

In the Matter of Approving Out-of- )  
Cycle Amendment and Adoption of ) CHIEF JUSTICE ORDER  
Uniform Trial Court Rules ) No. 23-052  
)  
) ORDER APPROVING OUT-OF-CYCLE  
) AMENDMENT AND ADOPTION OF UNIFORM  
) TRIAL COURT RULES

I HEREBY ORDER, pursuant to ORS 1.002 and UTCR 1.020, that:

1. Good cause has been shown and the time limits established by Uniform Trial Court Rules (UTCR) 1.020(2), (3), and (4) are waived for the amendment of UTCR 1.050, 2.010, 2.100, 2.130, 3.180, 5.100, 6.030, 6.040, 6.080, 6.120, 6.200, 8.120, 12.040, 12.120, 12.130, 13.090, 13.130, 13.150, 21.010, 21.100, and 5.140, and adoption of new rules UTCR 1.210 and 7.100.
2. UTCR 1.050, 2.010, 2.100, 2.130, 3.180, 5.100, 6.030, 6.040, 6.080, 6.120, 6.200, 8.120, 12.040, 12.120, 12.130, 13.090, 13.130, 13.150, 21.010, 21.100, and 5.140 are amended, and new rules UTCR 1.210 and 7.100 are adopted, as shown in Attachment A to this order. For the convenience of the reader, new wording is shown in **{braces, underline, and bold}** and deleted wording is shown in *[brackets and italics]*. New rules are displayed without special formatting.
3. Pursuant to UTCR 1.020(5), the UTCR Reporter shall take the steps necessary to post the amendment of UTCR 1.050, 2.010, 2.100, 2.130, 3.180, 5.100, 6.030, 6.040, 6.080, 6.120, 6.200, 8.120, 12.040, 12.120, 12.130, 13.090, 13.130, 13.150, 21.010, 21.100, and 5.140, and adoption of new rules UTCR 1.210 and 7.100, for public comment as soon as practicable and shall place them on the agenda for the April 12, 2024, UTCR Committee meeting for review of public comment.
4. This order takes effect on January 1, 2024.

Dated this 15th day of December, 2023.

  
\_\_\_\_\_  
Meagan A. Flynn  
Chief Justice

1.050 PROMULGATION OF SLR; REVIEW OF SLR; ENFORCEABILITY OF LOCAL PRACTICES

(1) Promulgation of SLR

- (a) Pursuant to ORS 3.220, a court may make and enforce local rules consistent with and supplementary to these rules for the purpose of giving full effect to these rules and for the prompt and orderly dispatch of the business of the court.
- (b) A court must incorporate into its SLR any local practice, procedure, form, or other requirement ("local practice") with which the court expects or requires parties and attorneys to comply. A court may not adopt SLR that duplicate or conflict with the constitutions, statutes, ORCP, UTCR, Chief Justice Orders, Supreme Court Orders, disciplinary rules for ~~/lawyers~~{attorneys}, judicial canons, or ORAP. A court may not adopt SLR that establish internal operating procedures of the court or trial court administrator that do not create requirements or have potential consequences for parties or attorneys.

(c) \* \* \*

(2) \* \* \*

\* \* \* \* \*

1.210 APPLICATION OF UTCRS TO LICENSED PARALEGALS

Unless the context requires otherwise, or unless otherwise stated, when these rules refer to an attorney, they also apply to a licensed paralegal representing a party within the scope of the Oregon Supreme Court Rules for Licensing Paralegals.

2.010 FORM OF DOCUMENTS

Except where a different form is specified by statute or rule, the form of any document, including pleadings and motions, filed in any type of proceeding must be as prescribed in this rule.

(1) \* \* \*

\* \* \* \* \*

(5) Party Signatures and Electronic Court Signatures

- (a) The name of the party or attorney signing any pleading or motion must be typed or printed immediately below the signature. All signatures must be dated.

- (b) When a document to be conventionally filed contains the signature of the filer, the filer may sign the document using either an original signature, an electronic signature, or an authenticated signature, as those terms are defined in UTCR 1.110.
- (c) When a document to be conventionally filed contains the signature of someone other than the filer, the document may be signed using either an original signature, or an authenticated signature as defined in UTCR 1.110. If the document contains an authenticated signature:
  - (i) The [party]{**filer**} certifies by filing that, to the best of the party's knowledge after appropriate inquiry, the signature purporting to be that of the signer is in fact that of the signer.
  - (ii) Unless the court orders otherwise, the filer must retain the electronic document until entry of a general judgment or other judgment or order that conclusively disposes of the action.
- (d) The court may issue judicial decisions electronically and may affix a signature by electronic means.
  - (i) The trial court administrator must maintain the security and control of the means for affixing electronic court signatures.
  - (ii) Only the judge and the trial court administrator, or the judge's or trial court administrator's designee, may access the means for affixing electronic court signatures.

