

# SIXTH JUDICIAL DISTRICT

Umatilla and Morrow  
Counties

LOCAL COURT RULES

Regular Cycle  
**February 1, 2026**

Honorable Daniel J. Hill, Presiding Judge  
Irma Solis, Trial Court Administrator

**CERTIFICATE OF SUPPLEMENTARY LOCAL COURT RULES  
OF THE CIRCUIT COURT  
OF THE SIXTH JUDICIAL DISTRICT**

I, Daniel J. Hill, Presiding Judge of the Sixth Judicial District of the State of Oregon, hereby certify that attached hereto is a complete, true and correct copy of the supplemental local rules, of the Circuit Courts of the State of Oregon for Umatilla County and Morrow County that will go into effect the 1<sup>st</sup> day of February, 2026.

DATED this 20th day of November, 2025.



Daniel J. Hill, Circuit Court Judge

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Daniel J. Hill  
Presiding Judge,  
Sixth Judicial District  
State of Oregon

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Sample forms for the Sixth Judicial District may be found on the Court’s website identified in Supplementary Local Rule 1.171.

## Chapter 1 – General Provisions

### 1.002 ADDRESSES AND TELEPHONE NUMBERS

(1) Defendants in Criminal and Violation Cases

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

(2) Unrepresented Parties in Civil and Small Claims Cases

During the pendency of any civil or small claims case, any party who is not represented by an attorney of record must keep the court advised in writing of the party's current name, mailing address, email, and telephone number.

### 1.161 SUBMITTING DOCUMENTS FOR FILING

(1) The Sixth Judicial District presently holds court in three (3) locations: Pendleton, Hermiston, and Heppner. Information regarding business hours and locations for the Sixth Judicial District may be found on the Court's website identified in Supplementary Local Rule 1.171.

(2) For Umatilla County, matters submitted for filing under UTCR 21.070(3)(a) – (d) shall be submitted in Pendleton.

(3) Mandatory Electronic Filing is required for members of the Oregon State Bar per UTCR 21.140.

### 1.171 SIXTH JUDICIAL DISTRICT WEBSITE AND LOCAL FORMS

The Sixth Judicial District maintains an informational website on the Internet. The address of this website is: [www.courts.oregon.gov/courts/Umatilla/Pages/default.aspx](http://www.courts.oregon.gov/courts/Umatilla/Pages/default.aspx).

Forms required by these rules are available on the court website at:  
<https://www.courts.oregon.gov/courts/Umatilla/help/Pages/Forms.aspx>.

### 1.172 BUILDING SECURITY

The Umatilla County Courthouse in Pendleton, the Stafford Hansel Government Center Circuit Court (second floor), and the Morrow County Courthouse in Heppner, or any other facility or location where the court conducts its business 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. There is no right of public access to staff areas or judicial chambers, offices, jury rooms, or conference rooms. Any right of access to public areas may, however, be removed as a result of 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 may limit them from re-entry into these buildings for a specified period of time. Such detrimental conduct may include, but is not limited to:

(1) Direct physical assault or physical harassment 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 or court administration;
- (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; or
- (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 Pleadings and Documents

### 2.011 FORM OF PLEADINGS

Proposed orders shall include at least three check boxes substantially as follows: one for “granted,” a second for “denied,” and a third for “Other.” Additionally, a two-inch section below the “other” check box shall be left blank as space where the judge may annotate other specific orders and comments. When appropriate based upon the motion, the proposed order shall also reflect options for additional logically related decisions for the judge. All check boxes and blank space must be placed above the standard date and signature line.

### 2.012 CONTENT OF ORDERS

Proposed orders shall clearly state the specific decisions or rulings to be made and describe the nature or type of impact on any hearings that would be affected by the decisions without requiring reference back to the motion, any supporting pleadings, or to matters discussed on the record in proceedings.

### 2.015 RETURN OF DOCUMENTS TO A PARTY

- (1) In addition to the authority to decline to receive or file a document under ORCP 9 E and UTCR 2.010, 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 submitted for filing 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 court action, but the court action cannot be taken without the filing of statutorily required preceding documents;
  - (c) 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;
  - (d) A petition submitted for filing under ORS 813.210 more than thirty (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;
  - (e) A document submitted for filing by telephonic facsimile transmission (FAX); or,
  - (f) A written notice of appeal and request for trial de novo of an arbitration award submitted for filing beyond the time permitted by law.
  - (g) A document without sufficient identifying information to determine in which case it should be filed or entered.
- (2) In small claims and summary dissolution cases, documents which do not comply with ORS, ORCP, UTCR, and 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 submitted for filing in this court and given an appropriate Umatilla or Morrow 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 submitted for filing in error by the filing party.

#### **2.161 SEALED AND CONFIDENTIAL MATTERS**

- (1) All documents and matters to be sealed or filed confidentially shall clearly state this in the case caption. Additional caption requirements for sealed documents in civil cases are specified in UTCR 5.160.
- (2) Although a motion to seal must be filed conventionally pursuant to UTCR 21.070(6)(c), the motion and supporting points and authorities setting forth the legal basis for each designation will be public, and only the designated document or matter will be sealed, if allowed. If desired, supporting documents may be designated as confidential by reflecting this in the caption of each pleading to be filed confidentially. If not related to a motion to seal, documents may be eFiled as confidential pursuant to UTCR 21.070(6)(c).
- (3) Any motion to seal shall describe the condition or point in time, if any, when the designation of sealed may be removed. Once the condition has been satisfied or the point in time has passed, the party that originally requested the sealed designation must submit a motion and order to unseal the document or matter.
- (4) A party seeking to file any matter as sealed or confidential shall provide the other parties entitled to view the document a copy prior to submission.
- (5) In response to a motion to seal a document or matter, unless otherwise restricted by law, a judge may order that the matters be filed confidentially instead of under seal.

## Chapter 3 – Courtroom Proceedings

### 3.181 ELECTRONIC RECORDING AND WRITING ON COURTHOUSE PREMISES

In accordance with UTCR 3.180(11) the Presiding Judge has designated the following areas outside the courtrooms and under the control and supervision of the court where electronic recording is allowed without prior permission:

- (1) For courtrooms 1, 2 and 3 in the Umatilla County Courthouse, the landing at the top of the stairs on the second floor;
- (2) For courtrooms 4 and 5 in Hermiston, the waiting area just outside the public elevator on the 2nd floor;
- (3) For the courtroom in the Morrow County Courthouse, the landing at the top of the stairs on the second floor.

### 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: constitute public access coverage equipment as defined in UTCR 3.180. Such devices may be used in a facility occupied by the court only as provided by UTCR 3.180, SLR 3.181, 6.181, and this rule. Devices must be powered off rather than simply muted when entering any courtroom in any facility occupied by the court as provided by SLR 6.181, 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 6.181, 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 having their electronic device removed and held by security until the end of the proceeding and 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.
- (4) Non-attorneys may use laptops, tablets, and cell phones during court with the court's permission.

## Chapter 4 – Criminal Cases

### 4.006 DISCOVERY OF MATERIALS FROM NON-PARTIES AND IN CAMERA REVIEW

Motions for discovery of materials from non-parties and in camera review in criminal matters must substantially comply with the process described in SLR 7.006.

### 4.007 TESTIMONY BY JUDGE OF THE CIRCUIT COURT, TRIAL COURT ADMINISTRATOR OR STAFF

Any matter requiring testimony of a judge of the Umatilla or Morrow County Circuit Courts, the trial court administrator, or trial court staff will be subject to a preliminary conference to determine scheduling of the witness and what the testimony is intended to elicit. The party seeking the testimony shall request the conference no later than 5 days before the scheduled trial or hearing date. This rule is not intended to preempt ORCP 55, nor prevent the service and acceptance of any subpoena, and is not anticipated with subpoenas for court staff as custodians of the record merely to address case register entries and document authentication.

### 4.011 DISCOVERY

Before any motion to compel discovery in a criminal case is submitted for filing, a written demand shall be made on opposing counsel (or upon a party if self-represented) for the specific materials. The motion shall be supported by declaration that such a demand was made and shall include a copy of the demand, the date the demand was served, and the information that has been furnished and if known, types of information that have not been furnished as of the date the motion is submitted for filing.

