

SUPPLEMENTARY LOCAL RULES

POLK COUNTY CIRCUIT COURT

TWELFTH JUDICIAL DISTRICT



Effective February 1, 2021

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Polk County Circuit Court Supplementary Local Rules

CHAPTER 1 General Provisions

1.151 HOURS OF COURT OPERATION

Information regarding business hours for Polk County Circuit Court can be found at:

<https://www.courts.oregon.gov/courts/polk/Pages/default.aspx>.

1.161 FILING OF DOCUMENTS IN COURT

- (1) The Polk County Circuit Court has approval from the State Court Administrator to accept filings electronically for designated case types and documents pursuant to Uniform Trial Court Rule (UTCRC) Chapter 21, which governs filing and service by electronic means.
- (2) When conventional filing is permitted or required by UTCRC Chapter 21, filings are accepted at the Polk County Courthouse, Room 301, 850 Main Street, Dallas, Oregon. Documents delivered by mail shall be addressed to Polk County Circuit Court, 850 Main Street, Dallas, Oregon 97338. If a fee is required, then filing may occur only if the fee is satisfied.

1.171 WEBSITE

The Polk County Circuit Court website home page is:

<https://www.courts.oregon.gov/courts/polk/Pages/default.aspx>.

Links to this website may also be found at the Oregon Judicial Department website:

<http://www.courts.oregon.gov>.

CHAPTER 2 Standards for Pleadings and Documents

2.016 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 by ORCP 20H.

2.035 RETURN OF A DOCUMENT TO A PARTY

In addition to the authority to decline to receive or file a document under ORCP 9E, a document may be returned to the party who submitted it in the following situations:

- (1) A document with an existing case number and case caption from another jurisdiction unless filed pursuant to an order signed by a judge allowing a change of venue or authorizing the filing on some other basis;
- (2) A document which requires a fee but the fee payment or an order to waive or defer the fee is not provided;
- (3) A document without sufficient identifying information to determine in which case it should be filed or entered;
- (4) A document with a case caption from a jurisdiction not recognized by the Oregon Constitution or established by the Oregon Legislature;
- (5) A judgment or decree purportedly issued by a non-existent court;
- (6) A lien or bond issued by or to a non-existent court or agency; or
- (7) A document submitted by fax transmission.

2.501 STIPULATED OR EX PARTE DOCUMENTS THAT MAY BE FILED CONVENTIONALLY

The following stipulated or ex parte documents may be presented conventionally:

- (1) Petitions for Immediate Danger;
- (2) Petitions for Family Abuse Prevention Restraining Orders;
- (3) Foreign Judgments;
- (4) Transcripts of Judgment;
- (5) Foreign Support Orders; and
- (6) Transport Orders.

CHAPTER 3 Decorum in Proceedings

3.181 MEDIA OR OTHER PUBLIC ACCESS COVERAGE OF COURT EVENTS

In facilities occupied by the court, public access coverage in areas outside of courtrooms, other than the jury assembly rooms when jurors are in attendance, is permitted only with the prior approval of a judge or the Trial Court Administrator. Requests to conduct public access coverage in such areas may be made to the court at any time during the business day. No filming will be permitted within a courtroom without prior approval of the judge. Public access coverage is not permitted in the court's jury assembly rooms when the jurors are in attendance.

Public access coverage shall not disrupt court proceedings or interfere with normal court activities.

CHAPTER 4 Proceedings in Criminal Cases

4.081 APPEARANCE AT CRIMINAL PROCEEDINGS BY MEANS OF SIMULTANEOUS ELECTRONIC TRANSMISSION

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.

4.165 APPROVAL OF JUDGMENT

In all criminal proceedings, unless the court otherwise directs, any proposed form of judgment or order must be served on each of the parties at the time the proposed judgment or order is submitted to the court.

CHAPTER 6 Trials

6.012 SETTLEMENT CONFERENCES

- (1) Any party may request a settlement conference by making a written request to the presiding judge. Early requests are encouraged, and requests for assignment to a particular judge will be honored if possible.
- (2) The settlement conference judge shall not act as trial judge if the case does not settle. In criminal cases, the settlement conference judge will be the sentencing judge if the case settles. The assigned settlement judge will determine whether a pretrial statement or other document must be submitted to the judge prior to the settlement conference, when it should be submitted, and whether it will be confidential or non-confidential. Materials or notes prepared by the pretrial settlement judge will remain confidential and will not be placed in the court file in the event that the case does not settle. The assigned settlement judge will determine the appropriate method for reporting settlement and removing the case from the active trial docket and will determine whether a trial setting conference must be held prior to the pretrial settlement conference.
- (3) If one party requests a pretrial settlement conference, the settlement conference must be held and must be conducted according to the procedure set forth in this rule. However, the pretrial settlement conference will not be required if the opposing party demonstrates good cause why the settlement conference should not be held.
- (4) In civil cases, all trial attorneys and parties or representatives of a corporation or insurance company who has full authority to settle and compromise the litigation must personally appear at the pretrial settlement conference. In criminal cases, all trial

attorneys and the defendants must be present for the settlement conference. The judge may permit telephone or electronic appearances for good cause.