(6) \* \* \*

\* \* \* \* \*

## (8) Exhibits

- (a) When an exhibit is appended to a filed document, each page of the exhibit must be identified by the word "Exhibit" or "Ex" to appear at the bottom right-hand side of the exhibit, followed by an Arabic numeral identifying the exhibit. Each page number of the exhibit must appear in Arabic numerals immediately below the exhibit number; e.g.: "Exhibit 2  
Page 10"
- (b) Exhibits appended to a pleading may be incorporated by reference in a later pleading.
- (c) Except where otherwise required by statute, an exhibit appended to a document must be limited to only material, including an excerpt from another document, that is directly and specifically related to the subject of, and referred to in, the document. A responding party may timely file an additional excerpt or the complete document that the party believes is directly and specifically related. The court may require a party to file an additional excerpt or the complete document.

- (d) A party shall not file a nondocumentary exhibit without prior leave of the court. A nondocumentary exhibit consisting of an electronic recording may be transcribed and filed in documentary format consistent with this rule. If the court grants leave to file a nondocumentary exhibit, the exhibit must be conventionally filed on a medium, including appropriate software where necessary, that allows the exhibit to be played or viewed on existing court equipment. Nondocumentary exhibits may be returned to the custody of [counsel]{the attorney} for the submitting party pursuant to UTCR 6.120. The court may charge a reasonable fee to restore or clean, pursuant to Judicial Department policy and standards, court equipment used to play or view a nondocumentary electronic exhibit. This rule does not apply to evidence submitted in electronic format pursuant to UTCR 6.190.

(9) \* \* \*

\* \* \* \* \*

## 2.100 PROTECTED PERSONAL INFORMATION, NOT CONTACT INFORMATION, REQUIREMENTS AND PROCEDURES TO SEGREGATE WHEN SUBMITTING

(1) \* \* \*

\* \* \* \* \*

### (8) Inspecting or Copying Protected Personal Information.

- (a) Except as specifically provided in subsection (7) of this rule, any person who seeks to inspect or copy information segregated and kept from public inspection under this rule must make the request by using a form substantially like the Request to Inspect Redacted or Segregated Information Sheet provided at [www.courts.oregon.gov/forms](http://www.courts.oregon.gov/forms) and copy the requestor shown on the request and parties to the case as required by UTCR 2.080. The Request to Inspect must include a declaration under penalty of perjury, in substantially the same form as specified in ORCP 1E. A court will only grant a request if the person requesting has a right by law, including this rule, to see the information. The court will indicate on the form its response to the request and maintain a copy of all the request forms, with its response, in the case file as a public record.
- (b) Any person inspecting information segregated and kept from public inspection under this rule must not further disclose the information, except:
- (i) Within the course and scope of the client-[lawyer]{attorney} relationship, unless limited or prohibited by court order;
  - (ii) As authorized by law; or
  - (iii) As ordered by the court.
- (c) Violation of subsection (b) of this section may subject a person to contempt of court under ORS 33.015 to 33.155.

(9) \* \* \*

\* \* \* \* \*

## 2.130 CONFIDENTIAL PERSONAL INFORMATION IN FAMILY LAW AND CERTAIN PROTECTIVE ORDER PROCEEDINGS

(1) \* \* \*

\* \* \* \* \*

### (6) Access and Confidentiality

- (a) A party may inspect a CIF that was filed by that party.
- (b) A party to a proceeding may inspect a CIF filed by another party:
  - (i) Upon filing an affidavit of consent, signed and dated by the party whose information is to be inspected, that states the dates during which the consent is effective; or
  - (ii) Upon entry of an order allowing inspection under UTCR 2.130(10)(a); or
  - (iii) If the CIF sought to be inspected contains only the inspecting party's confidential personal information.
- (c) A person other than a party to the proceeding may inspect a CIF upon filing an affidavit of consent, signed and dated by the party whose information is to be inspected, that states the dates during which the consent is effective.
- (d) Notwithstanding UTCR 2.120, a declaration under penalty of perjury may not be used in lieu of an affidavit required by this subsection.
- (e) This rule does not limit a person's legal right to inspect a CIF as otherwise allowed by statute or rule.
- (f) Oregon Judicial Department personnel may have access to a CIF when required for court business.
- (g) Courts will share a CIF with the entity primarily responsible for providing support enforcement services under ORS 25.080 or 42 USC 666. A person receiving information under this section must maintain its confidentiality as required by ORS 25.260(2) and 192.355(10).
- (h) Courts will share a CIF with other government agencies as required or allowed by law for agency business. Those agencies must maintain the confidentiality of the information as required by ORS 192.355(10).
- (i) Any person inspecting a CIF must not further disclose the confidential personal information except:

- (i) Within the course and scope of the client-~~/lawyer~~{attorney} relationship, unless limited or prohibited by court order;
- (ii) As authorized by law; or
- (iii) As ordered by the court.
- (j) An order entered under UTCR 2.130(10)(d) may further limit disclosure of confidential personal information.
- (k) Violation of subsection (i) or (j) in this section may subject a person to contempt of court under ORS 33.015 to 33.155.

(7) \* \* \*

\* \* \* \* \*

### 3.180 ELECTRONIC RECORDING AND WRITING

(1) \* \* \*

\* \* \* \* \*

- (7) Notwithstanding any other provision of this rule, the following may not be electronically recorded by any person at any time:
  - (a) Proceedings in chambers.
  - (b) Any notes or conversations intended to be private including but not limited to ~~[counsel]~~{attorneys} and judges conferring at the bench and conferences involving ~~[counsel]~~{attorneys} and their clients.
  - (c) Dissolution, juvenile, paternity, adoption, custody, visitation, support, civil commitment, trade secrets, and abuse, restraining, and stalking order proceedings.
  - (d) Proceedings involving a sex crime, if the victim has requested that the proceeding not be electronically recorded.
  - (e) *Voir dire*.
  - (f) Any juror anywhere under the control and supervision of the court during the entire course of the trial in which the juror sits.
  - (g) Recesses or any other time the court is off the record.

(8) \* \* \*

\* \* \* \* \*

#### 5.100 SUBMISSION OF PROPOSED ORDERS OR JUDGMENTS

- (1) Except as provided in subsection (3) of this rule, any proposed judgment or proposed order submitted to the court for signature must be:
    - (a) Served on each [counsel/attorney] not less than three days prior to submission to the court, or
    - (b) Accompanied by a stipulation by each [counsel/attorney] that no objection exists as to the judgment or order, or
    - (c) Served on a self-represented party not less than seven days prior to submission to the court and be accompanied by notice of the time period to object.
  - (2) \* \* \*
- \* \* \* \* \*

#### 6.030 POSTPONEMENT OF TRIAL

- (1) \* \* \*
  - (2) A motion to postpone a trial must be signed by the attorney of record and contain a certificate stating that [counsel/the attorney] has advised the client of the request and must set forth:
    - (a) The date scheduled for trial;
    - (b) The reason for the requested postponement;
    - (c) The dates previously set for trial;
    - (d) The date of each previous postponement; and
    - (e) Whether any parties to the proceeding object to the requested postponement.
  - (3) \* \* \*
- \* \* \* \* \*

#### 6.040 RESOLVING SCHEDULING CONFLICTS

- (1) \* \* \*
- (2) In resolving scheduling conflicts, the following must be considered:
  - (a) Statutory preference;
  - (b) The custodial status of a criminal defendant;

- (c) The filing date of the case;
  - (d) The dates on which the courts sent notices of the trial date;
  - (e) The relative complexity of the cases;
  - (f) The availability of {a}competent, prepared substitute [counsel]{attorney}; and
  - (g) The inconvenience to the parties, the witnesses, or the court.
- (3) \* \* \*

#### 6.080 MARKING EXHIBITS

(1) \* \* \*

\* \* \* \* \*

- (5) At the time of trial or hearing involving a covered offense, a party introducing an exhibit that contains biological evidence must provide the court in writing with the name, agency, mailing address, and telephone number for the custodian responsible for each exhibit that contains biological evidence. [Counsel]{The attorney} also must indicate whether the biological evidence was collected by the defense. For a trial, this information must be submitted with the list of premarked exhibits required under subsection (3) of this rule.

