO GARNISHMENT- PERSONAL FINANCIAL DOCUMENTS TO BE FILED UNDER SEAL .....	31

**CHAPTER 6  
TRIALS**

6.012	PRE-TRIAL SETTLEMENT CONFERENCE PROCEDURES .....	32
6.025	PAYMENT OF TRIAL FEES AND HEARING FEES .....	33
6.027	PERSONAL COMMUNICATION DEVICES IN JURY ROOMS DURING DELIBERATIONS AND IN COURTROOMS DURING PROCEEDINGS .....	33
6.051	SUBMISSION AND COPIES OF MOTIONS, BRIEFS, MEMORANDA, AND POINTS AND AUTHORITIES; COPIES TO BE DESIGNATED TRIAL COURT COPY .....	34
6.141	HAZARDOUS SUBSTANCES .....	34

**CHAPTER 7  
CASE MANAGEMENT AND CALENDARING**

7.015	STIPULATED TRIAL SETTING ORDER CASE MANAGEMENT SYSTEM .....	35
7.016	PARTICIPATION IN APPROPRIATE DISPUTE RESOLUTION.....	35
7.021	UTCR 7.020 CONTINUANCES; STAY OF DEFAULTED PARTIES PENDING TRIAL.....	36
7.025	POSTPONEMENT CONFERENCES.....	36
7.045	MOTION FOR CHANGE OF JUDGE .....	37

7.055	CALL .....	38
7.056	DISPOSITION OF CASE AFTER ASSIGNMENT TO TRIAL JUDGE, MOTION TO POSTPONE CASE ASSIGNED AT CALL MUST BE PRESENTED TO PRESIDING JUDGE.....	41
7.061	REQUESTS FOR ACCOMODATIONS BY PERSONS WITH DISABILITIES .....	41
7.062	TRANSPORT OF PARTY OR WITNESS FROM OREGON DEPARTMENT OF CORRECTIONS.....	44
7.071	SCHEDULING FOREIGN LANGUAGE INTERPRETERS UNDER UTCR 7.070 .....	44
7.101	HABEAS CORPUS – DOCUMENT FILING IN THE CIVIL SECTION OF THE COURT .....	45

**CHAPTER 8**

**DOMESTIC RELATIONS, CIVIL COMMITMENT,  
IDENTITY CHANGES, AND PROTECTION ORDERS**

8.008	COURT UPDATES.....	46
8.009	MANNER OF PROCEEDINGS .....	46
8.012	DOCKETING .....	47
8.013	CASE CAPTIONS.....	49
8.014	CASE ASSIGNMENT.....	49
8.015	SCHEDULING FOREIGN LANGUAGE INTERPRETERS UNDER UTCR 7.070 .....	50
8.016	CASE AGE LIMITATIONS .....	51
8.017	EX PARTE APPEARANCES AND OTHER MATTERS NOT DOCKETED FOR HEARING.....	51
8.021	<i>IN CAMERA</i> REVIEWS.....	52
8.022	FEE DEFERRALS OR WAIVERS IN DOMESTIC RELATIONS CASES .....	52
8.025	CONTEMPT CASE FILINGS .....	52
8.031	PARTICIPATION IN APPROPRIATE DISPUTE RESOLUTION.....	53
8.032	COMPLIANCE WITH DISPUTE RESOLUTION REQUIREMENTS.....	54

8.034	MULTNOMAH COUNTY PARENTING PLAN GUIDELINES.....	54
8.035	SUPERVISED PARENTING TIME.....	55
8.036	APPOINTMENT OF COUNSEL FOR CHILDREN.....	56
8.037	PARENT EDUCATION PROGRAM.....	57
8.038	FAMILY RESOLUTION SERVICES .....	58
8.061	CHILD SUPPORT WORKSHEETS.....	59
8.062	DOMESTIC RELATIONS AND ADMINISTRATIVE SUPPORT ORDERS.....	59
8.131	CIVIL COMMITMENT PROCEEDINGS.....	59
8.141	STALKING PROTECTIVE ORDER PROCEEDINGS.....	60
8.151	ORDER TO SHOW CAUSE TO DISPENSE WITH ADOPTION CONSENT IN ADOPTION.....	60

**CHAPTER 9**  
**PROBATE PROCEEDINGS**

9.015	SUBJECT MATTER JURISDICTION; TRUST CASES.....	62
9.016	ALTERNATIVE DISPUTE RESOLUTION .....	62
9.017	FEE DEFERRALS OR WAIVERS IN PROBATE PROCEEDINGS.....	62
9.021	DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL SANCTIONS.....	62
9.025	HOW MATTERS FOR PROBATE ARE TO BE PRESENTED; CONFERENCE; HEARING; EMERGENCIES .....	62
9.026	<i>IN CAMERA</i> REVIEWS /MOTIONS TO SEAL .....	63
9.031	PROBATE FILINGS.....	64
9.035	DELINQUENT FILINGS.....	64
9.045	RESIGNATION OF COUNSEL; NOTIFICATION REQUIREMENTS.....	65
9.055	SETTLEMENT OF PERSONAL INJURY OR WRONGFUL DEATH CLAIMS.....	65
9.065	BONDS .....	66
9.071	FILING OF ITEMIZATION OF ASSETS BY SUCCESSOR FIDUCIARY.....	67

9.073	VOUCHERS .....	67
9.075	GUARDIANSHIPS .....	67
9.076	NON-PROFESSIONAL FIDUCIARY EDUCATION PROGRAM .....	68
9.081	PRESENTATION OF ORAL OBJECTIONS.....	69
9.085	SELF-REPRESENTED PARTY APPEARANCES IN PROBATE COURT; APPROVAL .....	69
9.095	ATTORNEY FEES AND CORPORATE FIDUCIARY FEES APPROVAL .....	69
9.161	FORM OF ACCOUNTINGS .....	71

**CHAPTER 10  
RESERVED FOR EXPANSION**

**CHAPTER 11  
JUVENILE COURT**

11.013	COURT UPDATES .....	73
11.014	MANNER OF PROCEEDINGS .....	73
11.015	JUVENILE COURT MATTERS .....	74
11.017	PETITION NUMBER AND JJIS NUMBER REQUIRED IN DELINQUENCY CASES.....	74
11.035	REFEREES .....	75
11.037	MOTION FOR A JUDGE, MOTION FOR CHANGE OF JUDGE .....	75
11.041	IDENTIFICATION OF JUDGE IN CAPTION .....	75
11.044	TRANSPORT OF PARTY OR WITNESS FROM OREGON DEPARTMENT OF CORRECTIONS.....	76
11.045	GENERAL PROCEDURES FOR SCHEDULING HEARINGS FOR JUVENILE CASES.....	76
11.046	PROPOSED ORDERS AND JUDGMENTS.....	80
11.047	REQUIRED CLASS FOR GUARDIANS IN DEPENDENCY CASES .....	80
11.065	MOTIONS FOR SUBSTITUTION OF COUNSEL .....	81

11.066	<i>IN CAMERA</i> REVIEWS .....	81
11.067	NOTICE OF SCHEDULING OR RE-SCHEDULING OF A CRITICAL STAGE HEARING IN CASES SUBJECT TO slr 4.024.....	81
11.068	TRANSFER CASES – APPOINTMENT OF COUNSEL AND HEARINGS .....	81
<b>CHAPTER 12</b>		
<b>MEDIATION</b>		
12.016	See SLR 8.037 for the mandatory Parent Education Program.....	83
12.022	COURT-CONNECTED MEDIATOR LISTS ESTABLISHED.....	83
12.023	APPOINTMENT TO COURT-CONNECTED MEDIATOR LIST .....	83
12.025	ALTERNATE MEDIATION PROCEDURE IN CIVIL AND DOMESTIC RELATIONS ACTIONS SUBJECT TO ors 36.400 TO ors 36.425 .....	84
12.035	MEDIATION IN SMALL CLAIMS ACTIONS; FAILURE TO COMPLY WITH SETTLEMENT.....	85
12.045	MEDIATION IN PROBATE PROCEEDINGS.....	85
<b>CHAPTER 13</b>		
<b>ARBITRATION</b>		
13.025	REQUEST FOR AND OBJECTIONS TO ARBITRATION.....	90
13.032	SUBMISSION OF COPIES OF MOTIONS AND OTHER DOCUMENTS TO PRESIDING JUDGE.....	90
13.035	COURT SHALL DETERMINE WHETHER CASE IS SUBJECT TO ARBITRATION; AMENDMENT OF PLEADINGS.....	90
13.042	ASSIGNMENT TO ARBITRATION .....	91
13.048	INDIGENT PARTIES .....	91
13.055	ARBITRATORS.....	92
13.065	STIPULATIONS .....	92
13.071	UNTIMELY FILED MOTIONS TO EXEMPT FROM ARBITRATION .....	93
13.075	See 12.025 et seq. for mediation as an alternative to arbitration. ....	93
13.085	FILING AWARD .....	93

13.121	ARBITRATION FEES .....	93
13.165	TIME FOR ARBITRATION HEARING – 90 DAY TIME PERIOD PURSUANT TO UTCR 13.160 (2).....	94
13.211	TRIAL SETTING IN CASES WHERE WRITTEN NOTICE OF APPEAL AND REQUEST FOR TRIAL DE NOVO TIMELY FILED.....	94
13.255	RETURN OF WRITTEN NOTICE OF APPEAL AND REQUEST FOR TRIAL <i>DE NOVO</i> SUBMITTED FOR FILING BEYOND THE TIME PERMITTED.....	94

**CHAPTER 14**  
**REFERENCE JUDGES**

14.015	STENOGRAPHIC REPORTER NOTES; MOTIONS TO CORRECT TRANSCRIPTS.....	95
14.025	COMPENSATION OF THE REFERENCE JUDGE.....	95
14.035	RECORDS OF PROCEEDINGS .....	95

**CHAPTER 15**  
**SMALL CLAIMS DEPARTMENT**

15.015	FILING PROCEDURES .....	96
15.021	DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL SANCTIONS.....	96
15.025	APPOINTMENT OF GUARDIAN AD LITEM.....	96
15.035	HEARING NOTICE.....	96
15.045	DISMISSAL FOR FAILURE TO PURSUE CLAIM .....	97
15.055	REPRESENTATION BY ATTORNEY ONLY BY COURT ORDER.....	97
15.065	TIME EXTENSION .....	97
15.075	COMMUNICATION IN WRITING.....	97
15.085	TRANSFER OF CLAIM FROM SMALL CLAIMS DEPARTMENT .....	97
15.095	REQUESTS FOR POSTPONEMENT .....	97
15.105	See SLR 12.035 for mandatory mediation in small claims action.....	98
15.115	AUTHORIZED AGENTS IN SMALL CLAIMS CASES.....	98

15.125	See SLR 5.161 for Judgment Debtor Exams in Small Claims Actions .....	98
15.135	See SLR 5.181 for Claims of Exemption Not to Contest Judgment.....	98
15.145	See SLR 6.025 for Payment of Trial Fees and Hearing Fees .....	98
15.155	See SLR 7.045 for Motion for Change of Judge .....	98

**CHAPTER 16**  
**VIOLATION OFFENSES**

16.005	SCOPE .....	99
16.006	REMOTE APPEARANCES.....	99
16.015	PLEAS; WRITTEN OR IN-PERSON; DISPOSITION .....	99
16.025	VIOLATIONS BUREAU; CREATION AND ELIGIBLE VIOLATIONS.....	101
16.035	REPRESENTATION BY COUNSEL.....	101
16.045	PRETRIAL MOTIONS .....	102
16.055	POSTPONEMENTS OF TRIAL .....	102
16.065	RELIEF FROM DEFAULT JUDGMENT .....	102
16.075	PAYMENT OF FINES .....	103

**CHAPTER 17**  
**PARKING VIOLATIONS**

17.005	SCOPE .....	104
17.006	REMOTE APPEARANCES.....	104
17.015	OPTIONS AFTER RECEIVING A PARKING CITATION .....	104
17.025	DISMISSAL OF A PARKING CITATION BEFORE TRIAL.....	105
17.045	DISMISSAL OF CERTAIN PARKING CITATIONS; RE-ISSUE .....	107
17.071	PRETRIAL AND TRIAL PROCEEDINGS .....	107
17.105	DEFAULT JUDGMENTS; MOTIONS TO SET ASIDE DEFAULT .....	108
17.905	ASSESSMENT OF FINE .....	109
17.915	PAYMENT OF FINE .....	109

17.955 TOWING AND IMPOUNDMENT.....109

**CHAPTER 18**  
**FORCIBLE ENTRY AND DETAINER (FED)**

18.015 STAY OF DEFAULT, FED *EX PARTE* TIME.....112

18.016 DISCOVERY IN FED CASES .....112

18.021 DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL  
SANCTIONS.....112

18.022 REPRESENTATION BY COUNSEL.....112

18.025 AUTHORIZED AGENTS.....112

18.045 PAYMENT OF ADDITIONAL FILING FEES FOR TRIAL DEMAND.....112

18.046 TRIALS TO THE COURT AND JURY TRIALS .....113

18.055 See SLR 7.045 for Motion for Change of Judge .....113

18.065 See SLR 7.055 for Call/Assignment.....113

18.075 See SLR 7.055(7) for Abated and Stayed Cases.....113

18.085 See SLR 7.055(8) for Duty of Attorney at Call/Assignment.....113

18.095 See SLR 15.095 for Requests to Postpone Hearings .....113

**CHAPTER 19**  
**CONTEMPT PROCEEDINGS**

19.021 ALL DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING  
REMEDIAL SANCTIONS .....114

**CHAPTER 20  
RESERVED FOR EXPANSION**

**CHAPTER 21  
RESERVED FOR EXPANSION**

**CHAPTER 22  
RESERVED FOR EXPANSION**

**CHAPTER 23 RESERVED FOR EXPANSION**

**CHAPTER 24  
POST-CONVICTION RELIEF**

24.011	POST-CONVICTION RELIEF – DOCUMENT FILING IN THE CIVIL SECTION OF THE COURT .....	119
24.041	POST-CONVICTION RELIEF – EXHIBITS.....	119
24.071	POST-CONVICTION RELIEF – HEARINGS ON MOTIONS AND DEMURRERS.....	119
24.091	POST-CONVICTION RELIEF CASES SPECIALLY ASSIGNED TO CHIEF CRIMINAL JUDGE or designee FOR ALL PRETRIAL MOTIONS AND DEMURRERS; COURTESY COPY DELIVERY REQUIRED.....	119
24.101	POST-CONVICTION RELIEF – TRIAL .....	120
24.111	POST-CONVICTION RELIEF – FILING OF DOCUMENTS WHEN PETITIONER IS REPRESENTED BY COUNSEL .....	120

**CHAPTER 1  
GENERAL PROVISIONS**

**1.025 APPLICATION TO CIRCUIT COURT AND DEPARTMENTS**

These rules apply to matters within the jurisdiction of the Circuit Court for Multnomah County and all departments of the Circuit Court.

**1.035 CREDIT CARDS**

Credit cards may be used and fees assessed as provided by ORS 1.005, except that a credit card may not be used under ORS 135.265 for paying a security amount or posting a security deposit for a criminal action.

**1.051 FORMS REQUIRED BY SLR ON COURT WEBSITE**

<https://www.courts.oregon.gov/courts/multnomah/help/Pages/forms.aspx>

**1.111 DEFINITIONS**

These definitions are intended to clarify terms used in these rules.

- (1) “Abated Cases” are those cases placed under a discretionary stay of up to two years by order of the court on the basis of activity external to the case which would have an effect on the outcome or conduct of the case.
- (2) “Call” refers to the trial and show-cause docketing system whereby a case is called and assigned to a judge on the judicial day immediately preceding the date of the actual hearing or trial.
- (3) “Judicial Days” means calendar days excluding: Saturday and legal holidays, including Sunday, as defined in ORS 187.010 and 187.020, and any day on which a court is closed by order of the Presiding Judge or the Chief Justice.

**1.151 HOURS FOR THE CONDUCT OF BUSINESS, WHEN DOCUMENTS MAY BE RECEIVED TO BE FILED ON PAPER**

- (1) The court is open for the conduct of business each judicial day from 8:00 AM to 5:00 PM, and, in addition, judicial proceedings may be held at other times and on other days when required by the court for the conduct of its business and upon notice to the parties required to appear.
- (2) Except as provided in UTCR Chapter 21, documents which do not require the payment of a fee prior to filing may be received for filing from 8:00 AM to 5:00 PM each judicial day in the appropriate division of the Office of the Trial Court Administrator. Documents which require the payment of a fee prior to filing may be presented to a cashier, together with payment or an order authorizing the deferral or waiver of the fee,

from 8:00 AM to 5:00 PM each judicial day in the appropriate division of the Office of the Trial Court Administrator. Upon satisfaction of the fee, the document will be received for filing.

**1.161 DIVISIONS OF THE OFFICE OF THE TRIAL COURT ADMINISTRATOR WHERE DOCUMENTS ARE RECEIVED FOR FILING**

- (1) The Office of the Trial Court Administrator receives documents for filing in the following divisions. In the Multnomah County Courthouse: the divisions are Civil, including Small Claims and FED, Domestic Relations, Probate, Traffic, Parking and Criminal. In the Juvenile Justice Complex: All Juvenile matters and Domestic Relations matters excluding Abuse Prevention cases. In the East County Courthouse: Criminal, Traffic, and Small Claims, FED/Landlord Tenant, Civil and Domestic Relations cases excluding Name Change and Abuse Prevention case matters filed in that court location. Documents should be delivered to the appropriate division for filing.
- (2) Documents delivered by mail to the court, or left in the court’s mail room for delivery, will be received for filing when delivered in the normal course of distribution of documents from the mail room to the appropriate division of the Office of the Trial Court Administrator. If a fee is required to be paid prior to filing of a document, then filing may occur only if the fee is satisfied. In all other cases, and except as provided in UTCR Chapter 21, filing will be accomplished on the date the paper documents are distributed to the appropriate division.
- (3) Documents transmitted directly to the clerk’s office by telephonic facsimile transmission (FAX) will not be received for filing.
- (4) E-Filing Kiosks, including scanners, are available at each location listed in 1.161(1).
- (5) Mandatory Electronic Filing is required for members of the Oregon State Bar per UTCR 21.140. SLR 2.501 details which documents must be filed conventionally by attorneys.
- (6) The street address for the downtown courthouse is:

Multnomah County Central Courthouse  
1200 SW First Avenue  
Portland, OR 97204

Addresses for other court locations are as follows:

Justice Center  
Third Floor  
1120 SW Third Avenue  
Portland, OR 97204 (send mail to the Central Courthouse)

Juvenile Justice Complex  
1401 NE 68th Avenue  
Portland, OR 97213

East County Courthouse

18480 SE Stark Street  
Portland, OR 97233

**1.171 WEB ADDRESS**

Multnomah County Courts Website

<https://www.courts.oregon.gov/courts/multnomah>

Odyssey File and Serve

<https://oregon.tylertech.cloud.orsweb>

**1.174 BUILDING SECURITY**

The Multnomah County Central Courthouse, the Multnomah County Justice Center, East County Courthouse, the Juvenile Justice Complex and any other facility or location where the court conducts its proceedings are court facilities for the use of members of the public to exercise their rights to view proceedings and handle their affairs through the court. This right of access may, however, be overcome by conduct detrimental to the safety of the court's Judicial Officers, other Officers of the Court, its employees, and members of the public. This type of conduct may result in the ejection of a person or party from these facilities and possibly their restraint from entering these buildings for a specified period of time. Such detrimental conduct may include, but is not limited to:

- (1) Direct physical assault upon any person;
- (2) Destruction or theft of court records or posted public notices;
- (3) Vandalism, defacing, burning, or other physical destruction of any device or room within these facilities;
- (4) Intimidation, extortion, coercion, or other forcible conduct aimed at interrupting the court's Judicial Officers, other Officers of the court, and its employees in the course of their work or at interfering with members of the Bar or of the public in their dealings with the court;
- (5) Any conduct which interferes with or interrupts a court proceeding;
- (6) Any entrance into an area of these buildings designated off-limits or for employees only;
- (7) Any introduction of noxious odors designed to deny members of the public the use of any public part of these buildings;
- (8) Any attempt, either by fraud or threat, to gain access to confidential court records or material;

- (9) Any attempt, either by fraud or threat, to gain access to the private office of a Judicial Officer, the Court Administrator, or other Court Officer;
- (10) Any attempt by a member of the public to deny any other member of the public the use of these buildings.

**CHAPTER 2**  
**STANDARDS FOR PLEADING AND DOCUMENTS**

**2.015            RETURN OF A DOCUMENT TO PARTY**

- (1) In addition to the authority to decline to receive or file a document under ORCP 9 E and UTCR 2.010(12)(c), in certain limited situations, a document may be returned to the party who submitted it, without being filed by the court. Those situations include:
  - (a) 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;
  - (b) 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;
  - (c) A document without sufficient identifying information to determine in which case it should be filed or entered;
  - (d) A document which requires court action, but the court action cannot be taken without the filing of statutorily-required preceding documents;
  - (e) A document with a case caption from a jurisdiction not recognized by the Oregon Constitution or established by the Oregon Legislature, or a judgment order, or other document purportedly issued by a nonexistent court;
  - (f) A petition submitted for filing under ORS 813.210 more than 30 days after the first appearance on the summons where there is no finding of good cause by the court to permit the late filing per 4.075;
  - (g) A document submitted for filing by telephonic facsimile transmission (FAX); and,
  - (h) As provided in SLR 13.255, a written notice of appeal and request for trial *de novo* of an arbitration award submitted for filing beyond the time permitted by law.
- (2) In small claims and summary dissolution cases, documents which do not comply with ORS, ORCP, UTCR, or SLR may, at the discretion of the Presiding Judge, be returned to the filing party.
- (3) A pleading document which begins an action, and which is filed in this court and given a Multnomah County Circuit Court case number, will not be returned to a filing party even though the document may have a caption for another circuit court and was filed in error by the filing party.

**2.025 FEE DEFERRALS OR WAIVERS IN CIVIL ACTIONS**

Fee deferral or waiver applications in civil actions shall be submitted to the Presiding Judge or designee.

**2.035 DESIGNATION OF KNOWN PARTIES BY FICTITIOUS NAME**

In civil actions, the designation of a known party by a name other than the party’s true name shall be allowed only upon an order of the court. If ordered, the designation of such party shall be by use of such party’s initials or a fictitious name other than “Jane Doe” or “John Doe”. The name “Jane Doe” or “John Doe” is reserved to be used for a party whose identity is unknown and the party is being designated as provided in ORCP 20 H.

**2.045 REQUIREMENTS OF PETITION FOR WAY OF NECESSITY ACTION**

The petition for establishing a way of necessity must contain either in the caption under the name of each respondent or in the first paragraph of the Petition, the mailing address of each person named as respondent therein.

**2.055 SECURITY DEPOSIT TO BE PAID ON FILING OF PETITION FOR WAY OF NECESSITY ACTION**

At the time of filing a petition for a way of necessity action, the petitioner shall post a bond or security deposit with the court of \$500 for the purposes of ORS 376.200 (4) and (5).

**2.065 APPOINTMENT OF INVESTIGATOR; FILING AND SERVICE OF REPORT**

- (1) Upon the filing of a Petition for determination of a way of necessity pursuant to ORS 376.150 et seq., petitioner shall appear before the Presiding Judge at *ex parte* and present a motion for an Order Appointing Investigator under ORS 376.200(5).
- (2) The affidavit in support of the motion shall reflect the amount of the bond or security deposit posted by the petitioner for payment of the investigator, and that the petitioner is prepared to pay the amount of any deficiency as required by ORS 376.200 (5). The court may set a higher amount to be posted by the petitioner. A motion will not be allowed until the full bond or security deposit set by the court is posted.
- (3) The submitted form of Order Appointing Investigator shall reflect the name, address and telephone number of the investigator requested to be appointed by the court, specify the date, within 90 days, on which the investigator must file the report with the court, and state that the investigator shall file the original report with the court, and send a copy to the Petitioner.
- (4) A copy of the motion, affidavit and submitted form of Order Appointing Investigator shall be served, along with the Petition, upon the respondents.

**2.501 STIPULATED OR *EX PARTE* MATTERS FOR WHICH THE DOCUMENTS MUST BE PRESENTED CONVENTIONALLY AND MAY NOT BE ELECTRONICALLY FILED**

In the following subject matter areas, the listed stipulated or *ex parte* documents, 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:

- (1) For civil matters presented at the Presiding Judge's daily 10:30 AM and 1:30 PM *ex parte* sessions:
  - (a) Petition for appointment of guardian ad litem and complaint
  - (b) Petition to proceed under pseudonym and complaint
  - (c) Petition for writ of review
  - (d) Motion for show cause hearing (preliminary injunction, appointment of receivership, provisional process, ORS 33 remedial sanction, and contempt for non-responsive debtor or garnishee)
  - (e) Motion for Provisional Process or Claim and Delivery
  - (f) Abatements and extension of abatements and a motion to sever a party when an action against another party is stayed for bankruptcy (excluding abatement for bankruptcy)
  - (g) Reinstatement from abatement, stay, or bankruptcy
  - (h) Second continuance of UTCR 7.020 (or subsequent) and continuance under UTCR 6.020, including but not limited to default judgments
  - (i) Reschedule summary judgment hearing
  - (j) Motion for sitting judge for summary judgment
  - (k) Motion for commission to take out of state deposition
  - (l) Registration of foreign writ, mandate, commission, or letter rogatory or Order (Not Foreign Subpoena)
  - (m) Motion to transport party or witness
  - (n) Motion for change of judge and affidavit
  - (o) Deferral/waiver of court fees
  - (p) Writ of assistance

- (q) Motion for release or disbursement of funds, proceeds, or money deposited with the court
  - (r) Motion for Use of Force for Writ of Execution
  - (s) Unopposed Motion for ORCP 71 Relief (including default judgments and judgments of dismissal for want of prosecution pursuant to ORCP 54 B(3) and UTCR 7.020)
  - (t) Motion to Set Aside a Default Order
  - (u) Presentation of the Original Note in a Default Judicial Foreclosure
  - (v) Uncontested Motion for In Camera Review in a Civil Case
  - (w) Motion for Relation Back Date beyond Three Days
  - (x) Unopposed Petition for Removal of Discriminatory Restrictions
  - (y) Contested Extension of Time to Respond to Summary Judgment for Cases Assigned to Judge Pro Tempore
  - (z) Order for Immediate Possession in Eminent Domain Proceeding
- (2) For criminal matters presented at the Presiding Judge’s daily 10:30 AM and 1:30 PM *ex parte* or at Criminal Procedure Court (CPC) *ex parte* sessions:
- (a) Transport of Party or Witness
  - (b) Motion for Protective Order
  - (c) Motion for Set Over
  - (d) Motion for Modification of Release
  - (e) Motion for Change of Judge and Affidavit
- (3) For Domestic Relations matters presented at the Family Court Judges’ daily 1:30 PM *ex parte* session or, on retained cases, at times and methods as directed by the retained judge:
- (a) Emergency Custody and Parenting Relief Based on Immediate Danger.
  - (b) Orders of Assistance
- (4) For Probate matters: None. This includes all documents presented at the lead Probate Judge’s daily 8:15 AM short matters docket.

- (5) For Juvenile matters presented to the Judge of the Case or at *ex parte*:
  - (a) Transport Orders
  - (b) Protective Orders
  - (c) Motions for change of Judge (submitted to the Chief Family Court Judge or delegate).
  
- (6) For Small Claim and Forcible Entry and Detainer matters presented at the Presiding Judge's daily 9:30 AM and 1:30 PM *ex parte* sessions:
  - (a) Motion for Change of Judge
  - (b) Guardian Ad Litem Appointments
  - (c) Motion for Judgment Debtor Bench Warrant

**CHAPTER 3  
DECORUM IN PROCEEDINGS**

**3.121 PROTECTION OF JUROR IDENTITY**

- (1) The court shall provide all parties with a printed list of the names of potential jurors at the beginning of jury selection.
- (2) The parties may not create additional full or partial copies of the list by any means without permission from the court.
- (3) Parties in custody are not permitted to retain a copy of the list, including handwritten copies of said list, unless good cause is shown.
- (4) Absent a showing of good cause, all parties must return their copies with juror names back to the court at the conclusion of jury selection.
- (5) In cases where juror questionnaires are used, the parties may retain copies of the questionnaire provided that all identifying juror information has been removed.

**3.171 LOCAL ATTORNEY AS ATTORNEY OF RECORD**

The local attorney under UTCR 3.170 (1) (c) will be designated as the attorney of record for the represented party, unless otherwise specifically ordered by the court.

**3.181 PUBLIC ACCESS COVERAGE IN AREAS OUTSIDE OF COURTROOMS**

In facilities occupied by the court, public access coverage in areas outside of courtrooms, other than the Jury Assembly Room when jurors are in attendance and the Juvenile Justice Center, is permitted only with the prior approval of the Presiding Judge. Requests to conduct public access coverage in such areas may be made to the Office of the Presiding Judge at any time during the business day. Public access coverage is not permitted in the court's Jury Assembly Room when jurors are in attendance or at any time in the Juvenile Justice Center in areas outside of the courtrooms.

**3.182 USE OF CELL PHONES AND OTHER PERSONAL DATA AND COMMUNICATION DEVICES WHICH HAVE AUDIO RECORDING, PHOTOGRAPHIC OR ANY OTHER VISUAL OR IMAGE RECORDING OR REPRODUCTION CAPABILITY**

- (1) Cell phones and other personal data or communication devices which have text transmission, audio recording, photographic or any other visual or image recording or reproduction capability:
  - (a) Constitute public access coverage equipment as defined in UTCR 3.180;

- (b) Such devices may be used in a facility occupied by the court only as provided by UTCR 3.180, SLR 3.181, 6.027, and this rule;
  - (c) Must be turned off when entering any courtroom in any facility occupied by the court as provided by SLR 6.027, unless otherwise permitted by the judge presiding over the proceeding, and must not be turned on for any use in a courtroom without complying with SLR 6.027, UTCR 3.180 and this rule.
- (2) Cell phones or other personal data or communication devices may be used in areas outside of a courtroom, as defined in UTCR 3.180 and SLR 3.181, in a facility occupied by the court without violating this rule or SLR 3.181, provided that such use is restricted to the transmission of the user’s oral or written communication only and does not involve any operation or use of the device’s audio recording, photographic or any other visual or image recording or reproduction capability.
- (3) In addition to any other consequence permitted under law or court rules, violators of this rule are subject to being ordered by the court to delete any audio recording, photographic or any other visual or image recording or reproduction made in a court facility.