- (5) Each settlement conference shall be scheduled to allow adequate time for meaningful settlement discussions. Additional settlement conferences may be scheduled by the judge or by agreement of all attorneys and parties.
- (6) The pretrial settlement conference shall not delay the trial scheduling without permission of the court.

6.081 EXHIBITS – AUDIO AND VIDEO RECORDINGS

The proponent of any audio or video exhibit shall be responsible for arranging for playback equipment for use during the trial or other proceeding. The court may provide standard VGA or HDMI connectivity for use with courtroom monitors for audio and video playback; however, arrangements for such equipment must be made at least one business day in advance of the proceeding or trial by contacting judicial staff or the Polk County Trial Court Administrator. Testing of the equipment at least one business day ahead of the proceeding or trial is recommended to ensure functionality. The court will not provide access to its internal technology infrastructure to any external media or device.

CHAPTER 7 Case Management and Calendaring

7.012 CONTINUANCES IN CIVIL AND CRIMINAL CASES

Once a judge has been assigned to a case for trial purposes, the assigned judge shall be responsible for all matters pertaining to such case. This includes, but is not limited to, any requests for a continuance.

7.045 MOTION PRACTICE IN CRIMINAL CASES

Criminal motions generally will be set by the court and the parties will be notified in writing of the date and time of the hearing.

7.055 TRIAL DATE AND STATUS CONFERENCE IN CRIMINAL CASES

- (1) Pre-trial conferences will be set for a hearing to review the status of the case in advance of the trial. The date will be set at arraignment. The attorney for each party and the defendant shall appear at the hearing unless approved in advance by a judge.
- (2) Trial dates will be set at arraignment.

CHAPTER 8 Domestic Relations Proceedings

NOTE: Rules specifically regarding Mediation are found in SLR Chapter 12.

8.015 STATEMENT OF ASSETS

- (1) In lieu of the filing of separate statements of assets and liabilities, values and proposed distribution, as provided by UTCR, counsel for the parties may file a single joint statement containing a single list of those assets and liabilities (described individually or by groupings, as counsel may agree) which either or both parties claim to be subject to distribution by the court. Such single joint statements shall set forth, opposite description of each listed asset and liability (or assets and liabilities by grouping), a separate listing of each party's valuation and proposal for distribution of such asset or liability or a statement that such asset or liability is not subject to distribution by the court, or that, for the reasons stated, the value of the asset or liability should not be taken into account by the court in the division and distribution of the parties' assets and liabilities.
- (2) In the event counsel for the parties file separate statements pursuant to UTCR, such statements must include all assets and liabilities which either or both parties claim to be subject to distribution by the court; must contain identical description of such assets and liabilities (either individually or by grouping); must list the assets and liabilities in the same order; and must include the filing party's position that the asset or liability is not subject to distribution by the court, or, that for the reasons stated, the value of the asset or liability should not be taken into account by the court in the division and distribution of the parties' assets and liabilities.
- (3) Statements of assets and liabilities, whether filed jointly or separately, shall, to the extent possible, also reflect the following:
 - (a) Disputed property should be grouped, separate from undisputed property;
 - (b) Sub-totals should be reflected for each category and grouping;
 - (c) Wholesale and retail bluebook values should be listed for all vehicles listed; and
 - (d) Assets and liabilities should be divided into short and long-term categories.

8.055 TEMPORARY CUSTODY ORDERS - MODIFICATIONS

Hearings pursuant to ORS 107.138, shall be scheduled in the same manner as hearings under subsection (4)(b) of ORS 107.097.