(6) \* \* \*

\* \* \* \* \*

#### 6.120 DISPOSITION OF EXHIBITS

- (1) Unless otherwise ordered or except as otherwise provided in ORS 133.707 and 419A.255(1)(a), all exhibits shall be returned to the custody of [counsel]{the attorney} for the submitting parties upon conclusion of the trial or hearing. Such [counsel]{an attorney} must sign an acknowledgment of receipt for the exhibits returned. [Counsel]{An attorney} to whom any exhibits have been returned must retain custody and control until final disposition of the case unless the exhibits are returned to the trial court pursuant to subsections (2) or (3) of this rule. Both documentary and nondocumentary exhibits submitted by parties not represented by [counsel]{an attorney} shall be retained by the trial court, subject to subsection (4) of this rule.
- (2) Upon the filing of a notice of appeal by any party, the trial court administrator promptly shall notify all [counsel]{attorneys} that they are required to return all documentary exhibits in their custody to the trial court within 21 days of receipt of the trial court's request. All [counsel]{attorneys} are required to comply with the notice. The trial court promptly will transmit the documentary exhibits to the appellate court, when requested to do so by the appellate court, under ORAP 3.25.

(3) \* \* \*

\* \* \* \* \*

## 6.200 PRETRIAL SETTLEMENT CONFERENCES

- (1) Each judicial district may adopt an SLR 6.012, or an SLR in chapter 12 if that chapter is dedicated to alternative dispute resolution, providing for a uniform pretrial settlement conference procedure for use in all circuit court civil cases, including dissolution of marriage and post-judgment modification proceedings. The SLR shall be designed to most effectively meet the needs of the judges, *[lawyers]***attorneys**, and litigants in each district and to promote early pretrial settlements.

(2) \* \* \*

\* \* \* \* \*

## 8.120 INFORMAL DOMESTIC RELATIONS TRIAL

(1) \* \* \*

\* \* \* \* \*

- (3) The Informal Domestic Relations Trial will be conducted as follows:

- (a) At the beginning of an Informal Domestic Relations Trial the parties will be asked to affirm that they understand the rules and procedures of the Informal Domestic Relations Trial process, they are consenting to this process freely and voluntarily, and they have not been threatened or promised anything for agreeing to the Informal Domestic Relations Trial process.
- (b) The Court may ask the parties or their *[lawyers]***attorneys** for a brief summary of the issues to be decided.
- (c) The moving party will be allowed to speak to the Court under oath concerning all issues in dispute. The party *[is not questioned by counsel]***may not be questioned by an attorney**, but may be questioned by the Court to develop evidence required by any statute or rule, for example, the applicable requirements of the Oregon Child Support Guidelines if child support is at issue.
- (d) The parties will not be subject to cross-examination. However, the Court will ask the nonmoving party or their *[counsel]***attorney** whether there are any other areas the party wishes the Court to inquire about. The Court will inquire into these areas if requested and if relevant to an issue to be decided by the Court.
- (e) The process in subsections (3)(c) and (3)(d) is then repeated for the other party.

- (f) Expert reports will be received as exhibits. Upon the request of either party, the expert will be sworn and subjected to questioning by [*counsel*, ]the parties, **{their attorneys, }**or the Court.
- (g) The Court will receive any exhibits offered by the parties. The Court will determine what weight, if any, to give each exhibit. The Court may order the record to be supplemented.
- (h) The parties or their [*counsel*]**{attorneys}** will then be offered the opportunity to respond briefly to the statements of the other party.
- (i) The parties or their [*counsel*]**{attorneys}** will be offered the opportunity to make a brief legal argument.
- (j) At the conclusion of the case, the Court shall render judgment. The Court may take the matter under advisement, but best efforts will be made to issue prompt judgments.
- (k) The Court may modify these procedures as justice and fundamental fairness requires.

(4) \* \* \*

\* \* \* \* \*

## 12.040 MEDIATOR ETHICS

An approved mediator, when mediating under ORS 36.185 to 36.210 or ORS 107.755 to 107.795, is required to:

(1) \* \* \*

\* \* \* \* \*

- (3) Inform the participants prior to or at the commencement of the mediation of each of the following:
  - (a) The nature of mediation, the role and style of the mediator, and the process that will be used;
  - (b) The extent to which participation in mediation is voluntary and the ability of the participants and the mediator to suspend or terminate the mediation;
  - (c) The commitment of the participants to participate fully and to negotiate in good faith;
  - (d) The extent to which disclosures in mediation are confidential, including during private caucuses;

- (e) Any potential conflicts of interest that the mediator may have, i.e., any circumstances or relationships that may raise a question as to the mediator's impartiality and fairness;
- (f) The need for the informed consent of the participants to any decisions;
- (g) The right of the parties to seek independent legal [*counsel*]{**advice**}, including review of the proposed mediation agreement before execution;
- (h) In appropriate cases, the advisability of proceeding with mediation under the circumstances of the particular dispute;
- (i) The availability of public information about the mediator pursuant to UTCR 12.050; and
- (j) If applicable, the nature and extent to which the mediator is being supervised.

