

IN THE CIRCUIT COURT FOR THE STATE OF OREGON  
IN AND FOR POLK COUNTY

In the Matter of  
Exhibits on Technology Medium

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Presiding Judge Order 21-006

Order Requiring Advance Filing of  
Exhibits on Electronic Medium

I HEREBY FIND THAT:

1. ORS 1.171 provides that the presiding judge may make rules, issue orders, and take other action appropriate to exercise administrative authority and supervision over the circuit court of the district;
2. UTCR 21.040 and Chief Justice Order 20-016 provide for filing and receiving electronic exhibits;
3. Oregon Judicial Department (OJD) has developed and implemented Information Security Policy No. 050.20.03 and related policies to prevent computer system breach and other information and computer system security threats;
4. Non-documentary exhibits are submitted to the Court on a regular basis outside of File & Serve;
5. Polk County Circuit Court conducts and records its court business using the state-wide computer system and any breach of local computer system will impact the entire state court system.

NOW, THEREFORE, I HEREBY ORDER THAT:

Any exhibit submitted via electronic medium such as flash drive, thumb drive or computer disk, must be submitted at least two (2) business days in advance of hearing date to allow time for security screening of the same by the Court's technology staff before being accepted for Court's consideration. Any submitted exhibit found to contain potential harm to the OJD computer system shall not be accepted.

Notwithstanding the above, the Court may make exception to this requirement upon party's motion with good cause shown on a case by case basis.

Dated this 6 day of May 2021.



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Norman R. Hill  
Presiding Judge