### 4.015 POSTPONEMENTS; *EX PARTE* MATTERS

Motions to continue felony and misdemeanor cases and motions to recall bench warrants shall be accompanied by supporting declaration and a proposed form of order. No motion for a continuance shall be submitted without seeking to confer with opposing counsel or a party if unrepresented. Any such motion submitted without contacting opposing counsel or party will be returned without consideration or action by the court clerk or denied by the Judge. Motions to continue shall not be made to a Plan B or pro tem judge except in cases of emergency when the Presiding Judge or other judge of the Sixth Judicial District is not available, or if the Presiding Judge has authorized the authority for the period of the Judge's performance with the judicial district.

### 4.021 ACCUSATORY INSTRUMENTS

Once an Accusatory Instrument is filed in the form of an Information of Misdemeanor, Contempt or Violation, it cannot be amended or replaced with an Indictment as a new Accusatory Instrument, without the prior Accusatory Instrument being dismissed. Court staff will reject an Indictment filed wrongly in a case with an Information other than an Information of Felony, or direct its filing into a new case and set it with the existing case for Arraignment.

### 4.025 DOCUMENTS FILE ON CONTEMPT MATTERS INVOLVING REMEDIAL OR PUNITIVE SANCTIONS

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

#### 4.025 SEARCH WARRANTS

Prior to presenting a request for a search warrant, the applicant shall:

- (1) Obtain prior approval from a District Attorney, Deputy District Attorney, or Assistant Attorney General who has personally reviewed the facts underlying the application;
- (2) Provide the name of the reviewing District Attorney or Assistant Attorney General;
- (3) Present their credentials and authority for the application, and
- (5) Verify that the search warrant application has not been presented to any other judge.

#### 4.035 RELEASE REVOCATION

- (1) A motion for release revocation under ORS 135.280 or other law shall be supported by affidavit or declaration and relevant supporting documentation.
- (2) The party submitting the motion for release revocation shall also submit a proposed order including the following options for the court:
  - (a) Issue a warrant with the proposed security amount;
  - (b) Order the defendant to appear for a hearing; or
  - (c) Deny the motion.
- (3) The motion and pleadings shall be copied to defense counsel (or defendant if unrepresented), and shall include a certificate of mailing, delivery or electronic service unless upon a showing of good cause, the court allows the matter to be submitted for filing ex parte. Good cause shall ordinarily be for security and safety reasons of law enforcement or the victim of the underlying offense.

#### 4.045 SECURITY FORFEITURES

- (1) A defendant or surety may apply to the court for a remission of a forfeiture of the security amount by:
  - (a) Submitting documents for 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 stating good cause for the remission; and
  - (b) If necessary, appearing at a hearing to further inform the court why the Judgment or Order of Forfeiture should be rescinded.
- (2) If a hearing is necessary on the Motion for Remission, the court will notify the applicant of the date, time, and location of the hearing. In any case, the court may decide to grant or deny the motion without any appearance by the applicant, and to notify the applicant by mail of its decision.

#### 4.046 REFUND PROCEDURES

All bail or security refunds will be made by mail.

**4.051 CRIMINAL MOTIONS {PLEADINGS, TRIAL MATERIALS,} AND ORAL ARGUMENT**

Unless a different time is permitted by the court for good cause shown:

- (1) In addition to the timelines set by UTCR 4.010, motions in limine or other motions that may require evidentiary hearing or oral argument shall be submitted for filing at least twenty-one (21) judicial days prior to commencement of trial.
- (2) Procedural motions shall be submitted for filing at least two (2) judicial days prior to commencement of hearing or trial.
- (3) The court will consider any failure to timely submit materials when prioritizing cases set for trial on the same date.
- (4) Parties must include one of the following in the case header: “Evidentiary Hearing Requested; Required Time Estimate” or “Evidentiary Hearing Not Requested.”

**4.052 CRIMINAL MOTIONS RELATED TO ISSUED SEARCH WARRANT**

- (1) Motions related to a search warrant must include the name of the judge signing the search warrant in the first paragraph and separately be supported by declaration or affidavit and the original warrant as an exhibit. The motion must be filed as a public document, however, if the search warrant is sealed, the supporting affidavit /declaration and copy of the original warrant must be conventionally filed with an accompanying motion and order to seal the affidavit/declaration and copy of the original search warrant.
- (2) Motions relating to search warrants will not be heard by the judge that signed the original search warrant unless the parties stipulate.

**4.055 CIVIL COMPROMISE**

The court, upon receiving from the person injured an acknowledgment in writing that the person has received satisfaction for the injury, may act on the signature, or hold a hearing for verification of the injured person’s satisfaction, or consider the notarized signature of the person, or the statement of the person as a declaration under ORCP 1E. If the moving party does not contest the inclusion of payment of the costs and expenses incurred, then the court may impose without hearing a limited judgment imposing those lawful costs and expenses as a condition to allowance of the dismissal.

**4.061 PRETRIAL MOTIONS AND RESPONSES**

- (1) In addition to the requirements of UTCR 4.060, those requirements shall apply to Motions to Controvert or to Demur.
- (2) Motions to Suppress and Motions to Controvert or to Demur, shall be filed pursuant to statute and otherwise not less than 21 days prior to trial, unless otherwise ordered by the court.
- (3) Responses, if any, shall be filed twenty-one (21) days after the motion or pleading thereto but no later than seven (7) days before the scheduled hearing, unless otherwise ordered by the court.

#### 4.071 DUII DIVERSIONS

The District Attorney's objection to diversion, if any, shall be in writing, and served upon defendant's attorney, or defendant if self-represented, no later than fourteen (14) days from the date of arraignment on the charging instrument.

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

- (1) Unless prohibited by statute, court appearances for individuals who are in-custody shall be held "remotely" by means of simultaneous electronic transmission unless a motion, declaration, and order to transport are submitted to the court at least five judicial days prior to the scheduled hearing. A proposed order is available on the court's website listed in SLR 1.171.
  - (a) The state shall submit for filing the motion, declaration, and order to transport a defendant for trial and sentencing after trial unless the defendant consents to appearance by electronic means. The state may submit an unopposed order without motion and declaration.
  - (b) The defendant's attorney shall submit for filing the motion, declaration, and order to transport a defendant for all hearings other than trial and sentencing after trial, including changes of plea, motion hearings, and restitution hearings after sentencing, sentencing upon remand, and settlement conferences. The defense may submit an unopposed order without motion and declaration.
  - (c) For witnesses to a proceeding, in addition to the requirement in SLR 7.015, the proponent shall file a motion, a supporting declaration of relevancy and materiality, and a proposed order to transport.
    - (i) For Umatilla County Jail inmates, the pleadings must be filed at least ten (10) calendar days prior to the hearing or trial.
    - (ii) For other Oregon jails or the Oregon Department of Corrections, the pleadings must be filed at least thirty (30) days prior to hearing or trial.
    - (iii) The Order shall be directed to the Sheriff for offenses outside an Oregon Department of Corrections institution and directed to the Oregon Department of Corrections for offenses arising within an institution.
    - (iv) A party objecting to relevancy or materiality, or a party seeking to establish relevancy or materiality, may file for an OEC 104 hearing. The OEC 104 hearing will be conducted by simultaneous electronic transmission when possible.
  - (d) If a hearing or trial is continued, or if a witness is no longer needed, the party that originally requested the transport shall immediately submit for filing a proposed order to vacate the transport and the transport authority and take steps to notify the responsible transport authority. A form of Order to Vacate the Transport shall be available on the court's website, identified in SLR 1.171, or from the court clerk.