#### 12.120 DOMESTIC RELATIONS FINANCIAL MEDIATION TRAINING

- (1) Domestic relations financial mediation training shall include at least 40 hours of training or education that covers the topics relevant to the financial issues the mediator will be mediating, including:
  - (a) Legal and financial issues in separation, divorce, and family reorganization in Oregon, including property division, asset valuation, public benefits law, domestic relations income tax law, child and spousal support, and joint and several liability for family debt;
  - (b) Basics of corporate and partnership law, retirement interests, personal bankruptcy, ethics (including unauthorized practice of law), drafting, and legal process (including disclosure problems); and
  - (c) The needs of self-represented parties, the desirability of review by independent [*counsel*]{**attorneys**}, recognizing the finality of a judgment, and methods to carry out the parties' agreement.

(2) \* \* \*

#### 12.130 COURT-SYSTEM TRAINING

When court-system training under this section is required, the training shall include, but not be limited to:

- (1) \* \* \*
- (2) For mediators working in contexts other than small claims court, at least two additional hours including, but not limited to, all of the following:
  - (a) Working with represented and unrepresented parties, including:

- (i) The role of [*litigants' lawyers*]{**parties' attorneys**} in the mediation process;
  - (ii) Attorney-client relationships, including privileges;
  - (iii) Working with [*lawyers*]{**attorneys**}, including understanding of Oregon State Bar disciplinary rules; and
  - (iv) Attorney fee issues.
- (b) Understanding motions, discovery, and other court rules and procedures;
  - (c) Basic rules of evidence; and
  - (d) Basic rules of contract and tort law.

#### 13.090 ARBITRATORS

- (1) Unless otherwise ordered or stipulated, an arbitrator must be an active {**attorney**} member in good standing of the Oregon State Bar, who has been admitted to any Bar for a minimum of five years, or a retired or senior judge. The parties may stipulate to a nonlawyer arbitrator.
- (2) An arbitrator who is not a retired or senior judge or stipulated nonlawyer arbitrator must be an active {**attorney**} member in good standing of the Oregon State Bar at the time of each appointment. During any period of suspension from the practice of law or in the event of disbarment, an arbitrator will be removed from the court's list of arbitrators and may reapply when the attorney is reinstated or readmitted to the bar.
- (3) Arbitrators will conduct themselves in the manner prescribed by the Code of Judicial Conduct.

**{(4) As used in this rule, "attorney" does not include licensed paralegals.}**

#### 13.130 RESTRICTIONS ON COMMUNICATION BETWEEN ARBITRATOR, PARTIES, AND ATTORNEYS

Unless all parties otherwise agree, no disclosure of any offers or settlement made by any party shall be made to the arbitrator prior to the announcement of the award. Neither [*counsel*]{**an attorney**} nor a party may communicate with the arbitrator, regarding the merits of the case, except in the presence of, or on reasonable notice to, all other parties.

Except for Rules 1, 4.1 to 4.3, 4.5 to 4.10, and 5 of the Code of Judicial Conduct, all rules of professional conduct concerning Bench and Bar apply in the arbitration process.

### 13.150 SUBPOENA

In accordance with the Oregon Rules of Civil Procedure, [a *lawyer*]{**an attorney**} of record or the arbitrator may issue a subpoena for the attendance of a witness at the arbitration hearing or for the production of documentary evidence at the hearing.

### 21.010 DEFINITIONS

The following definitions apply to this chapter:

(1) \* \* \*

\* \* \* \* \*

(7) “Other Service Contact” means any person associated with the filer for purposes of an action whom the filer wishes to receive email notification from the electronic filing system of documents electronically served in the action. An “other service contact” includes another [a *lawyer*]{**attorney**}, administrator, or staff from the filer’s place of business, or another person who is associated with the filer regarding the action or otherwise has a legitimate connection to the action.

(8) \* \* \*

### 21.100 ELECTRONIC SERVICE

#### (1) Consent to Electronic Service and Withdrawal of Consent

(a) A filer who electronically appears in the action by filing a document through the electronic filing system that the court has accepted is deemed to consent to accept electronic service of any document filed by any other registered filer in an action, except for any document that requires service under ORCP 7 or that requires personal service.