**3.183 COURT PROCEEDINGS BY REMOTE MEANS**

“Remote means” means making a court appearance or conducting a trial, proceeding, hearing, or other gathering by telephone, video, other two-way electronic communication device, or simultaneous electronic transmission, using technology approved by the court. Any participant in a court proceeding, or the court on its own motion, may request to allow appearance by remote means. The judge conducting the proceeding or the Presiding Judge (or designee) will determine whether to allow appearance by remote means. Requests for appearance by remote means should be allowed where appearance by remote means is permitted by law and allowing appearance by remote means would not result in an unfair advantage or disadvantage to any participant in the proceeding. Any participant in a hearing, including but not limited to attorneys, parties, witnesses, or interpreters, appearing by remote means as described in 3.183 may not appear while operating a motor vehicle even if the participant is otherwise in compliance with Oregon law.

**CHAPTER 4  
PROCEEDINGS IN CRIMINAL CASES**

**4.005 CRIMINAL PROCEDURE COURT AND SPECIALITY DOCKETS**

- (1) There is established a Criminal Procedure Court (CPC) for the handling of misdemeanor and certain felony matters under the direction of the Chief Criminal Court Judge and the Presiding Judge. The responsibilities and procedures in such court are indicated herein and established by rules promulgated by the Chief Criminal Judge or Presiding Judge.
- (2) Specialty Dockets and Treatment Court Dockets are established as directed by the Presiding Judge. Judges assigned to those dockets direct the applicable procedures and policies for those dockets.
- (3) All docket policies and procedures remain subject to approval by the Presiding Judge. All grants, contracts, MOU's, agreements and other documents involving agencies external to Multnomah County Circuit Court must be reviewed and approved by the Presiding Judge and/or Trial Court Administrator.

**4.007 WRITTEN PETITION REQUIRED TO BE FILED BY VICTIM OR  
PERSONAL APPEARANCE OF VICTIM FOR HEARING TO REMOVE  
NO CONTACT ORDER IMPOSED UNDER ORS 135.250 OR ORS 135.247**

- (1) A written petition is required to be signed and filed or presented at the hearing for filing in the criminal action by the victim or by a district attorney who has agreed to assert this right for the victim. In the alternative, an appearance by the victim at the hearing to modify or remove the no-contact conditions and stating on the record orally the petition to waive the no-contact conditions satisfies this requirement.
- (2) Absent a written petition or appearance by the victim at the hearing as set out in section (1) of this rule, the court will continue the no-contact order imposed under ORS 135.250(2)(a) or ORS 135.247 pending a petition by the victim.
- (3) A written petition under section (1) of this rule may be filed on a form provided by the court or in a document that is in the same format and contains the same heading, caption and content.

**4.012 SCHEDULING MOTIONS IN FELONY AND MISDEMEANOR  
CRIMINAL ACTIONS**

Except for motions filed under SLR 4.025 and 4.065, or as otherwise provided in this rule, any filed motion must be scheduled for hearing by the moving party.

- (1) Scheduling Motions Filed Prior to Trial or the court's Acceptance of a Plea of Guilty on a Charge:

- (a) Motions in cases specially assigned to a specific judge for all purposes are directed to the assigned judge's department
  - (b) Motions in all other cases may be set by calling 971-274-0545 or emailing [mul.criminal@ojd.state.or.us](mailto:mul.criminal@ojd.state.or.us) only after the motion is filed and notice to opposing counsel has been given.
  - (c) Unless directed otherwise, motions in felony cases will be set on a Presiding Court assignment docket and sent out for a hearing the following day. Motions in misdemeanor cases will be set on the CPC docket or on another docket depending on the nature of the hearing and will be heard at the assigned date and time. See SLR 4.109 for substitution of counsel motions
  - (d) In setting motion hearings, the High Volume Case Processing department follows policies as set by the Presiding Judge or the Chief Criminal Judge.
  - (e) Every motion submitted by stipulation or ex parte must be submitted with a corresponding order for judicial signature. Motions requiring hearings should not be submitted with a proposed order at the time of filing. (See SLR 4.012 for the process of setting criminal motions). Following a motion hearing, in the absence of a minute order from the court, it is the responsibility of the prevailing party to draft an order incorporating the ruling and to submit it to the proper judge.
  - (f) All judgments, orders, and other documents requiring the signature of a specific judge shall be sent directly to that judge. The judge's name must appear in parentheses in the case caption below the document title. Orders and judgments submitted to Presiding Court ex parte should not contain a judge's name in the case caption.
- (2) For Motions Filed During or After Trial or After the Court has Accepted a Plea of Guilty on a Charge:
- (a) Except for matters that may be assigned to the CPC docket, any motion filed at trial, post trial or post plea including any matters related to sentencing, must be set for hearing by contacting the office of the judge who presided over the trial or plea.
  - (b) If a motion is filed after sentencing, and the sentence was to a period of probation and a probation judge was assigned who was not the sentencing judge, the motion must be set by contacting the probation judge. This does not apply to show cause orders or probation violation hearings set on the Probation Violation dockets in JC2.
  - (c) If a judge is no longer in office, then the motion must be set by contacting the successor in office in that circuit court department. Information regarding which

judge should be contacted to set a motion for hearing under this subsection may be obtained by calling High Volume Case Processing.

- (d) If the motion arises from a trial or plea presided over by a Senior Judge or a Judge Pro Tempore, and that judge is no longer appointed to sit in this judicial district, then information regarding which judge should be contacted to set a motion for hearing under this subsection may be obtained by calling High Volume Case Processing.
- (e) If a judge is requested to set a motion for hearing, and the judge determines that the court lacks jurisdiction over the matter, then the motion will not be set for hearing.

#### **4.015 DISCOVERY**

Before any Motion to Compel Discovery is filed, a demand must have been made for the materials. The motion shall include a statement that such a demand was made but not complied with in whole or in part.

#### **4.016 IN CAMERA REVIEW OF RECORDS**

##### **(1) In Camera Review of Subpoenaed Records**

- (a) Except as provided in subsection (2), parties seeking an *in camera* review of documents in a criminal action may serve a subpoena *duces tecum* on the agency in possession of the records sought, along with a protective order when required. Parties may obtain a protective order after consulting with opposing counsel and presenting a proposed order at the Presiding Judge's *ex parte* docket.
- (b) The subpoena *duces tecum* shall direct documents to Court Records, Room 03315 of the courthouse for cases that will be heard in any courtroom in that facility.
- (c) The party seeking production of the records shall file a motion supported by a memorandum which includes a description of the records to be reviewed, the information the party seeks to discover contained in the records, and the legal authority for production of the information contained in the records. The motion to file the memorandum under seal may be made at the *ex parte* docket and the memorandum may be filed under seal only as provided in SLR 4.165.
- (d) Parties must contact Criminal Calendaring to place the motion on the docket. Misdemeanor cases will be calendared on the Criminal Procedure Court (CPC) docket. Felony cases will be calendared on the Presiding Judge's Short Matters call docket for assignment the following day. Motions for cases proceeding in the East County Courthouse will be set on the appropriate judge's calendar for hearing.
- (e) The subpoena *duces tecum* may direct documents to be produced to the Court Records Room on the same day on which the case is scheduled to be heard. Once a judge is

assigned, the records will be sent to the judge assigned to conduct the *in camera* inspection

- (2) Subpoena *Duces Tecum* for Victim Records
  - (a) A defendant seeking victim records shall file a motion and set a hearing with the court as provided in subsection (1) prior to issuing a subpoena *duces tecum* to the record holder.
  - (b) Except when seeking victim records with a qualified protective order, 14-days' written notice must be given to all parties to the action and to the victim prior to the hearing to allow the victim an opportunity to move to quash or modify the subpoena or otherwise object, unless the court orders less time.
  - (c) "Victim records" are records that contain personal or confidential information about a victim, including, but not limited to, medical, psychological or school records, and / or records that relate to the physical or mental health or condition of the victim.

**4.017 WAIVER BACK TO JUVENILE COURT FOR CRIMINAL ACTION  
WAIVED TO CRIMINAL COURT UNDER ORS 419C.370 (1)**

- (1) To waive back to the juvenile court a youth waived from juvenile court under ORS 419C.370, a written motion, supported by an affidavit setting out the basis for the request, must be filed in the criminal action within 60 days of arraignment in the action. The motion must be served on the Office of the District Attorney and a courtesy copy delivered to the Chief Family Court Judge. The Chief Family Court Judge will set the motion for hearing. The hearing may be at the Courthouse or the Juvenile Justice Center, and may be assigned to be heard by other judges of the juvenile court.
- (2) Only a judge of the juvenile/family court may make a determination regarding the requested waiver of a youth from criminal court.

**4.018 MATERIAL WITNESS WARRANTS AND PROCEDURE**

- (1) A party seeking a material witness order pursuant to ORS 136.608(1)(a) or (c), shall follow the procedures below:
  - (a) When the party wishes to approach the court *ex parte* in an effort to prevent disclosure of the order or warrant to the potential witness, the party shall present the application material to the Chief Criminal Judge.
    - (i) The application must establish good cause for the party to approach the court *ex parte*.
    - (ii) Upon service of the material witness order or warrant, the moving party must notify opposing counsel of the service and of any hearings scheduled regarding the matter.

- (b) If the case has been assigned to a judge for trial purposes, and the party is not seeking to approach the court ex parte, the material witness application shall be presented to the assigned judge after providing notice to opposing counsel. In the event the assigned judge is unavailable, the party can present the application to the Presiding Judge or Chief Criminal Judge.
- (2) At an arraignment, counsel may be appointed and a material witness hearing pursuant to ORS 136.612 will be set with the trial judge or the Chief Criminal Judge or their designee. The material witness will be provided written notice of the hearing date, time, and location. If the material witness is in custody, the hearing pursuant to ORS 136.612 will be set the next business day unless good cause is shown. Pending that hearing, bail will remain as previously set pursuant to ORS 136.612(2), and the material witness will be detained.
- (3) If a judge other than the trial judge presides over a material witness hearing pursuant to ORS 136.612, that judge remains the supervising authority over all matters related to the material witness until a trial judge is assigned. Once a trial judge is assigned, all matters related to the material witness shall be heard by the trial judge.

**4.021 DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING  
REMEDIAL SANCTIONS**

All documents filed on contempt matters involving remedial sanctions must comply with SLR 19.021 requiring that such documents be filed separately from those addressing other matters in the underlying case.

**4.024 DEFENSE NOTICE OF SCHEDULING OR RE-SCHEDULING OF A  
CRITICAL STAGE HEARING IN CASES SUBJECT TO ORS 147.500 TO  
147.550**

- (1) Whenever a defendant in a criminal action subject to ORS 147.500 to 147.550 determines that it is necessary to schedule or to change a date or time for any scheduled hearing which is defined as a critical stage of the proceeding under ORS 147.500(5), the defendant must provide notice of this intent and of the proposed date and time for the setting or re-setting of the event to the prosecuting attorney. Except for good cause shown, such notice should be provided at least 4 judicial days in advance of the request being made to the court to schedule or re-schedule the event. Notice for purposes of this rule may be provided by writing delivered to the office of the district attorney or by conferring with the prosecuting attorney or the prosecuting attorney's designee within the district attorney's office and providing the information.
- (2) The duty to provide notice under this rule does not apply in any case where, for every person determined to be a victim by the prosecuting attorney, the prosecuting attorney has filed a "notice of compliance with victims' rights" as required by ORS 147.510 that reflects the victim waived their right to be informed in advance of any critical stage of the proceeding.

**4.025 CRIMINAL CASE POSTPONEMENTS BY PRESIDING JUDGE;  
CRIMINAL EX PARTE; AND, CRIMINAL PROCEDURE COURT  
POSTPONEMENTS**

- (1) Unless a trial judge has been specially assigned a case at the time of arraignment, postponements of felony case trial dates should be presented to the Presiding Judge at ex. Parties should avoid requesting a postponement of the trial dates on the day of Call if at all possible. Day of trial set-over requests shall be returned to the Presiding Judge for consideration.
- (2) Motions to Rescind Bench Warrants ordered at a Call proceeding shall be presented only to the Presiding Judge or designee at either *ex parte* session specified under SLR 5.025. All other felony *ex parte* matters shall be presented at the morning or afternoon *ex parte* sessions specified in SLR 5.025.
- (3) For misdemeanor cases assigned to the Criminal Procedure Court, requests for postponement of these cases or requests to rescind bench warrants ordered in these cases must be presented to the Criminal Procedure Court or as otherwise specified in the CPC procedural rules.

**4.031 TRANSPORT OF PARTY OR WITNESS FROM OREGON  
DEPARTMENT OF CORRECTIONS**

Transport orders for a party or witness held in an Oregon Department of Corrections facility must be presented for signature and filed ten days prior to the scheduled hearing.

**4.035 ISSUANCE OF SEARCH WARRANTS**

- (1) For the purposes of this section, the term “search warrant” means those issued pursuant to ORS 133.545 as well as requests to approve installation of a mobile tracking device, a pen register or trap and trace device, or any other authorization requiring a judicial finding of probable cause.
- (2) A request for a search warrant may be made to any Circuit Court Judge, subject to any procedures established by the Presiding Judge.
- (3) The applicant shall include a Search Warrant Checklist along with the search warrant that must include the following information:
  - (a) The name and cell phone number of the affiant.
  - (b) The name and cell phone number of the District Attorney who personally reviewed the facts underlying the application, and their agreement that probable cause exists and that a warrant should issue. For after-hours warrants, the District Attorney must also agree that the matter is urgent and cannot wait until the following business day.

- (c) Whether the search warrant application has been presented to any other judge.
  - (i) If the warrant was previously presented to another judge and the judge would not sign the warrant, the search warrant application must be resubmitted to the same judge unless the judge gives permission for it to be submitted to the duty judge. The District Attorney must re-review the application prior to resubmission.
  - (ii) If the warrant was previously presented to another judge and signed, and is being resubmitted because an error was discovered, the search warrant application may either be resubmitted to the initial judge or the duty judge. The District Attorney must re-review the application prior to resubmission.
- (d) If a law enforcement agency seeking the warrant does not have a checklist template, the reviewing District Attorney shall be responsible for working with the affiant to prepare one.
- (4) For search warrant requests outside of the normal business hours of the court, the request for a search warrant must be made to the judge assigned to be the “duty judge” for after-hour search warrant requests. If the duty judge cannot be contacted, the request may then be made to any other circuit court judge.
- (5) When a search warrant application contains a request for an Order to Seal the warrant, the Order to Seal must include either the investigating agency’s case number, a District Attorney case number, or a court case number.

#### **4.036 ISSUANCE OF ARREST WARRANTS**

- (1) A request for an arrest warrant may be made to any Circuit Court Judge subject to any procedures established by the Presiding Judge.
- (2) Prior to presenting a request for an arrest warrant, the applicant shall submit the arrest warrant application to a District Attorney who shall personally review the facts underlying the application.
- (3) When presenting the arrest warrant application, the affiant shall provide the judge with their name and cell phone number, and the name and cell phone number of the District Attorney.
- (4) An arrest warrant application must be accompanied by an information prepared by the District Attorney’s Office.
- (5) For arrest warrant applications outside of normal business hours of the court, the request for an arrest warrant must be made to the judge assigned to be the duty judge for after-

hour search warrant requests. If the duty judge cannot be contacted, the request may then be made to any other circuit court judge. The District Attorney must also agree that the matter is urgent and cannot wait until the following business day.

- (6) When an information is filed with an accompanying Order to Seal the Information, it will be automatically unsealed upon the arrest of the defendant.
- (7) When an arrest warrant application contains a request for an Order to Seal the accompanying document(s), the Order to Seal shall expire after the party is arraigned and all documents will become public at that time absent a further order from the court upon motion of the District Attorney at the time of the arraignment.

#### **4.045 VIEWING EXHIBITS IN CRIMINAL PROCEEDINGS**

In recognition of the need to ensure the security of criminal exhibits, viewing shall be limited to the attorney of record unless otherwise ordered by the court.

#### **4.055 CIVIL COMPROMISE**

The defendant must appear personally for a civil compromise hearing unless the court finds good cause to allow the defendant to appear remotely or appear through counsel.

#### **4.065 MOTIONS TO REMIT SECURITY FORFEITURE JUDGMENTS**

- (1) A defendant or surety may apply to the court for a remission of a forfeiture of the security amount pursuant to ORS 135.280(3) by:
  - (a) Filing with the court, and serving upon the District Attorney, a written Motion for Remission of the Judgment or Order of Forfeiture, accompanied by an affidavit or declaration subject to the penalty of perjury stating good cause for the remission along with any supporting documents; and
  - (b) If necessary, appearing at a hearing to further inform the court why the Judgment or Order of Forfeiture should be rescinded.
  - (c) Service may be shown by submission of a certificate of service as set out in UTCR 2.020 or by including within the affidavit or declaration a description of how the information was shared with the District Attorney's office and on what date.
- (2) If the court has not received a response from the District Attorney's office within 30 days of the date of service, the court may decide the motion without any hearing or appearance notify the parties by mail of its decision. If a hearing is necessary on the Motion for Remission, the court will notify the applicant and the District Attorney's office of the date and time of the hearing.

**4.066 PAYMENT OF SECURITY DEPOSITS; PAYMENTS OF OTHER COURT ORDERED OBLIGATIONS**

- (1) For cases within the scope of this chapter, the form of payment accepted and the location and method for depositing security are as follows:
  - (a) If a defendant is in the custody of the Multnomah County Sheriff’s Office or any other agency on a warrant issued by the Multnomah County Court, security amounts for the release of the defendant are collected by the Sheriff’s Office and processed pursuant to the cooperative agreement between that agency and the court.
  - (b) A defendant who is in custody, or a surety for an in-custody defendant, must post cash, cashiers’ check, or an Inmate Trust Account check to deposit security pursuant to ORS 135.265(2). Personal checks or debit/credit cards are not accepted as security for release from custody.
  - (c) If the full amount of security is posted in the form of real or personal property, stocks or bonds, as prescribed in ORS 135.265 (3), the security release must be processed by the Criminal Division of the Trial Court Administrator’s Office, and a Judge must review the supporting affidavits prior to the defendant’s release from custody.
  - (d) If a defendant is out of custody and a warrant has been issued, a court appearance is required prior to clearing an outstanding warrant, unless otherwise ordered by the court. If a court orders that the court appearance to withdraw the warrant is waived and the warrant is to be recalled from the Sheriff upon payment of the security deposit set, then the defendant or the defendant’s surety may pay the security in the Customer Service Area of the Central Courthouse or at the East County Courthouse if the warrant arises in a criminal action filed in that court location. Payment must be in the medium allowed by this rule.
- (2) In any case within the scope of this chapter, a defendant’s attorney may write a check from the attorney’s trust account to deposit security for the defendant.
- (3) Personal checks may be accepted by the Criminal Division of the Office of the Trial Court Administrator for payment of court-ordered obligations other than security.

**4.067 REFUND PROCEDURES**

All refunds are made by mail.

**4.075 DUII DIVERSION**

The following procedures shall apply to all driving under the influence of intoxicants (DUII) cases:

- (1) On each charge of DUII, prior to a defendant's first appearance in court the district attorney shall review the case to determine if there is an objection to the defendant's participation in the diversion program. Any objection to a defendant's participation in the diversion program shall be stated on the charging instrument and announced at the first appearance proceeding and announced at the first appearance proceeding.
- (2) If the district attorney does not object to the defendant's participation in the diversion program at the time the defendant is arraigned, then the case will be set on the uncontested diversion docket within 30 days. If the district attorney objects to the defendant's participation in the diversion program at the time the defendant is arraigned, then the case will be set for trial in the normal course of operations.
  - (a) A defendant may file a petition to enter diversion over the district attorney's objection. After the petition is filed and accepted by the court, the defendant shall contact the court to set a hearing on the contested diversion docket.
- (3) If a defendant is charged with a violation offense associated with the DUII allegation and the defendant wants the violation matter to track with the DUII case, they must ask the court to do so as soon as practicable after arraignment.
- (4) If a defendant is charged with a misdemeanor offense in addition to, and associated with, the DUII allegation, those charges shall be set for a diversion hearing with the DUII charge where the court may conduct proceedings on all charges that are ready for resolution. Any charges not resolved at the diversion hearing shall be set for trial in the normal course of operations.
- (5) If at the end of the initial diversion period all the conditions of diversion have been satisfied, the defendant may file a motion for dismissal pursuant to ORS 813.250 and serve a copy of the motion on the district attorney. If the district attorney objects to the motion, they must file a written objection with the court within 30 days of being served the motion. If the district attorney does not file an objection, and the court finds that the defendant fully complied with the conditions of diversion, then the court will administratively dismiss the DUII charge without the need for a hearing.

**4.081 APPEARANCE AT CRIMINAL PROCEEDINGS BY MEANS OF  
SIMULTANEOUS ELECTRONIC TRANSMISSION**

- (1) The court may conduct appearances in any criminal proceeding by simultaneous electronic transmission as provided in UTCR 4.080 (1) and under law, if the technology in the courtroom meets the requirements of the rule.
- (2) Appearance by simultaneous electronic transmission is allowed as authorized by ORS 131.045 in proceedings as provided herein unless specifically prohibited by statute or the United States or Oregon Constitution.

- (a) Appearance by defendants who are not in custody, attorneys, victims, witnesses and others may occur by simultaneous electronic transmission in the proceedings specified by the most recent Presiding Judge Order unless one of the parties notifies the court at the time the hearing is set, or by written motion prior to the time of the hearing, that the party does not agree to appearance by simultaneous electronic transmission.
  - (b) The Presiding Judge Orders shall specify when remote appearances are appropriate in criminal proceedings.
- (3) Upon learning of an objection of one of the parties to the appearance by simultaneous electronic transmission in any proceeding subject to ORS 131.045(2), or if the court disagrees with the appearance by simultaneous electronic transmission, the court shall grant a reasonable continuance if the person who would otherwise be appearing by simultaneous electronic transmission is unable to be personally present at the time scheduled for the proceeding.

#### **4.101 HABEAS CORPUS – DOCUMENTS AND FILING**

A petition for a writ of habeas corpus must be filed separately from the underlying case in the circuit court, if such a case exists, and must be filed as provided by SLR 7.101.

#### **4.109 ATTORNEY SUBSTITUTIONS AND WITHDRAWALS**

- (1) In all cases in which a substitution or withdrawal of counsel will result in the need for a court-appointed attorney, the substitution or withdrawal may only be done with court approval and by following the procedures in this section. Attorney changes within the same firm are exempt from this rule; however the attorney must file a Notice of Substitution.
- (a) In misdemeanor cases, substitution hearings must be scheduled on the CPC docket on the day designated for substitution regardless of the type of conflict at issue. Attorneys should consult the CPC rules regarding any applicable provisions.
  - (b) For felony appointed cases assigned to Metropolitan Public Defender, Multnomah Defenders Incorporated, or a lawyer in the Portland Defense Consortium, if the attorney discovers an “actual” conflict of interest as defined in Oregon Rules of Professional Conduct (ORPC) 1.7, 1.9, or 1.10 related to representation of a current or former conflict, and the conflict is discovered within 30 days of appointment, the attorney may withdraw from representation administratively by contacting the Court’s Indigent Defense Coordinator, only after canvassing the other contractors to determine if another contractor can represent the client conflict free. If another contractor agrees to handle the matter, the withdrawal and substitution of counsel will be handled administratively without the need to schedule a hearing.

- (c) In all other circumstances, if the attorney or client is requesting either the withdrawal or substitution of counsel, the attorney shall, file a motion and declaration explaining the grounds for the request, and contact the judicial assistant for the Chief Criminal Judge to schedule the matter for a hearing. If the defendant is in custody, the attorney shall be prepared to provide the Court with the status of the defendant's 60-day trial rights pursuant to ORS 136.290. If the defendant is out of custody, the defendant shall appear in person at the hearing, absent permission from the court.
  - (d) If a retained attorney wishes to withdraw and client is requesting a court-appointed attorney, the retained attorney shall direct their client to the Indigent Defense Office to fill out an affidavit of indigency to determine their eligibility for a court-appointed attorney. The affidavit of indigency shall be completed prior to the hearing being scheduled.
- (2) For cases in which defendant is represented by a retained attorney and wishes to retain a substitute attorney, substitution may be achieved by filing a Notice of Substitution that complies with UTCR 3.140. The filing of a Notice of Substitution will not automatically cause an upcoming trial date to be cancelled. To request a change in a trial date, the attorney must make the appropriate request of the Presiding Judge at ex parte or at a scheduling conference.

**4.165 NOTICE FOR TRIAL COURT ADMINISTRATOR REQUIRED FOR ORDERS TO SEAL A FILE OR DOCUMENTS SUBMITTED UNDER SEAL**

- (1) A party must file a motion to seal and proposed order before a document is received ex parte. The motion must be narrowly tailored to seek sealing material and must conform with UTCR 5.160.
- (2) When the court permits documents to be submitted for filing under seal of the court, the documents should be filed in 9 X 12 inch sealed envelope and be labeled on the face (address) side of the envelope with the case caption, case number, and the title of the documents (i.e., Response to Motion to Compel Discovery and Affidavit). The envelope should be marked clearly on both sides "Documents Under Seal of the Court." Larger envelopes may be used for bulky documents.

**CHAPTER 5  
PROCEEDINGS IN CIVIL CASES**

**5.014            ASSIGNMENT OF A MOTION JUDGE FOR A CIVIL ACTION**

- (1) A motion judge for a case will be assigned to each civil action at the time all parties have appeared and any non-appearing parties are subject to an order of default, or have been dismissed from the action. The assignment of a motion judge will be by order of the Presiding Judge filed and entered in the action and written notice of the order will be provided by the court to each appearing party by sending it to the party's electronic or US Postal Service mailing address for purposes of the action.
- (2) If a motion judge for a case is required prior to the times set out in section (1) or as provided in section (3), then the moving party must appear at the Presiding Judge's *ex parte* time for civil actions and request that a motion judge be assigned to the action. The Presiding Judge will assign a motion judge by order at that time. Actual notice of the assignment must be provided to all appearing parties by the party appearing at *ex parte*. Prior notice of the *ex parte* appearance must be given as required by SLR 5.025.
- (3) A motion judge will not be assigned under this process to any case that is a writ of review or a writ of mandamus, that is otherwise specially assigned by the Presiding Judge to a judge, including complex cases, or any case assigned to arbitration, where the arbitrator has authority to hear and determine the matter. If the motion is beyond the authority of an arbitrator, if arbitration is concluded and the case will continue, or if the special assignment of the case is ended and additional pretrial motions are required, then a party may appear as provided in section (2) of this rule and request the assignment of a motion judge.

**5.015            CIVIL ACTION MOTION SETTING; RESPONSIBILITY OF MOVING PARTY; AUTOMATIC CONSENT TO HEARING BY NON-APPEARING PARTY**

**Methods of Setting Civil Motions**

- (1) In circuit court civil actions, contested pretrial motions (excluding *ex parte*) shall be set for hearing by contacting the assigned motion judge in the action, by contacting the Civil Calendaring Motion Clerk for setting a motion for summary judgment (see SLR 5.016), by an Order to Show Cause, or by order of the Presiding Judge or the Presiding Judge's designee.
- (2) If the Presiding Judge places a motion on the civil motion docket, the court may provide notice by email to attorneys or letter to self-represented litigants.
- (3) Requests for an expedited setting of a civil motion must be presented to the judge assigned as the motion judge in the action. If no motion judge has been assigned, then the

request for a motion judge must be made at the Presiding Judge's *ex parte*, as provided in SLR 5.014 (2).

#### **Notice of motion hearing time, date and location**

- (4) This paragraph applies to cases for which a motion judge has been assigned under SLR 5.014. After filing any motion, other than a motion for summary judgment, the moving party has the responsibility to schedule the motion for a hearing with the motion judge or to inform the motion judge that the parties are not requesting a hearing, and the motion should be decided without a hearing. If any party requests a hearing on a motion, the moving party must coordinate for all parties' dates of availability to the court for a motion hearing, contact the assigned motion judge and set the hearing. The moving party must provide to all parties notice of the time, date, and location set for the hearing, and the name of the judge who will hear the motion. Notice to the parties may be by any means of communication to which the parties mutually have agreed. If there is no agreement as to the means for giving notice, then notice must be given in writing and delivered to each party. The moving party shall have the burden of proving proper notice a civil motion hearing was provided to all parties. Failure to provide notice of a hearing's time, date and location as required by this section may result in sanctions as provided by UTCR 1.090, including striking the underlying motion.
- (5) Hearings for Motions for Summary must be set in accordance with SLR 5.016.

#### **Courtesy Copy of Motion Papers for the Motions Judge**

- (6) Unless the assigned motion judge orders otherwise: the parties shall deliver a courtesy copy of the motion and any other documents filed in support of the motion or in opposition to the motion, including any memoranda and evidentiary submissions to the assigned motion judge when the motion and other documents are filed with the Court or when the motion judge is assigned, whichever occurs first. Parties should consult with the staff of the assigned motion judge to determine whether the motion judge would prefer electronic copies or hard copies of the parties' motion papers.

#### **Absence at Motion Hearing**

- (7) A matter set on a civil motion docket may be decided even though some or all of the parties or attorneys are not present. Such a hearing shall be deemed consented to by the parties not appearing.

#### **5.016 SUMMARY JUDGMENT MOTIONS**

- (1) Parties are encouraged to file any summary judgment motions as soon as possible. The Court may be unable to schedule hearings and decide summary judgment motions prior to the scheduled trial date for parties who wait to file a summary judgment motion until close to the ORCP 47C deadline of 60 days prior to the trial date.