- (2) Unless otherwise ordered, probation officers and witnesses in probation cases may appear by telephone or simultaneous electronic transmission.
- (3) Criminal proceedings presume in-person, non-testimonial, appearance unless:
  - (a) The Presiding Judge has issued an order allowing remote appearance without motion and order for specific hearing types; or
  - (b) The courtroom judge has issued an order allowing remote appearance without motion and order for specific hearing types or specific cases;
  - (c) A judge has allowed remote appearance on the record for a specific party on a specific date;
  - (d) Pursuant to SLR 7.015, a motion, declaration, and proposed order requesting remote appearance and/or testimony is filed at least seven (7) days in advance of the scheduled hearing, and the order is approved; or
  - (e) A judge allows remote appearance on the record due to unforeseeable circumstances.
- (4) Ordinarily, a remote proceeding will not be held if required fingerprints have not been provided by a defendant, or reasonable assurances are made to secure the fingerprints, or the defendant is in custody of the Oregon Department of Corrections, or is held out of state.

#### **4.091 MUNICIPAL AND SUBORDINATE COURT APPEALS AND TRANSFERS**

- (1) In municipal or subordinate court appeals or transfers, appropriate notification of representation shall be submitted for filing by both the prosecutor and defense attorney.
- (2) An appeal or transfer shall be captioned State of Oregon ex rel [City of ][Name of city or subordinate court], Plaintiff v. [Name], Defendant.
- (3) Unless otherwise expressly ordered by the court, appellants must appear at all court proceedings in person. Failure of an appellant to appear pursuant to ORS 138.210 will result in dismissal of the appeal, affirmance of the judgment and remand to the municipal court.
- (4) If the court orders the appeal dismissed, the Prosecuting Attorney shall promptly submit for filing the General Judgment of Dismissal of the Appeal and Remand to the original court.

#### **4.101 REMOVAL OF NO CONTACT ORDERS**

- (1) A victim wishing to remove a no contact order imposed under ORS 135.250 or ORS 135.247 must file a written petition or appear personally at a hearing on the matter.
  - (a) “Petition” as used in ORS 135.250 (2)(b)(A) and in ORS 135.247 (4) means a written petition signed and filed prior to or at the hearing in the criminal action by the victim or by a district attorney who has agreed to assert this right for the victim. A form of petition is available on the court’s website listed in SLR 1.171.

- (b) In the alternative, the victim may appear at the release hearing or pre-trial conference and request removal of the no-contact condition of release.
- (2) A victim who files a petition shall provide the District Attorney and the defendant's counsel a copy of the petition and so reflect the service upon an attached certificate of service. The district attorney shall file a written response within ten (10) calendar days of service of the petition on the district attorney. If the petition is served by mail, the district attorney shall have three (3) additional days to respond.
- (3) Absent a written petition or appearance by the victim at the hearing as set out in section (1) and (2) of this rule, the court will continue the no contact order imposed under ORS 135.250 (2)(a) or ORS 135.247 until further order of the court or the conclusion of the case.

#### **4.111 PROBATIONARY COMPLIANCE / NON-COMPLIANCE REPORTS**

- (1) All reports submitted by providers regarding treatment or other probationary compliance or non-compliance may be conventionally filed or may be submitted to the court via the electronic filing system specified in UTCR 21.010.
- (2) All reports must contain:
  - (a) The defendant's name;
  - (b) Case number;
  - (c) A statement regarding defendant's compliance or non-compliance in the ordered program as of a specific date; and
  - (d) A declaration under penalty of perjury, in substantially the same form as specified in ORCP 1E, above the providers signature.
- (3) Reports must not contain medical information covered by HIPAA other than stating whether the defendant is in compliance or non-compliance with the ordered/recommended treatment.

#### **4.121 PLEA PETITIONS**

A plea petition must be complete and include all elements of the proposed disposition that apply to the specific case. Reference to a global resolution and disposition involving multiple cases is insufficient unless each petition is complete without reference to the petition in any other case. An attachment detailing the resolution in each case may be attached to each plea petition when more than one case will be resolved as part of a global plea negotiation.

Plea petitions must be filed at least 24 hours prior to change of plea hearing. If plea petitions are not timely filed, the court may reschedule the change of plea hearing.

## Chapter 5 – Civil Cases

### 5.005 DEPOSITIONS

If the parties have a problem that cannot be resolved without the assistance of the court, they should briefly suspend the deposition and contact the assigned court judge, the Presiding Judge, or designee.

### 5.007 TESTIMONY BY JUDGE OF THE CIRCUIT COURT, TRIAL COURT ADMINISTRATOR, OR STAFF

Any matter requiring testimony of a judge of the Umatilla or Morrow County Circuit Courts, the trial court administrator, or trial court staff will be subject to a preliminary conference to determine scheduling of the witness and what the testimony is intended to elicit. The party seeking the testimony shall request the conference no later than 5 days before the scheduled trial or hearing date. This rule is not intended to preempt ORCP 55, nor prevent the service and acceptance of any subpoena, and is not anticipated with subpoenas for court staff as custodians of the record merely to address case register entries and document authentication.

### 5.021 DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL OR PUNITIVE SANCTIONS

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

### 5.051 EVIDENTIARY HEARINGS ON MOTIONS IN CIVIL CASES

In addition to the requirements of UTCR 5.050, when a party requesting oral argument on a civil motion also desires an evidentiary hearing, the request for evidentiary hearing shall be reflected in the caption of the motion or response. The first paragraph of the motion or response shall also include an estimate of the time required for both the evidentiary hearing and oral argument.

### 5.053 EXHIBITS

Exhibits for hearings and trials other than jury trial shall be submitted in advance of the proceeding to be received by the court and opposing party(s) no less than seventy-two (72) judicial hours prior to hearing or as otherwise ordered by the judge. For Attorneys, exhibits shall be efiled and provided to self-represented parties sufficiently in advance for their receipt at least forty-eight (48) hours prior to the proceeding; and for those self-represented parties the exhibits will be conventionally filed by delivery to the courthouse for the assigned courtroom and to the opposing attorney or self-represented party(parties). If appearing remotely, failure to timely submit exhibits may preclude the admission of them at the proceeding. Parties should submit exhibits as individual pleadings as follows:

- (1) A proposed exhibit list;
- (2) Each exhibit as a separate file, with the case number, exhibit number, and exhibit page number clearly marked on each page.
- (3) A pleading that relies on a previously filed exhibit must expressly describe the exhibit, the earlier pleading with which it was filed, and the date that earlier pleading was filed.
- (4) This rule does not preclude filing documents in accordance with UTCR format or as provided in CJO 2023-028, however parties must follow the timelines set forth above.

### **5.054 NON-DOCUMENTARY EXHIBITS**

All exhibits that cannot be converted to .pdf format (audio, video, and/or some images, as well as PDFs that are larger than 25 MB) may be submitted by mail or may be dropped off at a circuit courthouse location in the county of hearing.

Circuit courthouse locations:

#### Umatilla County Cases

- Pendleton Circuit Court  
216 SE 4<sup>th</sup> Street, Room 209  
Pendleton, OR 97801
- Hermiston Circuit Court  
915 SE Columbia Drive  
Hermiston, OR 97838

#### Morrow County Cases

- Physical Address  
Heppner Circuit Court  
100 Court Street  
Heppner, OR 97836
- Mailing Address  
Heppner Circuit Court  
PO Box 609  
Heppner, OR 97836

The court must receive these no less than seventy-two (72) judicial hours prior to the scheduled hearing.

### **5.081 PROCEEDINGS INVOLVING PERSONS IN CUSTODY**

Unless otherwise ordered by the court, in all civil proceedings involving a party who is in custody, including but not limited to civil suit, declaratory relief, domestic relations, small claims, post-conviction relief, habeas corpus, and mandamus, all proceedings shall be by simultaneous electronic transmission as defined in ORS 131.045 depending on arrangements finalized between the institution and the court.

### **5.191 CIVIL ADMINISTRATIVE WARRANTS**

- (1) Prior to submitting an application for a Civil Administrative Warrant to the court, the applicant shall obtain approval from the Assistant Attorney General or the responsible Agency Attorney who has personally reviewed the facts underlying the application and has approved the form of the Application, Affidavit and proposed Warrant.
- (2) Provide the name of the reviewing Attorney or Assistant Attorney General;
- (3) Present their credentials and authority for the application, and
- (4) Verify that the application has not been presented to any other judge.

