

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

FILED
POLK COUNTY OREGON
2025 SEP 17 PM 1:09
CIRCUIT COURT ADMINISTRATOR

In the Matter of)
Trial Readiness and)
Timely Conclusion of)
Criminal Cases)

Presiding Judge Order 25-004

Order Requiring Trial Readiness Information &
Witness List

THE ABOVE MATTER coming before the court, sua sponte, and the court being fully advised, hereby find good cause as described below to review and re-evaluate the current judge and trial assignment practices for criminal cases in Polk County Circuit Court:

The court's caseload is steadily increasing even after taking COVID19 restrictions under consideration;

That significant cause for the increase in the caseload is due to matters being assigned and scheduled before a trial judge prematurely;

And those matters are often rescheduled due to lack of trial readiness as stated by the attorneys.

THE COURT, having reviewed and considered all relevant information, further finds that:

The current scheduling and rescheduling practice hinder the Court's ability to efficiently manage cases and dispense justice;

And that by developing and implementing a process of formally noting trial readiness on the record, along with establishing timelines for such recording, will better facilitate timely proceeding with scheduled trials to resolve cases and to increase overall case management efficiency.

NOW, THEREFORE, IT IS HEREBY ORDERED that the following trial judge assignment and scheduling procedures shall take effect on May 1, 2021 on all Criminal cases:

- a. All in-custody cases without a waiver of 60 days or speedy trial rights will be assigned a circuit court judge within 30 days of case filing for further and timely proceeding.
- b. In all other cases, the matters will not be assigned for trial until the Trial Readiness Information Form, attached hereto, is completed and filed, along with a complete list of witnesses by the attorneys of record in the case within the following timeline:
 - i. In all **Felony** out of custody cases, and **Felony** in- custody cases, in which the defendant has waived speedy trial rights and right to trial within 60 days, the parties shall provide the Trial Readiness Information Form and the case shall be

assigned to trial judge for trial on or before 120 days after the case was initiated.

- ii. **Misdemeanor** out-of-custody cases and misdemeanor In-custody cases in which the defendant has waived speedy trial rights and a right to trial within 60 days, the parties shall provide the Trial Readiness Information Form and the case shall be assigned to a trial judge for trial on or before 60 days from the date the case was initiated.
- c. Any case not in compliance with this Order may be scheduled for a hearing for further court review. The attorneys assigned to the case shall appear with the client for this hearing when scheduled unless otherwise excused by the court in advance.
- d. The Court may make exception to these requirements from time to time as the Court deems appropriate. In addition, parties may request relief from this order for complex cases that are best administered outside of these directives.

This Presiding Judge Order supersedes 21-005, 24-004 and all other orders on the same subject and shall remain in effect until further Order of this Court.

It is so ordered this 17th day of September 2025.



Norman R. Hill
Presiding Judge

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

TRIAL READINESS INFORMATION

State of Oregon

Case #

v.

Defense ____ Prosecution ____ in the above captioned case hereby represents to this Court:

1. All discovery has been completed;
2. All investigation(s) have completed;
3. All motions were filed and resolved;
4. Pretrial negotiation was concluded;
5. There is/are no other case(s) in other jurisdiction(s) that require resolution before proceeding to trial in this case;
6. Witness(es) is/are available for the necessary time periods;
7. Does not need additional time to prepare and is ready for the trial;
8. There are/will be digital media exhibit: Yes or No and will be timely submitted if yes as required under PJO.

NOTE: In the interest of utilizing the Court's limited resources in the most effective manner, all eight (8) above listed items must have been completed/addressed before a case is assigned to a trial judge. This document shall be made a part of the record in this case.

Attorney Signature/Date

Attorney Name & Bar Number