- (2) In all cases other than cases designated as complex cases, a motion for summary judgment will be assigned to be heard by an attorney appointed by the Supreme Court to serve as a judge *pro tempore*. Within one business day of filing a motion for summary judgment, the moving party must send an email to mul.civil@ojd.state.or.us to obtain a judge pro tem assignment and a hearing date.
- (3) A judge *pro tempore* assigned to hear a summary judgment motion will also hear any motions regarding the summary judgment record, including motions to strike evidence submitted by a party in support of or in opposition to a summary judgment motions. However, any motions unrelated to the summary judgment record or motion, such as a motion to amend pleadings or a motion to compel discovery will be heard by the assigned motions judge in accordance with SLR 5.015.
- (4) Upon a timely request by any party, the court will reassign a summary judgment hearing to a Sitting Judge. To be timely, the party requesting reassignment must present a Motion and Order to Reschedule Summary Judgment Hearing in Front of a Sitting Judge (Forms 05-78A and 05-78B) to the Presiding Judge at *ex parte* within 5 judicial days of the initial assignment to a judge *pro tempore*. The moving party is responsible for contacting the assigned sitting judge and scheduling the hearing on the summary judgment motion.
- (5) The moving party must provide to all parties notice of the time, date, and location set for the summary judgment hearing, and the name of the judge who will hear the summary judgment motion. Notice to the parties may be by any means of communication to which the parties mutually have agreed. If there is no agreement as to the means for giving notice, then notice must be given in writing and delivered to each party. The moving party shall have the burden of proving proper notice was provided to all parties. Failure to provide notice of a hearing's time, date and location as required by this section may result in sanctions as provided by UTCR 1.090, including striking the underlying motion.
- (6) Any party requesting to reschedule a summary judgment hearing assigned to a judge *pro tempore* but not requesting reassignment to a sitting circuit court judge must present a Motion and Order to Reschedule Summary Judgment Hearing (Forms 05-44A and 05-44B) to the Presiding Judge at *ex parte*.
- (7) Any party requesting to reschedule a summary judgment hearing assigned to a Sitting Judge must present the request to the assigned judge.
- (8) Unless the assigned summary judgment judge orders otherwise, the parties must deliver a courtesy copies of the summary judgment motion and all documents filed in support of the motion or in opposition to the motion, including memoranda and evidentiary submissions, to the assigned summary judgment motion judge when the motion and other documents are filed with the Court or when the summary judgment motion judge is assigned, whichever occurs first. The parties should consult with the staff of the assigned summary judgment motion judge to determine whether the judge would prefer electronic copies or hard copies of the parties' summary judgment motion papers.

**5.017 SERVICE OF MOTION AT OR BEFORE DELIVERY OF COPY TO JUDGE**

In any civil action, the service of a contested motion, response, or reply on opposing parties must occur before or simultaneously with the delivery of a copy of the document to the judge assigned to hear the matter.

**5.021 DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL SANCTIONS**

All documents filed on contempt matters involving remedial sanctions must comply with SLR 19.021 requiring that such documents be filed separately from those addressing other matters in the underlying case.

**5.025 CIVIL *EX PARTE* MATTERS**

- (1) *Ex parte* matters shall be heard each judicial day before the Presiding Judge or designee at 10:30 AM or at 1:30 PM. *Ex parte* matters in designated “complex” cases or cases assigned to a judge for “all matters” must be presented to the assigned judge.
- (2) Contested matters, unless otherwise allowed by these rules, shall not be presented at *ex parte*. Such matters shall be subject to the requirements of SLR 5.015. Only the following contested matters may be presented at *ex parte*:
  - (a) Application for a temporary restraining order under ORCP 79 (B)(1), when the adverse party appears and is permitted by the court to address the merits of the request.
  - (b) Motion to Set Aside a Default Order
  - (c) Motion for Sitting Judge for Summary Judgment
  - (d) Motion for Attorney Withdrawal
  - (e) Extension of Time to Respond to Summary Judgment when Assigned to Judge Pro Tempore
- (3) Except as otherwise allowed by statute or waived or consented to by the opposing party, any party seeking *ex parte* relief must provide one judicial days’ notice to the opposing party of the date, time and court where the *ex parte* relief will be sought. A party appearing will be required to advise the court if they have had contact with the opposing party prior to the *ex parte* appearance, and the opposing party’s position on the matter presented to the court. Parties appearing at *ex parte* for purposes of compliance with timelines under SLR 7.045, Motion for Change of Judge, are excused from the one-day notice requirement of this rule but must provide the notice prior to the *ex parte* appearance.

- (4) *Ex parte* motions must be accompanied by a proposed order unless otherwise instructed by the court.

**5.035 ORDERS BY PREVAILING PARTY; PRESENTING JUDGMENTS AND ORDERS FOR JUDICIAL SIGNATURE**

- (1) Every motion submitted by stipulation or *ex parte* — including motions for default, motions for a temporary restraining order, orders to show cause, or other provisional process — must be submitted with a corresponding order for judicial signature. Contested motions should not be submitted with a proposed order at the time of filing. Instead, a proposed order should be submitted after the judge’s ruling on the motion. Unless otherwise ordered, after a motion ruling it is the responsibility of the prevailing party to draft an order incorporating the ruling and to submit it to the proper judge, accompanied by proof of service on all other parties not in default in compliance with UTCR 5.100.
- (2) Any judgment or order requiring the signature of a pro tem judge, reference judge, or senior judge not employed by the court shall be directed to the private business office of that judge unless that judge directs otherwise. Judicial officers receiving proposed orders or judgments at their private business offices will forward the signed orders to Presiding Court for filing. Judgments or orders requiring the signature of a referee employed by the court shall be directed to that referee’s office at the court.
- (3) All judgments, orders, and other documents requiring the signature of a specific judge shall be sent directly to that judge. The judge’s name must appear in parentheses in the case caption below the document title. Orders and judgments submitted to Presiding Court *ex parte* should not contain a judge’s name in the case caption.

**5.036 IN CAMERA REVIEW OF RECORDS**

Unless otherwise ordered by the court, a motion in a civil action requesting a hearing for the *in camera* review of records by the court be presented to the court as follows:

- (1) A party seeking an *in camera* review of documents shall present at the Presiding Judge’s civil *ex parte* session a motion supported by an affidavit and with a form of order for the inspection. The motion and affidavit must include a description of the records to be reviewed, the information the party seeks to discover or protect contained in the records, and the legal authority for the protection or disclosure of the information contained in the records. If the motion is allowed, the *in camera* review will be given a date on the Presiding Judge’s Short Matters Call docket for assignment to a judge for the review proceeding.
- (2) If the motion is allowed, documents to be reviewed by a judge *in camera* shall be directed to Court Records, Room 03315 of the Courthouse.

**5.045 NO MOTIONS FOR RECONSIDERATION; EXCEPTIONS**

- (1) No Motion for Reconsideration on any pre-trial, trial, or post-trial civil or criminal matter shall be heard, reviewed, or considered by any judge sitting in the Fourth Judicial District; nor shall any such judge review a ruling rendered by any other judge except under (2).
- (2) This rule shall not apply to any statutory motion to modify, set aside, vacate, suppress, or rescind; nor shall it obstruct the authority of the assigned trial judge to review any previously-filed motions.

**5.071 REMOVING A PARTY FROM A FILED ACTION OR THIRD PARTY ACTION IF AMENDED COMPLAINT OMITTS THE PARTY**

After commencing an action under ORCP 3 or after commencing a third-party action under ORCP 22, a party named will only be removed from the case as a party by entry of a court generated order pursuant to UTCR 7.020 or by an appropriate form of judgment (Limited or General) presented to the court. Merely omitting a party previously named from an amended pleading does not remove that party from the case.

**5.105 PRIOR TO SUBMITTING FORM OF JUDGMENT FOR SETTLEMENT OF PERSONAL INJURY OR WRONGFUL DEATH CIVIL ACTIONS: REQUIREMENTS WHEN MINOR CHILD OR INCAPACITATED PERSON APPEARS BY GUARDIAN AD LITEM**

See SLR 9.055 for condition precedent to submission of the form of judgment for a judge’s signature on settlement of civil actions when a minor child or incapacitated person appears by Guardian *Ad Litem*.

**5.161 JUDGMENT DEBTOR ORDERS**

**Authorized Without Predetermined Hearing Date**

Except in the East County Courthouse and small claims actions adjudicated in the Multnomah County Central Courthouse, appearance dates for judgment debtor/garnishee hearings shall be set at the discretion of the creditor for any judicial day at 11:00 AM in the conference room just outside of Courtroom 7A. The creditor must give the debtor/garnishee at least seven days’ notice of the date of the examination, unless a longer period is required by statute. The Presiding Judge will set an appearance date only if specifically requested to do so by the creditor. Small claims judgment debtor/garnishee hearings in the East County Courthouse are scheduled for one Friday each month. The judgment creditor may select a time and date by calling the East County Courthouse. Judgment debtor/garnishee hearings arising from small claims actions adjudicated in the Multnomah County Central Courthouse will be set at the discretion of the creditor, but must provide at least seven days’ notice to the debtor. Forms are available in the Customer Service Area of the Multnomah County Central Courthouse.

**Valid for Six Months**

- (1) Appearance orders signed by the Presiding Judge without an appearance date shall remain valid for six months from the date of signature.

### **Location of Appearance Limited to Multnomah County Courthouse and East County Courthouse**

- (2) The debtor/garnishee shall not be compelled to appear at a location other than the Multnomah County Courthouse or East County Courthouse without the written consent of the debtor/garnishee.
- (3) Requests to the court for remedial sanctions to be imposed on a judgment debtor must comply with rule 5.021.

### **5.165 PROTECTIVE ORDERS AND FILING DOCUMENTS UNDER SEAL IN CIVIL CASES**

- (1) All motions for entry of a protective order—whether contested or stipulated—should be presented to the assigned motions judge. A motion and proposed order to file specific documents under seal under the terms of a protective order or otherwise should be presented to the assigned motions judge. If a motions judge has not yet been assigned, the moving party should request assignment of a motions judge under SLR 5.014(2) before eFiling the order.
- (2) Parties should not submit proposed protective orders that allow or require parties to file documents designated as “Confidential” under seal without a further order from the court. Instead, a proposed protective order shall include the following:

“A party seeking to file under seal documents designated as CONFIDENTIAL under this protective order must file a motion to file documents under seal that specifies: (a) the statutory authority for sealing the documents; (b) the reasons for protecting the documents from public inspection; and (c) a description of the documents to be sealed. The judge hearing the motion may require the moving party to submit the documents to the court for in camera review.”

- (3) The court will return unsigned any proposed protective orders that do not comply with this requirement.

### **5.181 CHALLENGE TO GARNISHMENT NOT TO CONTEST JUDGMENT**

Challenge to Writs of Garnishment which contest the underlying judgment will be denied by the court.

**5.182 CHALLENGE TO GARNISHMENT- PERSONAL FINANCIAL  
DOCUMENTS TO BE FILED UNDER SEAL**

The clerk of the court shall file and designate confidential any exhibits to a Challenge to Writ of Garnishment that contain personal financial information that would not otherwise be publicly available.

## CHAPTER 6 TRIALS

### 6.012 PRE-TRIAL SETTLEMENT CONFERENCE PROCEDURES

The following procedures shall apply to pre-trial settlement conferences in all pending civil and domestic relations cases, when ordered by the court pursuant to UTCR 6.010, 6.200, or requested by a party or the party's attorney:

- (1) If one party requests a pre-trial settlement conference, the settlement conference shall be held and shall be conducted according to the procedures set forth in this rule. Except in the case where the court orders a conference, the pre-trial settlement conference will not be required if the opposing party demonstrates good cause why the settlement conference should not be held. The judge conducting the settlement conference may require the party requesting a conference to certify that reasonable efforts to achieve settlement have been attempted by the parties and that they have been unable to resolve the controversy without the court's assistance.
- (2) The Presiding Judge shall designate a judge or judges who shall conduct pre-trial settlement conferences. In the event a party requests a specific judge to conduct a conference, that request shall be honored as fully as practical under the circumstances.
- (3) Each trial attorney and party or representative of a corporation or insurance company who has full authority to settle and compromise the litigation shall personally appear at the pre-trial settlement conference. However, the assigned judge may permit telephone appearances for good cause.
- (4) Each pre-trial settlement conference shall be scheduled to allow adequate time for meaningful settlement discussions. Additional settlement conferences may be scheduled by the assigned judge or by agreement of all attorneys and parties.
- (5) The pre-trial settlement conference shall not delay the trial scheduling, but the Presiding Judge may delegate to the assigned judge limited or unlimited authority to continue the trial date by the mutual agreement of the parties and their attorneys.
- (6) No judge conducting a pre-trial settlement conference under this rule shall be permitted to act as trial judge if the case does not settle, unless the parties stipulate to such procedure.
- (7) Each attorney or party shall submit to the assigned judge, at least one business day prior to the scheduled pre-trial settlement conference, information regarding the case. In domestic relations cases, counsel shall also provide a copy of the proposed distribution of assets and liabilities, and, if support is involved, the proposal for and computation of support, to opposing counsel at least one business day prior to the scheduled pre-trial settlement conference. Except for the information described in the preceding sentence, any documents or information submitted to the judge shall be presumed confidential,

unless a copy is provided to the opposing side(s). The assigned judge shall make available forms for the submission of such information, but an attorney or party may submit such other or further information to the judge to inform the court of the issues in the case.

- (8) No submissions under SLR 6.012(7) shall be included in the court file, nor shall any notes prepared by the judge be filed or otherwise disclosed, except by permission of the attorneys and/or parties or by court order.
- (9) The assigned pre-trial settlement conference judge shall inform the calendar clerk of the occurrence of the conference, the possibilities of settlement, and the estimated length of trial time, in the event the case does not settle at the conference. No other information regarding the case or the conference shall be communicated to the trial judge or the jury.
- (10) The Presiding Judge may require a trial-setting conference prior to, or following, the pre-trial settlement conference, pursuant to UTCR 6.010.

**6.025 PAYMENT OF TRIAL FEES AND HEARING FEES**

- (1) A fee receipt, fee waiver, or fee deferral must be presented to the courtroom clerk prior to commencement of a trial or hearing where a fee is required to be paid under ORS 21.225 or 105.130.
- (2) Fees payable at the conclusion of the trial shall be paid by 5:00 PM. 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 court day thereafter. For purposes of this rule, a jury trial shall be deemed concluded when the jury returns a verdict.
- (3) The trial judge may elect to delay commencement of the case until the fees are paid, but failure to pay the fees as stated in SLR 6.025(1) shall not be grounds for a postponement.

**6.027 PERSONAL COMMUNICATION DEVICES IN JURY ROOMS DURING DELIBERATIONS AND IN COURTROOMS DURING PROCEEDINGS**

- (1) Unless otherwise permitted by the judge presiding over the trial, personal data or communication devices (any electronic or other equipment capable of communicating with others outside a jury room, including, but not limited to personal computing devices, cell phones and pagers) are not allowed in a jury room during jury deliberations.
- (2) After a jury has been instructed and charged to commence deliberations the courtroom clerk will collect all such devices and retain them in a secure place during deliberations.
- (3) See SLR 3.182 regarding the operation of cell phones and other personal data and communication devices which have audio recording, photographic or any other visual or image recording or reproduction capability.

**6.051 SUBMISSION AND COPIES OF MOTIONS, BRIEFS, MEMORANDA,  
AND POINTS AND AUTHORITIES; COPIES TO BE DESIGNATED  
TRIAL COURT COPY**

- (1) A copy of a motion, brief, or memoranda shall be submitted directly to the judge scheduled to hear the matter.
- (2) The copy of the motion and all supporting documentation for the use of the judge shall be designated “TRIAL COURT COPY.”
- (3) Copies shall identify the name of the judge hearing the motion, the time of the hearing, the date of the hearing or the show cause assignment date, and the room number of the hearing.
- (4) Jury Instructions, Verdict Forms, Trial Memorandums, Motions to Suppress, Motions in Limine, and similar materials shall be submitted to the assigned trial department by noon of the day of trial assignment at daily call by the Presiding Judge. This rule does not apply to trial assignments made after daily call is concluded.

**6.141 HAZARDOUS SUBSTANCES**

In addition to the definition found in UTCR 6.140 (2), a hazardous substance is defined as any substance listed in, or hereinafter added to, the Federal Aviation Authority Regulations on Hazardous Substances, any provisions of the United States Code defining hazardous substances, or the Federal Controlled Substances Act; or is any potentially dangerous or contaminated substance capable of inflicting death or serious physical injury either immediately or over the course of time. A hazardous substance shall include any device or implement which carries, contains, or exhibits such characteristics.

**CHAPTER 7  
CASE MANAGEMENT AND CALENDARING**

**7.015           STIPULATED TRIAL SETTING ORDER CASE MANAGEMENT SYSTEM**

- (1) Unless the case has been dismissed, transferred to arbitration, transferred to the Expedited Civil Jury Trial Program or transferred to a special assignment, the court will send all counsel and self-represented litigants a stipulated order with instructions for setting trial dates once a case is at issue. The instructions provide parameters for selecting a trial date based on when the case was filed. If the parties cannot agree on a trial date within the court's guidelines, the plaintiff should email the Presiding Court to be set on the trial setting docket. The trial setting docket is held Tuesdays at 2 PM in front of the Presiding Judge. If the court permits a case to be scheduled beyond one year, the parties will be subject to SLR 7.016 and will be required to participate in a case status conference prior to the trial date. Any request for a postponement of the trial date selected must be presented as provided in 7.025 and will not be granted without a showing of good cause.
- (2) The stipulated order setting trial date must be submitted to the court 35 days from the date the order was sent to the parties by the court. A 30-day notice pending dismissal will be sent to the parties if this order is not submitted to the court within 35 days.

**7.016           PARTICIPATION IN APPROPRIATE DISPUTE RESOLUTION**

- (1) Every civil case shall be subject to subsection (2) of this rule.
- (2) All parties and their attorneys, if any, are required to participate in some form of appropriate dispute resolution, beyond negotiation directly or indirectly to reach a joint settlement, including, but not limited to, arbitration, mediation or judicial settlement conference. The parties must sign and file, within 365 days from the filing of the first complaint or petition in the action, a certificate (See Certificate of Participation in Alternative Dispute Resolution, Forms Appendix) indicating that the parties have participated in such ADR mechanisms. If the action is fully disposed of in the circuit court within 365 days from the filing of the first complaint or petition in the action, no certificate need be filed under this rule.
- (3) The requirements of this rule shall not require mediation or arbitration of a case otherwise exempt from arbitration or mediation requirements by statute, but the parties and attorneys, if any, of any case so exempted shall be required to participate in a judicial settlement conference.
- (4) The court may impose sanctions pursuant to UTCR 1.090 against any party who fails to comply with subsection (2) of this rule, or who;
  - (a) Fails to attend a scheduled mediation session, arbitration hearing or judicial settlement conference;

- (b) Fails to act in good faith during the mediation, arbitration or judicial settlement conference;
  - (c) Fails to submit on a timely basis paperwork required as a part of the mediation, arbitration or judicial settlement conference; or
  - (d) Fails to have a principal necessary to approve the resolution of the case present or readily available, by telephone or other means, at the time of the mediation, arbitration or judicial settlement conference, unless, in advance, the court grants the party or attorney leave from compliance with this subsection of the rule.
- (5) Nothing in this rule restricts or removes the constitutional right of the parties to a trial.

**7.021 UTCR 7.020 CONTINUANCES; STAY OF DEFAULTED PARTIES PENDING TRIAL**

- (1) Continuances pursuant to UTCR 7.020 shall be on a form prescribed by the court. A first request for a continuance must be filed electronically, and any subsequent continuance request must be presented at the Presiding Judge’s *ex parte*.
- (2) In multiple party cases, when a default order has been taken against a specific party and the other defendants will proceed to trial, an attorney may move the court to stay the requirement to apply for a judgment by default and avoid dismissal under UTCR 7.020 for the defaulted party, pending the outcome of trial.
- (3) A party wishing to “reinstate” a party or case after entry of a judgment of dismissal under UTCR 7.020 must seek relief from judgment under ORCP 71. The motion for relief from judgment must be supported by an affidavit or declaration establishing the reason(s) justifying relief under ORCP 71 B, and must be served on all parties as provided in ORCP 71 B.
  - (a) If the ORCP 71 motion for relief from judgment is uncontested, the moving party may appear at *ex parte*.
  - (b) If the ORCP 71 motion for relief from judgment is contested, the moving party must contact the assigned motions judge to schedule a hearing. If a motions judge has not been assigned, the moving party request the appointment of a motions judge at *ex parte*.
  - (c) All fees required by ORS 21.200(1)(d) apply.

**7.025 POSTPONEMENT CONFERENCES**

- (1) A conference with the Presiding Judge may be required to postpone a civil trial. Parties must confer with each other before setting a conference. The moving party is required to provide notice of the scheduled conference. To set a scheduling conference, please email Presiding Court at [mul.presiding@ojd.state.or.us](mailto:mul.presiding@ojd.state.or.us).

- (2) Motions to postpone trial in a case that is designated “complex” and is specially assigned to a judge must be presented to that judge.

#### **7.045 MOTION FOR CHANGE OF JUDGE**

- (1) If a judge is assigned at Call or at a case assignment or scheduling conference before the Presiding Judge and a party intends to file a motion for a change of the judge assigned, the intention to file the motion must be announced at the time of assignment. An original and one copy of a motion, order, and supporting affidavit must be presented to the Presiding Judge at *ex parte* by the close of business on the next judicial day. Failure to submit all three documents timely, with the copy, will result in sanctions as provided by UTCR 1.090. The requesting party is responsible for serving a copy of the motion, affidavit and unsigned order on the judge being disqualified before presentation to the Presiding Judge and each other party to the action who is not in default. For Hearing Referees/Pro-tem judges the copy shall be delivered to the Court Administrator’s office.
- (2) For Judges assigned by order of the Presiding Judge where the order did not arise at Call or a case assignment or scheduling conference, the following procedures shall apply:
  - (a) If a party is notified at an *ex parte* appearance of the name of the assigned motion judge and the party intends to disqualify the assigned judge, the party must announce the intent to the Presiding Judge at the time of assignment and present to the Presiding Judge at *ex parte* by the close of the next judicial day an original and one copy of the motion, order and affidavit. Failure to submit all three documents timely, with the copy, will result in sanctions as provided by UTCR 1.090. The requesting party is responsible for serving a copy of the motion, affidavit and unsigned order on the judge being disqualified before presentation to the Presiding Judge and each other party to the action who is not in default. For Hearing Referees/Pro-tem judges the copy shall be delivered to the Court Administrator’s office.
  - (b) In any other situation than set out in subsection (a), if a party intends to disqualify the assigned motion judge, that party must, by the close of the next judicial day after receiving actual notice of the judge assigned, appear at *ex parte* to present an original and one copy of a motion, order, and affidavit. The requesting party is responsible for serving a copy of the motion, affidavit and unsigned order on the judge being disqualified before presentation to the Presiding Judge and each other party to the action who is not in default. For Hearing Referees/Pro-tem judges the copy shall be delivered to the Court Administrator’s office.
  - (c) If a motion for change of judge under this provision is allowed, the Presiding Judge may assign a replacement judge and announce that assignment at the *ex parte* presentation required under subsections (a) and (b) above. Actual notice of the new assignment must be provided to all appearing parties by the party appearing at *ex parte*. If a new judge is not announced at the *ex parte* proceeding, a written notice of the new assignment will be provided by the court to each

appearing party by sending it to the party's electronic or US Postal Service mailing address for purposes of the action.

- (3) If a judge is assigned in any other manner, an original and one copy of a motion order and supporting affidavit, must be presented to the Presiding Judge at *ex parte* by the close of the judicial day following actual notice of the assignment. A copy of the motion, affidavit and unsigned order must be served on the judge being disqualified by the moving party before presentation to the Presiding Judge and each party to the action who is not in default. For Hearing Referees/Pro-tem judges the copy shall be delivered to the Court Administrator's office.
- (4) For the purposes of (1), (2), and (3) above, the 1:30 PM *ex parte* session is the last opportunity to present this motion; a motion for change of judge may not be submitted after the 1:30 PM *ex parte* session has ended.
- (5) In small claims, FEDs, violations and misdemeanor offenses, the Presiding Judge may assign a motion for change of judge to another judge for decision.
- (6) For purposes of ORS 14.250 et seq. and this rule, a judge who enters rulings or orders in any arraignment, pre-trial release request at the time of arraignment, Trial Readiness hearing pursuant to SLR 7.015, or daily Call pursuant to SLR 7.055, shall not be considered to have ruled on a particular matter within the meaning of ORS 14.260(3). A party shall not waive any right pursuant to ORS 14.250 et seq. as to such judge by failing to move for change of judge at the time of appearance before such judge at any proceeding listed in this paragraph.

#### **7.055 CALL**

#### **Call for Civil and Criminal cases; Family Law, Probate, Juvenile, Small Claims and FED Dockets Kept Separate**

- (1) Unless otherwise designated or posted, the Presiding Judge shall announce the cases listed on the Daily Trial Call Calendar each judicial day.
  - (a) Call for Family Law, Probate, Juvenile, Small Claims and FED matters will be conducted separately, as provided in these Rules.
  - (b) When a jury trial is requested in an FED action, the case will be placed on the civil Call calendar.

#### **Assignment Times**

- (2) Unless altered by the Presiding Judge or designee, Call shall be at 9:00 AM for all felony offenses and civil matters.

#### **Presiding Judge to assign judge, day and time**

- (3) Except for cases set to follow, and cases assigned in multiple assignment groups, the Presiding Judge will announce the day and hour that the trial will begin.

#### **Cases set to follow**

- (4) When a case is assigned to a trial judge to follow another case, the attorney on the case set to follow shall be prepared to commence trial promptly upon the completion of the preceding case.

#### **Standby Cases**

- (5) A case on the Call calendar may be designated as a standby case at Call proceeding. These cases are assigned later in the day, if judicial time becomes available.
  - (a) A standby case may be assigned out for the following day prior to 4:00 PM on the day of Call.
  - (b) If an attorney on a standby case announces to the clerk an inability to go to trial when assignment is made, the case will either be placed on Call the following judicial day or postponed, at the discretion of the Presiding Judge.

#### **Carried Cases**

- (6) For good cause shown, a case may be carried to the Call docket for the following judicial day.

#### **Abated and Stayed Cases**

- (7) For good cause shown, the Presiding Judge may abate any case upon motion of counsel or upon motion of the court. (See Motion for Severance and Order Re Motion for Severance, Forms Appendix.)
  - (a) Unless prohibited by law, an abated case may be dismissed, without prejudice, for want of prosecution following notice by the court of intent to dismiss pursuant to ORCP 54B(3) two years from the date of the abatement order if the case has not been removed from abated status or dismissed at an earlier time. A case may be removed from abated status upon motion of counsel or on the court's own motion.
  - (b) No abated case shall be placed on the trial docket, or be subject to court arbitration or mediation, or have any motion practice conducted during the period of abatement. Parties may by mutual consent proceed with discovery during the period of abatement or inactive status.
  - (c) A case will be stayed, rather than abated as provided in this section, by a notice of bankruptcy.

- (d) Once a case is reinstated to the active trial docket, the case will be assigned a trial date within 30 days. (See Motion for Reinstatement and Order Re Motion for Reinstatement, Forms Appendix.)

### **Duty of Attorney at Call**

- (8) The attorney of record on a case shall be present at Call, except that:
  - (a) The attorney may appear via a substitute counsel; or
  - (b) The attorney may report unconditionally ready in a civil case by telephone to the Call clerk by 4:45 PM on the judicial day immediately preceding the date of Call. A telephoned report as allowed under this section shall constitute a waiver of the right to file a motion for change of judge as to any judge assigned to hear the matter and of the right to object to another party's request made at the time of Call that the matter be postponed.
  - (c) If an attorney is not present at Call, does not otherwise report to the court ready on the case, or the Presiding Judge deems the report inadequate or misleading, the Presiding Judge may direct:
    - (i) In civil cases, the entry of a Judgment of Dismissal, following notice by the court of intent to dismiss pursuant to ORCP 54B(3), without prejudice, for want of prosecution, an Order of Default, or such other order as may be appropriate under the circumstances including the imposition of sanctions under UTCR 1.090 and jury expenses under UTCR 6.020; or
    - (ii) That the attorney appear before the court in person to explain the cause for the non-appearance. The proceeding shall be made a matter of record, and if the Presiding Judge determines that such conduct is willfully inexcusable, such conduct may be considered an act of contempt.
  - (d) If a client has been ordered to appear at call, the attorney or substitute counsel must be present.

### **Multiple Case Assignment**

- (9) Cases on the Call calendar may be assigned in multiple case groups.

### **Felony Defendants to Appear at Call**

- (10) Custody defendants are not transported to appear at call except as ordered by the Presiding Judge. Out-of-custody felony defendants may appear on all Call dates remotely or through counsel as permitted by the Remote Proceedings PJO, 25PO00006, unless the Presiding Judge directs otherwise.

### **Cases Specially Set**

- (11) The Presiding Judge may specially assign any case.

### **Advising Presiding Judge**

- (12) An attorney may advise the Presiding Judge in open court at the time a case is to be assigned that a particular judge has previously ruled upon some aspect of the case, or has tried a companion case, and therefore is familiar with the issues of the case.

### **Improper Influencing of Case Assignment**

- (13) Except as provided in 7.055(12), no attorney, party, or other person may directly or indirectly attempt to influence the Presiding Judge or court staff to assign a case to any particular judge, or to avoid assignment of a case to any particular judge.

### **Cases Anticipated to Last Five Days or Longer or Requesting Use of One or More Fridays as Trial Days**

- (14) Six weeks in advance of trial, for trials expected to last five days or longer or where the parties are requesting to conduct trial on one or more Fridays, plaintiff must send or deliver a letter to the Calendaring Secretary, c/o the Presiding Judge, requesting early assignment to a trial judge. The letter must state: the date trial is scheduled to begin; the estimated length of the trial; that parties have conferred as to the estimated length of the trial; the names of the trial attorneys; whether the parties are requesting to conduct trial on one or more Fridays; and the name(s) of the Motion Judge and any other judge that has heard matters related to the case.

### **7.056 DISPOSITION OF CASE AFTER ASSIGNMENT TO TRIAL JUDGE, MOTION TO POSTPONE CASE ASSIGNED AT CALL MUST BE PRESENTED TO PRESIDING JUDGE**

Once a case is assigned for trial, including as a case set to follow, all matters affecting the trial, except any request to delay the assignment date for trial, are to be presented to the trial judge. The immediate unavailability of the trial judge is not grounds, absent an emergency, to present a matter to the Presiding Judge or any other judge. Requests for a delay of the trial date assigned by the Presiding Judge at Call must be presented to the Presiding Judge only, and shall not be made to the judge assigned for the trial of the action.