## Chapter 6 – Trials

### 6.005 DOMESTIC RELATIONS PRETRIAL SETTLEMENT CONFERENCES

Rules relating to domestic relations settlement conferences are found in SLR Chapter 8.

#### 6.012 PRETRIAL SETTLEMENT CONFERENCE PROCEDURES

The following procedures shall apply to pre-trial settlement conferences in all pending civil, non-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) Any party requesting a judicial settlement conference shall attempt to obtain the opposing party's position regarding the conference. The opposing party's position or a description of attempts to obtain it shall be included in the request.
- (2) If one party requests a pre-trial settlement conference, if the trial judge approves and a judge can be reasonably made available, then the settlement conference shall be held and shall be conducted according to the procedures set forth in this rule.
  - (a) 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.
  - (b) 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.
  - (c) For purposes of planning adequate space for the conference, each party must notify the court as soon as possible but no less than ten (10) days prior to the settlement conference how many individuals they expect to attend the settlement hearing including victims, witnesses, and any additional family or support persons.
- (3) The trial judge, upon request of a party or parties, may approve the request and seek to obtain an in-district or out-of-district judge in coordination with the Presiding Judge and TCA.
- (4) 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 video or telephone appearances in lieu of personal appearance for good cause. The individual with settlement authority shall be immediately available during the settlement conference for consultation by parties' counsel and the settlement judge.
- (5) 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.
- (6) The pre-trial settlement conference may not delay the trial scheduling.

- (7) 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. The settlement judge may take any stipulated agreement upon the record and approve any stipulated judgment.
- (8) Each party shall submit a confidential settlement memorandum for the settlement judge by emailing it to the trial court administrator at least two (2) full business days prior to the settlement. The statement shall briefly outline the party's case including its strengths and weaknesses as well as the last settlement offer made to the opposing party and the last settlement offer received from the opposing party
- (9) No submissions under SLR 6.012 (8) 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 or parties or by court order. All matters submitted to the settlement judge shall be marked substantially PLAINTIFF/DEFENDANT'S CONFIDENTIAL SETTLEMENT MEMORANDA, DO NOT FILE, DO NOT DISTRIBUTE.
- (10) The assigned pre-trial settlement conference judge shall inform the courtroom judicial assistant of the outcome of the conference, and the estimated length of trial time if a complete settlement is not reached. No other information regarding the case or the conference shall be communicated to the trial judge or the jury.

#### **6.031 CONTINUANCES**

- (1) In addition to the requirements in UTCR 6.030 and 6.040, all motions for a continuance in criminal cases shall set forth all the information contained below:
  - (a) Custodial status of moving party;
  - (b) If victims/witnesses have a conflict, the date the victims/witnesses were notified of the hearing/trial;
  - (c) A list of other qualified attorneys in the office of the attorney requesting this continuance, and their availability to substitute;
  - (d) Hearing/trial dates to which opposing counsel/parties/victims/witnesses are in agreement;
  - (e) Other suitable alternatives, e.g., video appearance, depositions, stipulated testimony, etc.; and
  - (f) If the defendant is in custody, whether or not a waiver of speedy trial has been submitted for filing.
- (2) No motion for a continuance shall be submitted without a declaration in support of the motion, and without contacting opposing counsel (or party if unrepresented). Any such motion submitted without opposing party's position or a detailed account of efforts to obtain opposing party's position may be returned or denied by the Judge without consideration.

#### **6.061 PROPOSED JURY INSTRUCTIONS AND VERDICT FORMS**

Unless otherwise ordered by the court:

- (1) Fully formed proposed jury instructions and verdict forms for trial, and for sentencing if enhancement facts are at issue, shall be submitted for filing at least seven (7) judicial days prior to commencement of trial or at the time of trial readiness hearing, whichever occurs first.
  - (a) This requirement is in addition to the requirements of UTCR 6.060 and UTCR 6.070.
  - (b) Simultaneously, each party must also submit to the court an electronic copy of all requested jury instructions and verdict form(s). The electronic copy shall be in Microsoft Word® format, must be in jury ready form as to each separate document and instruction, and must be submitted in the proposed order of instruction. This copy must be emailed to the courtroom email address or other email address provided by the court.
- (2) For purposes of planning adequate space for the trial, each party must notify the court as soon as possible but no less than ten (10) days prior to trial start regarding how many victims, witnesses, family or support persons they expect to testify at the trial.
- (3) The court will take into account any failure to timely submit materials when prioritizing cases set for trial on the same date.
- (4) Judges may amend these timelines by creating a trial scheduling order regarding pretrial motions, jury instructions and other scheduled hearings.

#### **6.085 EXHIBITS**

Exhibits for hearings and trials other than jury trial shall be submitted in advance of the proceeding to be received by the court and opposing party(s) no less than seventy-two (72) judicial hours prior to hearing or as otherwise ordered by the judge. For Attorneys, exhibits shall be efiled and provided to self-represented parties sufficiently in advance for their receipt at least forty-eight (48) hours prior to the proceeding; and for those self-represented parties the exhibits will be conventionally filed by delivery to the courthouse for the assigned courtroom and to the opposing attorney or self-represented party(parties). If appearing remotely, failure to timely submit exhibits may preclude the admission of them at the proceeding. Parties should submit exhibits as individual pleadings as follows:

- (1) A proposed exhibit list;
- (2) Each exhibit as a separate file, with the case number, exhibit number, and exhibit page number clearly marked on each page.
- (3) A pleading that relies on a previously filed exhibit must expressly describe the exhibit, the earlier pleading with which it was filed, and the date that earlier pleading was filed.
- (4) This rule does not preclude filing documents in accordance with UTCR format or as provided in CJO 2023-028, however parties must follow the timelines set forth above.

#### **6.086 NON-DOCUMENTARY EXHIBITS**

All exhibits that cannot be converted to .pdf format (audio, video, and/or some images, as well as PDFs that are larger than 25 MB) may be submitted by mail or may be dropped off at a circuit courthouse location in the county of hearing.

Circuit courthouse locations:

#### Umatilla County Cases

- Pendleton Circuit Court  
216 SE 4<sup>th</sup> Street, Room 209  
Pendleton, OR 97801
- Hermiston Circuit Court  
915 SE Columbia Drive  
Hermiston, OR 97838

#### Morrow County Cases

- Physical Address  
Heppner Circuit Court  
100 Court Street  
Heppner, OR 97836
- Mailing Address  
Heppner Circuit Court  
PO Box 609  
Heppner, OR 97836

The court must receive these no less than seventy-two (72) judicial hours prior to the scheduled hearing.

### **6.087 PROCEEDINGS INVOLVING PERSONS IN CUSTODY**

Unless otherwise ordered by the court, in all civil proceedings involving a party who is in custody, including but not limited to civil suit, declaratory relief, domestic relations, small claims, post-conviction relief, habeas corpus, and mandamus, all proceedings shall be by simultaneous electronic transmission as defined in ORS 131.045 depending on arrangements finalized between the institution and the court.

### **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.

### **6.181 USE OF CELL PHONES AND OTHER DATA OR COMMUNICATION DEVICES - JURY**

- (1) In addition to the requirements of SLR 3.181 and 3.182, 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, tablets, smart watches, and pagers) are not allowed to be in the possession of jurors in a courtroom or a jury room during jury selection, trial or jury deliberations.

- (2) If a juror brings any such device into court, the juror will either be allowed to leave and secure the item and then return through security, or the device will be collected by the court clerk or court security officer.

## Chapter 7 – Case Management and Calendaring

### 7.005 PLEA AND NEGOTIATIONS IN CRIMINAL CASES

It is the intent of the Sixth Judicial District to effect resolution of criminal cases in conformance with UTCR 7.010.