8.071 SHOW CAUSE ORDERS - CONTEMPT OF COURT

- (1) A show cause order for contempt of court shall be contained in a separate document from any other show cause order or orders for other relief. Such orders shall require the responding party to personally appear in court at the time established by the court which shall be at least fourteen (14) days after the date of service of the order on the responding party. The moving party must also appear and be prepared to proceed at the time and date stated in the order.
- (2) The failure of the moving party to appear at the stated date and time, or to be prepared to proceed at such time, will result in dismissal of the contempt proceeding unless the court finds extenuating circumstances and orders the continuation of the proceedings.
- (3) The hearing will be held at the date and time stated in the order unless the court orders the matter to be specifically set for hearing at a later date.
- (4) Every show cause order for contempt of court shall contain the following notice:

NOTICE

You must personally appear in the above entitled court and case at the date and time specified in this Order. If you fail to appear in court at such date and time, you may be arrested and held in custody for the purpose of being brought before the court to answer the contempt charges which have been made against you.

8.073 SHOW CAUSE ORDERS - OTHER THAN CONTEMPT OF COURT

- (1) Motions for Show Cause Orders (other than for contempt of court) must separately state each item of relief requested by the moving party. Such orders may not state the requested relief by reference to a supporting affidavit.
- (2) Unless otherwise specifically required by statute or ORCP or specifically directed by the court, Show Cause Orders shall not require the personal appearance of the opposing party and shall not set a time certain for response by the opposing party. Instead, when dealing with temporary relief and when served within the State of Oregon, such orders shall require the opposing party to file an Answer in writing to the order within thirty (30) days from the date of personal service of the order upon the opposing party, or, if served by mail, within thirty-three (33) days from the date of the mailing of the order (which mailing date shall be stated in or endorsed upon the order). When the Show Cause Order deals with permanent relief or when it is served outside of the State of Oregon or by publication, the order shall require the opposing party to file an answer in writing within thirty (30) days from the date of service or the date of first publication, whichever the case may be.
- (3) In the event the opposing party fails to file a written appearance in response to a show cause order within thirty (30) days from the date of service of the order upon the

opposing party, then at any time thereafter and while the opposing party remains in default for want of such written appearance, the moving party may present an ex parte order granting the relief sought by the moving party, provided the return of service of the show cause order has been filed with the court or is presented with the proposed ex parte order. Upon presentation of the proposed ex parte order, the court, in its discretion, may allow the requested relief ex parte or it may direct that a hearing be scheduled for the presentation of a prima facie case in support of the relief sought by the moving party.

8.075 PARENTING TIME

The court has adopted a “standard parenting time schedule” which is a starting point for establishing a time-sharing arrangement between parents, subject to other stipulation of the parties or other order of the court. The “standard parenting time schedule” is available on the court’s website.

8..081 MANDATORY PARENT EDUCATION PROGRAM

- (1) The court has established a mandatory parent education class as authorized by ORS 3.425 for each person named as a party in the following types of proceedings:
 - (a) Annulment or dissolution of marriage, where there is a child or children of the marriage;
 - (b) Legal separation actions, where there is a child or children of the marriage;
 - (c) Petitions to establish custody or parenting time, including paternity; and
 - (d) Post-Judgment litigation involving custody or parenting time.
- (2) All parties, where the interest of a child under the age of 18 years is involved, shall successfully complete the education for divorcing parents program offered by the court designated providers or a preapproved alternative parent education program. Parties shall be automatically registered for the program by the court’s mediation clerk. Parties shall request the court’s approval of an alternate program within fifteen (15) days of receiving notice of the appearance date for the parent education class.
- (3) Each person who successfully completes a preapproved alternative program, will obtain a certificate of completion and shall file the certificate of completion with the Trial Court Administrator. All parties shall file the certificate of completion before the judgment will be signed and entered.
- (4) The court may exempt one or both parties from the program if, after review of the party’s request, the court determines there is good cause to waive the requirement. The request must be filed within fifteen (15) days of receipt of the program notice from the court.

- (5) Failure to complete the program in a timely manner may be considered by the court in making its ruling on issues which are in dispute.
- (6) A party who has completed the program shall have the right to:
 - (a) Request that the pleadings of a party be stricken if that party has not completed the program in a timely manner without good cause.
 - (b) Request entry of an order from the court to compel the non-complying party's completion of the program if good cause is not shown as to why that party has not completed the program in a timely manner.
 - (c) Request that the court enter an award of attorney fees in favor of the complying party who utilizes this option to force the non-complying party's compliance with this rule.

CHAPTER 9 Probate and Adoption Proceedings

9.081 ORAL OBJECTIONS IN PROTECTIVE PROCEEDINGS

Oral objections made under ORS 125.075 to a petition in a protective proceeding shall be voiced at the front counter in room 301 of the Polk County Courthouse and during the hours of court operations listed in SLR 1.151. The objecting party can reach the court clerk by telephone at 503-623-3154 (voice) or by email to PLK.Court.Info@ojd.state.or.us. A form for filing a written objection is available on the court's website.