### **7.061 REQUESTS FOR ACCOMODATIONS BY PERSONS WITH DISABILITIES**

- (1) Process for requesting accommodations
- (a) Who may request. Accommodations may be requested from any lawyer, party, witness, juror, person with an interest in attending any proceeding open to the public or other person seeking to use the services, programs, or materials provided by this judicial district.

- (b) Form of Request. Requests for accommodation under this rule may be presented *ex parte* on the form designated by court administration for such requests, in another written format such as email to the court’s ADA coordinator [MUL.ADA.Coordinator@ojd.state.or.us](mailto:MUL.ADA.Coordinator@ojd.state.or.us): Oregon Judicial Department : Accessibility : Going to Court : State of Oregon, or orally to any court personnel. In all cases, however, the request shall be documented in writing and forwarded to the ADA coordinator or designee within the time frame provided in (1)(d) of this rule.
  - (c) Content of Request. Requests for accommodations must contain the information required by UTCR 7.060(2). These requirements may be met by using the court’s accommodation request form, available from any of the court’s public service counters, from the trial court administration office, or the court’s website. Medical and other health information submitted in support of the accommodation request, if any, shall be submitted under the cover sheet accompanying the request form designated “SEALED MEDICAL AND HEALTH INFORMATION.” Such information shall be accessible only to the court and the person requesting accommodation unless disclosure is otherwise expressly ordered or required by law.
  - (d) Timing of request. Pursuant to UTCR 7.060, requests for accommodation must be made as far in advance as possible, but no fewer than 4 judicial days before the requested implementation date. The court may, in its discretion, waive this requirement.
  - (e) Informal practices encouraged. Where the need for accommodation is obvious and the accommodation can be easily implemented, informal practices for responding to and implementing the accommodation are permitted and encouraged. However, informal practices shall not be utilized if an accommodation request would impact court procedures within a specific case, as described in (2)(a) below.
- (2) Consideration, determination, and responses to requests
- (a) Administrative versus judicial consideration. The ADA Coordinator shall not administratively grant accommodation requests that impact court procedures within a specific case. Examples include requests for an extension of time, a set-over, or a continuance; changes of venue; and telephonic or videoconference appearances. Such requests shall be forwarded by the ADA coordinator in writing to the judicial officer handling the case for consideration and determination. In all cases, however, a denial of an accommodation request in whole or in part shall comply with (2)(c) of this rule and shall be in writing.
  - (b) Response. The court shall promptly inform the requestor of the determination to grant or deny an accommodation request. If the accommodation request is denied, in whole or in part, the response shall be in writing. On request the court

shall provide an additional response in an alternative format. The response to the applicant must indicate:

- (i) Whether the request for accommodation is granted or denied, in whole or in part. If denied, the response shall also include a description of an alternative accommodation that does not implicate any of the bases for denial under (2)(c) of this rule;
  - (ii) If the request for accommodation is denied, in whole or in part, the reason therefor;
  - (iii) The nature of the accommodation(s) to be provided;
  - (iv) The duration of the accommodation(s) to be provided; and
  - (v) If the response is in writing, the date the response was delivered in person or sent to the applicant.
- (c) Denial of request. A request for accommodation may be denied only when it is determined that one or more of the following apply:
- (i) The requestor has failed to satisfy the substantive requirements of this rule;
  - (ii) The court is unable to provide the requested accommodation on the date of the proceeding and the proceeding cannot be continued without significant prejudice to a party;
  - (iii) Permitting the requestor to participate in the proceedings with the requested accommodation would create a direct threat to the safety or well-being of the requestor or other participants;
  - (iv) The requested accommodation would create an undue financial or administrative burden for the court or would fundamentally alter the nature of the court service, program or activity under (1) or (2):
    1. An accommodation may be denied based on a fundamental alteration or undue burden only after considering all resources available for the funding and operation of the service, program or activity, and shall be accompanied by a written statement of the reasons for reaching that conclusion.
    2. If a fundamental alteration or undue burden would result from fulfilling the request, the court shall nevertheless ensure that, to the maximum extent possible using alternative accommodations, individuals with disabilities receive the benefits or services provided by the court.

- (3) Handling of confidential medical information. The court shall keep confidential all information of the requestor concerning the request for accommodation, unless confidentiality is waived in writing by the requestor or disclosure is required by law or order of the court. The requestor's identity and confidential information may not be disclosed to the public or to persons other than those involved in the accommodation process. Confidential information includes all medical information pertaining to the requestor, and all oral or written communication from the requestor concerning the request for accommodation.

**7.062            TRANSPORT OF PARTY OR WITNESS FROM OREGON  
DEPARTMENT OF CORRECTIONS**

Transport orders for a party or witness held in an Oregon Department of Corrections facility must be presented for signature and filed ten days prior to the scheduled hearing.

**7.071            SCHEDULING FOREIGN LANGUAGE INTERPRETERS UNDER UTCR  
7.070**

- (1) For purposes of complying with UTCR 7.070, if a foreign language interpreter is needed, the party in need of an interpreter, prior to each proceeding in the action in which an interpreter is needed, must contact the Court Language Access Services Office in Multnomah County as provided in UTCR 7.070 no later than four judicial days in advance of the proceeding. For good cause shown, the court may waive the four-day advance notice. Court Language Access Services schedules interpreters upon receiving the notification required by UTCR 7.070.
- (2) For trials or hearings lasting longer than two hours, or when an interpreter is needed for a specialized dialect, the party in need of an interpreter must contact the Court Language Access Services Office no later than one week in advance of the proceeding. For good cause shown, the court may waive the one-week advance notice.
- (3) The party in need of the interpreter must update the Court Language Access Services office promptly upon learning of a cancellation or any shortened or lengthened time frame for the interpreter in the scheduled proceeding. If parties are requesting a setover in a case in which interpreters are being flown in from out of state, the parties must communicate with the Presiding Judge or CPC before canceling the interpreters.
- (4) The Court Language Access Services Office for Multnomah County may be contacted by email at [MUL.Interpreter.Services@ojd.state.or.us](mailto:MUL.Interpreter.Services@ojd.state.or.us). The Court Language Access Services Office is available to take both email and calls each business day from 8:00 AM to Noon and from 1:00 PM to 5:00 PM. To schedule an interpreter, a party may go to: <https://web.courts.oregon.gov/osca/clas/CLASRequestFormRedirect.html>

**7.101 HABEAS CORPUS – DOCUMENT FILING IN THE CIVIL SECTION OF THE COURT**

- (1) All documents required to be filed with the Clerk of the Court in habeas corpus matters must be filed in the Civil Section of the Office of the Trial Court Administrator and will be assigned a case number for that matter separate from the underlying case if such a case exists in the circuit court. This rule applies to petitions, writs, motions, affidavits, proposed orders, judgments, and any other document regarding the matter.
- (2) If the petition for the writ of habeas corpus arises from an underlying case in this circuit court, the identity of that case, the caption, and the circuit court’s case number must be set out in the first allegation of the petition. For purposes of this rule, an extradition action pending within the jurisdiction of the circuit court is a “case”.

**CHAPTER 8  
DOMESTIC RELATIONS, CIVIL COMMITMENT,  
IDENTITY CHANGES, AND PROTECTION ORDERS**

**8.008 COURT UPDATES**

The Multnomah County Family Law Bench sends periodic emails through a Multnomah County Circuit Court Family Law Practitioner’s Email Listserv with announcements, temporary changes, and court updates. To be included on this email list, contact the Chief Family Law Judge’s staff.

**8.009 MANNER OF PROCEEDINGS**

**(1) Appearances**

All parties, attorneys, and witnesses are required to appear in person for proceedings unless they have a signed order allowing remote appearance, or Trial Assignment, which is always remote.

Any participant who wishes to appear remotely shall file a Motion and Declaration requesting remote appearance and give notice to the other party. Motions should be directed to the ex parte Family Law Judge or retained judge at least 10 days in advance of the proceeding.

Other hearings may be held remotely at the judicial officer’s discretion.

**(2) Trial memoranda shall be submitted to the assigned trial department by noon of either the day of Trial Assignment, or the judicial day prior to the scheduled proceeding.**

Parties shall check with the retained/assigned judicial officer’s staff on how to submit exhibits.

**(3) In addition to electronic filing, requests and objections to attorney fees must be emailed or otherwise provided to the assigned (or retained) judge and be copied to the opposing party.**

**8.011 SUBJECT MATTER JURISDICTION UCCJEA PROCEEDINGS**

**(1) Subject Matter Jurisdiction**

The following cases shall be subject to the rules of this chapter: dissolution and annulment of marriages and registered domestic partnerships, dissolutions of other domestic partnerships, separation, child and spousal support, filiations, proceedings for protection orders, child custody and parenting time matters, adoptions, identity changes, habeas corpus proceedings involving children, civil commitments, and such other cases as shall be assigned to the Chief Family Law Judge for case management purposes by the Presiding Judge.

(2) UCCJEA Proceedings

A pleading or motion asserting that the court lacks or should decline jurisdiction under the Uniform Child Custody Jurisdiction and Enforcement Act must include in the caption of that document the phrase “UCCJEA Issue.” In addition, that document must set out: (1) the state or tribe that arguably has or should assert jurisdiction, (2) contact information for the appropriate court in the other state(s) or tribe(s), and (3) notice of any prior or concurrent proceedings and orders regarding the matter before the court.

Upon determining that a case will require a UCCJEA conference, a party shall file a motion accompanied by a proposed Order to Show Cause that contains a scheduled date on the Trial Assignment docket. The motion will be assigned to a judge from Trial Assignment. The assigned judge’s staff will coordinate with the court where the UCCJEA issues are present to set the UCCJEA conference. The assigned judge shall become the retained judge, and all future matters shall be scheduled directly by the parties with the retained judge.

Other state courts’ jurisdictions (judges and staff only) needing to arrange a UCCJEA conference should call the Family Law Clerk’s office public line, and staff will collect contact information and set on the Trial Assignment docket.

**8.012 DOCKETING**

CASES ARE DOCKETED DIRECTLY WITH THE RETAINED JUDGE, OR AS FOLLOWS:

- (1) Assignment of trials and motions shall be handled by the Chief Family Law Judge or designee.
- (2) All contested matters shall be scheduled either on the Trial Assignment Docket or the protection order docket of the Family Court unless there is a Retained Judge, in which case all matters shall be scheduled through the Retained Judge’s department.
  - (a) The Trial Assignment Docket consists of all matters scheduled for judicial hearing that have not been specially assigned to an individual judge by the Chief Family Law Judge, or set on the protection order docket. The Family Law Department places cases on the Trial Assignment docket when the pleadings indicate the case is at issue. Parties requesting judicial time for Order to Show Cause matters shall contact the Family Law Department to obtain available dates before submitting the document for signature and include the dates on the proposed order. Procedures for the Trial Assignment Docket are set out in SLR 8.014.
  - (b) The protection order docket consists of multiple matters set for the same start time and expected to last only 30 minutes or less each.

- (i) When an individual matter set on the protection order docket is expected to last more than 30 minutes, a party shall request that the case be transferred to the Trial Assignment Docket by calling the Family Law clerk's office public line.
- (3) Motions to Set Over Trial Assignment may be presented at ex parte or by electronic filing. Set-over requests of motions assigned to the Retained Judge shall be heard by that Judge or the Judge's designee.
- (4) Motions to postpone docketed hearings on abuse prevention protection orders must be in writing and presented to a Family Law Judge.
- (5) Unless stipulated, the following motions must be accompanied by a proposed Order to Show Cause that contains a scheduled date on the Trial Assignment docket or with the Retained Judge, if one exists, and sets out a notice in substantially the following form: "If you disagree with the request(s) made and fail to appear at this time, you will very likely lose your chance to present your side of the issue(s)":
  - (a) For temporary relief under ORS 107.095;
  - (b) to intervene;
  - (c) to change venue or for auxiliary venue;
  - (d) to compel discovery;
  - (e) parenting time enforcement under ORS 107.434;
  - (f) contempt under ORS Chapter 33 whether filed before or after a General Judgment;
  - (g) a post-judgment status quo order under ORS 107.138;
  - (h) to set aside an order or judgment;
  - (i) for *in camera* review;
  - (j) for UCCJEA conferences;
  - (k) contested minor identity changes; and
  - (l) to dismiss case.
- (6) Orders to Show Cause for motions to modify judgments shall comply with UTCR 8.050(1). If a response is filed, the Family Law Department will set the motion on the Trial Assignment Docket. If the motion to modify a judgment is filed on a case that has been retained by a specific judge, the judge's staff will set the motion to modify the

judgment for hearing and will notify the parties of the date and time of the event. All scheduling issues must be submitted to the judge who retained the case.

- (7) The Chief Family Law Judge may assign cases to the Child Support Referee as appropriate.

### **8.013 CASE CAPTIONS**

- (1) Retained Cases. The case caption for any case that has been retained by a judge shall include in parentheses the name of that judge. For example: (Retained Judge: \_\_\_\_\_).
- (2) Settlement Judge who recorded terms on record: The case caption for any judgment based on a settlement whose terms were placed on the record before a judge shall likewise include in parentheses the name of that judge. For example: (Settlement before Judge: \_\_\_\_\_).
- (3) Consolidated Cases: The case caption for any case that has been consolidated with one or more other matters shall contain as the first or only caption the parties' names, status, and case number applicable to the particular case in which the filing is to be done. When a document reflects more than one case caption and case number, any caption and case number following the first caption and case number must contain the reference "Related Case." Filing in the primary case does not constitute filing in any related cases.

### **8.014 CASE ASSIGNMENT**

- (1) In all cases set on the Trial Assignment Docket, the parties must report remotely at 9:00 AM at (503) 388-9555, Meeting Number 146 792 6901####. Trial Assignment occurs one judicial day prior to the date of the set hearing or trial. At Trial Assignment, the parties shall report either that the parties have reached a settlement, or in the alternative, how much time is needed for the scheduled hearing or trial. A party may report information for another party only with the agreement of both parties.
- (2) Upon determining that a case will require one (1) or more days of judicial time, i.e., six (6) or more hours of court time, a party shall file a motion for special set for assignment of the case to an individual judge. The motion shall be submitted as early as possible. If a special set is granted, the court will cancel all currently scheduled hearings or trials and all further matters shall be scheduled directly by the parties with the assigned judge, who shall be the retained judge of the case thereafter.
- (3) Any party appearing before the Chief Family Law Judge or designee for purposes of assignment must advise that Judge that a particular judge has previously ruled on some contested aspect of the case.

- (4) Once a case is assigned to a Family Law Judge and the matter is heard for one hour duration or more, that Judge becomes the Retained Judge. All future hearings will be specially set with that Judge's staff. Once a Response is filed, the setting of trials in dissolution cases, etc. will be effected by the parties through the Retained Judge's Judicial Assistant.
- (5) No attorney, party, or other person may directly or indirectly attempt to influence the Chief Family Law Judge or designee or court staff to assign a case to any particular judge, or to avoid assignment of a case to any particular judge.
- (6) When assignment to a specific judicial officer is made at the time of Trial Assignment, and a party intends to file a motion for a change of the judge assigned, the intention to file the motion must be announced at the time of assignment. A Motion to Change Judge, declaration and proposed order shall be submitted conventionally (in paper) to the Chief Family Law Judge (or in that Judge's absence, to that Judge's designee) by the close of business on the judicial day following notice of the assignment. The moving party shall include with that submission a certificate of service documenting that service of the motion, affidavit, and proposed order has been effected on the other parties and a copy of those documents delivered to the Judge who is the subject of the motion. A new judge will not be designated/assigned until the Chief Family Law Judge has approved and signed the proposed order.
- (7) When assignment to a specific judicial officer is made at any time other than Trial Assignment, and a party intends to file a motion for a change of the judge assigned, a Motion to Change Judge, supporting Declaration and proposed Order shall be submitted to the Chief Family Law Judge (or in that Judge's absence, to that Judge's designee) by the close of business on the judicial day following notice of the assignment. The moving party shall include with that submission a certificate of service documenting that service of the motion, affidavit, and proposed order has been effected on the other parties and a copy of those documents delivered to the Judge who is the subject of the motion. A new judge will not be designated/assigned until the Chief Family Law Judge has approved and signed the proposed order.

**8.015                    SCHEDULING FOREIGN LANGUAGE INTERPRETERS UNDER UTCR  
7.070**

- (1) If a foreign language interpreter is needed, the party in need of an interpreter, prior to each proceeding in the action in which an interpreter is needed, must contact the Court Language Access Services Office in Multnomah County as provided in UTCR 7.070. Court Language Access Services schedules interpreters upon receiving the notification required by UTCR 7.070.

Last minute interpreter requests may result in a delay of the hearing or trial.

- (2) The party in need of the interpreter must update the Court Language Access Services office promptly upon learning of a cancellation or any shortened or lengthened time frame for the interpreter in the scheduled proceeding.
- (3) The Court Language Access Services Office for Multnomah County may be contacted by email at [MUL.Interpreter.Services@ojd.state.or.us](mailto:MUL.Interpreter.Services@ojd.state.or.us). The Court Language Access Services Office is available to take both email and calls each business day from 8:00 AM to Noon and from 1:00 PM to 5:00 PM.

**8.016 CASE AGE LIMITATIONS**

- (1) Immediately upon the filing of any Petition for Dissolution, Annulment, or Separation, the court will assign a dismissal date 180 days from the date of filing.
- (2) If no appearance or motion is made or a default judgment has not been entered by the 180th day, the case will be dismissed for want of prosecution by the Chief Family Law Judge or designee. This dismissal shall be final unless the Chief Family Law Judge or designee, for good cause shown, orders otherwise.
- (3) Parties may request an extension of a dismissal date for good cause by filing a motion and proposed order and presenting it *ex parte*.
- (4) Cases and motions at issue shall proceed to trial within eight months of the date of filing. Postponement requests shall be made to the Chief Family Law Judge or designee, or to the Retained Judge when one exists.
- (5) Hearings contesting Emergency Temporary Custody Orders shall be set with the Judge who signed that Emergency Temporary Custody Order. A copy of the request for hearing on that order shall be provided to the Judge who signed the original order. That Judge shall retain the case if a hearing is requested.

**8.017 EX PARTE APPEARANCES AND OTHER MATTERS NOT DOCKETED FOR HEARING**

- (1) Matters Heard *Ex parte*

No matter shall be heard *ex parte* (i.e., without notice to the other side) unless specifically authorized by Oregon statute or court rule. Any motion presented without notice to the other party shall comply with UTCR 5.060 (2) (contain the words “*ex parte*” in the caption) and shall also cite the specific statute or rule that allows the motion to be presented without notice.

- (2) Matters Heard at *Ex parte* Time

At least one Family Court Judge is available once daily at 1:30 PM to hear permissible *ex parte* matters and potentially contested emergency and scheduling

motions. On retained cases, parties should contact the Retained Judge regarding that Judge's availability.

(3) Notice Requirements on *Ex parte*, Emergency, or Scheduling Motions

Except where a statute or rule explicitly allows an appearance without notice to the other party, a party seeking relief at *ex parte* times must provide two (2) working days' notice to the opposing party of the date, time, and court where the relief will be sought. The party seeking relief at *ex parte* time must provide written certification of the date, time, and manner in which the opposing party was provided notice of the planned appearance as well as the opposing party's position on the matter to be presented (for example, "Agrees," "Disagrees," or other short explanation).

**8.021 IN CAMERA REVIEWS**

- (1) Parties in a domestic relations case seeking an *in camera* review of documents shall file a motion describing the records to be reviewed, the information the party seeks from the records, the relevancy of information, any statute or rule limiting or protecting the information from discovery, attempts that have been made to obtain the information from the entity holding the record, and the authority for the review.
- (2) If motion is stipulated it will be assigned to a family law judge who will determine whether to rule on the motion without a hearing. If the judge determines that a hearing is required, the judge will set the hearing on her/his docket. If the judge grants the motion that judge will conduct the review.
- (3) If the motion is contested, the motion will be placed on the Trial Assignment Docket to be assigned for hearing.
- (4) If the case has a retained judge, the motion for review will be assigned to a judge other than the retained judge; and
- (5) Parties seeking *in camera* reviews shall direct delivery of the documents to be examined to Court Records, Room 03315 of the Multnomah County Central Courthouse.

**8.022 FEE DEFERRALS OR WAIVERS IN DOMESTIC RELATIONS CASES**

Fee deferral or waiver applications in Domestic Relations actions shall be submitted to the Fee Deferral and Waiver Clerk.

**8.025 CONTEMPT CASE FILINGS**

All pleadings filed on contempt matters involving remedial sanctions must comply with SLR 19.021 requiring that such documents be filed separately and receive a new CN case number and not be filed into the underlying case.

**8.031 PARTICIPATION IN APPROPRIATE DISPUTE RESOLUTION**

(1) Scope of Dispute Resolution Requirement. In any domestic relations case, all parties are required to participate in some form of appropriate dispute resolution, including mediation, arbitration, judicial settlement conference, or a neutral-assisted settlement conference, regarding each of the following contested issues:

- (a) Child custody;
- (b) Parenting time or visitation issues, other than enforcement and status quo;
- (c) Spousal support final orders and modification orders; and
- (d) Allocation of assets or debts for General Judgments.

(2) Exceptions to the Dispute Resolution Requirement unless there is an order waiving the dispute resolution requirement. Any party may request a waiver of this requirement by following the process outlined in subsection (4) when one of the exceptions outlined in subsections (2) through (2)(b) apply.

- (a) Cases in which the parties are also parties to a criminal no-contact order or an active protection order, including Family Abuse Prevention Act orders, stalking orders, Elderly Persons and Persons with Disabilities Abuse Prevention Act orders, and Sexual Abuse Protection Act orders;
- (a) Any matter involving minor children for which there is a pending Juvenile Court matter involving those children, or children of whom the Department of Human Services has been granted temporary or permanent custody or wardship;

(3) Limitations on Issues/Claims subject to Dispute Resolution Requirement.

The following issues and claims are not subject to the mediation requirement under this rule:

- (a) Orders of Assistance;
- (b) Immediate danger (i.e., emergency) custody or parenting time claims;
- (c) Temporary Protective Orders or Restraint, Status Quo orders, or financial restraining orders;
- (d) Claims involving child support;
- (e) Claims involving temporary spousal support; or
- (f) Enforcement of Parenting Time

(4) Waiver of Mediation and Other Resolution Process.

A party seeking to waive mediation or other required dispute resolution process must file a motion and proposed order with the court. An order to waive mediation or other required resolution process may be granted on a party's or the court's own motion upon a showing of good cause for a waiver.

(5) Mediation

- (b) As indicated in (1) all parties are required to participate in mediation. Any party may request a mediation appointment on issues relating to custody, parenting time, or visitation. All parties must appear for mediation at the scheduled time and cooperate with the Family Resolution Service's mediation process.
- (a) If private mediation is sought and the parties are unable to agree on a private mediator or payment of fees of the mediator, any party may file a motion and supporting declaration with the court requesting that the court determine the mediator and payment of fees.
- (b) The court on its own motion may order mediation or other dispute resolution process for any domestic relations matter involving issues subject to subsection (1).
- (c) Mediation will not be ordered within a protective order case under any circumstances.
- (d) Good Faith. The parties must participate in dispute resolution processes in good faith. No such process shall be used by any party for the purposes of harassment or delay.

**8.032 COMPLIANCE WITH DISPUTE RESOLUTION REQUIREMENTS**

- (1) Family Resolution Services will file a notice with the court when parties have attended mediation.
- (2) In cases in which the parties complete mediation or other dispute resolution process required by SLR 8.031 by a means other than Family Resolution Services, the parties must file a Certificate of Required Dispute Resolution in substantial conformity with the form in the Appendix. The certificate must be filed at least seven days in advance of Trial Assignment, or seven days in advance of hearing or trial if the case is retained by an individual judge. If the certificate has not been filed (or the process waived) on an issue scheduled for hearing or trial, the parties will be deemed not ready and the matter shall not proceed to hearing. Only on matters other than child custody or parenting time may the court consider whether compelling cause exists to allow a matter to proceed.

**8.034 MULTNOMAH COUNTY PARENTING PLAN GUIDELINES**

- (1) Oregon law requires that judgments addressing parenting time contain a parenting plan that considers only the best interests of the child and the safety of the parties. The Fourth

Judicial District expects that parenting time plans will meet the individual needs and circumstances of children and their families by taking into consideration the following basic parenting principles:

- (a) It is usually in a child's best interest to have frequent, meaningful and continuing contact with each parent. It is assumed that each parent nurtures his or her child in important ways which are significant to the development and well-being of the child;
- (b) Each child and family is unique. In order to meet the individual needs of the child(ren) the parties shall consider the following:
  - (i) The developmental stage(s) and any special needs of their child(ren);
  - (ii) The child(ren)'s school and activity schedules, and;
  - (iii) Practical factors such as the distance between households, the number of transitions for the child(ren), and any other relevant practical considerations.
- (c) A safety focused parenting plan, which may restrict parenting time, shall be considered whenever the family has been experiencing domestic violence, child abuse, serious mental illness, or significant substance abuse issues.

#### **8.035 SUPERVISED PARENTING TIME**

For Domestic Relations and Family Abuse Prevention Act cases in which the court imposes the requirement of supervised parenting time, the parties to the case and the supervisor must comply with the following:

- (1) The supervisor is required to explain the rules for supervised parenting time to the parent who is supervised, unless the supervisor knows that the parent was previously informed. This must include an explanation of supervised parenting time rules set forth in any court order or judgment in the case, and any other rules that are necessary due to unique conditions at the designated location or other circumstances that may reasonably impact a successful parenting time experience, as identified by the Judge, the supervisor, or the involved agency;
- (2) The custodial parent is not allowed to be present or to impose additional rules or to make additional demands concerning supervised parenting time;
- (3) Only if accompanied by the supervisor and with the supervisor's express consent, may the supervised parent and children leave the designated location for the supervised parenting time;
- (4) The supervised parent shall not engage in conversation that exposes the child to adult issues in the case. The supervisor is required to immediately address any problem with

the supervised parent if this rule is violated. If the supervised parent does not comply, parenting time on that particular date shall be terminated;

- (5) Physical discipline of the child during supervised parenting time is prohibited;
- (6) The supervisor is required to keep the supervised parent within view and within hearing range for the duration of the supervised parenting time;
- (7) The purpose of supervised parenting time is to allow interaction with the child for the benefit of the child. Therefore, the supervised parent is prohibited from initiating or engaging in conversation during supervised parenting time which does not further this objective. The supervisor's role is to prevent the child's exposure to adult issues in the case and to discourage any inappropriate communication.

### **8.036 APPOINTMENT OF COUNSEL FOR CHILDREN**

The court may appoint counsel for children in cases arising under ORS Chapter 107 and 109 upon its own motion or upon motion of either party pursuant to ORS 107.425(6), and shall appoint counsel if requested to do so by one or more of the children. A reasonable fee may be imposed by the court against either or both of the parties or as a cost in the proceedings.

The procedure for appointment of counsel for children in cases arising under ORS Chapters 107 and 109 shall be as follows:

- (1) In its sole discretion, the court may appoint counsel for the children on its own motion with or without prior notice to the parties.
- (2) A party seeking such appointment on his or her own motion or forwarding the request from a child shall ensure that the motion or request is filed with the court and served on all parties.
- (3) Orders appointing counsel issued by the court may contain provision for payment of attorney fees and terms for payment. No appointment order will be issued until counsel has agreed to accept such appointment.
- (4) To the extent possible, appointed counsel will represent their clients' legal interests in obtaining a secure, stable home life and a balanced relationship with both parents and will be answerable only to their client and to the court. The parents or persons having physical custody of the child shall cooperate in allowing counsel opportunity for private consultation with the child or children, including making or assisting with arrangements for the children's transportation to the attorneys' office or some other reasonable meeting place and reasonable phone communication if needed.
- (5) Counsel to be appointed for children shall meet the court's standards for qualification in family law matters and in the resolution of custody/parenting time issues.

- (6) All appointments shall be made through the Children’s Representation Program. Parties may not pre-select nor stipulate to the appointment of a particular attorney.

**8.037 PARENT EDUCATION PROGRAM**

- (1) The following cases are subject to this rule:
- (a) annulment or dissolution of marriage actions;
  - (b) legal separation actions;
  - (c) petitions to establish paternity, custody or parenting time;
  - (d) post-judgment litigation involving changes in custody or parenting time in which the parties have not previously completed a program as required by this rule.
- (2) All parents of a child under the age of 18 years involved in a case described under subsection (1), above, shall complete the program.
- (a) Parties shall register for the program or make application for approval of an alternate program within 15 days of receiving notice of this education requirement.
  - (b) All parties shall complete the program before the earlier of any hearing on a custody or parenting time issue or entry of a judgment. Excepted from this deadline are hearings regarding emergency orders under ORS 107.097(3) and 107.139, hearings on parenting time enforcement under ORS 107.434(1), and pre-judgment protective orders of restraint under ORS 107.097(2). In these cases, the class must be completed prior to entry of judgment unless the court orders an earlier completion date. On post-judgment status quo orders under ORS 107.138, the movant must register for the class prior to the hearing, and complete it if possible prior to the hearing, if the movant did not attend the class prior to judgment.
  - (c) Parties who have successfully completed the parent education program in this county are not required to repeat this program in order to seek modification of the judgment or to pursue relief in a different case. Parties in this situation, however, must file a certificate in the later proceeding informing the court that the requirement was completed at an earlier time and specifying that date and case number.
- (3) Notice and instructions to the moving party of this requirement will be provided by the Trial Court Administrator at the time the initial pleadings are filed. The moving party shall serve a copy of such notice on respondent along with the summons and pleadings. The moving party’s return of service on the responding party shall indicate service of the notice with the summons and pleadings.

Information on the parenting education class can be located on the following website of the Multnomah County Department of Family Resolution Services: <https://www.multco.us/family-resolution>

- (4) The fee for the court-offered program may be waived or deferred if the party has obtained a waiver or deferral of fees in the case in chief.
- (5) Each party who successfully completes the court's program or a Family Resolution Services pre-approved alternate program, shall submit a certificate of completion to the judge at trial or with documents resolving the matter.
- (6) Upon a showing of good cause, a party may request a waiver of the requirements of this rule. The request must be made by motion, supported by affidavit, and filed within 15 days of receipt of the Trial Court Administrator's notice.
  - (a) If good cause is found, the court may require the party excused to view video materials having the same or similar information.
  - (b) The fact that one party is relieved from the requirements of this rule, does not form a basis for excusing the other party.
- (7) 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 this rule, unless the noncomplying party is the moving party. Upon the moving party's noncompliance, the court may take appropriate action including but not limited to deeming the matter not ready for hearing, denying the relief sought by that party, or proceedings for contempt.