- (1) **Changes of Plea After the End of Plea Negotiations**  
Any change of plea after the deadlines established in UTCR 7.010(2) may be subject to open sentencing.
- (2) **Forms/Plea Petitions**  
Counsel shall complete and submit for filing, the plea petition and all other forms required for change of plea 24 hours prior to the hearing for change of plea including diversion or other deferred disposition program paperwork, Blakely waivers and notices of sex offender registration if appropriate. Plea petitions for contempt matters may be interlineated to reflect an admission of contempt rather than a guilty plea, if desired. Counsel shall deliver an electronic copy of all documents a minimum of twenty-four (24) hours prior to change of plea hearings. Counsel shall use the Uniform Plea Petition that is available from the court on request or from the Sixth Judicial District website listed in SLR 1.171. Unrepresented parties who are unable to eFile documents, shall deliver paper copies of all documents a minimum of twenty-four (24) hours prior to change of plea hearing. Failure to timely provide all fully completed documents at last twenty-four (24) hours prior to change of plea may result in rescheduling of the change of plea hearing.

### 7.006 DISCOVERY OF MATERIALS FROM NON-PARTIES AND IN CAMERA REVIEW

- (1) Except as allowed by subpoena to appear at a scheduled evidentiary court proceeding to provide testimony, no request for production from non-parties under ORS 136.580 through ORS 136.603 for either direct production or for judicial in camera review shall issue without a motion for and an approved court Order for Production including a court-specified date, time, and courtroom for hearing. The moving party shall submit a motion, supporting documents and proposed order pursuant to ORS 136.580 including:
  - (a) A caption reflecting that this is a “motion (order) for non-party production pursuant to subpoena,” and if applicable, “for in camera review” or “not for in-camera review pursuant to ORS 136.580;”
  - (b) A description of the papers, documents, records or materials to be produced, with a description of the reviewing court’s preferred method of electronic submission (e.g., physical submission of CD, SD card, flash drive, or secured file transfer);
  - (c) A description of the method for verifying the items (e.g., declaration pursuant to ORS 136.583(6)) including the legal basis for any required redaction of the materials;
  - (d) Points and authorities and supporting declaration describing the legal and factual basis for the production;
  - (e) A place for the court to insert the courtroom, date, time, and location for the hearing in response to production (this is the deadline for response to the

document request). The requested time frame for production should be approximately thirty (30) days out to allow sufficient time for signing of the order plus service plus the twenty (20) days allowed by ORS 136.583(3). Requests should be made no later than ninety (90) days prior to trial except for in-custody proceedings or with good cause shown;

- (f) A statement that production, or objection by motion to quash or limit production, may be submitted to the court clerk at the designated court location prior to the court date. Allow a place for the court to insert instructions for delivery of the items to: Clerk of the Court, [County Name], Attn. Courtroom [#], [Address], [email address]. If production is made, the court will cancel the hearing. If an objection, motion to quash or motion to limit production is submitted for filing, the court may choose to continue the deadline for production – until after ruling on the objection; and
  - (g) A copy of the proposed subpoena to the third party.
- (2) The applicant shall complete service of the subpoena for production, order for production, and any additional orders (including applicable protective orders or protective orders for in-camera judicial review) as required under ORS 136.583 and shall submit for filing proof of service promptly thereafter with the court or notify the court that the matter was not timely served. If the court extends the time allowed for production, the applicant shall serve notice of the continuance to the responding party and submit for filing proof thereof with the court unless the continuance is granted on the record with the responding party present.
- (3) In addition to the requirements in sections (1) through (2), if in-camera judicial review of materials is requested, the motion must clearly state in the caption that it includes a Motion for In-Camera Judicial Review. The moving party has the burden of proving that the court should exercise its discretion and conduct the in-camera review. In the absence of a showing of good cause, the court may deny the order to produce, protective order and the motion for in camera judicial review, therefore the motion should include, as appropriate:
- (a) The basis for the in-camera review;
  - (b) The expected relevant matters for which the court is to examine the documents, and the basis for relevance;
  - (c) An explanation of why the documents sought are evidentiary, relevant, material and favorable to the moving party;
  - (d) That the materials could not otherwise be procured reasonably in advance of trial by exercise of due diligence;
  - (e) That the party cannot properly prepare for trial without pretrial production and inspection, and that failure to produce the materials for inspection pretrial may tend to delay the trial unreasonably; and
  - (f) That the pretrial inspection is to produce specific evidence of known value and is not speculation to ascertain the existence of evidence.

- (4) Documents produced in response to an order of production for in-camera judicial review are sealed until review and further order of the court. The court's order after in-camera review is a public document and will identify relevant materials that will be disclosed to the parties. The moving party shall pay the expense of providing these relevant materials to the parties. Documents and materials that are disclosed to the parties are confidential subject to any protective orders. Any non-disclosed documents and materials will remain sealed for further judicial review and to be available for appellate review if necessary.

#### **7.015 VIDEO/TELEPHONE APPEARANCES**

The Sixth Judicial District presently has equipment to accommodate simultaneous electronic transmission at the courthouses in Pendleton, Hermiston, and Heppner. Pursuant to CJO 2023-028, unless prohibited by statute, all in-custody matters will be heard by simultaneous electronic transmission as defined in ORS 131.045 unless transport is ordered prior to the scheduled hearing. Out-of-custody matters may be heard by video or telephone conferencing if authorized by the judge.

- (1) **Mental Commitment Cases**  
If a person alleged to have a mental illness is in a mental health facility, the motions, hearings, and trial may be conducted by simultaneous electronic transmission.
- (2) **For Criminal Cases**  
ORS 163.770, UTCR 4.040, and SLR 4.081 apply; and
  - (a) All in-custody matters will be heard by simultaneous electronic transmission as defined in ORS 131.045, unless transport is ordered sufficiently prior to the scheduled hearing, generally at least seventy-two (72) judicial hours prior to the proceeding
  - (b) Out-of-custody matters may be heard by video or telephone conferencing if authorized by the judge.
- (3) **For Civil Cases**  
ORS 45.440 and SLR 5.081 apply.
- (4) **Exhibits**  
Parties not appearing in person shall submit all exhibits to the court in accordance to SLR 5.053.

#### **7.061 ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)**

For purposes of complying with UTCR 7.060, if a special accommodation is needed under UTCR 7.060, as soon as possible, but not less than four (4) judicial days prior to each proceeding in the action in which a special accommodation is needed, the party needing the accommodation for the individual must contact the trial court administrator's office. The trial court administrator's office makes arrangements for special accommodations under the ADA upon notification required by UTCR 7.060.

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

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, shall make the request by completing and submitting the Court Interpreter Request form available at [www.courts.oregon.gov/languages/english/Pages/interpreter-scheduling.aspx](http://www.courts.oregon.gov/languages/english/Pages/interpreter-scheduling.aspx). The court will only request interpreters for the party participant (e.g., plaintiff/defendant) once

need is determined, but does not make requests for any other person to a proceeding. Requests must include the following information:

- (1) Case Number;
- (2) Case Name;
- (3) Courtroom and location;
- (4) Name of person needing interpreter;
- (5) Relationship of person needing interpreter to the case (e.g., Defendant, Petitioner, Victim, etc.);
- (6) Language needed;
- (7) Hearing date, time, and anticipated hearing length; and
- (8) Judge.

## Chapter 8 – Domestic Relations Proceedings

### 8.004 DOMESTIC RELATIONS MEDIATION

Rules relating to domestic relations mediation are found in SLR Chapter 12.

### 8.005 SUBMISSION OF UTCR 8.010 DOCUMENTS FOR FILING

- (1) All pleadings shall specify “Subject to Mandatory Mediation” and “Subject to Mandatory Arbitration” in the case caption if appropriate.
- (2) Absent a showing of good cause, a party who fails to timely submit for filing all documents required by UTCR 8.010 may be deemed to have admitted values of property established by a filing party.