The respondent or protected person may also make objections orally to an appointed Court Visitor. Court Visitors shall include any objections by the respondent or protected person in the Visitor Report. The objection should be in bold and underlined so as to call its attention to the court.

Objections must be received by the court within fifteen (15) days of service of the Petition.

9.161 FORM OF ACCOUNTING

All accountings shall be in the format as specified in UTCR 9.160.

CHAPTER 11 Juvenile Court Proceedings

11.031 PERSONAL APPEARANCE BY PARENT

A parent served with summons pursuant to ORS 419B.812 shall appear in person before the court on the date and time specified in the summons unless otherwise approved by the judge.

CHAPTER 12 Mediation

12.015 CHILD CUSTODY AND PARENTING TIME_MEDIATION

NOTE: Rules specifically relating to Temporary Custody Orders during Mediation are found in SLR Chapter 8.

(1) Matters Subject to Mediation

Mediation is mandatory in the following case types:

- (a) Any domestic relations suit, as defined in ORS 107.510 (3);
- (b) Any filiation proceeding pursuant to ORS 109.124 to 109.230;
- (c) Proceedings to determine the custody or support of a child under ORS 109.103;
- (d) Any proceeding to modify custody and/or parenting time previously determined in one of the above types of cases;
- (e) Any other matter involving a dispute over custody and/or parenting time upon referral of the court; and
- (f) Other Matters. The mediator may consider issues of property division or spousal or child support with the written approval of both parties or of their counsel.

(2) Court Control during Mediation

- (a) Cases remain subject to the control of the court during mediation. The court may remove a case from mediation at any time.
- (b) Mediators shall report to the court and counsel the outcome of mediation. Mediation agreements shall be presented to the court and the court retains final authority to accept, modify or reject agreements.

(3) Commencement of Mediation

Mediation will be commenced by stipulation of the parties, request of a party or court referral.

(4) Mediation Process

- (a) Mediation shall consist of a maximum of eight (8) hours of sessions involving the parties and the mediator. Unless otherwise agreed in writing by the parties, the parties' lawyers shall not be present at mediation sessions.
- (b) The parties shall choose a mediator upon completion of the parent education class and shall promptly notify the court. If the parties do not notify the court of

their selection within ten (10) days following the parent education class, the court will appoint a mediator from the court's list of mediators. The parties may select a mediator of their own choosing but if the mediator is not on the list approved by the court, the expense of the mediator shall be the responsibility of the parties.

(5) Unsuccessful Mediation

The mediator may notify the court at any time following the initial mediation session that mediation has been unsuccessful, in which case the proceeding will be scheduled for hearing in the same course and with the same priority as if there had been no mediation. The mediator may determine that the mediation has been unsuccessful if the parties are unable to resolve the custody or parenting time controversy, if one or both parties are unwilling to participate in mediation or if the mediator determines that either party is using the mediation process in bad faith for the delay of resolution of other issues.

(6) Temporary Custody and Parenting Time Orders

At any point during the mediation the court may approve a temporary custody and parenting time order reflecting the parties' agreement as to the issues.

(7) Temporary Support

If the parties cannot agree on the issue of support and they are also in dispute as to custody and/or parenting time, the mediator may, upon the written request of the parties and the consent of the mediator, assist in resolving the support issue as well.

(8) Mediation Completion

It is the responsibility of the parties and their attorneys to see that mediation is completed within such time as to not delay the trial of the case. Failure to do so may result in dismissal of the case when called for trial or postponement under such conditions as the court may require.

(9) Custody Evaluations

(a) If the parties are unable, after a good faith effort, to resolve custody and/or parenting time issues in mediation, the parties may agree to a custody evaluation. The evaluation must be performed by a duly qualified person but must not be the mediator assigned to the case.

(b) The parties must agree in advance that the report of the custody evaluation will be admissible at trial or other proceedings without appearance of the person who performed the evaluation. The person who performed the evaluation may, however, be subpoenaed at the expense of the party calling the person as a witness.