#### **8.038 FAMILY RESOLUTION SERVICES**

The Multnomah County Board of Commissioners established a Family Resolution Services Division within the Department of Juvenile and Adult Community Justice. In addition to any other duties assigned by the Board of Commissioners or the Department, the Family Resolution Services Division shall obey the court's lawful orders and directions. In carrying out its duties to the court, the Family Resolution Services Division provides the following services to parties within the court's jurisdiction:

- (1) Conciliation: The Division provides conciliation services for parties in domestic relation matters as provided by ORS 107.510 to 107.610. All Division conciliation records and conciliation communications, oral or written, are confidential, and Division employees and the parties may not be examined about such records or communications and neither may be used in any civil or criminal action.
- (2) Mediation: The Division will mediate all domestic relations actions that involve controversies regarding custody, parenting time or visitation of children. This includes requests for joint custody. The mediator will report the outcome to the court and the parties or their counsel in writing. Mediation proceedings are confidential. All Division mediation records and all mediation communications, oral or written, are confidential.

Division employees and the parties may not be examined about such records or communications, and the records may not be used in any civil or criminal action.

Mediation services will not be available nor offered until the child-parent relationship or intervention status has been judicially established under 109.119.

- (3) Co-Parent Communication Coaching: The Division offers co-parent communication coaching. The content is designed to assist parents to manage conflict, negotiate decisions, promote respectful communication, encourage themselves in times of stress, and co-parent more effectively. All Division co-parent coaching records and communications, oral or written, are confidential, and Division employees will only testify in a civil proceeding by subpoena. Parents can participate in coaching voluntarily or by court order. A standard form of Order has been adopted and is available on the OJD website.

#### **8.061 CHILD SUPPORT WORKSHEETS**

The child support computation worksheets appended to OAR 137-050-0320 to 137-050-0490 are required whenever a claim for child support has been raised by the pleadings. Even if the parties have agreed to an award of zero support at the time an order or judgment is signed or the court otherwise orders zero support, the worksheets are required to enable the court to make the legally required findings regarding the presumptive amount of support and the reason(s) to rebut that presumptive amount. Worksheets are not required when the court lacks jurisdiction to address a child support claim.

#### **8.062 DOMESTIC RELATIONS AND ADMINISTRATIVE SUPPORT ORDERS**

Custody, Dissolution, Separation and Annulment cases cannot be filed into Administrative Support cases, but must reference the Administrative case number when filed.

#### **8.131 CIVIL COMMITMENT PROCEEDINGS**

The following rules shall apply in all commitment hearings conducted pursuant to ORS Chapter 426 and 427.

- (1) Counsel for the Person Alleged to be Mentally Ill (PAMI) may make a brief opening statement for the purpose of informing the court and the examiners as to the PAMI's position and desired outcome. Counsel for the County may make an opening statement only upon leave of the court.
- (2) Unless counsel for the PAMI or the County request otherwise, the order of the trial shall be as follows:
  - (a) Opening statement by the PAMI's Attorney;
  - (b) The County presents its witnesses and other evidence;

- (c) The PAMI presents witnesses and other evidence;
  - (d) The examiner(s) conduct a mental status examination;
  - (e) The examiner(s) submit their reports;
  - (f) Closing statements by the County and PAMI’s attorney.
- (3) Requests to postpone a civil commitment hearing shall be e-filed by four (4) PM on the day before the hearing.
- (a) The request from the PAMI’s attorney must include:
    - (i) A declaration with the basis for the request;
    - (ii) The position of opposing party on the postponement; and
    - (iii) A stipulation that the PAMI will remain in their current placement during the period of postponement.
  - (b) If filed by the County, the request must include:
    - (i) A declaration with the basis for the request;
    - (ii) The position of opposing party on the postponement; and
    - (iii) If stipulated, a statement whether the PAMI’s attorney stipulates to the PAMI remaining in the current placement during the period of postponement.

**8.141 STALKING PROTECTIVE ORDER PROCEEDINGS**

- (1) Petitions for stalking protective orders are filed through the Family Law Department public counter. Petitions filed by noon on judicial days are scheduled for *ex parte* hearing on the same judicial day as the filing on a High Volume docket.
- (2) All stalking set over requests or other motions must be submitted to the Family Law public counter by noon for appearance at 1:30 p.m. on the stalking docket, or be presented to Civil *ex parte* at 1:30 p.m. No stalking matter motion should be presented at Domestic Relations *ex parte*.

**8.151 ORDER TO SHOW CAUSE TO DISPENSE WITH ADOPTION CONSENT IN ADOPTION**

When submitting a motion for an Order to Show Cause to dispense with consent for an adoption under ORS 109.326 and 109.330, the movant shall include as an exhibit to the motion a copy of the Summons setting out the notices required by those statutes.

## 8.152 CHILD SUPPORT REFEREE

- (1) Per Presiding Judge Order 25PJO00004 a child support referee has been appointed for the Fourth Judicial District Circuit Court in Multnomah County and pursuant to ORS 3.443. The child support referee is authorized to preside over all matters and hearings for child support and parentage cases filed in Multnomah County.
- (2) The Presiding Judges, Chief Family Law Judge or designee shall have responsibility over child support matters. Hearings will be set at the Downtown Central Courthouse, 1200 SW 1st Avenue, Portland, Oregon, or the East County Courthouse 18480 SE Stark, Portland, Oregon or as ordered by the court.
- (3) *Ex parte*. *Ex parte* matters at the Downtown Courthouse on Mondays at 9:30 am until the start of the child support hearings.
- (4) Arraignment Hearings. Arraignment hearings on child support cases may be held at the Justice Center or at the Downtown Courthouse at 10:00 am each Monday.
- (5) Re-hearings. Requests for rehearing of a referee's decision shall be filed within 10 days of entry of the referee's ruling. The Clerk's Office will place the matter on the Presiding Call docket three (3) business days after the date of the request. The parties shall take reasonable efforts to confer about a workable hearing date prior to this Call appearance. Nothing in this section prohibits a judge from granting an immediate rehearing within his or her discretion once a party files and serves a rehearing request.

**CHAPTER 9  
PROBATE PROCEEDINGS**

**9.015 SUBJECT MATTER JURISDICTION; TRUST CASES**

- (1) The Chief Family Law Judge or a judge designated by the Chief Family Law Judge has jurisdiction over all Decedents' Estates, Conservatorship of Adults and Minors, and Guardianships of Adults and Minors.
- (2) Matters arising from the administration of Trusts shall be filed in the Probate Department and heard by the Chief Judge or designee.

**9.016 ALTERNATIVE DISPUTE RESOLUTION**

Probate proceedings, other than contested minor guardianships, shall be subject to the alternative dispute resolution rules in Chapter 12, Mediation in Probate Proceedings (SLR 12.045).

**9.017 FEE DEFERRALS OR WAIVERS IN PROBATE PROCEEDINGS**

Fee deferral or waiver applications in probate actions shall be submitted to the Fee Waiver and Deferral Clerk.

**9.021 DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL SANCTIONS**

All documents filed on contempt matters involving remedial sanctions must comply with SLR 19.021 requiring that such documents be filed separately from those addressing other matters in the underlying case.

**9.025 HOW MATTERS FOR PROBATE ARE TO BE PRESENTED; CONFERENCE; HEARING; EMERGENCIES**

- (1) Probate matters requiring authorization, approval, or signature of the Chief Family Law Judge or designee shall first be presented to the Probate Department of the Civil Division for review. If the matter is assigned to a judge other than the Chief Family Law Judge or designee, the party presenting it shall so advise the Probate Department's staff.
- (2) If the matter cannot be approved without an appearance, the party will be so advised and the matter will be set for conference, or hearing.
- (3) Hearings may be scheduled by request to the Probate Department. Before requesting a hearing, counsel should confer with other counsel and/or self-represented litigants and advise the Probate Department staff of the estimated time required. (Refer to SLR 8.012 and 8.015 for "trial/assignment" process.)
- (4) Probate Short Matters Docket, items that will take no more than 10 minutes, are heard Monday through Friday at 8:15 AM, and must be prearranged with the Probate

Department. A motion, declaration and order requesting a set over of a Probate Short Matters Docket must be submitted three (3) business days before the hearing, otherwise the Short Matters Docket appearance shall be required.

- (5) When an assignment is made to a specific judicial officer at the Probate Short Matters Docket, and a party intends to file a motion for a change of the judge assigned, the intention to file the motion must be announced at the time of assignment. The original motion, declaration, and proposed order shall be submitted conventionally (in paper) to the Chief Family Law Judge (or in that Judge's absence, to that Judge's designee) by the close of business on the judicial day following notice of the assignment. The moving party shall include with that submission a certificate of service documenting that service of the motion, affidavit, and proposed order has been effected on the other parties and a copy of those documents delivered to the Judge who is the subject of the motion. A new judge will not be designated/assigned until the Chief Family Law Judge has approved and signed the proposed order.
- (6) If a probate matter is expected to take six hours or longer, the parties must contact the Probate Department and ask for a Probate Short Matters Docket appearance to request a specially assigned judge. No motion, declaration, or proposed order is required.
- (7) If the primary means of service required per statute is unsuccessful or impossible (personal service or mailed service), a motion, declaration, and order allowing publication or alternative service must be filed. The motion or declaration in support must describe the efforts made to locate the person entitled to notice. While publication of notice is specifically allowed per ORS 125.065(2) and 111.215(3)(e), this Court requires prior approval for alternative service to ensure that reasonable efforts to locate the party for service have been made and that the proposed form of alternative service is the most reasonable to result in effective notice.

#### **9.026            *IN CAMERA* REVIEWS /MOTIONS TO SEAL**

- (1) Parties seeking an *in camera* review of documents in a probate case shall file a motion in Probate Department of the Multnomah County Central Courthouse. Such motions shall describe the records to be reviewed, the information the party seeks to obtain from the records, and the legal authority for the *in camera* review. Unless stipulated, the motion will be placed on the Probate Short Matters Docket for hearing as prescribed by SLR 9.025(3). If a judge is already assigned to the case, the attorneys must contact that trial department to schedule a hearing on the motion. If the motion is granted documents shall be directed to Court Records, Room 03315 of the Multnomah County Central Courthouse.
- (2) Parties seeking an Order to file documents or materials under seal must file a motion with the court that complies with all of the requirements under UTCR 5.160.

## **9.031 PROBATE FILINGS**

- (1) All Petitioners in estate proceedings shall state their full legal name in the Petition.
- (2) Petitions to open estate proceedings must clarify the relation of each heir to the deceased following consanguinity and passage by representation as described in ORS 112.045 and ORS 112.065, to enable the court to confirm that distribution of estate assets is just and proper.
- (3) Petitions to open estate proceedings that include requests to waive bonds shall clearly explain the reason waiver is just and proper in light of all known assets and creditors, and shall be supported by contemporaneously filing consents from all expected distributees of the estate whose interest would be affected by the waiver of bond.
- (4) Petitions to open estate proceedings shall disclose whether any devisee's bequest will fail, and the reasons that the failure is inevitable.
- (5) All petitions, inventories, reports and accountings in any probate proceeding (estates, protective proceedings, and trust matters) must be in writing and include a declaration under penalty of perjury in the form required by ORCP 1 E. The declaration must be made by at least one of the persons making the pleading or by the attorney for the person, or in the case of a business entity by an authorized agent. A declarant who is physically outside the boundaries of the United States must make an unsworn declaration under [ORS 194.800 \(Short title\)](#) to [194.835 \(Relation to Electronic Signatures in Global and National Commerce Act\)](#).
- (6) Judgments or orders seeking restriction of assets in lieu of bond must separately restrict real property and personal property. The judgment or order must have an adequate description of the assets to be restricted. If restricting real property, please include the language "similar to", for example the real property will not be sold, leased, or otherwise encumbered for a period greater than one year without prior Order of the Court. If restricting personal property also include language that the Acknowledgement of Restriction of Assets will be filed with the court within 30 days of appointment.

## **9.035 DELINQUENT FILINGS**

In the event of a delinquency or deficiency in filing any document required by statute or court order, the attorney and the fiduciary will be sent an Order to Show Cause for removal of the fiduciary or a finding of contempt. The personal representative, conservator, or guardian, together with counsel of record, must appear unless the matter has been corrected at least three judicial days prior to the Show Cause hearing. If the delinquency or defect has not been corrected by time of the hearing, sanctions may be imposed.

**9.045 RESIGNATION OF COUNSEL; NOTIFICATION REQUIREMENTS**

- (1) If a bond has been posted, the insurer must be notified of the resignation and substitution of counsel.
- (2) Resigning counsel must also certify their compliance with the requirements of UTCR 3.140, ORS 9.380, and ORS 9.390.
- (3) Withdrawing or resigning attorneys must educate their fiduciary clients on their duties and due dates for reports and accountings. A statement that this has been done must be included in the motion to withdraw.

**9.055 SETTLEMENT OF PERSONAL INJURY OR WRONGFUL DEATH CLAIMS**

- (1) Except as permitted by ORS 126.725 for a minor child, a petition for approval of a settlement of a personal injury or wrongful death claim on behalf of a minor child, incapacitated person, financially incapable person, or decedent shall be accompanied by a declaration in conformance with HB 3008 3(2):
  - (a) A description of the incident causing the injury or death;
  - (b) A description of the injuries;
  - (c) The amount of the prayer and settlement. (If a structured settlement is requested, the present value of the future payments should be indicated);
  - (d) The amount of the attorney fees and costs;
  - (e) The proposed disposition of the settlement proceeds;
  - (f) A concise statement explaining the reasons for the settlement and the efforts to maximize recovery;
  - (g) A statement explaining that the attorney has independently evaluated the interests of the injured party;
  - (h) A statement explaining that the attorney has examined every medical record; and
  - (i) A statement explaining why it is necessary and proper to settle the case at the present time.
- (2) The Chief Judge, or designee, shall approve any settlement of a personal injury or wrongful death claim on behalf of a minor child, incapacitated person, financially incapable person, or decedent.

- (a) For personal injury when a civil action is filed, the original petition and affidavit must be filed in the civil action. The order shall be directed to the Probate Department by the Civil Department.
  - (b) For wrongful death, or a personal injury claim for which approval is sought on behalf of a minor child, incapacitated person, or financially incapable person prior to filing the civil action, the petition and affidavit shall be filed in the Probate case.
  - (c) If a beneficiary of a proposed settlement has had a fiduciary appointed by a court, a court-certified copy of the judgment or order of appointment along with the declaration in support of the settlement must be filed with this court.
- (3) A conservatorship on behalf of the minor child or incapacitated person generally will be required for any case where personal injury or wrongful death settlement proceeds are at issue in excess of the amount allowed in ORS 126.725.
- (a) Bond and standard annual accounting requirements may be waived if the funds are restricted until the minor attains the age of majority. In lieu of such accountings the court will require copies of the first and last bank statements for each standard accounting period to be filed with the court.
  - (b) Restricted accounts on behalf of a minor child or incapacitated person must be confirmed by a signed acknowledgment from the bank or brokerage firm which discloses the account number, type and account balance as required by UTCR 9.050 and 9.080. Exceptions for diminutive amounts may be requested.
  - (c) As indicated above, damage settlement amounts on behalf of a minor child, incapacitated person, or financially incapable person shall be submitted for approval to the Chief Judge, or designee. The allocation of funds and the structuring of such funds is likewise the Chief Judge's responsibility. Minors, incapacitated persons, and financially incapable persons should be provided with independent counsel for such issues and most commonly when a minor's funds are proposed to be withheld from them after age 18.
- (4) A fiduciary appointed by the Probate Court is required to comply with paragraph (1) of this rule and must file a motion for an order approving a settlement of a personal injury or wrongful death claim on behalf of a protected person. The motion must be supported by an affidavit setting out the required information.

## **9.065 BONDS**

A proposed bond is due within thirty (30) days of the signing of a judgment or order requiring the filing of a bond (or increase in bond) in any probate proceeding.

### **9.071 FILING OF ITEMIZATION OF ASSETS BY SUCCESSOR FIDUCIARY**

An itemization of assets of the estate of a decedent or protected person shall be filed within 90 days of appointment as successor personal representative or conservator. The itemization of assets shall report the value of the estate's assets as of the date of appointment of the successor personal representative or conservator, and shall be signed with the declaration language of ORCP 1E.

### **9.073 VOUCHERS**

- (1) All court appointed fiduciaries shall maintain accounts from which the court will be provided with copies of the statements containing images of the front face of checks written from the account. If questions arise regarding the check, fiduciaries will be required to provide copies of the front and back of the check images.
- (2) Disbursements made by debit card, electronic check or automatic withdrawals will require all twelve (12) months of bank statements with these expenditures highlighted.

### **9.075 GUARDIANSHIPS**

- (1) A Petition for Guardianship shall designate, in the caption, that it is for guardianship of an adult, whether it is for a temporary or indefinite time (or both), and whether a conservatorship is also being requested. The fee for the visitor's investigation fee shall be paid directly to the court visitor. Proof of payment of the court visitor's fee shall be filed within 30 days.
- (2) The fee for a Court Visitor investigation shall be paid to the court prior to the appointment of a Court Visitor, in the amount established by presiding judge order. The Court Visitor will not undertake an investigation unless the fee has been paid or waived by order of the court.
- (3) Upon the issuance of an order appointing a Court Visitor, the attorney for the petitioning party shall provide copies of the petition, marked "VISITOR'S COPY" with supporting documentation and copies of proposed notices and the ORS 125.070 (4) respondent's objection (the blue form) to the designated court visitor via email.
- (4) Petitions for Appointment of a Temporary Guardian should be accompanied by appropriate affidavits and medical reports. The Petition should be filed with the Probate Department of the Civil Division and presented to the Chief Family Law Judge or designee at a Probate Short Matters Docket hearing scheduled per SLR 9.025(4). Petitioners are required to appear at this hearing.
  - (a) Extensions of temporary guardianships shall be set on the Probate Short Matters Docket after the filing of a motion, declaration, and proposed order. Extensions that are stipulated to do not require a hearing. The petitioner shall ensure that the

Court Visitors are informed of the date and time of the Short Matters Docket appearance.

- (5) Within 30 days after each anniversary of appointment, a Guardian for an adult or minor protected person, 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 in the form prescribed by the court. (See Guardianship Report Forms, Forms Appendix.)
- (6) Motions to terminate a guardianship filed by a party other than the fiduciary, where consent of the guardian has not been filed, will require an appearance on the Probate Short Matters Docket prior to the termination of the guardianship.

**9.076 NON-PROFESSIONAL FIDUCIARY EDUCATION PROGRAM**

- (1) The following court appointed non-professional fiduciaries are subject to this rule:
  - (a) Any guardian or conservator appointed pursuant to ORS Chapter 125 on or after July 15, 2014.
  - (b) Any personal representative appointed pursuant to ORS Chapter 113 on or after February 2, 2015.
  - (c) Any trustee appointed pursuant to ORS Chapter 130 on or after February 2, 2015.
  - (d) Any non-professional fiduciary cited for a deficiency in the handling of fiduciary duties pursuant to the show cause process.
- (2) All non-professional fiduciaries involved in a case described under subsection (1) above, shall:
  - (a) Successfully complete an education class for non-professional fiduciaries with a curriculum as prescribed by the Presiding Judge of Multnomah County within sixty (60) days of appointment as a fiduciary by the Court; and
  - (b) Register for the program no later than fifteen (15) days of appointment as a fiduciary by the Court.
- (3) A professional fiduciary, for purposes of this Rule, is defined in ORS 125.240(5). Professional fiduciaries are exempt from this Rule.
- (4) The Court will send notice and instructions of this requirement to the non-professional fiduciary (if unrepresented by counsel) or to the attorney of record for a fiduciary at the time of appointment as guardian, conservator or personal representative. The attorney representing a trustee shall provide notice and instructions to the trustee of this requirement.

- (5) Fees for the court-required class shall be considered a cost of administration of the protective proceeding, estate or trust. The fee for the court-required class may be waived or deferred in the court's discretion, in keeping with the court's policy on fee waiver and deferrals.
- (6) Upon successful completion of the court-required class, the non-professional fiduciary shall file a certificate of completion with the Probate Department stating the date and time the class was taken as well as the provider of the class.
- (7) 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, and filed within fifteen (15) days of receipt of notice.
- (8) The court may, in its discretion, require a non-professional fiduciary to retake the class.
- (9) Failure to timely comply with this Rule may result in removal of the non-professional fiduciary by the court.

**9.081 PRESENTATION OF ORAL OBJECTIONS**

Any person may present oral objections, where permitted in probate matters under ORS 125.075, by appearing in the Probate Department, Multnomah County Central Courthouse, 1200 SW First Avenue, Portland from 9:00 AM to 4:00 PM each judicial day. The respondent or protected person may also make objections orally to an appointed Court Visitor. Court Visitors are to include any objections by the respondent or protected person in the Visitor Report.

**9.085 SELF-REPRESENTED PARTY APPEARANCES IN PROBATE COURT; APPROVAL**

- (1) If a personal representative or conservator intends to appear without an attorney in any matter assigned to the Probate Court, that person must provide to the court notice of such intent and proof of competency in such matters. If such proof provided is not sufficient to assure the court that the estate or interest will be protected, the court shall take appropriate action.
- (2) A person other than a personal representative, conservator, or corporation may appear in person without counsel in any matter before the Probate Court as authorized or allowed by law. The person appearing and counsel for the personal representative shall notify the Probate Court if any party to a proceeding is self-represented. The Chief Judge or designee shall decide whether further hearings shall be required.

**9.095 ATTORNEY FEES AND CORPORATE FIDUCIARY FEES APPROVAL**

- (1) Attorney fee expenses under ORS 116.183 and 125.095 must be approved by the court.

- (a) Such requests must be accompanied by a statement for attorney fees, filed in the form required by UTCR 5.080, showing the number of hours expended, the hourly rate charged, and a designation of title for each person performing work.
  - (b) In addition to the information required by UTCR 5.080 for a civil action, under this rule the statement also must include a description of normal attorney tasks with hours expended. For extraordinary activities, the statement must also concisely address the following issues to be resolved and the process and time spent on each:
    - (i) For establishing and funding trusts, a brief narrative must identify complexities involved;
    - (ii) For tax planning, describe objectives and activities required;
    - (iii) For tax returns, indicate the number filed and the nature of the returns;
    - (iv) For tax audits and hearings, describe the issues addressed;
    - (v) For disclaimers, describe the circumstances and complexities;
    - (vi) For real estate management problems, include issues regarding compliance with local, state and federal authorities;
    - (vii) Discuss sales of real property;
    - (viii) Discuss operation or sale of business interests;
    - (ix) Discuss management of family-owned corporation or closely held stock;
    - (x) For contested matters, indicate whether they were of benefit to or in defense of the estate;
    - (xi) Discuss election of spouse/marital share;
    - (xii) Discuss disputed creditor's claims.;
    - (xiii) For any other occurrence or issue which contributes to the reasonable costs of administration; and
    - (xiv) The factors listed in ORS 125.098 or any other relevant statutory authority.
  - (c) If tasks performed appear to be the duties of a personal representative, the court will question and possibly reduce attorney fee payments for such activities.
- (2) Consent by the parties to the attorney fee requests shall not waive the requirements of this rule.

### **Corporate Fiduciary Fees**

- (3) Any request for approval of corporate fiduciary fees in addition to the basic percentage fee allowed pursuant to applicable statute, must be accompanied by an affidavit in compliance with 9.095(1)(a), above.

### **Private Fiduciary Fees**

- (4) All requests for fiduciary fees (except those from a Personal Representative) shall be supported by an affidavit which details the services provided, the purpose of the services rendered, the results (if applicable), the hourly rate charged by the fiduciary and the reasons that hourly rate is deemed fair and reasonable.

### **9.161 FORM OF ACCOUNTINGS**

Accounting in estates and conservatorships must be submitted in the format specified in UTCR 9.160. Approval of annual accountings in conservatorships must be sought within sixty (60) days of filing of the accounting, unless the accounting is contested.

**CHAPTER 10  
RESERVED FOR EXPANSION**

**CHAPTER 11  
JUVENILE COURT**

**11.013 COURT UPDATES**

The Multnomah County Family Law Bench sends periodic emails through a Multnomah County Circuit Court Juvenile Practitioner’s Email Listserv with announcements, temporary changes, and court updates. To be included on this email list, contact the Chief Family Law Judge’s staff.

**11.014 MANNER OF PROCEEDINGS**

(1) In Person Proceedings

All parties, attorneys, and witnesses are required to appear in person for proceedings not listed under the *Remote Proceedings* list in subsection (2).

Any participant who wishes to appear remotely may file a Motion and Declaration requesting remote appearance, setting forth any compelling reason why an exception to the in-person requirement should be made. Motions should be directed to the Chief Family Law Judge or Judge of the Case at least 10 days in advance of the proceeding.

(2) Remote Proceedings

The Court will continue to hold the following proceedings remotely, unless the Chief Family Law Judge or Judge of the Case either grants a Motion for in-person appearance, or orders the parties to appear in-person.

When appearing for a remote proceeding, participants shall not appear while operating a motor vehicle.

Any participant who wishes to appear in-person for a proceeding scheduled as remote may file a Motion and Declaration requesting in-person appearance, setting forth any compelling reason why an exception to the remote requirement should be made. Motions should be directed to the Chief Family Law Judge or Judge of the Case at least 10 days in advance of the proceeding.

The courtroom phone lines are not open. If a non-party such as a resource parent, grandparent, or service provider wishes to call into the Webex phone line, they must contact the judicial officer’s staff in advance of the hearing and request that the line be open. The individual judicial officer decides whether to grant the request and open the WebEx line during the hearing.

The following proceedings will continue to be held remotely:

(a) Delinquency Call

- (b) Delinquency/Dependency Ex Parte
  - (c) UCCJEA Conferences
  - (d) Case Management Conferences
- (3) Submission of Trial Memorandums

Trial memorandums shall be submitted to the assigned trial department by noon of either the day of Trial Assignment, or the judicial day prior to the scheduled proceeding.

Parties shall check with the Judge of the Case/assigned judicial officer's staff on how to submit exhibits.

**11.015 JUVENILE COURT MATTERS**

- (1) Juvenile court hearings. The Chief Family Law Judge or designee shall have responsibility over juvenile matters. Hearings will be set at the Juvenile Justice Complex, 1401 NE 68th Avenue, Portland, Oregon, or the Downtown Central Courthouse, 1200 SW 1st Avenue, Portland, Oregon, as ordered by the court.
- (2) *Ex parte*. *Ex parte* matters in the Juvenile Department will be heard each day after Call/assignment at 1:30 PM, and at additional times as designated.
- (3) Initial Hearings. Initial hearings on delinquency cases will be heard each day at 1:05 PM. Shelter hearings on dependency cases will be heard each day at 2:30 PM.
- (4) Rehearings. Requests for rehearing of a referee's decision shall be filed within 10 days of entry of the referee's ruling. The Juvenile Court Clerk's Office will place the matter on the Call docket three (3) business days after the date of the request. The parties shall take reasonable efforts to confer about a workable hearing date prior to this Call appearance. Nothing in this section prohibits a judge from granting an immediate rehearing within his or her discretion once a party files and serves a rehearing request.

**11.017 PETITION NUMBER AND JJIS NUMBER REQUIRED IN DELINQUENCY CASES**

Documents in a delinquency case submitted for filing and entry in the register in an action in the Juvenile Court must contain, in the caption of the document, the District Attorney case number, the Circuit Court case number(s), and the Juvenile Justice Information System (JJIS) number assigned to the youth by the Department of Community Justice's Juvenile Services Division or its successor agency.

### **11.035 REFEREES**

Juvenile Court Referees, appointed by the court, may conduct hearings in any Juvenile Court cases, except that only a judge shall conduct the following hearings:

- (1) A hearing to waive a youth to adult court;
- (2) Any trial on a petition seeking the termination of parental rights;
- (3) Unless otherwise stipulated by the parties, a contested hearing on a petition alleging an act, which if done by an adult would constitute a Class A or Class B felony, or any degree of homicide; and
- (4) Other matters upon good cause shown.

### **11.037 MOTION FOR A JUDGE, MOTION FOR CHANGE OF JUDGE**

- (1) Motion for a Judge

If a case is one that may be assigned to a referee for hearing, a motion, supported by an affidavit, may be filed to request that the case be assigned to a judge for hearing. The affidavit must allege with specificity the special circumstances supporting the request. The motion, with the supporting affidavit, must be submitted to the Chief Family Law Judge or designee as a conventional (paper) filing prior to the assignment of the case to a referee for hearing.

- (2) Motion for Change of Judge

A party intending to file a motion for a change of the judge assigned must announce this intent at the time of assignment or at the time the party receives notice of the assignment. The original motion, affidavit, and proposed order shall be submitted conventionally (in paper) to the Juvenile Clerk's Office by the close of business on the judicial day following notice of the assignment. The Clerk's Office staff will send the filing to the Chief Family Law Judge or that Judge's designee. The moving party shall include with that submission a certificate of service documenting that service of the motion, affidavit, and proposed order has been effected on the other parties and a copy of those documents delivered to the Judge who is the subject of the motion.

### **11.041 IDENTIFICATION OF JUDGE IN CAPTION**

The case caption for any juvenile matter for which there is a Judge of the Case shall include in parentheses the name of that judge.

**11.044 TRANSPORT OF PARTY OR WITNESS FROM OREGON  
DEPARTMENT OF CORRECTIONS**

Transport orders for a party or witness held in an Oregon Department of Corrections facility must be presented for signature and filed ten days prior to the scheduled hearing.