### 8.012 SETTLEMENT CONFERENCES – DOMESTIC RELATIONS CASES

- (1) The Presiding Judge may appoint a panel of qualified attorneys who shall preside over settlement conferences in all contested domestic relations cases where both parties are represented by counsel. Attorneys shall be selected to preside over settlement conferences in a rotating order. Litigants may not disqualify settlement attorneys, except where there is a conflict of interest as defined by the Oregon Rules of Professional Conduct 1.7 to 1.9.
- (2) At the time set for trial readiness, the attorneys may request the case be assigned a settlement conference. The attorneys shall firmly believe the conference would be beneficial. The conference shall be held at the office of the settlement attorney unless the settlement attorney and the litigants otherwise agree and shall be held at least three (3) weeks prior to the trial date.
- (3) Each party shall participate in the settlement conference in good faith.
- (4) All information disclosed in the settlement conference shall be deemed privileged, settlement negotiations.
- (5) As soon as practical, the settlement attorney shall report in writing to the trial judge regarding the outcome of the settlement conference, including any violations of this rule. All agreements shall be reduced to writing and signed by the parties. In the event that settlement negotiations do not result in a complete settlement, counsel should be prepared to proceed to trial on the date scheduled.

### 8.013 SETTLEMENT CONFERENCE STATEMENT – DOMESTIC RELATIONS CASES

- (1) **Settlement Attorney Conferences**  
Not less than forty-eight (48) hours prior to the commencement of the settlement conference, the parties shall submit to the settlement attorney and opposing counsel a detailed settlement statement including a detailed list of all personal and real property, the proposed distribution of assets and liabilities and, if support is involved, the proposal for and computation of support.
- (2) **Judicial Settlement Conferences**  
In the event that a judicial settlement conference is held, the procedures in SLR 6.012 apply.

**8.015 CO-PARENTING PROGRAM**

- (1) **Mandatory Co-Parenting Program**

The Sixth Judicial District, Umatilla & Morrow Counties has established a parent education program authorized by ORS 3.425.

  - (a) In all cases involving children under the age of 18, all parents/guardians shall complete the co-parenting program unless exempted by the court. A judgment will not be entered in the proceeding until each party not otherwise exempted by the court who has filed an appearance has completed the program, or appropriate sanctions have been applied.
  - (b) The court may exempt one or more of the parties from the program if, after reviewing the requesting party's motion and supporting declaration, the court determines that participation is unnecessary or inappropriate.
  - (c) The court may allow parties to participate in a comparable court-sanctioned program. Parties who participate in a comparable program are responsible for submitting proof of program completion to the court.
- (2) If a party fails to successfully complete the co-parenting program when required and later submits a motion to modify any order of the court, the court will not consider the requested modification until that party successfully completes the co-parenting program or is exempted by the court.
- (3) A party who has completed the program shall have the right to:
  - (a) Request that the pleadings of a party who has appeared 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 should the non-complying party not have completed the program in a timely manner without good reason. The court may 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.

**8.025 PARENTING TIME ENFORCEMENT**

Proceedings to enforce parenting time pursuant to ORS 107.434 shall be initiated by motion, declaration and order to show cause. The proposed order shall include an area where the court can indicate the date, time and location of the hearing. Unless otherwise ordered by the court, the moving party shall obtain a copy of the signed order from the court and serve the other party with the motion, declaration and order to show cause and supporting papers at least twenty-one (21) days prior to the time set for hearing. The hearing shall be held no more than forty-five (45) days after the motion is submitted for filing. Mediation shall not be required unless both parties agree to mediation prior to the hearing.

**8.055 PRE- AND POST-JUDGMENT RELIEF**

The procedures of this rule are limited to domestic relations cases. A contempt proceeding arising out of a domestic relations case is not covered by this rule.

- (1) Pre-Judgment Temporary Custody and Parenting Time  
In addition to the requirements of UTCR 8.040, the proposed Order to Show Cause shall comply with the following requirements:
  - (a) Shall not contain a date for hearing.
  - (b) Shall provide notice that if a party wishes to object to any of the requested relief, that adverse party shall submit for filing and serve a written response or declaration in opposition within fourteen (14) days from the date of service of the order, or within such additional time as allowed by the court upon showing of good cause.
  - (c) Shall provide notice that if such opposing response is not submitted for filing and served within the time allowed, the requested relief may be granted by the court.
- (2) Pre-Judgment Temporary Financial
  - (a) Temporary financial relief shall be determined without testimony based on the Uniform Support Declarations of the parties unless oral argument is requested. If either party requests oral argument pursuant to UTCR 5.050, both parties shall submit for filing a Uniform Support Declaration prior to oral argument.
  - (b) Requests for temporary child support shall include a child support computation worksheet.
  - (c) After the response deadline, the moving party shall notify the court by submitting a Notice of Readiness for Decision for filing.
  - (d) If the opposing party fails to submit an opposing written response for filing within the time allowed, the moving party shall submit an order allowing the relief requested in the order to show cause. The court reserves the right to require the taking of testimony of the moving party in such default matters.
- (3) Post-Judgment Relief
  - (a) In addition to the requirements of UTCR 8.050, the proposed Order to Show Cause on post-judgment motions to modify any terms of the judgment shall provide notice that if a party wishes to object to any of the requested relief, that party shall file and serve a written response or declaration in opposition within thirty (30) days from the date of service of the order, or within such additional time as allowed by the court upon showing of good cause, and if none is filed, the requested relief may be granted by the court.
  - (b) If the opposing party fails to file an opposing written response or declaration within the time allowed, the moving party shall submit a motion for default, proposed order, and judgment allowing the modification requested in the order to show cause. The court reserves the right to require the taking of testimony of the moving party in such default matters. The court also reserves the right to enter the order requested on its own motion if the opposing party does not file the required response, or it may do so upon its own motion if the moving party fails to present for signature the proposed default order required above.

- (4) **Immediate Danger Temporary Custody**  
With due regard for other pending matters, the court will attempt to schedule an initial appearance to consider a party's affidavit or declaration in support of a temporary custody order due to immediate danger and take testimony regarding the matters submitted within one (1) judicial day of the date of filing.

#### **8.075 PARENTING SCHEDULE**

It is the policy of the court to encourage the parties to work out their own parenting time schedule, either between themselves or through mediation. The court will generally approve any schedule agreed upon by the parties. However, if the parties are unable to agree, the Standard Parenting Plan Less Than 225 Miles or Standard Parenting Plan Over 225 Miles provided on the court website will be used as the basis for establishing parenting time. Because each family's circumstances are different, the parenting time schedule established by the court may make a provision for more or less parenting time than desired by the parties. Every parenting plan shall specify the number of overnights per year each parent has with the children.

## Chapter 9 – Probate and Adoption

### 9.035 DELINQUENT FILINGS

In the event of a delinquency or deficiency in filing any document required by statute, court rule, or court order, the attorney of record, or litigants if there is no attorney of record, shall be sent a courtesy notice. The personal representative, conservator, or guardian is expected to promptly cure the defect or delinquency. If the deficiency is not corrected within the time specified by the court in its notice, an order to appear and show cause why the personal representative, conservator, guardian, and counsel of record should not be removed shall be issued. The personal representative, conservator, or guardian, together with counsel of record, shall appear whether or not the delinquency or deficiency has been subsequently corrected unless otherwise ordered by the court. If the delinquency or deficiency has not been corrected by the time of the hearing, appropriate sanctions including contempt, may be imposed.

### 9.045 REPRESENTATION

- (1) If a personal representative or conservator intends to appear on behalf of the estate or protected person without an attorney, the personal representative or conservator shall provide notice of that intent to the court and proof of competence to so appear. If the proof is not sufficient to assure the court the estate will be protected and properly administered, the court will take appropriate action.
- (2) A person other than a personal representative or conservator, or a corporation, may appear in person without counsel in any matter coming before the probate judge if otherwise allowed by law. The person appearing and counsel for the personal representative shall notify the probate judge if any party to a proceeding is appearing self-represented.

### 9.055 BONDS

- (1) Consistent with ORS 113.105, the personal representative of an intestate estate may be required to submit a bond for filing even if he or she is the sole heir or devisee of the estate, if the court is not satisfied that the creditors will be paid.
- (2) Notice to Surety  
If a bond has been posted, the surety shall be notified of the resignation or substitution of counsel, with appropriate proof provided to the court by counsel.