- (c) When the evaluation report had been received by the parties, the parties may, if both parties agree, resume mediation after the report is made available to the mediator.
- (d) The expense of the evaluation shall be the responsibility of the parties in such proportion as the parties may agree or as ordered by the court. Parties who seek a custody evaluation under this rule may, prior to proceeding with a custody evaluation, petition the court for partial assistance in the cost of the evaluation, to be paid from the county mediation fund. The decision to provide funding shall be based on the abilities of the parties to afford the evaluation. A petition for financial assistance for the custody evaluation shall be accompanied by the name and qualifications of the custody evaluator to be selected, a recommendation from the mediator as to whether a custody evaluation may be useful and an estimate of cost and affidavits setting forth the financial resources of the parties.

CHAPTER 13 Arbitration

13.015 REFERRAL TO ARBITRATION; MOTIONS

- (1) A case subject to arbitration shall be transferred to arbitration when the case is at issue. The court may remove a case from arbitration at any time.
- (2) All motions, except those set forth below, shall be decided by the arbitrator as provided in UTCR 13.040 (3).
 - (a) Waiver or deferral of arbitrator's and/or filing fees
 - (b) Exemption or removal from arbitration
 - (c) Change of venue
 - (d) Resignation of counsel
 - (e) Bankruptcy stay
 - (f) Jurisdictional

13.025 COMPENSATION OF ARBITRATORS

- (1) Compensation

Arbitrators shall be paid directly by the parties within fourteen (14) days of the selection of the arbitrator. The total amount of fees and expenses shall be equally divided, unless otherwise stipulated by the parties.
- (2) Failure of a party to appear or participate in the arbitration proceeding

The failure of a party to appear or participate in the arbitration proceeding does not affect the ability of the party to appeal the arbitrator's decision or award.

CHAPTER 15 Small Claims

15.015 DISMISSAL FOR FAILURE TO PURSUE CLAIM

A judgment of dismissal shall be filed and entered on the court's own motion seventy-five (75) days after the date the claim is filed, unless the case is set for a hearing or a default judgment is entered.

CHAPTER 16 Violations

16.015 VIOLATIONS BUREAU

By General Order of the Court and pursuant to ORS 153.800, the court has established a Violations Bureau for the disposition of violations.

16.025 TRIALS BY DECLARATION

- (1) Testimony by declaration shall be allowed in violation cases only upon receipt of a signed request from the defendant five (5) or more days before the scheduled violation trial. The defendant's request must clearly waive the right to submit oral testimony in court in favor of a written statement.
- (2) Any declaration submitted by any party or witness must include the following language in prominent letters immediately above the signature of the declarant: "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 the use as evidence in court and is subject to penalty for perjury."
- (3) Declarations that do not include the language quoted in (2) above will not be considered by the court.

APPENDIX 1

(See SLR 8.073)

NOTICE

You must file an answer in writing to this Order, within thirty (30) days from the date this Order is served upon you. If you do not file a written answer within such time, the other side may automatically be given the relief against you which the other side is requesting in the attached motion.

In order to file an answer in writing, you must do the following things:

- (1) Your written answer must contain the title and number of this case.
- (2) Your written answer must specify the item or items of relief requested by the other side which you oppose. (You do not need to state the reasons why you oppose the relief; you need only to state that you do oppose the relief.)
- (3) Your written answer must be signed by you and must contain your current mailing address and phone number. All future notices and documents in this case will be sent to you at the address listed on your written answer unless and until you file in this case a written notice of such change of address, and the court will proceed on the assumption that you have received all communications and documents mailed to you at your most current address on file in this case.
- (4) Your written answer must be mailed or presented to the clerk of the court so as to actually reach the clerk of the court within the time stated above.
- (5) Your written answer must be accompanied by payment of any filing fee required by law for the filing of the answer, or you must obtain a court order waiving or deferring such filing fee (you should contact the clerk of the court if you have any question concerning the filing fee.)
- (6) At or before the time you file your written answer with the clerk of the court, you must mail a copy of the answer to the attorney for the other side, or to the other side personally if the other side is not represented by an attorney, and you must attach to the answer which you file with the clerk a certificate showing that you have mailed a copy of the answer to the attorney for the other side or to the other side personally. If you file a written answer in the manner and within the time stated above, the court will schedule a hearing to decide whether or not to grant the relief requested by the other side, and you will be notified by mail of the date and time of such hearing. However, you will not be entitled to seek any relief for yourself against the other side. If you wish to seek affirmative relief for yourself against the other side, you must file an appropriate motion or motions for such relief, and, you must mail a copy of such motion or motions to the attorney for the other side or to the other side personally if the other side is not represented by an attorney.

If you have any questions, you should see an attorney immediately.

STATE OF OREGON – POLK COUNTY



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

DATED: December 29, 2020

Court Administrator for Polk County Circuit Court (or designee):

Linda Hukari