**11.045 GENERAL PROCEDURES FOR SCHEDULING HEARINGS FOR  
JUVENILE CASES**

- (1) Delinquency cases. When a petition is filed on a delinquency case, the Juvenile Court Clerk's Office shall schedule hearings required by statute, as well as Plea, Trial Readiness and Call dates as follows:
  - (a) Plea. If the youth is in custody, a plea hearing will be set for Call seven (7) calendar days from the preliminary hearing.
  - (b) Ten Day Review. In custody youth will be scheduled for a ten (10) day review hearing every ten (10) court business days that they are held in custody, except for youth with waiver motions pending which will be scheduled for a review hearing every thirty (30) days. This hearing shall be set on the detention review docket. Scheduling of these hearings shall be coordinated by the staff of the Juvenile Services Division. Youth may waive appearance at detention review hearings.
  - (c) Trial Readiness. Trial Readiness is heard at Call. Attorneys shall report whether they are ready to proceed to trial. If attorneys are not ready to proceed to trial, a new trial readiness date will be set. Substantial cause is needed to set a Trial Readiness date more than 60 days past the date the petition was filed. If attorneys are ready to proceed to trial, a Call date will be set.
    - (i) *In custody youth*: Trial Readiness date is set 2 weeks from the preliminary hearing.
    - (ii) *Out of custody youth*: Trial Readiness date is set 5 weeks from the preliminary hearing.
    - (iii) *Community Detention youth*: Trial Readiness date is set 4 weeks from the preliminary hearing.
  - (d) Call. At the Call proceeding, the case will be assigned to a judicial officer for trial two judicial days following the call date. A party needing a setover shall request the setover three (3) days before the Call date. Only in emergency situations will a setover be granted at Call.
  - (e) Case Management Conferences for Serious Offenses. Case management conferences (CMCs) shall be set within sixty (60) days of the initial appearance, the filing of the order staying the proceeding, or the filing of the motion seeking waiver and as scheduled thereafter at the discretion the initial case management

conference judge. Cases that are assigned a CMC date shall not have trial readiness or call hearings while the CMCs are occurring, unless such dates are scheduled by the CMC judge. Case management conferences shall be set in cases with the following charges:

- (i) Sex Offender Cases
  - (i) Aid and Assist Motions
  - (ii) Motions for Waiver Hearing
  - (iii) Youths charged with Murder
  - (iv) Youth charged with Attempted Murder
  - (v) Robbery in the First Degree
  - (vi) Kidnapping in the First Degree
- (f) Case Management Conferences in All Other Cases. In all other cases, a CMC will be scheduled six (6) months after the initial appearance and as scheduled by the initial CMC judge. Cases that are assigned a CMC date shall not have trial readiness or call hearings while the CMCs are occurring, unless such dates are scheduled by the CMC judge.
- (2) Dependency cases. When a petition is filed in a dependency case, the Juvenile Court Clerk's Office schedules hearings required by statute, as well as other hearings and conferences. All reviews in a dependency case will be heard by the judge of the case.
- (a) Initial Shelter Hearing. A pre-trial/settlement conference shall be set within 21 days and the call and trial dates shall be set within 60 days from the date of the initial shelter hearing.
  - (b) Second Shelter Hearing. A second shelter hearing may be set after the initial shelter hearing. The shelter hearing is set by the judicial officer during the initial shelter hearing, or at a later time within the judicial officer's discretion.
  - (c) Pre-trial conference/settlement conference. The pre-trial conference is set for 30 minutes before the settlement conference begins, but is not scheduled on a judicial officer's docket. If the case is not settled at the pre-trial/settlement conference, the case will continue to the scheduled call and trial dates, unless the dates are modified by the judicial officer at the conference. The following procedures shall apply to the PTC/SLC:
    - (i) Parties will exchange offers in advance of PTC/SLC date;
    - (ii) Parties will use the "out of court time" to provide updated proposals on the date of PTC/SLC;

- (iii) The judge will actively engage with the parties to see if there is a path to early resolution at the PTC/SLC; and
  - (iv) The judge may set an additional settlement conference on his or her docket if the judge decides that it will assist the parties reach a resolution.
- (d) Discovery and Pretrial Matters.
- (i) Timing. Each party shall disclose the information provided for in ORS 419B.381(1) as soon as practicable following the filing of the petition. To ensure meaningful settlement conversations at the PTC/SLC, ODHS shall use best efforts to make discovery at least three days prior to the PTC/SLC. ODHS and the other parties shall make discovery no later than 30 days from the filing of the petition;
  - (ii) If a discovery issue is identified leading up to the PTC/SLC, issues will be addressed at PTC/SLC with the Judge of the Case (the judicial officer assigned to the case) (JOC);
  - (iii) If there are additional discovery issues that occur after the PTC/SLC and before the call date, motions need to be filed in accordance with SLR 11.045(6) and heard by the JOC. The JOC will issue appropriate orders or sanctions relating to any discovery issues;
  - (iv) Discovery issues may also be raised at call or with the trial judge (i.e. the judge who is assigned the case at call for trial) after case assignment. The call judge or trial judge will issue appropriate orders or sanctions relating to any discovery issues;
  - (v) Other contested pretrial matters, such as remote witness testimony or motions in limine, may be presented to the JOC if it can be addressed pretrial or to the trial judge if the JOC determines that the matter should be addressed by the trial judge; and
  - (vi) Uncontested pretrial matters, other than requests for setovers, may be presented to the JOC or to the judge handling ex parte.
- (e) Procedure for Seeking a Postponement of Trial.
- (i) *Time for filing.* A Motion for Postponement of Trial shall be filed not later than 11:00 a.m. Tuesday of the week preceding the scheduled call date. Exceptions to this rule will be made only for those matters not reasonably known to counsel exercising reasonable diligence in preparing for trial.
  - (ii) *Request Made by Motion and Declaration.* All motions for continuances, other than those heard by the judge of the case at a scheduled hearing, shall be submitted with an affidavit or declaration setting forth the good

cause for the continuance, counsel's efforts to avoid the continuance, the interests of the party that would be prejudiced if a continuance is not granted, and the other parties' positions.

- (iii) If a case is scheduled for a review, permanency, or other hearing in front of the JOC before the call date and the parties and judicial officer agree that the call date should be setover, the JOC can re-set the call date during that hearing. All other requests for a setover in advance of the call date shall be presented to the Chief Family Law Judge. If not addressed previously, motions for setovers will be made to the call judge or the trial judge; and
  - (iv) The Chief Family Law Judge shall issue guidance regarding good cause for postponement of trials.
  - (f) Dependency/Termination of Parental Rights Call. At the Call proceeding, the case will be assigned to a judicial officer for trial on the following week. Call is held at 8:30 AM on Thursdays.
- (3) Private Dependency Petitions. When a private petition is filed in a dependency case, the Juvenile Court Clerk's Office schedules hearings required by statute, as well as other hearings and conferences. All reviews in a dependency case will be heard by the judge/referee of the case.
- (a) When a private petition is filed, that moving party shall notify the Juvenile Court Clerk's office to schedule the preliminary hearing.
  - (a) The party filing a private petition is responsible for providing the discovery to the court and other parties in the in case.
  - (b) The party filing a private petition is responsible for ensuring that service of the petition and summons is effected on the parties.
- (4) Termination of parental rights cases
- (a) The initial appearance date shall be set by the Juvenile Court Clerk's office. At the time of the Initial Appearance hearing, if the parents appear and contest the petition, the matter shall be set for a Best Interest/pre-trial conference, call and trial.
  - (a) The Best Interest/pre-trial conference shall be set before the judicial officer assigned to the case (not the trial judge), to seek possible means for resolving pre-trial issues.
- (5) Petitions for judicial determination. Petitions for judicial determination are filed by the Department of Human Services with the Juvenile Court Clerk's Office. The Clerk's Office schedules an initial review and assigns a judicial officer as judge/referee of the

case. All subsequent hearings shall be set by the judge of the case either upon the court's own motion, upon motion of the child(ren) or parent(s), or, if requested, by the Department of Human Services pursuant to ORS 418.312.

- (6) Motions or other specially set matters. Any motion or other matter for which oral argument is requested must include in the caption of the motion that request (“Oral Argument Requested”) and, if the matter is a dependency case, the next scheduled hearing date (Next Scheduled Hearing Date: \_\_\_\_\_).
- (a) Dependency case: If the requesting party believes that the time allotted for the next hearing is not sufficient to accommodate argument on the motion, the requesting party shall contact the staff of the Judge/Referee of the case to schedule additional hearing time after consulting with the other parties on their availability. The date and time of the additional hearing time shall be included in the caption of the Motion that is served on the parties (“Motion Scheduled for \_\_\_\_\_”). Alternatively, the Judge/Referee of the Case, on his or her receipt of the motion, may conclude that the next scheduled hearing date is insufficient to accommodate argument of the motion. In this situation, the staff of that Judge/Referee will notify the moving party of that party's obligation to coordinate scheduling of a motion hearing and serve notice of that hearing.
- (a) Delinquency case: If there is a Judge/Referee of the Case, the requesting party shall contact the staff of that judicial officer regarding scheduling (and whether the Judge/Referee of the Case should hear the motion) and include in the caption of the motion that is served on the parties the date and time of the motion hearing (“Motion Scheduled for \_\_\_\_\_”). If there is no Judge/Referee of the Case (or if the Judge/Referee of the Case so directs the requesting party), the requesting party shall coordinate with the parties on scheduling of a motion hearing and contact the Juvenile Clerk's office to place the matter on the Call docket for hearing.
- (7) Unless stipulated, or compelling cause is found, motions to terminate wardship in a dependency matter shall be filed and served at least 14 days before hearing on the motion.

#### **11.046 PROPOSED ORDERS AND JUDGMENTS**

UTCRC 5.100 applies to dependency matters under this chapter.

#### **11.047 REQUIRED CLASS FOR GUARDIANS IN DEPENDENCY CASES**

All persons anticipating appointment as a guardian for a child or ward under the dependency jurisdiction of the court must successfully complete an education class utilizing a curriculum prescribed by the Presiding Judge of Multnomah County prior to an Order of Guardianship being entered by the Juvenile Court. The court approving a plan of guardianship will provide to the potential guardian, or to DHS if the guardian is not present or identified at that permanency

hearing, notice and instructions of this requirement. Fees for this class are subsidized by DHS and not paid by the potential guardian. The potential guardian shall provide to DHS a certificate of completion of this class, which certificate DHS shall file with the court as part of the DHS court report. The court may defer or waive the requirement to complete the class when necessary to avoid delaying permanency for a child or for other compelling reason.

#### **11.065 MOTIONS FOR SUBSTITUTION OF COUNSEL**

Motions for substitution of counsel due to conflicts in the attorney-client relationship must be heard by the judge of the case. If no judge of the case exists, the request for attorney substitution may be heard by any judicial officer. The motion must show the date of the next scheduled appearance, and must be accompanied by: the most recent name, address, and phone number of the client; a copy of the petition; any police reports; and all discovery material received.

#### **11.066 IN CAMERA REVIEWS**

- (1) Parties seeking an *in camera* review of documents in a juvenile dependency or delinquency case shall file a motion with the court clerk in the Juvenile Court Clerk's Office describing the records to be reviewed, the information the party seeks to obtain from the records, and the legal authority for the *in camera* review. Documents submitted for *in camera* review shall also be delivered to the Juvenile Clerk's office.
- (2) Motions for *in camera* review of documents in juvenile dependency or delinquency cases shall be set before the Judge of the Case, or if there is no Judge of the Case, the Chief Family Law Judge.
  - (2) Once an order for *in camera* review is signed, assignment of the *in camera* inspection shall be handled by the Chief Family Law Judge, or that Judge's designee, to be placed on the Family Law Trial Assignment docket for assignment. Parties need not appear at this trial assignment setting.

#### **11.067 NOTICE OF SCHEDULING OR RE-SCHEDULING OF A CRITICAL STAGE HEARING IN CASES SUBJECT TO SLR 4.024**

Supplementary Local Rule 4.024 applies in juvenile delinquency proceedings for alleged youth offenders and youth offenders in any juvenile delinquency action subject to the provisions of UTCR 4.100 to 4.110.

#### **11.068 TRANSFER CASES – APPOINTMENT OF COUNSEL AND HEARINGS**

- (1) To Multnomah County Circuit Court - To initiate a transfer of a case to Multnomah County Circuit Court, a motion and proposed order to transfer must be filed in the originating county circuit court. Once an order granting the transfer has been signed in the originating county, and in Multnomah County Circuit Court, the clerk's office will begin the process of appointing an attorney and judicial departments may begin setting hearings.

- (2) From Multnomah County Circuit Court – To initiate a transfer of a case from Multnomah County Circuit Court, a motion and proposed order must be filed in the case. Once the orders granting the transfer have been signed by a Multnomah County Circuit Court judge, and the transfer county circuit court judge, contact the county in which the case is being transferred for their local processes on attorney appointments and to begin setting hearings.

#### **11.069 PROTECTIVE CUSTODY ORDERS**

- (1) A request for a protective custody order may be made to a family court judge subject to any procedures established by the Chief Family Law Judge and Presiding Judge.
- (2) Prior to presenting a request for a protective custody order, the applicant shall:
  - (a) Obtain prior approval from a Assistant Attorney General (AAG) or District Attorney (DA) who has personally reviewed the facts underlying the application;
  - (b) Provide the name of the reviewing District Attorney; and
  - (c) Verify that the protective custody order application has not been presented to any other judge.
- (3) For protective custody orders outside of the normal business hours of the court, the request for a protective custody order must be made to the judge assigned to be the “PCO duty judge” for after-hour protective custody order requests. If the duty judge cannot be contacted, the request may then be made to the backup PCO family law judge.

## **CHAPTER 12 MEDIATION**

### **12.016        SEE SLR 8.037 FOR THE MANDATORY PARENT EDUCATION PROGRAM**

### **12.022        COURT-CONNECTED MEDIATOR LISTS ESTABLISHED**

The court will maintain lists of mediators who have met the qualifications established in the Oregon Judicial Department Court-Connected Mediator Qualifications Rules, adopted into UTCR Chapter 12. Separate lists shall be maintained for general civil mediators, domestic relations custody and parenting mediators, domestic relations financial mediators, and probate mediators. The lists of mediators will be published on the Circuit Court's website at <https://www.courts.oregon.gov/courts/Multnomah>.

### **12.023        APPOINTMENT TO COURT-CONNECTED MEDIATOR LIST**

- (1) A mediator seeking inclusion on one or more lists must sign and file an application provided by the court for inclusion on the list of court-connected mediators. The Presiding Judge or the Presiding Judge's designee may require substantiation of any information submitted on the application. The Presiding Judge or the Presiding Judge's designee may contact any program or individual referenced in the application or any other resource necessary to make a determination whether to approve a mediator.
- (2) The Presiding Judge or designee shall review each application and make a determination to approve or reject an applicant as a court-connected mediator.
- (3) Appointments to any list shall be at the discretion of the Presiding Judge or designee. Approved mediators shall be required to provide updated applications every two years.

Inclusion on the list shall in no way establish any requirements for compensation for mediators, except as provided in SLR 12.025, nor serve as an endorsement or warranty of the mediator by the court.

- (4) The Presiding Judge or designee may remove a mediator from any court-connected mediator list if the mediator is no longer qualified under the Oregon Judicial Department Court-Connected Mediator Rules, or upon the written request of the mediator or agent, if the mediator is unable to make such request.
- (5) Qualified court-connected mediators will be identified as such to the public, together with contact information for such mediators. The applications of qualified court-connected mediators will be available for review by the public.

**12.025           ALTERNATE MEDIATION PROCEDURE IN CIVIL AND DOMESTIC  
RELATIONS ACTIONS SUBJECT TO ORS 36.400 TO ORS 36.425**

- (1) Mediation, as used in these rules, is a facilitated negotiation process in which a neutral third-party assists the parties in attempting to reach a resolution of their controversy. The mediator has no authority to make a decision or impose a solution.
- (2) On the parties' written stipulation, filed with the court at any time prior to the commencement of the arbitration hearing, the parties may elect to mediate (pursuant to ORS 36.185 to ORS 36.238) rather than arbitrate any civil or domestic relations case subject to mandatory arbitration under ORS 36.400 to ORS 36.425. Such mediation shall be accomplished within the same time period required for court-annexed arbitration under these rules. If the parties mediate in good faith, they shall be deemed to have met the requirements for ORS 36.400 to ORS 36.425 and SLR 7.016 whether or not the mediation results in resolution of all claims, and shall not thereafter be required to submit to arbitration. Nothing in this rule, however, precludes the parties from entering into arbitration in the event that mediation is unsuccessful in resolving the controversy. Any such request to arbitration after mediation shall be governed by Chapter 13 of these Supplemental Local Rules.
- (3) If no arbitrator has been selected or assigned at the time of the filing of the stipulation to mediate, the parties select a mediator by stipulation.
- (4) If an arbitrator has already been assigned at the time of the stipulation to mediate, the arbitrator shall be informed immediately, and shall be compensated, pursuant to UTCR 13.120 and the Supplementary Local Rules, for any time already invested in the case.
- (5) If the parties select a mediator who is not qualified under the Oregon Judicial Department's Court-Connected Mediator Qualification Rules, they shall be deemed to have waived any protections under those rules.
- (6) Unless the parties agree to different compensation, the mediator is to be compensated pursuant to UTCR 13.120, the Supplementary Local Rules, and the hourly rate established by the arbitration commission.
- (7) If requested by the mediator, the parties shall supply to the mediator a statement of the nature of the case, the status of settlement negotiations, and any other information requested by the mediator or deemed helpful by any party for the resolution of the dispute. This must be supplied to the mediator at least one day prior to the scheduled mediation.
- (8) Within five days of the conclusion of the mediation, the mediator shall file with the court a report, together with proof of service of the report upon each party, stating the status of the action following mediation as either "settled" or "not settled." If settled, the terms of the settlement may be stated in the report, unless the parties have agreed that the terms shall be kept confidential. A written statement of the terms of the settlement signed by the

parties or their attorneys shall be retained by the mediator. A written settlement agreement or memorandum of agreement shall be admissible to prove the settlement under to ORS 36.220 to ORS 36.238. If the mediator's report is "settled" the parties must, within 30 days of the report being filed, submit to the Presiding Judge a stipulated judgment as the final order in the action. If the mediator's report is "not settled" the action will be assigned an initial trial date and will proceed on the court's civil calendar.

- (9) In the event any party fails to mediate in good faith after signing a stipulation for mediation pursuant to this rule, the court may assess as costs any other party's costs necessarily incurred in the mediation, in any subsequent judgment.
- (10) The mediation proceedings described by this rule are compromise negotiations for purposes of OEC 408 (ORS 40.190) and are confidential under ORS 36.220 to 36.238.

**12.035            MEDIATION IN SMALL CLAIMS ACTIONS; FAILURE TO COMPLY WITH SETTLEMENT**

- (1) All small claims actions shall go to mediation orientation before going to trial.
- (2) Agreements reached while in mediation shall be signed by the parties and mediator and filed as stipulated orders. The mediated agreement represents a full and complete settlement of all claims and counterclaims raised in the proceeding. The court will enter a Stipulated Order/Judgment of Dismissal of the case, subject to completion of the agreement.
- (3) Failure of either party to comply with the mediated agreement will be grounds for the opposing party to file a Declaration of Noncompliance and Request for Judgment, and upon such filing, the dismissal shall be set aside. Without further hearing, the court may enter a Judgment against the noncomplying party in the dollar amount of the original claim.

**12.045            MEDIATION IN PROBATE PROCEEDINGS**

- (1) Scope and Objectives. Probate proceedings shall be subject to mediation in accordance with these rules.
  - (a) Unless excluded below, all matters in Chapters 111 to 116 and 125 to 130 of the Oregon Revised Statutes under the jurisdiction of the Circuit Court shall be subject to mediation. These include protective proceedings, gifts, trusts, health care directives, powers of attorney, probate estates and estate matters outside of probate.
  - (b) The following matters are excluded from mediation: temporary protective proceedings under Chapter 125.
  - (c) If there is a dispute about whether a specific matter is subject to mediation under these rules, a court shall make the determination and shall rely on the policy to

encourage the use of mediators in alternative dispute resolution and to discourage litigation.

- (d) Mediation shall occur with the objectives of allowing parties to air their grievances informally, craft personal and creative solutions, forestall future possible disputes, work in an atmosphere that is outside of the formal rules of the courtroom, and to save on the expense of the judicial process.

(2) Presentation for Mediation

- (a) Matters may be assigned for mediation by order of the court on its own motion.
- (b) Matters may be mediated by agreement of all of the parties or notice by any party. A party may notice mediation without court permission.

(3) Nothing in these rules shall prevent:

- (a) Matters from being mediated before the filing of a legal proceeding except that the court cannot be used to resolve disputes in the mediation unless a legal proceeding is filed; or,
- (b) Parties from settling disputes without mediation or through settlement conferences.

(4) Procedure. In cases subject to mediation under these rules:

- (a) The parties shall initiate the mediation process upon the filing of an objection or other responsive pleading setting a matter at issue. The Court may notify the parties with a court notice of the mediation requirements.
- (b) A party may notice a mediation by serving a written notice of mediation on all other parties stating that the party has elected to mediate the matter pursuant to these rules. The Notice shall include a plain and concise statement of the facts that inform the parties and the court of the questions in dispute. The Notice may be substantially in the form set forth in Appendix (See Notice Form, Forms Appendix) to these rules.
- (c) The parties or one of them, if by agreement, shall provide a status report to the court within thirty (30) days of the filing of the objection or other responsive pleading setting a matter at issue. The status report shall include the dispute resolution plan, any request for a settlement conference, whether there is a pending motion to waive mediation or a request for a hearing date.

(5) Waiver of Mediation. If a party determines that mediation is not appropriate in the matter at issue, the party may move to waive mediation and serve the motion on all other parties. The motion shall include a plain and concise statement of the facts so as to inform the parties and the court of why the party is objecting to mediation. The Motion to Waive

Mediation may be substantially in the form set forth in Appendix (See Motion Form, Forms Appendix) to these rules.

- (a) A motion to waive mediation must be made within fourteen (14) days of the court notice or the pleading setting the matter at issue. The motion may be accompanied with pleadings necessary to set the substantive issues before the court.
  - (b) The court may set a hearing on the motion to waive the mediation for no later than fourteen (14) days from the filing of the motion and shall notify all parties.
  - (c) A court hearing on a motion to waive mediation shall order that mediation proceed except for good cause shown. If the court determines that the matter should not be subject to mediation, the court shall set the matter for a hearing on the substantive questions in dispute.
- (6) Other Procedure
- (a) The court may modify the times for notice and objection if a party is unrepresented by legal counsel or for good cause shown. A modification can be retroactive.
  - (b) The calculation of the timelines under these rules shall be made in accordance with ORCP 7D(2)(d)(ii).
  - (c) Service of pleadings shall occur as set forth in Chapters 111 to 116 and 125 to 130 or shall be governed by the Oregon Rules of Civil Procedure. Proof of service of pleadings required by these rules shall be filed with the court with a copy of the pleading.
  - (d) In the event the times set forth in these mediation rules prejudice a party's statutory rights, the court shall provide relief for the party if the relief is consistent with the fair adjudication of disputes.
  - (e) If there is a dispute about whether or not an attorney or other advocate should be present at mediation under these rules, a court shall make the determination and shall rely on the policy to encourage the use of attorneys and advocates.
- (7) Choice of Mediator

A mediator shall be chosen by the parties or the court as follows:

- (a) By stipulation of the parties.
- (b) If there is no objection to mediation, each party shall provide all parties a list of acceptable mediators within fourteen (14) days of pleading setting the matter at issue.

- (c) If there is an objection to mediation and a court determination that mediation shall proceed, each party shall provide all parties a list of acceptable mediators within seven (7) days of the order on the objection.
- (d) The parties shall make a good faith effort to find a mutually agreeable mediator. Once a mediator is chosen by the parties the noticing party shall inform the court of the mediator's name and address.
- (e) If the parties cannot agree to a mediator within seven (7) days from the date the list was required to be furnished, a party may file a motion to appoint a mediator. That motion must be served on all parties and any party may file a response with a list of their choice of mediators and a plain and concise statement of facts about why one of the mediators on their list should be appointed. The court shall appoint a mediator qualified under paragraph (8) (b) of this rule that appears on the list of at least one party and is not required to hold a hearing.

(8) Qualification of Mediator

- (a) A mediator qualified for probate mediation must be: (i) An attorney licensed to practice before the courts of this state having at least five years of experience in estates, trusts or protective proceedings, (ii) an individual with special skill or training in the administration of estates, trusts or protective proceedings, or (iii) an individual with special skill or training as a mediator.
- (b) A mediator appointed by the court rather than by agreement of the parties shall also (i) comply with the Oregon Judicial Department Court-Connected Mediator Qualification Rules and (ii) have attended the Multnomah County Probate Department mediation training.
- (c) The mediator shall not have an interest in any of the issues subject to dispute and shall not be related to a party.

(9) Date for Mediation

Upon the designation of a mediator by the parties or the court appointment of a mediator, the mediator and the parties shall establish a date for the mediation. If a date cannot be agreed upon within fourteen (14) days of the designation or appointment of the mediator, a party may move the court to set a date for the mediation and the procedure shall be substantively similar to that for the appointment of a mediator in Rule 12.045(7)(E).

(10) Duration of Mediation

Parties to mediation shall mediate in good faith. In all cases the mediation must last at least three (3) hours unless the matter is conclusively resolved in less time or if the mediator concludes that no progress is likely to occur.

- (11) Mediation Agreement. A resolution of the matter that is the subject of the mediation shall be memorialized in writing and signed by the mediating parties. Subject to the waiting period set forth below, the agreement shall be binding on all signors.
- (a) Each party to the mediation shall have seven (7) days to repudiate the agreement. A repudiation shall be in writing. Parties may agree to eliminate or change the period of time during which repudiation may occur.
  - (b) After seven (7) days or such different time period as the parties may agree, the parties to the agreement shall reduce it to a court order or judgment for approval of the court.
  - (c) If a party repudiates the agreement, the party shall immediately inform the mediator and all parties and the mediator or any party shall inform the court. The matter shall be scheduled for hearing by the court in the same course and with the same priority on the docket as though there had been no mediation.
- (12) Costs of Mediation. Costs of the mediation, including reasonable compensation for the mediator's services, shall be borne equally by the parties unless the parties agree otherwise.
- (a) The details of mediation costs and fees, including the compensation of the mediator, must be set forth in a mediation agreement between the mediator and all parties to the matter.
  - (b) Nothing in these rules is intended to affect a party's right to petition for payment or reimbursement of fees and costs pursuant to another rule or statute in the underlying matter.
  - (c) A party shall not be kept from mediation due to indigency and the court shall establish procedures for mediation when there is an indigent party.
- (13) Compliance

If a party does not comply with these rules, any other party may move the court for an order compelling compliance. A party obtaining an order compelling compliance is entitled to reimbursement of costs and attorneys' fees incurred in connection with the compliance proceeding unless the court at the hearing determines otherwise for good cause shown. Reimbursement must be from the party or parties whose failure to comply was the basis for the petition.

**CHAPTER 13  
ARBITRATION**

**13.025           REQUEST FOR AND OBJECTIONS TO ARBITRATION**

- (1) Any party may file and serve notice of a request that the court transfer a case to arbitration.
- (2) A party opposing exemption from arbitration pursuant to UTCR 13.070 shall file such opposition, in writing, within three days of the filing of the motion for exemption. If the motion is allowed, the case will be returned to the active trial docket for future disposition. If the motion is denied, the case will remain in arbitration in accordance with these rules and the UTCR.

**13.032           SUBMISSION OF COPIES OF MOTIONS AND OTHER DOCUMENTS  
TO PRESIDING JUDGE**

For cases subject to arbitration, and except for motions requiring decision by the arbitrator, any motion, challenge, response or reply required or allowed by these rules, the Oregon Revised Statutes or the Uniform Trial Court Rules, must include a copy which shall be delivered to the Presiding Judge contemporaneous with the filing of such motion, challenge, response or reply. The party preparing the document is responsible for delivery of the copy to the Presiding Judge.

**13.035           COURT SHALL DETERMINE WHETHER CASE IS SUBJECT TO  
ARBITRATION; AMENDMENT OF PLEADINGS**

- (1) A case assigned to arbitration will not be exempted without an order, supported by a motion and affidavit, declaration, or certification under ORCP 17C.
- (2) Only in extraordinary circumstances will the court order a case returned from arbitration to the court docket after a case has been assigned to an arbitrator.
- (3) If a party in arbitration seeks to amend pleadings that will add a party or parties to the case (e.g., amended complaint, third party complaint, etc.) or which causes the case not to be subject to mandatory arbitration, the party must file such a motion in court pursuant to ORCP 23. Such motions will be heard by the Multnomah County Arbitration Judge. If a motion to amend is granted adding parties to the case, the newly added parties will file in court any responsive pleadings and pay any required appearance fees. The Arbitration Judge's order allowing any such amendment will address whether the case will remain in arbitration or be removed from the arbitration program in accordance with ORS 36.405. For cases that remain in arbitration, the Arbitration Judge's order will address whether the current arbitration schedule should be adjusted. For cases that are removed from arbitration, the Arbitration Judge's order will include the setting of a trial readiness conference in accordance with SLR 7.015.
- (4) If a party seeks to exempt a case from arbitration in accordance with subsection (3) of this rule, or on any other basis, or seeks an order exempting from arbitration a case that

would otherwise be referred to arbitration, that party shall file a motion, supported by affidavit, declaration or certification, with the court, and serve the motion:

- (a) On the other party or parties in the case;
  - (b) On the arbitrator, if an arbitrator has been assigned to the case; and
  - (c) On the Arbitration Clerk in the Civil Division of the Office of the Trial Court Administrator.
- (5) A party that moves for an order under subsection (4) of this rule shall promptly advise the arbitrator in the case, if one has been assigned, of the resolution of the motion.
- (6) Cases exempted from arbitration under this rule may, when again appropriate, be reinstated into arbitration.

### **13.042 ASSIGNMENT TO ARBITRATION**

No case shall be assigned to arbitration until all parties have appeared or have had a judgment of default entered against them. If the first appearance of a defendant is not an answer, but is a motion directed to the complaint or a dispositive motion, the motion shall be decided before the case is assigned to arbitration, as long as the moving party seeks appointment of a motions judge and schedules a hearing with the motions judge on the motion within 60 days of the filing of the motion. If a hearing on such a motion is not scheduled within 60 days or if a case has been assigned to arbitration prior to the filing of a motion directed to the complaint or a dispositive motion, the motion shall be heard and decided by the arbitrator pursuant to UTCR 13.100.