### 9.075 GUARDIANSHIPS

- (1) Guardians for minors shall be required to annually make a guardian's report unless exempted by the court. A sample form is available on the Sixth Judicial District website identified in SLR 1.171.
- (2) Any petition for appointment of a guardian or conservator requiring appointment of a visitor under ORS 125.150 must include information that the petitioner has identified a qualified individual willing to be appointed as the visitor and provide the qualified individual's name. Without this information, the filing may be rejected.

### 9.076 NON-PROFESSIONAL FIDUCIARY EDUCATIONAL 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 the effective date of this Rule.
  - (b) Any personal representative appointed pursuant to ORS Chapter 113 on or after the effective date of this Rule.
  - (c) Any trustee appointed pursuant to ORS Chapter 130 on or after the effective date of this Rule.
  - (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 prescribed by the Presiding Judge the Sixth Judicial District (Umatilla and Morrow County) within 90 days of appointment as fiduciary by the Court; and
  - (b) Register for the program no later than fifteen (15) days from appointment as 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 at the time of appointment as guardian, conservator, or personal representative. The attorney representing the trustee shall provide notice and instruction 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 of 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 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 OBJECTIONS TO PROTECTIVE PROCEEDINGS**

- (1) Oral objections, where permitted in protective proceedings under ORS 125.075 shall be presented to a circuit court clerk at one of the following Sixth Judicial District locations during regular office hours:

- (a) Circuit Court of Oregon for Umatilla County, Umatilla County Courthouse, Civil Records Office Room 230, Second Floor, 216 SE 4th Street, Pendleton, Oregon.
  - (b) Circuit Court of Oregon for Umatilla County, Stafford Hansell Government Center, Room 201, Second Floor, 915 SE Columbia Drive, Hermiston, Oregon.
  - (c) Circuit Court of Oregon for Morrow County, Morrow County Courthouse, Room 203, Second Floor, 100 Court Street, Heppner, Oregon.
- (2) In accordance with ORS 125.075(2), the court designates the locations in section (1) above as the place where oral objections shall be submitted for filing.
- (a) An objection form is available on the court's website identified in SLR 1.171 or from the court clerk as a means to reduce any oral objection to a signed writing for the purpose of submitting the objection for filing.
  - (b) Upon receipt of the objection, the court may schedule a hearing and the Petition may be heard in the courtroom of the judge assigned to the case.
- (3) 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. An objection presented in this manner shall be in bold and underlined so as to call its attention to the court when reviewing the report.

#### **9.085 PERSONAL INJURY SETTLEMENT PETITIONS**

A petition for approval of a settlement of a personal injury claim involving minors or incapacitated persons shall be accompanied by a declaration which sets forth the following:

- (1) A description of the incident causing the injury;
- (2) A description of the injuries;
- (3) The amount of the prayer and proposed settlement, and if a structured settlement is proposed, the present value of the future payments of that settlement;
- (4) The amount of the attorney fees and costs;
- (5) The proposed distribution of the settlement proceeds; and
- (6) A concise statement explaining the reasons for the settlement.

#### **9.105 DISBURSEMENT VOUCHERS**

As provided by ORS 116.083(2), each accounting shall contain the information provided for therein, except that original checks or vouchers used to make disbursements during the accounting period shall not be included in the accounting file, but must be held by the fiduciary or his/her attorney.

## **Chapter 10 – Vehicle Laws and Driving Conditions**

THIS CHAPTER IS RESERVED FOR FUTURE EXPANSION.

## **Chapter 11 – Juvenile Court Proceedings**

THIS CHAPTER IS RESERVED FOR FUTURE EXPANSION.

## Chapter 12 – Mediation

### 12.005 MEDIATION IN GENERAL

- (1) Purpose of Mediation. The purpose of mediation shall be to assist the parties in reaching a workable settlement of those issues before the court.
- (2) Mandatory Mediation. Any dispute involving custody or parenting time arising from any of the following types of cases shall be subject to mediation under this rule:
  - (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 parenting time of a child under ORS 109.103.
  - (d) Any proceeding to modify custody or parenting time previously determined in one of the above types of cases.
- (3) Authority of Circuit Court Not Affected by Mediation  
The authority of a circuit court of the Sixth Judicial District, Umatilla & Morrow Counties over a domestic relations case filed in that circuit court is not affected by referral to mediation. Any agreement of the parties reached as a result of mediation for which court enforcement may be sought, shall be presented to the court and the court shall retain final authority to accept, modify, or reject the agreement.
- (4) Mediation Process
  - (a) Commencement of Mediation by Judicial Order  
When parenting time or custody is at issue, the court will schedule a status check hearing. At the hearing, the judge will determine whether or not the case is appropriate for mediation and will either waive mediation or will appoint a mediator and schedule the first mediation date.
  - (b) Commencement of Mediation by Stipulated Request for Mediation  
If there is a disagreement between the parties concerning custody or parenting time at any stage of a domestic relations proceeding, either both parties or their attorneys may sign and submit for filing with the court a stipulated request for mediation, or the attorneys may verbally request an Order for Mediation. A mediator will be available to the parties in accordance with these rules, or the parents may agree and stipulate to an independent mediator in their stipulated request for mediation. If the parties choose an independent mediator, the costs for the mediator will be paid by the parties jointly.
  - (c) Mediation shall consist of up to six (6) hours of sessions involving the parties and the mediator. At the request of the mediator, the court may allow an additional two (2) hours of time. Additional time may be provided at the parties' expense.
- (5) Completion of Mediation  
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. The mediator shall provide to the court and to counsel for the parties the outcome of the mediation, including the mediated agreement within eleven (11) judicial days of the date the last party signs the agreement, or if all signatures cannot be obtained within seven (7) days following delivery of the mediated agreement for signature to the parties, the mediator shall report that the mediation has not been successful.

- (6) **Unsuccessful Mediation**  
The mediator shall notify the court and counsel for the parties within three (3) judicial days following the conclusion of mediation that mediation has been unsuccessful. The court will then set the case for hearing or trial.
- (7) **Failure or refusal to comply with the mediation program in a timely manner may be considered by the court in making its ruling on issues which are in dispute.**
- (8) **A party who has complied with the mediation process shall have the right to:**
  - (a) **Request that the pleading of a party who has appeared be stricken, if that party has not attended mediation at the ordered time without good cause; and**
  - (b) **Request entry of an order from the court to compel the non-complying party's completion of the program should the non-complying party not have completed the program in a timely manner without good reason. The court may 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.**

#### **12.022 COURT-CONNECTED MEDIATION 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. The lists of mediators will be published on the Circuit Court's website at <https://www.courts.oregon.gov/courts/Umatilla>.

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

- (1) **A mediator seeking inclusion on one or more lists must sign and file an application provided by the court (via local court website) 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 (2) years.**

Inclusion on the list shall in no way establish any requirements for compensation for mediators, nor does it serve as a warranty of the mediator by the court. Compensation for court-ordered mediation is made according to contracted mediator's contract with the County. Compensation

for all other alternative dispute resolution is subject to contract between mediator and the parties, at the parties' expense.

- (4) The Presiding Judge or designee may remove a mediator from any court-connected 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 application for qualified court-connected mediators will be available for review by the public, via written request to the Trial Court Administrator.

## Chapter 13 – Arbitration

### 13.005 MATTERS SUBJECT TO ARBITRATION

- (1) Mandatory Arbitration matters are those as noted in ORS 36.400 and ORS 36.405, subject to any Presiding Judge Order exempting matters from Arbitration under ORS 36.405(2).
- (2) Any party to a case may submit for filing and serve notice of a request that the court transfer a case to arbitration.
- (3) A court decision on an exemption filed pursuant to UTCR 13.070 will be rendered within ten (10) judicial days following the filing of a motion for exemption from arbitration or the motion is deemed denied. 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.

### 13.015 COURT DETERMINES WHETHER CASE SUBJECT TO ARBITRATION

- (1) A case assigned to arbitration will not be removed without a declaration, motion, and order.
- (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) In the event that amended pleadings are allowed by the arbitrator (e.g., amended complaint, third party complaint, etc.), in which a party or parties will be added to the case, or which causes the case not to be subject to mandatory arbitration, the party submitting the amended pleading for filing shall notify the arbitration clerk in the office of the trial court administrator. These cases, when appropriate, may be returned to arbitration. If the case is no longer subject to mandatory arbitration, the party requesting removal from arbitration shall file a motion to exempt the case from arbitration, or to remove it if it was previously referred to arbitration.

### 13.025 REFERRAL TO ARBITRATION

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 referred to arbitration. No case shall be referred to arbitration until all parties have appeared or have had a judgment of default entered against them.

### 13.045 INDIGENT PARTIES

- (1) In the event that funds are available under ORS 36.420 for the payment of fees that are waived, the arbitrator shall be reimbursed after completion of the arbitration, submission of the arbitration award for filing, and submission of a request for payment to the trial court administrator. Such request shall be in the form of a letter stating the identity of the case, the total hours of service the arbitrator provided, and the share of those hours chargeable to the indigent party. If funds are available, reimbursement will be provided for up to three (3) hours for each indigent party. The letter shall be accompanied by a copy of the order deferring or waiving fees of the indigent party.

- (2) In the event funds are not available under ORS 36.420 for the payment of fees that are waived by court order, a party may request that the clerk provide to the parties a list of arbitrators who have agreed to serve for no compensation, for compensation from one party only, or at a reduced rate.
- (3) The clerk shall provide names of available arbitrators, but no arbitrator is required to serve unless he or she has agreed to such alternate fee arrangement. The parties shall select an arbitrator from such list in the same manner as required in SLR 13.045.

### **13.055 ARBITRATORS**

- (1) There shall be a panel of arbitrators in such number as the Presiding Judge may determine. Persons desiring to serve as an arbitrator shall submit through the Trial Court Administrator a cover letter addressed to the Presiding Judge with a completed, dated, and signed application available via the court's local website. The letter shall include their desire to be placed on the arbitration panel. A list showing the names of arbitrators available to hear cases will be available for public inspection on the court's local website.
- (2) The appointment of an arbitrator is subject to the right of that person to refuse to serve. An arbitrator shall 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. No arbitrator shall have pending at any given time more than three (3) arbitration cases, subject to the discretion of the Presiding Judge.
- (3) If such disqualification or refusal occurs, the arbitrator shall notify all parties and immediately return all appointment materials on the case to the arbitration clerk in the office of the trial court administrator.

### **13.065 STIPULATIONS**

No agreement or consent between parties or lawyers relating to the conduct of the arbitration proceedings 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.

### **13.075 AWARD, PROOF OF SERVICE**

At the conclusion of arbitration, if the arbitrator attempts to submit the award for filing 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.

## **Chapter 14 – Reference Judges**

THIS CHAPTER IS RESERVED FOR FUTURE EXPANSION.

## **Chapter 15 – Small Claims**

### **15.065 TIME EXTENSION**

On written request submitted for filing with the small claims department at least seven (7) days prior to the hearing date, the court may extend the time within which to make appearances or submit documents for filing. The time extension will not ordinarily exceed thirty (30) days.

### **15.075 COMMUNICATION IN WRITING**

Any written communication to the court must be copied to all parties and reflect the action on the document or separate document reflecting such.

### **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.

### **15.117 COLLATERAL PROCEEDINGS FROM SMALL CLAIMS**

Collateral and subsequent actions based on a small claims judgment, i.e., judgment debtor examinations, motions and orders to show cause for contempt, and motions upon a contempt case, shall be formalized requiring formal pleadings compliant with ORCP, UTCR and SLR, and not informal proceedings as otherwise allowed in small claims cases.

## Chapter 16 – Violations

### 16.015 VIOLATIONS BUREAU

- (1) The Sixth Judicial District has established a Violations Bureau.
- (2) A person may make a first appearance at the Violations Bureau or may pay the Violations Bureau fine and assessment by mail, phone, or online for all violations not requiring a mandatory physical appearance.
- (3) The fine and applicable assessment(s) shall be paid immediately and in full at the Violations Bureau, unless the court approves a deferred payment.

### 16.021 TRIAL BY AFFIDAVIT OR DECLARATION

Trial by affidavit or declaration, as provided in ORS 153.080 is authorized for all violations unless consolidated with another pending criminal charge. For trial by affidavit or declaration, the defendant's submission shall clearly waive the right to submit oral testimony in court in favor of written statement by affidavit or declaration, and for waiver of personal appearance at trial, specifically waiving trial. Upon submitting matters for trial by affidavit or declaration, the state is authorized to also submit matters by affidavit or declaration. Unless specifically requested the trial will be by the judge without hearing being set for any further appearance. At the trial, any witness, including the defendant, may have the witness' testimony presented to the court by affidavit or declaration and need not appear personally. (Sample Waiver and Declaration is provided on the court website identified in SLR 1.171.)

### 16.025 POSTPONEMENTS

- (1) Court Trial  
A request to postpone a court trial shall be made to the court in writing no later than seven (7) days prior to the time of trial. Unless specifically ordered by the court, only one postponement per party will be allowed.
- (2) Notice  
When a postponement is granted, the court will notify all parties to the action. If the postponement is granted in open court, parties personally present are deemed notified.

## **Chapter 17 – Parking**

THIS CHAPTER IS RESERVED FOR FUTURE EXPANSION.

## **Chapter 18 – Forcible Entry and Detainer**

THIS CHAPTER IS RESERVED FOR FUTURE EXPANSION.

## **Chapter 19 – Contempt Proceedings**

### **19.021 DOCUMENTS FILED ON CONTEMPT MATTERS INVOLVING REMEDIAL OR PUNITIVE SANCTIONS**

To facilitate the creation of a separate contempt case in the court's electronic case management system as described in UTCR 19.020 (2), all documents filed on contempt matters involving remedial or punitive sanctions must be filed separately from those addressing other matters in the underlying case.

## **Chapter 20 – Voluntary Arbitration**

THIS CHAPTER IS RESERVED FOR FUTURE EXPANSION.

## **Chapter 21 – Filing and Service by Electronic Means**

### **21.071 EXPEDITED FILINGS – REQUIREMENT TO NOTIFY COURT**

In addition to the requirements of UTCR 21.070(5), a filer who submits an expedited filing through the eFiling system shall also notify the court by sending an email to [6th.district@ojd.state.or.us](mailto:6th.district@ojd.state.or.us) including “EXPEDITED e-Filing” and the case number and case name in the subject line. The body of the email should include any additional information necessary to identify the eFiled documents.

## **Chapter 22 – Enterprise Content Management System**

THIS CHAPTER IS RESERVED FOR FUTURE EXPANSION.

## **Chapter 23 – Oregon Complex Litigation Court**

THIS CHAPTER IS RESERVED FOR FUTURE EXPANSION.

## Chapter 24 – Post-Conviction Relief

### 24.006 DISCOVERY OF MATERIALS FROM NON-PARTIES AND IN CAMERA REVIEW

Motions for discovery of materials from non-parties and in camera review in post-conviction matters must substantially comply with the process described in SLR 7.006.

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

All matters submitted 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 a *Church v. Gladden*, 244 Or 308, 417 P 2d 993 (1966) notice filed by the petitioner (hereafter referred to as a *Church* notice) if the petitioner believes counsel has failed to raise all meritorious claims on his or her behalf.

- (1) The *Church* notice, together with supporting evidence as required by ORS 138.580, must be filed no later than sixty (60) days after receipt of the amended petition or notice of intent to proceed on the original petition.
- (2) Each claim included in the *Church* notice shall include appropriate reference to the evidence in support of that claim including the exhibit number and page where referenced information can be found.
- (3) Each exhibit must be attached only one time. Any exhibit that was previously submitted should not be attached to the *Church* notice but should be referenced by citing the exhibit number and page number thereof.
- (4) Unless oral argument is requested in the caption and body of the *Church* notice, the court may decide any issues raised without hearing.
- (5) No response is required to pro se claims asserted in a *Church* notice unless ordered by the court. However, both appointed counsel and counsel for the defendant may respond if desired.