### **13.048 INDIGENT PARTIES**

- (1) In the event that funds are available under ORS 36.420, indigent parties may seek deferral or waiver of arbitration fees by applying to the Presiding Judge or designee.
- (2) Any party who obtains a deferral or waiver of arbitration fees as provided in ORS 36.420(3) and UTCR 13.120(3), must provide the arbitrator with a copy of the court order granting the deferral or waiver within 14 days from the date the case is assigned to the arbitrator.
- (3) In the event that funds are available under ORS 36.420 and a fee deferral or waiver has been granted by the court, the arbitrator shall be reimbursed after completion of the arbitration, filing of the arbitration award, and submission of a request for payment to the arbitration clerk. Requests shall include the following: case identifying information; whether any party had a fee deferral or waiver and a copy of the order for fee deferral or waiver; total hours of service the arbitrator provided and the deferred or waived party's share of those fees; and certification and signature of the arbitrator. Requests for payment should be submitted with the award or within 90 days of the submission of the arbitration award.

### **13.055            ARBITRATORS**

- (1) To qualify as an arbitrator, a person must sign and file an application to be placed on the list of arbitrators, and, if not a retired or senior judge or stipulated non-lawyer arbitrator, be an active member of the Oregon State Bar at the time of each appointment. The Presiding Judge may remove a person as an arbitrator if such person fails or refuses to comply with the rules governing the performance of arbitrators, as required by the Oregon Revised Statutes, UTCR or these rules. The Arbitration Commission may adopt additional requirements for inclusion or retention on the list of arbitrators, including experience, training and continuing education.
- (2) There shall be a panel of arbitrators in such number as the Arbitration Commission may determine. Persons desiring to serve as an arbitrator shall submit in writing their desire to be placed on the arbitration panel, with the date they were admitted to the Bar, their name, street address, email address, fax, and phone numbers, and if they have any preference against certain types of cases (e.g., no family law). A list showing the names of arbitrators available to hear cases will be available for inspection in the Civil Department of the Multnomah County Central Courthouse. An arbitrator who is no longer willing or able to serve as an arbitrator shall immediately notify the arbitration clerk.
- (3) The appointment of an arbitrator is subject to the right of that person to refuse to serve on an individual case. An arbitrator must notify the clerk immediately if refusing to serve, or if any cause exists for the arbitrator's disqualification from the case upon any of the grounds of interest, relationship, bias, or prejudice governing the disqualification of judges.
- (4) If such disqualification or refusal occurs, the arbitrator must notify all parties and immediately return all appointment materials in the case to the clerk.
- (5) The parties shall confer, pursuant to UTCR 5.010, to select an arbitrator. The plaintiff or petitioner shall initiate communications for such selection. However, if the plaintiff or petitioner is appearing pro se, an attorney for the defendant(s) shall initiate such communications. If all parties are appearing pro se, or if good faith conference is unsuccessful, each party shall strike 2 names from the list of arbitrators, and return such list to the Presiding Judge, with a copy to and proof of service on the other party or parties. The Presiding Judge shall then select the arbitrator from the remaining names. In the event no names remain, the Presiding Judge may approve the issuance of a second list.

### **13.065            STIPULATIONS**

No agreement or consent between parties or lawyers relating to the conduct of the arbitration proceedings, the purpose of which is disputed, will be regarded by the arbitrator unless the agreement or consent is made at the arbitration hearing or is in writing and signed by the lawyers or parties.

**13.071                    UNTIMELY FILED MOTIONS TO EXEMPT FROM ARBITRATION**

If a party moves the court for an order of exemption from arbitration, pursuant to the provisions of ORS 36.405(2)(b) and UTCR 13.070, more than 14 days after the court’s notice to the parties that the case has been assigned to arbitration, the court may allow such motion and enter an order under ORS 36.405 (2)(b), but only upon the condition that the parties have elected to comply with SLR 12.025 or are not in violation of SLR 7.016.

**13.075                    SEE 12.025 ET SEQ. FOR MEDIATION AS AN ALTERNATIVE TO ARBITRATION.**

**13.085                    FILING AWARD**

- (1)     The arbitrator shall not file an arbitration award with the court until the issues of attorney fees and costs have been determined. The arbitrator shall certify on the award that no issues of costs or attorney fees remain undecided upon filing of the award. Unless otherwise ordered by the court, no amended or supplemental arbitration award shall be filed, regardless of whether judgment has been entered on the original.
- (2)     At the conclusion of arbitration, if the arbitrator attempts to file the award with the court without the proof of service of a copy of the decision and award upon each party as required by ORS 36.425(1), the award will not be filed and will be returned to the arbitrator.

**13.121                    ARBITRATION FEES**

- (1)     Effective for cases filed on or after August 1, 2024, the hourly arbitrator’s fee is \$200. The maximum total fee is \$2000, which shall be divided pro rata among the parties or in accordance with the order of the arbitrator.
- (2)     In accordance with UTCR 13.120, if, at the conclusion of the case, the arbitrator determines that the case required extraordinary effort and time, the arbitrator may seek the parties’ agreement for a fee in excess of the \$2000, maximum fee. If the parties do not agree that additional fees are warranted, the arbitrator may seek an order from the Arbitration Judge authorizing additional fees.
- (3)     Upon selection of an arbitrator, each party shall pay to the arbitrator the sum of at least \$200 to be credited against the total arbitration fee. The balance of the parties’ arbitration fee shall be paid upon the earlier of (a) the filing of a motion by any party upon which the arbitrator must rule; or (b) within 30 days of the first scheduled arbitration hearing date.
- (4)     The arbitrator shall not allow any party to appear or participate in the arbitration proceeding after the transfer unless the party pays the required arbitrator fee or the party obtains a waiver or deferral of the fee from the court and provides a copy of the waiver or deferral to the arbitrator.

- (5) If an arbitration hearing is cancelled fourteen (14) days or more from the arbitration hearing date, the arbitrator is entitled to retain the greater of \$200 per party or compensation for the time actually spent by the arbitrator paid at the rate of \$200 per hour. Any arbitrator fee deposit in excess of these amounts must be refunded to the parties in accordance with UTCR 13.120(2). If the hearing is cancelled fewer than fourteen (14) days prior to the arbitration hearing date, the entire fee deposits need not be refunded to the parties.
- (6) If any party qualifies for a fee deferral or fee waiver, the relief required by ORS 36.420(3) must be obtained before the scheduling of the hearing.

**13.165 TIME FOR ARBITRATION HEARING – 90 DAY TIME PERIOD  
PURSUANT TO UTCR 13.160 (2)**

- (1) Pursuant to UTCR 13.160 (2), except for good cause shown, the hearing must be scheduled to take place not later than 90 days, measured from the date of assignment to an arbitrator. With the exception of applying this 90 day time period in place of the 49 day time period set in UTCR 13.160 (3), all other requirements of UTCR 13.160 (3) and (4) apply to the scheduling, postponement or continuance of an arbitration hearing.

**13.211 TRIAL SETTING IN CASES WHERE WRITTEN NOTICE OF APPEAL  
AND REQUEST FOR TRIAL DE NOVO TIMELY FILED**

Where a written notice of appeal and request for a trial *de novo* is received by the trial court administrator within the time for filing such a notice under ORS 36.425 and if applicable, ORCP 10C, the court will send to the parties a form of order to be returned with a stipulated trial date. The expectation is that the trial will occur no later than 4 months following the filing of the appeal.

**13.255 RETURN OF WRITTEN NOTICE OF APPEAL AND REQUEST FOR  
TRIAL *DE NOVO* SUBMITTED FOR FILING BEYOND THE TIME  
PERMITTED**

A written notice of appeal and request for a trial *de novo* received by the Trial Court Administrator for filing beyond the time for filing such a notice under ORS 36.425 and, if applicable, ORCP 10 B, may be returned by the Presiding Judge, or a designee judge, to the party who submitted the document, with an order, copied to all parties, stating the finding that the document was received beyond the time permitted by law. A copy of the returned notice of appeal and request for trial *de novo* will be attached to the filed original of the order as a record of the submitted document, but will not be filed separately in the action.

**CHAPTER 14  
REFERENCE JUDGES**

**14.015           STENOGRAPHIC REPORTER NOTES; MOTIONS TO CORRECT  
TRANSCRIPTS**

The stenographic reporter or person keeping the audio record of the proceedings shall file the transcript notes or electronic medium containing the audio record and the log of the recordings on the electronic medium of the proceeding with the court.

**14.025           COMPENSATION OF THE REFERENCE JUDGE**

- (1) The reference judge shall deliver to the Presiding Judge the written statement specified in ORS 3.321(3) within 49 days of the termination of the referral of the action. The written statement or facsimile shall specify the amount to be released by the court to the reference judge.
- (2) The amount paid to the reference judge from the court shall not exceed the amount deposited into court.
- (3) If a discrepancy exists in the amount of claimed compensation, the Presiding Judge shall, upon notice from the reference judge, order the parties to deposit further funds with the court.

**14.035           RECORDS OF PROCEEDINGS**

- (1) The reference judge shall maintain written records for the court of the following:
  - (a) Witnesses;
  - (b) Court reporters or persons keeping the audio record;
  - (c) Exhibits.
- (2) The reference judge may designate a clerical officer to maintain such records. Such an officer shall be approved by the Trial Court Administrator or designee.
- (3) The above records shall be kept on forms approved by the Trial Court Administrator or designee.

**CHAPTER 15**  
**SMALL CLAIMS DEPARTMENT**

**15.015 FILING PROCEDURES**

- (1) Plaintiffs must either file their claim at the Customer Service Area on the second floor at the Multnomah County Central Courthouse; or
- (2) If the plaintiff or the defendant resides, or the claim arose, East of 122nd Avenue extending to the North and South boundaries of Multnomah County, the claim may be filed in the East County Courthouse at 18480 SE Stark Street.

**15.021 DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL SANCTIONS**

All documents filed on contempt matters involving remedial sanctions must comply with SLR 19.021 requiring that such documents be filed separately from those addressing other matters in the underlying case.

**15.025 APPOINTMENT OF GUARDIAN AD LITEM**

- (1) Plaintiffs and Defendants who are “incapacitated,” “financially incapable,” or who are “respondents” as defined in ORS 125.005, must have a guardian ad litem appointed to pursue or defend the action. If such an individual is also a “protected person,” as defined by ORS 125.005, the conservator or guardian shall be appointed, unless otherwise ordered by the court.
- (2) Plaintiffs or Defendants who are unemancipated, unmarried, minors, living apart from their parent(s) or legal guardian(s), and who meet the definition of a “minor” under ORS 109.697, and who also meet the definition of “tenant” under ORS 90.100, may appear in a small claims action based on a contract for a residential dwelling unit or for utility services provided to that unit, without appointment of a guardian or guardian ad litem.
- (3) Unemancipated minors to whom the statutory definitions listed in subsection (2) of this rule are applicable, but who wish to appear in Small Claims Court on other grounds not listed in subsection (2), must have a guardian ad litem appointed to pursue or defend the action.
- (4) All other unemancipated minors, to whom the statutory definitions listed in subsection (2) of this rule are not applicable, must have a guardian ad litem appointed to pursue or defend a small claims action.

**15.035 HEARING NOTICE**

The court will give the parties not less than seven days’ notice of the small claims hearing unless otherwise directed by the Presiding Judge or designee.

**15.045 DISMISSAL FOR FAILURE TO PURSUE CLAIM**

A judgment of dismissal, without prejudice, for want of prosecution, may be filed and entered on the court’s own motion, following:

- (1) A notice by the court of intent to dismiss pursuant to ORCP 54B(3), 90 days after the date a claim is filed, unless the claim is set for a hearing or a default judgment is entered.
- (2) A notice by the court to file a formal complaint following the defendant’s request for a jury trial, 21 days after the notice was sent, unless a formal complaint has been filed.

**15.055 REPRESENTATION BY ATTORNEY ONLY BY COURT ORDER**

- (1) All requests to employ counsel must be made in writing at least seven days prior to the date of the hearing.
- (2) If consent to employ counsel is granted, the requesting party must give written notice to all other parties. Once such permission is granted, any party may retain counsel.
- (3) If consent to employ counsel is granted by the court, the Oregon counsel may associate a foreign counsel under UTCR 3.170.

**15.065 TIME EXTENSION**

On written request filed with the Small Claims Department at least seven days prior to the hearing date, the court may extend the time within which to make appearances or file documents. The time extension will not exceed 30 days unless otherwise approved.

**15.075 COMMUNICATION IN WRITING**

Any written communication to the court must be copied to all parties.

**15.085 TRANSFER OF CLAIM FROM SMALL CLAIMS DEPARTMENT**

SLR Chapter 15 shall cease to govern a claim after the transfer of the claim from the Small Claims Department to a court of appropriate jurisdiction.

**15.095 REQUESTS FOR POSTPONEMENT**

Requests for postponement of a scheduled hearing must be made in writing at least seven days prior to the hearing.

**15.105        SEE SLR 12.035 FOR MANDATORY MEDIATION IN SMALL CLAIMS ACTION.**

**15.115        AUTHORIZED AGENTS IN SMALL CLAIMS CASES**

An agent shall be designated by any organization filing or defending a small claim. The designated agent may be ordered to appear before the court.

**15.125        SEE SLR 5.161 FOR JUDGMENT DEBTOR EXAMS IN SMALL CLAIMS ACTIONS**

**15.135        SEE SLR 5.181 FOR CLAIMS OF EXEMPTION NOT TO CONTEST JUDGMENT**

**15.145        SEE SLR 6.025 FOR PAYMENT OF TRIAL FEES AND HEARING FEES**

**15.155        SEE SLR 7.045 FOR MOTION FOR CHANGE OF JUDGE**

**CHAPTER 16**  
**VIOLATION OFFENSES**

**16.005 SCOPE**

- (1) This Chapter prescribes procedures related to certain citations issued for violation of (a) the Oregon Vehicle Code (ORS Chapters 801-826) and municipal codes enforceable in the Fourth Judicial District as they pertain to regulation of vehicle traffic, (b) Oregon fish and wildlife law, (c) the TriMet Code (Chapter 28, related to conduct on TriMet property, and Chapter 29, related to proof of fare payment), (d) Boating Offenses, and (e) such other types of violation citations as the court may specify by Order.
- (2) Notwithstanding Section (1), the following categories of violation citations are excluded from the scope of this Chapter: (a) violations originally charged as misdemeanors; (b) parking citations; and (c) any violation citation eligible for consideration in specialty court as the court may establish from time to time.

**16.006 REMOTE APPEARANCES**

The Presiding Judge Orders shall specify when remote appearances are appropriate in violation proceedings.

**16.015 PLEAS; WRITTEN OR IN-PERSON; DISPOSITION**

- (1) The recipient of a violation citation issued within the scope of this Chapter shall enter a plea of no contest or not guilty to the violation(s) charged. The plea may be made electronically, in writing, by phone, or in person as provided in this Section.
  - (a) If in writing, over the phone, or electronically, the plea must be received by the court on or prior to the date indicated on the citation for appearance.
  - (b) If, in a timely submission to the court, the recipient of a violation citation fails to specify a plea, the court may, in its discretion, enter a plea on the recipient's behalf. The court may enter a no contest plea if the essential facts constituting the violation(s) are admitted or the court can otherwise reasonably infer the recipient's intent not to contest the charge(s). In all other circumstances, the court will enter a not guilty plea on the recipient's behalf and set the case for trial.
  - (c) In-person pleas may also be entered with the Clerk of the Court, either at the Multnomah County Central Courthouse or the East County Courthouse, on or before the date indicated on the citation for appearance.
- (2) If the recipient pleads not guilty or a not guilty plea is entered on the recipient's behalf as provided in sub-section (1)(b), the case will be set for a court trial.
  - (a) All Traffic trials will be held remotely, and video appearance is required. Recipients who are unable to join by video on their own, may appear at the

Multnomah Central Courthouse or East County Courthouse at the time of their trial and a clerk will provide assistance and connect them with their trial.

- (b) The court will provide notification of the trial date to the law enforcement agency employing the citing officer and to the recipient. Recipient's trial notice will be sent to the mailing address or email address provided to the court at the time the recipient enters an in-person not guilty plea or at the recipient's last known address if the plea is entered otherwise. It is the recipient's burden to provide the court with complete and accurate contact information (including address, telephone number and email address) and to promptly notify the court of any changes. The trial notice will specify the date, time and location of the remote trial.
  - (c) Except as provided in subsection (2)(d), the citing officer, the recipient of the citation and any witnesses for either party shall appear for the remote trial at the time and place indicated in the court's trial notice. Prior to the trial, the recipient will have the opportunity to speak with the citing officer and possibly come to a settlement agreement. If no agreement is reached, the court will hold a trial. After trial, the court will enter a judgment of conviction or acquittal on the charge(s) and impose fines on any conviction.
  - (d) Except for violation citations issued as a result of electronic enforcement of the Oregon Vehicle Code, ORS 810.434 through ORS 810.439, the recipient may request a trial by declaration. If the recipient makes such a request, the court will supply a form of declaration for the recipient to complete, certified under penalties of perjury. The information provided in the declaration will substitute for in-person testimony at trial. Any witness for the recipient may likewise appear by declaration. The recipient's submission of a written declaration complying with this subsection shall constitute a waiver of the recipient's right to personally appear at trial and an agreement to pay any fine assessed after trial within the time provided in SLR 16.075.
  - (e) Notwithstanding subsection 2(d), the recipient of a violation citation issued as a result of electronic enforcement of the Oregon Vehicle Code may likewise appear by declaration, but only if the declaration expressly states that the recipient does not dispute that he or she was the driver of the vehicle identified in the citation.
  - (f) The recipient may change the plea from not guilty to no contest up to 5:00 PM the business day prior to commencement of trial.
- (3) If the recipient pleads no contest to a violation charge or charges, or a no contest plea is entered on the recipient's behalf as provided in sub-section (1)(b), the court will enter a judgment of conviction on all such charges and a fine will be imposed as provided in this section.

- (a) A written plea may be submitted with a statement or explanation. After consideration of the statement or explanation and any other pertinent information, such as the recipient's driving history, the court shall impose a fine in a sum not less than the minimum prescribed by Oregon law.
- (b) A qualifying in-person or electronic plea may be entered and a fine assessed in accordance with the Violations Bureau schedule as provided in SLR 16.025. Otherwise, the recipient entering a plea in-person may pay the presumptive fine indicated on the citation. If the recipient does not qualify for a Violations Bureau fine, a fine will be assessed in the same manner as a written plea accompanied by an explanation or statement.
- (c) Either the Clerk of the Court or a judicial officer may enter a judgment of dismissal of a charge, without the entry of a plea, consistent with Oregon law or in accordance with a documented offer made by the citing officer, the terms of which are established by the recipient to have been fulfilled.
- (d) The clerk of the court may enter a judgment or dismissal of a charge in accordance with a judicial officer ruling without further order of the court.

**16.025 VIOLATIONS BUREAU; CREATION AND ELIGIBLE VIOLATIONS**

- (1) Pursuant to ORS 153.800, the Fourth Judicial District establishes a Violations Bureau. The Violations Bureau fine schedule, as it may be amended from time to time, is incorporated by reference into these rules.
- (2) Out-of-state residents may be assessed a Violation Bureau fine and receive a reduced fine amount if they submit/sign a declaration as to their prior conviction history. In any case, the clerk has the discretion to refer the matter to a judge for review.

**16.035 REPRESENTATION BY COUNSEL**

- (1) A person charged with a violation within the scope of this Chapter may be represented by counsel at any stage of the proceeding. As a condition to appearance in the matter, counsel must file a Notice of Representation with the court.
- (2) If counsel's initial appearance is for purposes of entering a plea, the Notice shall be filed contemporaneously with entry of the plea. Otherwise, the Notice must be filed prior to counsel's initial appearance or, in the discretion of the court, on the same day as the initial appearance.
- (3) Notices filed under this Section must be electronically submitted in accordance with UTCR 21.140. Other forms of filing are not permitted.

## **16.045            PRETRIAL MOTIONS**

- (1) Discovery Motions. Any motion or other form of request seeking documents or other information from the law enforcement agency employing the issuer of a violation citation within the scope of this chapter must be submitted directly to the law enforcement agency.
- (2) Dispositive Motions. Any dispositive motion, such as a motion to dismiss a violation citation, shall be filed with the court (if by counsel, exclusively by electronic submission in accordance with UTCR 21.140), with copies served on the law enforcement agency employing the issuer of the citation and any counsel for the agency.
- (3) Pretrial discovery disputes and dispositive motions will be heard and decided on the date set for trial unless the court determines that exceptional circumstances exist.

## **16.055            POSTPONEMENTS OF TRIAL**

- (1) Either a citing officer or recipient of a violation citation may obtain one postponement of a trial setting by submitting a timely written or electronic request to the court or timely appearing in person before the Clerk of the Court. Requests will be considered timely if received by the court at least 14 days prior to the trial date.
- (2) Untimely, and second or subsequent trial postponement requests will be denied except for good cause shown, as determined by a judicial officer. In all events, it is the requesting party's burden to determine, prior to an existing trial date, whether a postponement request has been granted or denied and to appear for the existing trial date unless the request has been granted.
- (3) Trial postponement requests made in open court on the day of trial may be considered in the discretion of the presiding judicial officer, for good cause shown. The presiding judicial officer may postpone a trial on the judicial officer's own initiative in the judicial officer's discretion.
- (4) When the court grants a trial postponement, the court will send the parties a new trial notice as provided in SLR 16.015(2)(b).

## **16.065            RELIEF FROM DEFAULT JUDGMENT**

- (1) General Rule. In accordance with ORS 153.105, the recipient of a violation citation against whom a default judgment has been entered may file a motion to set aside the judgment within a reasonable time after entry of the judgment, not to exceed one year. A timely motion, including the recipient's declaration, will be granted if it demonstrates the entry of default was due to mistake, inadvertence, surprise or excusable neglect.
- (2) Special Rule—Violation Citations Issued Through Electronic Enforcement of the Oregon Vehicle Code

- (a) In accordance with the court’s inherent power to modify a judgment within a reasonable time, and subject to the further requirements of this section, a motion seeking relief from a default judgment entered on a violation citation issued as a result of electronic enforcement of the Oregon Vehicle Code, ORS 810.434 through ORS 810.439, will be granted if the recipient establishes that the recipient lacked notice of the citation prior to entry of judgment and filed the motion under this section promptly after receiving actual knowledge of the citation.
- (b) For purposes of this section, “lacked notice of the citation” means the recipient did not know of the citation and could not have known of the citation through the exercise of ordinary diligence.
  - (i) If the recipient’s motion is submitted to the court within one year from entry of the default judgment, the standard specified in this subsection may be met with any credible evidence.
  - (ii) If the recipient’s motion is submitted to the court after one year, but within three years, from entry of the default judgment, the standard specified in this subsection may be met with proof of change of residence (up to six months prior to issuance of the citation and up to 60 days after issuance); proof of misappropriation, misdirection or nondelivery of mail; or submission of other clear and convincing evidence.
  - (iii) If the recipient’s motion is submitted to the court after three years from entry of the default judgment, the standard specified in this subsection may only be met with a showing of extraordinary and compelling circumstances, including but not limited to continuous incarceration, continuous absence from the jurisdiction or debilitating medical condition.
- (3) Procedure
  - (a) A motion submitted under this Rule must be in writing and include the court case number or citation number and an explanation as to why relief should be granted.
  - (b) A judicial officer will decide each motion submitted in accordance with this Rule and issue an Order reflecting the judicial officer’s decision. In all events, it is the requesting party’s burden to determine whether the motion for relief from default judgment has been granted or denied.

**16.075 PAYMENT OF FINES**

- (1) Any assessed in accordance with Oregon Revised Statutes and Supplemental Local Rules shall be paid in full or have entered into a payment plan within 30 days from entry of judgment or risk being sent to third party collections.
- (4) The Court, in its discretion and on such terms as the court may prescribe, may defer the due date for payment of any fine assessed under this Chapter.

**CHAPTER 17  
PARKING VIOLATIONS**

**17.005 SCOPE**

- (1) This Chapter prescribes procedures related to parking citations issued for violation of (a) Title 16 of the Portland City Code, (b) Chapter 15 of the Multnomah County Code, (c) Chapter 4 of the Portland International Airport Rules, (d) Chapter 811 of the Oregon Revised Statutes, (e) Chapter 8 of the Gresham City Code, (f) Chapter 2.14 of the Metro Code; (g) Chapter 30 of the TriMet Code, and (h) such other citations as the court may specify by Order.

**17.006 REMOTE APPEARANCES**

The Presiding Judge Orders shall specify when remote appearances are appropriate in violation proceedings.

**17.015 OPTIONS AFTER RECEIVING A PARKING CITATION**

The registered owner of a vehicle cited for a parking violation within the scope of this Chapter, or another individual willing to accept responsibility for the case, shall exercise one of the following options within 60 days from the date notice of the citation is mailed:

- (1) Submit payment in the amount of the fine indicated on the citation including citation number and vehicle license plate number or other vehicle identification number with the payment. Payment made under this subsection will close the matter.
- (2) A written no contest plea may be submitted with a statement or explanation. After consideration of the statement or explanation and any other documentation, the court shall enter a finding and impose a fine if applicable. Submission of a written no contest plea is a waiver of the right to a court hearing and consent to any judgment rendered. The statement or explanation **MUST** include:
- (a) Citation or case number; AND
  - (b) Signature; AND
  - (c) Explanation or statement and/or any supporting documents the submitter would like the judge to review.
- (3) A written plea of not guilty **MUST** include:
- (a) Citation or case number; AND
  - (b) Signature; AND
  - (c) Statement pleading not guilty.

**17.025 DISMISSAL OF A PARKING CITATION BEFORE TRIAL**

- (1) The Presiding Judge, Chief Criminal Law Judge, or their designee may dismiss parking citations without the appearance of the defendant in the following instances:
  - (a) The parking citation was issued to a vehicle on government business of such urgency that the driver was prevented from complying with parking regulations. The driver must sign an affidavit describing the urgent circumstances, and the department owning the vehicle must verify that the vehicle was on urgent government business;
  - (b) A parking citation for invalid use issued under a Disabled Parking Enforcement Unit when it does not apply.
- (2) Certain parking citations may be administratively dismissed without the appearance of the defendant in the following instances:
  - (a) There is no vehicle license number or other registration number written on the citation;
  - (b) The name of the issuing officer or other person authorized to issue is not on the parking citation;
  - (c) The date, place, and nature of the charge is not indicated on the parking citation;
  - (d) The court received a special written report from the issuing officer or Parking Patrol deputy explaining that there was no basis for the parking citation and requesting that it be dismissed;
  - (e) The vehicle license number written on the citation does not correspond to the vehicle registration information filed with the Department of Motor Vehicles.
- (3) Certain parking citations may be administratively dismissed without the appearance of the defendant in the following instances. When a parking citation is subject to dismissal under this section, the person taking responsibility for the citation must submit the relevant documents to the Clerk of the Court:
  - (a) The parking citation was issued to a vehicle that was reported to the police as stolen within 24 hours of the date and time listed on the citation or was issued on a date when the status of the vehicle remained listed as stolen, and a stolen report was on file with the Police Bureau;
  - (b) The parking citation was issued subsequent to the release of title interest and transfer of possession to the new owner but the named defendant on the notice of citation is the prior registered owner, provided the date of issuance of the parking citation is after the date of transfer of the vehicle reported by the prior owner. The

defendant must provide documentation proving the transfer of ownership, including at least one of the following items:

- (i) Title; OR
  - (ii) Bill of sale or contract; OR
  - (iii) Vehicle registration; OR
  - (iv) Proof the owner notified the Department of Transportation of the transfer of the vehicle as required by Oregon law, together with proof of delivery of possession of the vehicle or assignment of title to a transferee.
- (c) The exemption or privilege in ORS 811.635 for the holder of a disabled person parking permit is applicable to the type of parking offense cited and the registered owner or other recipient of the ticket provides proof to the Clerk of the Court of a valid disabled person parking permit at the time of the violation. This includes:
- (i) Overtime tickets (both metered and timed zones), unless the zone allows parking for only 30 minutes or less or is subject to the restrictions under Portland City Ordinance 16.20.640 (Metered Districts); or
  - (ii) Parking in a disabled zone pursuant to ORS 811.615(1)(a); or
  - (iii) Disabled zone parking offenses cited under Portland City Code 16.20.250 if a disabled person was being transported; or
  - (iv) No meter receipt offenses cited under Portland City Code 16.20.645, pursuant to ORS 811.616, and the defendant had a Wounded Warrior disabled parking permit placard
- (d) If a person parks any vehicle in any parking meter space during the hours of operation and pays the fee using the electronic payment system and the receipt reflects an incorrect license plate number, trip permit, and/or vehicle identification number.
- (e) A parking citation was issued for unlawful use or misuse of a disabled person parking permit for parking in a manner that would otherwise be a privilege for a permit holder and the registered owner or other recipient of the ticket provides proof to the Clerk of the Court of renewal of an expired disabled person parking permit.
- (f) A parking citation was issued to someone who is deceased. The person responding to the citation must provide:
- (i) A death certificate of the named defendant.

- (4) In all cases, the Presiding Judge, Chief Criminal Law Judge, or their designee may order a hearing to prevent abuse of the summary dismissal proceedings.

#### **17.045 DISMISSAL OF CERTAIN PARKING CITATIONS; RE-ISSUE**

At the request of the recipient, the issuing agency or on the court's own initiative, parking citations may be dismissed or amended and then reissued to another party.

- (1) Requests for dismissal must be presented by the recipient or interested third-party within a reasonable time, but in no event more than one year, from issuance of the parking citation.
- (2) Requests for dismissal may be made in writing by mail (or equivalent form of delivery), electronic means, or in-person.
- (3) A recipient or interested third-party need not pay the fine or post security pending resolution of a request for dismissal. If the request is denied, the recipient must then proceed in accordance with SLR 17.015. On open, pending cases, the date the request is denied will be deemed to be the issuance date of the challenged parking citation for purposes of applying SLR 17.015.

#### **17.071 PRETRIAL AND TRIAL PROCEEDINGS**

- (1) The recipient of a parking citation may be represented by counsel. Another individual willing to accept financial responsibility for the case may be allowed to appear to address the case.
- (2) Once the trial has been scheduled, the court will issue a trial notice to the Defendant and to the law enforcement agency that issued the parking citation. Any notice to the Defendant will be sent to the most recent address the Court has on file, or via electronic mail if the registered owner has opted-in to receive email communication from the court.
- (3) The issuing officer and the recipient of the citation are each permitted one postponement of the scheduled trial date. A permissible postponement must be requested in writing to the court more than 14 days prior to the scheduled trial date. Second (and subsequent) or untimely postponement requests will be summarily denied absent extraordinary circumstances. The postponement MUST include:
  - (a) Citation or case number; AND
  - (b) Signature; AND
  - (c) Written request of postponement.
- (4) Trial Cancellations. In the event (a) of a dismissal granted in accordance with SLR 17.025, or (b) the recipient elects to change a previously entered "not guilty" plea and proceed instead in accordance with SLR 17.015(1) of (2), a previously scheduled trial

will be cancelled by the court. For a trial to be cancelled, submissions must be received before 5 p.m. the business day before the trial.

- (5) Trials. The defendant and any witnesses may appear by declaration with the written submission substituting for in-person testimony. The submission of a declaration constitutes a waiver of the right to appear in person and an agreement to pay any fine assessed in accordance with SLR 17.905.

#### **17.105            DEFAULT JUDGMENTS; MOTIONS TO SET ASIDE DEFAULT**

- (1) Entry of Default Judgment. If, within 60 days from the notice of a parking citation (or other counting date prescribed by this Chapter), the vehicle's registered owner or other interested party fails to exercise any of the options prescribed in SLR 17.015, or if a party who has requested a trial fails to appear at the scheduled date and time, the court may immediately enter a judgment of conviction by default against the recipient in an amount determined in accordance with SLR 17.905. Thereafter, the court may assess additional late fees, administrative fees and collection fees, as permitted by law, until the balance due is paid in full.
- (2) Motion to Set Aside Default Judgment.
  - (a) A person against whom a default judgment has been entered, or another individual willing to accept responsibility for the case, may file a motion with the court requesting that the judgment be set aside. Any written correspondence submitted to the court requesting that an existing default judgment be voided or revised will be treated as a motion to set aside the default conviction.
  - (b) Any motion to set aside a default judgment must be filed within a reasonable time after entry of judgment. The motion must be in writing. The motion to set aside a default judgment **MUST** include:
    - (i) Citation or case number; AND
    - (ii) Signature; AND
    - (iii) Motion to set aside a default judgment.
  - (c) A motion to set aside a default judgment (see list of requirements above) filed more than one year after entry of judgment shall not be granted unless a judicial officer determines that good cause for the delay has been shown.
  - (d) Any motion to set aside a default judgment and accompanying declaration or affidavit must provide facts establishing mistake, inadvertence, surprise or excusable neglect as those terms are used in ORCP 71.

**17.905 ASSESSMENT OF FINE**

On a finding of guilty for a parking violation, after consideration of a mail plea, after trial or by default, a judicial officer may assess a fine in any amount permitted by the legal authority under which the parking citation was issued. Alternatively, the judicial officer may impose no fine and enter a sentence of discharge, except as prohibited by statute. In the event the judicial officer imposes fine in excess of the amount indicated on the parking citation, the court shall schedule a hearing upon request of recipient, to permit the recipient to show cause, if any, why the excess fine should not be imposed.

**17.915 PAYMENT OF FINE**

- (1) If payment of any fine was deferred or waived prior to entry of judgment or if the amount deposited is less than the fine assessed in the judgment, the fine or remaining amount of the fine shall be due 30 days after entry of judgment. Thereafter, the court may assess additional late fees, administrative fees and collection fees, as permitted by law, until the balance due is paid in full.
- (2) If the amount deposited is greater than the fine assessed in the judgment, the excess will be refunded to the party who paid the fine.

**17.955 TOWING AND IMPOUNDMENT**

- (1) Standard for Issuance of Tow Order. The court may issue an order permitting a vehicle to be towed and impounded if;
  - (a) the vehicle has been issued at least six parking citations that remain unpaid; OR
  - (b) at least \$500 in accrued fines and fees are owed on judgments attributable to parking citations issued to the vehicle.
- (2) Tow Orders *In Rem*. An Order issued in accordance with this rule is *in rem*, or directed toward the vehicle that was cited for parking violations when the assessed fine on those citations remains unpaid. Subject to the provisions of subsection (3) of this rule, a vehicle may be towed and impounded without regard to transfer(s) of title to the vehicle.
- (3) Outstanding Citations and Requests for Release.
  - (a) Any contrary provisions of this Chapter notwithstanding, once a vehicle has been towed and impounded in accordance with this rule, any parking citations that have been issued to the vehicle but remain adjudicated must be addressed according to SLR 17.015 prior to release of the vehicle.
  - (b) If an in-person hearing is requested to release a vehicle towed and impounded in accordance with this rule, the hearing shall be held within two business days of the request.

- (c) Subject to the further provisions of this rule and any other conditions imposed by the judicial officer considering the release request, all outstanding fees and fines owing on closed, adjudicated, or parking citations in which the incident date is older than 6 months must be paid in full as a condition of release. The judicial officer considering the release request may waive payment. Any payment waiver granted under this subsection is limited to release of the vehicle and does nothing to limit the underlying financial obligation.
- (d) A person requesting release of a vehicle towed and impounded in accordance with this rule need not make the payment required by subsection (3)(c) of this rule as a condition of the vehicle's release if the person establishes with substantial evidence that:
  - (i) the person is either a bona fide purchaser for value of the vehicle or a bona fide holder of a perfected security interest in the vehicle; AND
  - (ii) if the person is a bona fide purchaser for value of the vehicle, all citations that resulted in the tow and impoundment (other than a citation issued contemporaneous with the tow itself) were issued prior to the date of purchase.
- (e) In order to satisfy the requirements of subsection (3)(d)(i) of this rule, the person requesting release of a vehicle as a bona fide purchaser for value must provide documentation satisfactory to the judicial officer including, without limitation, (i) bill of sale or equivalent documentation signed by the seller and the purchaser, (ii) proof of registration and title in the name of the purchaser, (iii) proof of fair market value at the time of purchase, and (iv) proof of payment of fair market value to the seller. In order to satisfy the requirements of subsection (3)(d)(ii) of this rule, the person requesting release of a vehicle as a perfected security interest holder must provide documentation satisfactory to the judicial officer including, without limitation, (i) an executed retail installment contract, as that term is defined in ORS 83.010(8), or an executed security agreement, as that term is defined in ORS 79.0102(uuu); (ii) a copy of the certificate of title with the retail installment contract holder or secured party listed thereon as the lienholder; and (iii) proof that the retail installment contract holder or secured party gave consideration in exchange for their security interest. In the event the transfer is between family members, spouses, cohabitants, business associates or others who, in the opinion of the judicial officer, share an interest in avoiding the towing and impoundment of the vehicle or payment of the underlying financial obligations, there shall be a rebuttable presumption that the transfer is not a bona fide purchase for value, or a bona fide security interest, which may only be overcome by clear and convincing evidence. Nothing in this subsection or in subsection (3)(d) of this rule should be construed to limit or otherwise address any financial obligations owed to third parties arising from the towing and impoundment of the vehicle or the rights of the bona fide purchaser against the seller or others. Any order releasing a vehicle to a secured party under this section shall provide that

the secured party is prohibited from releasing the vehicle to the registered owner unless the registered owner demonstrates that the payment required by section 3(c) of this rule has been made, or upon further order of a judicial officer.

- (f) The party requesting release of a vehicle through an in-person hearing with a judicial officer must provide the following:
  - (i) a valid driver's license (with intact driving privileges); AND
  - (ii) current automobile liability insurance in the driver's name or in the name of the vehicle's registered owner; AND
  - (iii) current vehicle registration or DMV temporary trip travel permit; AND
  - (iv) if the person seeking release is other than the registered owner, a notarized authorization from the registered owner authorizing release to that person or another identified individual. If the authorization is to another individual, that person must provide their valid driver's license (with intact driving privileges).
  
- (4) Limited Release for Personal Property. In lieu of or preliminary to release of the vehicle under section (3) of this rule, a judicial officer may order release of personal property contained in the vehicle on such terms and under such conditions as the judicial officer may impose.

**CHAPTER 18**  
**FORCIBLE ENTRY AND DETAINER (FED)**

**18.015 STAY OF DEFAULT, FED *EX PARTE* TIME**

A party seeking to set aside a default judgment in an FED proceeding must obtain a judicial order to stay the judgment pending disposition on the motion to set aside the default. Motions for stay must be presented at FED *ex parte* proceedings.

**18.016 DISCOVERY IN FED CASES**

A party seeking discovery as authorized by ORCP 36-46 must advise the court of the proposed discovery at the first appearance or first practicable opportunity. Unless the parties stipulate to a schedule for production of documents or other discovery, the court will hear the parties and impose a discovery schedule. If a party is unrepresented at the first appearance, discovery motions will be heard on the FED *ex parte* docket.

**18.021 DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL SANCTIONS**

All documents filed on contempt matters involving remedial sanctions must comply with SLR 19.021 requiring that such documents be filed separately from those addressing other matters in the underlying case.

**18.022 REPRESENTATION BY COUNSEL**

- (1) A party involved within the scope of this Chapter may be represented by counsel at any stage of the proceeding. As a condition to appearance in the matter, counsel must file a Notice of Representation with the court.
- (2) Notices filed under this Section must be electronically submitted in accordance with UTCR 21.140. Other forms of filing are not permitted.
- (3) Attorneys representing clients for limited scope representation must file a limited scope representation with the court.

**18.025 AUTHORIZED AGENTS**

An agent shall be designated by any organization filing an FED. The designated agent may be ordered to appear before the court and answer questions regarding the assets and debts of the organization.

**18.045 PAYMENT OF ADDITIONAL FILING FEES FOR TRIAL DEMAND**

- (1) If a defendant makes a demand for a trial under ORS 105.137 at the time of the first appearance, the filing fees required to be paid under ORS 105.130 (3) and (6) shall be paid no later than 5:00 PM of the same judicial day unless otherwise ordered by the court.

- (2) Failure of the plaintiff to pay the fee required may result in dismissal of the action.
- (3) Failure of the defendant to pay the fee required may result in a judgment by default against the defendant.

**18.046 TRIALS TO THE COURT AND JURY TRIALS**

At the first appearance, or other hearing where a trial is requested and scheduled in an FED case, a party's request for a trial by jury must be made known to the court at the time that the trial date is set by the court. If no request is made as the trial is scheduled, it is presumed that the trial will be to the court.

**18.055 SEE SLR 7.045 FOR MOTION FOR CHANGE OF JUDGE**

**18.065 SEE SLR 7.055 FOR CALL/ASSIGNMENT**

**18.075 SEE SLR 7.055(7) FOR ABATED AND STAYED CASES**

**18.085 SEE SLR 7.055(8) FOR DUTY OF ATTORNEY AT CALL/ASSIGNMENT**

**18.095 SEE SLR 15.095 FOR REQUESTS TO POSTPONE HEARINGS**

**CHAPTER 19**  
**CONTEMPT PROCEEDINGS**

**19.021      ALL DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING  
REMEDIAL SANCTIONS**

All documents filed on contempt matters involving remedial sanctions shall be filed at Presiding *Ex Parte* separate from documents addressing other matters in the underlying case. This rule applies to motions, affidavits, proposed orders, judgments, and any other document regarding the contempt matter.

**CHAPTER 20**  
**RESERVED FOR EXPANSION**

**CHAPTER 21**  
**RESERVED FOR EXPANSION**

**CHAPTER 22**  
**RESERVED FOR EXPANSION**

**CHAPTER 23**  
**RESERVED FOR EXPANSION**

**CHAPTER 24  
POST-CONVICTION RELIEF**

**24.011 POST-CONVICTION RELIEF – DOCUMENT FILING IN THE CIVIL SECTION OF THE COURT**

All documents required by law to be filed with the Clerk of the Court in Post-Conviction Relief cases must be filed in the Civil Section of the Office of the Trial Court Administrator.

**24.041 POST-CONVICTION RELIEF – EXHIBITS**

- (1) Only the portions of the trial transcript, medical records, or other voluminous documents that are directly relevant to plaintiff's claim shall be attached to the petition or amended petition as an exhibit or offered at trial.
- (2) All parties are encouraged to put lengthy transcripts, depositions, or other exhibits on CD or DVD in Word or PDF for submission to the court.

**24.071 POST-CONVICTION RELIEF – HEARINGS ON MOTIONS AND DEMURRERS**

- (1) Unless the court orders otherwise, all oral arguments on motions and demurrers will be conducted by telephone or video.
- (2) If the court grants oral arguments for a motion or demurrer and the petitioner is in custody, the petitioner, if represented by counsel, will not be brought before the court in person, by video or by telephone, unless counsel for the petitioner notifies the court not less than 10 days before the hearing that the issues to be heard involve more than solely issues of law.

**24.091 POST-CONVICTION RELIEF CASES SPECIALLY ASSIGNED TO CHIEF CRIMINAL JUDGE OR DESIGNEE FOR ALL PRETRIAL MOTIONS AND DEMURRERS; COURTESY COPY DELIVERY REQUIRED**

- (1) All post-conviction relief cases are specially assigned to the Chief Criminal Judge or designee for purpose of all pretrial case management procedure and process. The Post-Conviction Relief Judge will conduct scheduled monthly status conferences for post-conviction relief cases pending trial and, unless otherwise ordered by the court, will hear all pretrial matters, including any motions for delay of an assigned trial date.
- (2) Courtesy copies of all pretrial demurrers, motions, responses and reply documents, with relevant exhibits, must be delivered to the office of the Chief Criminal Judge or assigned judge at the time of the filing of the document with the court.

**24.101 POST-CONVICTION RELIEF – TRIAL**

- (1) Unless otherwise ordered by the court, trials will be conducted by an assigned Senior Judge or Judge Pro Tempore.
- (2) Unless otherwise ordered by the court, all post-conviction relief trials in which petitioner is in the custody of the Oregon Department of Corrections shall be held by video conferencing or, if video conferencing is not available, by telephonic conferencing. The petitioner shall remain in and appear from the correctional facility in which the petitioner is being held.
- (3) Counsel may appear by video conference, by telephone conference, or in person before the trial judge. Counsel for the petitioner may appear apart from the petitioner only if the facility where counsel is located enables the petitioner to consult privately with the petitioner’s counsel during the proceeding.
- (4) Public access and viewing of proceedings shall be provided at the East County Courthouse, and the proceedings shall be deemed to take place at that location. Unless otherwise ordered by the court, all witnesses, except original counsel and law enforcement officers, shall appear at that location.
- (5) Trials are scheduled for 30 minutes and without expectation of live witness testimony other than the petitioner. If the trial of the matter will take longer than the standard 30 minute setting or any other time allotted in the trial notice, or if witnesses other than the petitioner will be called, a party seeking additional time must file a motion requesting the additional trial time. The motion must be accompanied by an affidavit setting out the need for the expansion of the original allotted time. The motion to request an expansion of the allotted hearing time must be filed within 15 days from the date of the trial notice.
- (6) If a party requires the services of a court interpreter, the party must make the request as provided by UTCR 7.070 and SLR 7.071.

**24.111 POST-CONVICTION RELIEF – FILING OF DOCUMENTS WHEN PETITIONER IS REPRESENTED BY COUNSEL**

- (1) Counsel’s written notification to the court that the case will proceed on the original petition constitutes counsel’s ORCP 17 C certifications of the original petition filed by the then self-represented petitioner.
- (2) All matters delivered to the court for filing shall be submitted only by counsel and, except for the petition or amended petition and any exhibits, signed exclusively by counsel. The only exception to this requirement is for a *Church v. Gladden*, 224 Or 308, 417 P 2d 933 (1966), notice filed by the petitioner.

## **FORMS APPENDIX**

The following forms are referred to in the Supplementary Local Rules. They can be photocopied or reproduced in your own word processing system. Please follow as closely as possible the format of the form. Where indicated, please be sure to provide the required number of copies for processing.

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

\_\_\_\_\_  
Plaintiff(s)

Case No. \_\_\_\_\_

vs.

**CERTIFICATE OF ALTERNATIVE  
DISPUTE RESOLUTION**

\_\_\_\_\_  
Defendant(s)

**PURSUANT TO** Multnomah County SLR 7.016:

The parties signed below certify that they have complied with the rule by participation in arbitration, mediation, a judicial settlement conference, or some other form of appropriate dispute resolution. The parties participated in the following forms of dispute resolution (check any that apply):

- Judicial Settlement Conference
- Arbitration
- Mediation
- Other \_\_\_\_\_

Signatures and Date of Signing

\_\_\_\_\_  
Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party's Attorney

\_\_\_\_\_  
Date

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

Case No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)

vs.

**EX PARTE MOTION FOR  
SEVERANCE OF PARTY AND  
ABATEMENT**

\_\_\_\_\_  
Defendant(s)

A party in the above case cannot proceed for the following reason:

Bankruptcy; a copy of the petition or notice of bankruptcy is attached

Other: \_\_\_\_\_

\_\_\_\_\_ moves to sever \_\_\_\_\_ from the case  
(Plaintiff/Defendant)

and abate the case as to said party for \_\_\_\_\_ (days/years) (not to exceed two years), and  
continue the case as to the remaining parties.

I certify to the court that I have complied with SLR 5.025(3) regarding one judicial day's notice of an ex parte appearance to opposing parties, that I will appear at Call as required by SLR 7.055(8)(A), and will comply with UTCR 7.040 and give the court **immediate notice of resolution of this matter.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Typed or Printed and OSB Number

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

\_\_\_\_\_  
Plaintiff(s)

vs.

\_\_\_\_\_  
Defendant(s)

Case No. \_\_\_\_\_

**ORDER RE: MOTION FOR SEVERANCE  
OF PARTY AND ABATEMENT**

**IT IS HEREBY ORDERED** that \_\_\_\_\_ is hereby  
severed from this lawsuit and the case is abated as to said party for a period of \_\_\_\_\_  
days/years (up to two years) from this order.

**IT IS FURTHER ORDERED** that this action shall be dismissed without prejudice as to such  
party at the expiration of this order and following notice of intent to dismiss pursuant to ORCP  
54B(3), unless the abated party is returned to the status of an active party by an order of  
reinstatement, or otherwise resolved by a final judgment as to such party; and  
**IT IS FURTHER ORDERED** that the case shall proceed as to the remaining and active  
parties.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Circuit Court Judge

\_\_\_\_\_  
Name of Judge Typed or Printed

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

\_\_\_\_\_  
Plaintiff(s)

Case No \_\_\_\_\_

vs.

**EX PARTE MOTION FOR  
REINSTATEMENT**

\_\_\_\_\_  
Defendant(s)

Plaintiff moves to reinstate this case, which has been inactive since \_\_\_\_\_  
as to defendant(s) (indicate) \_\_\_\_\_ or  All, for the following  
reason:

- Abated for Bankruptcy
- Abated for Independent Arbitration
- Inactive due to Appeal
- Other: \_\_\_\_\_

Plaintiff requests \_\_\_\_\_ days

\_\_\_\_\_  
I certify to the court that I have complied with SLR 5.025(3) regarding one judicial day's notice of an  
ex parte appearance to opposing parties, that I will appear at Call as required by SLR 7.055(8)(A),  
and will comply with UTCR 7.040 and give the court **immediate notice of resolution of this  
matter.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Name Typed or Printed and OSB Number

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

Case No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)

vs.

**ORDER RE: MOTION FOR  
REINSTATEMENT**

\_\_\_\_\_  
Defendant(s)

**IT IS HEREBY ORDERED THAT** the case is reinstated, and:

- Continued under UTCR 7.020, subject to the condition that the plaintiff obtain service on the defendant(s), secure the necessary appearances to place the case at issue, take default judgment(s), or move for further continuance no later than \_\_\_\_\_ (specify date)
- The trial is set for \_\_\_\_\_
- A Trial Readiness Conference will be assigned in the regular course
- The final judgment or decree submitted with this motion and order shall be entered forthwith
- Other: \_\_\_\_\_
- Denied

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Circuit Court Judge

\_\_\_\_\_  
Name of Judge Typed or Printed

CIRCUIT COURT OF OREGON  
Fourth Judicial District  
MULTNOMAH COUNTY PROBATE COURT

GUARDIANSHIP REPORT

**Minor's Name:**

**Case Number:**

**Minor's Date of Birth:**

**Date of Guardian's Appointment:**

1. The address of the minor is: \_\_\_\_\_
2. The telephone number for the minor's residence is: \_\_\_\_\_
3. The address of the Guardian is: \_\_\_\_\_
4. The telephone number for the Guardian is: \_\_\_\_\_
5. How is this household financially supported: \_\_\_\_\_  
\_\_\_\_\_
6. Is the minor still residing with you? \_\_\_\_\_yes \_\_\_\_\_no  
If not, tell us with whom the child is living, the relationship of that person to the child, and why the child is no longer living with you: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. How long has the minor lived with someone else? \_\_\_\_\_
8. Please tell us about the child's school attendance and grades: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Please list any hobbies or recreational interests enjoyed by this child during the past year:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. During the past year I have received \$ \_\_\_\_\_ from \_\_\_\_\_  
\_\_\_\_\_ to help support this child. I spent \$ \_\_\_\_\_ of that income on  
behalf of this child and I now have \$ \_\_\_\_\_ remaining

11. I have ( ) / have not ( ) been convicted of a crime since my last report.

12. I have ( ) / have not ( ) filed to receive bankruptcy since my last report.

13. I have ( ) / have not ( ) had my driver's license suspended or revoked since  
my last report because of: \_\_\_\_\_

14. Please provide any other information you feel should be provided to the Court  
regarding this child's adjustment to your care (use the back of this report form if  
necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

"I hereby declare that the above statement is true to the best of my  
knowledge and belief, and that I understand it is made for use as evidence  
in court and is subject to penalty for perjury."

Guardian's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

If applicable:

Co-Guardian's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

RETURN TO:

MULTNOMAH COUNTY COURTHOUSE  
1200 SW 1ST AVE. , ROOM 04500  
PORTLAND, OR 97204

*In the Matter of the Guardianship of:* \_\_\_\_\_

*Case No.* \_\_\_\_\_

I am the guardian for the protected person named above, and I make the following report to the Court as required by law:

1. My name is: \_\_\_\_\_
2. My address and telephone number is: \_\_\_\_\_

\_\_\_\_\_

3. The name, if applicable, address and telephone number of the place where the protected person now resides is: \_\_\_\_\_

\_\_\_\_\_

4. The protected person is currently residing at the following type of facility or residence: \_\_\_\_\_

5. The protected person is currently engaged in the following programs and activities and receiving the following services: \_\_\_\_\_

\_\_\_\_\_

6. I was paid for providing the following items of lodging, food, or other services to the protected person: \_\_\_\_\_

\_\_\_\_\_

7. The person who is primarily responsible for the care of the respondent at the protected person's current residence is: \_\_\_\_\_

whose telephone number is: \_\_\_\_\_

8. The name and address of any hospital or other institution where the protected person is now temporarily or permanently placed is: \_\_\_\_\_

\_\_\_\_\_

9. The protected person's physical condition is as follows: \_\_\_\_\_

\_\_\_\_\_

10. The protected person's mental condition is as follows: \_\_\_\_\_

\_\_\_\_\_

11. I made the following contacts with the protected person during the past year: \_\_\_\_\_

\_\_\_\_\_

12. I made the following major decisions made on behalf of the protected person during the past year : \_\_\_\_\_

13. Facts that support the conclusion that the person is incapacitated include the following: \_\_\_\_\_

\_\_\_\_\_

14. I believe this guardianship should/should not (circle one) continue because:

---

15. I received the following amount of money on behalf of the protected person: \$\_\_\_\_\_. I spent the following amount of money on behalf of the protected person: \$\_\_\_\_\_. I now hold the following amount of money on behalf of the protected person: \$\_\_\_\_\_.

16. A true copy of this report will be given to the protected person and/or his/her conservator, and any other person who has requested notice.

17. Since my last report:

A. I have been convicted of the following crimes (not including traffic infractions):

---

B. I have filed for or received protection from creditors under the Federal Bankruptcy Code: YES/NO (circle one).

C. I have had a professional or occupational license revoked or suspended: YES/NO (circle one).

D. I have had my driver's license revoked or suspended: YES/NO (circle one)

18. Since my last report, I have delegated the following powers over the protected person for the following periods of time (provide name of person and powers delegated to):

---

"I hereby declare that the above statements are true to the best of my knowledge and belief, and that I understand they are made for use as evidence in court and is subject to penalty for perjury."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Guardian (if applicable)

**NOTICE: ANY PERSON INTERESTED IN THE AFFAIRS OR WELFARE OF THE PROTECTED PERSON WHO IS THE SUBJECT OF THIS REPORT WHO HAS CONCERNS ABOUT THIS REPORT OR THE GUARDIAN'S PERFORMANCE MAY CONTACT THE COURT AS FOLLOWS:**

**MULTNOMAH COUNTY CIRCUIT COURT  
ATTN: PROBATE DEPARTMENT, ROOM 04500  
1200 SW FIRST AVENUE  
PORTLAND, OR 97204  
971-274-0605 (between 8:30-10:30 am & 1:30-4:00 pm)**

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

PROBATE MEDIATION/SUPPLEMENTAL LOCAL RULES 9.016 AND 12.045

IN THE MATTER OF THE \_\_\_\_\_ ) CASE NO. \_\_\_\_\_  
\_\_\_\_\_ ) NOTICE OF SELECTION OF  
MEDIATOR AND SETTING  
DATE FOR HEARING

PARTY/ATTORNEY \_\_\_\_\_ PARTY/ATTORNEY \_\_\_\_\_

PHONE NO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

THE PARTIES HAVE AGREED THAT THE MEDIATOR WILL BE:

NAME \_\_\_\_\_ OSB# \_\_\_\_\_

PHONE \_\_\_\_\_ FAX NO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

THE FACTS IN DISPUTE ARE:

\_\_\_\_\_  
\_\_\_\_\_

CERTIFICATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND  
THAT I HAVE SENT COPIES OF THIS NOTICE TO ALL PARTIES/ATTORNEYS  
OF RECORD AND THE MEDIATOR.

DATED: \_\_\_\_\_

Signature of Party/Attorney (OSB# \_\_\_\_\_)

Certified to be a true copy:

\_\_\_\_\_

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

IN THE MATTER OF THE

) CASE NO.

\_\_\_\_\_

\_\_\_\_\_

) MOTION TO WAIVE  
MEDIATION

ON BEHALF OF \_\_\_\_\_, I  
MOVE TO WAIVE MEDIATION. GOOD CAUSE EXISTS TO WAIVE THE  
MEDIATION REQUIREMENT IN THIS CASE BECAUSE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CERTIFICATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND  
THAT I MAILED A TRUE COPY OF THIS MOTION TO ALL  
PARTIES/ATTORNEYS OF RECORD AS FOLLOWS:

PARTY/ATTORNEY

PARTY/ATTORNEY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED: \_\_\_\_\_  
Signature of Party/Attorney OSB# \_\_\_\_\_

Certified to be true copy:

\_\_\_\_\_

**IN THE CIRCUIT COURT FOR THE STATE OF OREGON  
FOR MULTNOMAH COUNTY  
Family Law Department**

Case No. \_\_\_\_\_

\_\_\_\_\_  
Petitioner(s)

**CERTIFICATE OF REQUIRED DISPUTE  
RESOLUTION  
(Family Law – SLR 8.046)**

vs

\_\_\_\_\_  
Respondent(s)

The parties signing below certify that they have complied with SLR 8.046 by participating in the following dispute resolution process(es): *Check all that apply.*

	Mediation	Arbitration	Neutral-Assisted Settlement Conference	Judicial Settlement Conference	Other Process <i>(describe)</i>
Custody					
Parenting Time or Visitation (excluding enforcement issues)					
Spousal Support					
Allocation of Property and/or Debts					

The parties signing also certify that each understands that this Certificate must be filed at least 7 days prior to the Trial Assignment date or, if the case is retained by a particular Judge, at least 7 days prior to the date of the court hearing.

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF MULTNOMAH  
CIVIL DEPARTMENT

Case No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

**ORDER TO RESCHEDULE  
SUMMARY JUDGMENT HEARING  
IN FRONT OF SITTING JUDGE**

\_\_\_\_\_  
Defendant

It is **HEREBY ORDERED** that the Request to Change Summary Judgment Hearing Date in front of sitting judge is,

Granted

Denied

The hearing is rescheduled to:

A date provided by the Chief Civil Judge and agreed to by parties; or

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Circuit Court Judge

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

Case No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

**MOTION TO RESCHEDULE SUMMARY  
JUDGMENT HEARING**

\_\_\_\_\_  
Defendant

The  moving party/ non-moving party (check one), moves the court for leave to reschedule the summary judgment hearing currently set on \_\_\_\_\_ for the following reason(s):

Opposing party:       Consents       Objects

I certify that I have served a copy of this motion on all opposing parties. If objected to, at least one judicial day's notice of the date and time of Ex Parte appearance was given to all opposing counsel pursuant to S.L.R. 5.025(3).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Print Name and OSB #

\_\_\_\_\_  
Party Attorney Represents

\_\_\_\_\_  
Telephone Number

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

\_\_\_\_\_  
Plaintiff/Petitioner

vs.

\_\_\_\_\_  
Defendant/Respondent

**Case No.** \_\_\_\_\_

**ORDER TO RESCHEDULE  
SUMMARY JUDGMENT HEARING**

It is **HEREBY ORDERED** that the Request to Change Summary Judgment Hearing Date is,

Granted

Denied

The hearing is rescheduled to:

A date provided by calendaring and agreed to by parties; or

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Circuit Court Judge

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

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

Case No. \_\_\_\_\_

**MOTION TO RESCHEDULE  
SUMMARY JUDGMENT HEARING  
IN FRONT OF SITTING JUDGE**

The  moving party/ non-moving party (check one), moves the court for leave to reschedule the summary judgment hearing currently set on \_\_\_\_\_ in front of a sitting judge.

Opposing party:  Consents  Objects

I certify that I have served a copy of this motion on all opposing parties. If objected to, at least one judicial day's notice of the date and time of Ex Parte appearance was given to all opposing counsel pursuant to SLR 5.025(3).

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Print Name, Phone Number and OSB #

\_\_\_\_\_  
Party Attorney Represents