(b) A filer who is dismissed as a party from the action or withdraws as [a *lawyer*]{**the attorney**} of record in the action may withdraw consent to electronic service by removing the filer’s contact information as provided in subsection (2)(a) of this rule.

(c) Except as provided in subsection (b) of this section, a filer may withdraw consent to electronic service only upon court approval based on good cause shown.

#### (2) Contact Information

(a) At the time of preparing the filer’s first electronic filing in the action, a filer described in section (1) of this rule must enter in the electronic filing system the name and service email address of the filer, designated as a service contact on behalf of an identified party in the action. If the filer withdraws consent to electronic service under subsection (1)(b) or (1)(c) of this rule, then the filer must remove the filer’s name and service email address as a designated service contact for a party.

- (b) A filer described in subsection (1)(a) of this rule may enter in the electronic filing system, as an other service contact in the action:
  - (i) An alternative email address for the filer; and
  - (ii) The name and email address of any additional person whom the filer wishes to receive electronic notification of documents electronically served in the action, as defined in UTCR 21.010(7). If [a *lawyer*]{**an attorney**} enters a client's name and contact information as an other service contact under this subsection, then the [/lawyer]{**attorney**} is deemed to have consented for purposes of Rule of Professional Conduct 4.2 to delivery to the client of documents electronically served by other filers in the action.
- (c) A filer is responsible for updating any contact information for any person whom the filer has entered in the electronic filing system as either a service contact for a party or as an other service contact in an action.
- (d) A filer may seek court approval to remove a person entered by another filer as an other service contact in an action if the person does not qualify as an other service contact under UTCR 21.010(7).

(3) \* \* \*

\* \* \* \* \*

#### 5.140 OREGON DISCOVERY IN FOREIGN PROCEEDINGS

(1) \* \* \*

\* \* \* \* \*

**{(4) In addition to the requirements in subsection (1), (2), and (3) of this rule, a party seeking a subpoena under subsection (1)(c) of this rule that is related to gender-affirming treatment or reproductive health care services that are permitted under the laws of this state must submit a declaration pursuant to Oregon Laws 2023, chapter 228, section 48 (House Bill 2002), that the subpoena relates to either:**

**(a) An out-of-state action founded in tort, contract, or statute, for which a similar claim would exist under the laws of this state, brought by a patient or the patient's authorized legal representative, for damages suffered by the patient; or**

**(b) An out-of-state action founded in contract, and for which a similar claim would exist under the laws of this state, brought or sought to be enforced by a party with a contractual relationship with the person that is the subject of the subpoena.}**

7.100 DISQUALIFICATION MOTIONS UNDER ORS 14.260(7)

- (1) A motion to disqualify a judge and supporting affidavit must be submitted in the manner described in ORS 14.260(1) through (6).
- (2) A challenged judge who believes that the disqualification motion, or a series of disqualification motions, filed under ORS 14.260(1) or ORS 14.270, effectively denies the judge assignment to a criminal or juvenile delinquency docket pursuant to ORS 14.260(7), may request a hearing by submitting a request for hearing form. The request for hearing form must:
  - (a) Be submitted to the presiding judge (or the presiding judge's designee, if the presiding judge is the subject of the challenge) within two judicial days of the filing of the disqualification motion;
  - (b) State that the request for hearing is being submitted under ORS 14.260(7), regarding effective denial of judicial assignment to a criminal or juvenile delinquency docket; and
  - (c) Be served on each party to the case.
- (3) Within two judicial days of receipt of a judge's request under this subsection, the presiding judge (or the presiding judge's designee, if the presiding judge is the subject of the challenge) will submit a request for assignment of a disinterested judge to the Office of the State Court Administrator (OSCA).
- (4) Within three judicial days of receipt of a presiding judge's or the presiding judge's designee's request under this subsection, the Chief Justice or designee will assign a disinterested judge from a predetermined list. The disinterested judge must not have held a judicial seat in the judicial district where the subject disqualification motion was filed.
- (5) OSCA will immediately notify the presiding judge or the presiding judge's designee of an assignment made under subsection (4), and the presiding judge or designee will enter the notice of assignment within two judicial days of OSCA's notification on the register of actions.
- (6) Upon entry of a notice of assignment of a disinterested judge, the disinterested judge will promptly schedule a hearing on the motion for disqualification. A hearing on the motion for disqualification will be held no more than 30 days after entry of the notice of assignment of the disinterested judge.
- (7) Any supplemental affidavit must be submitted by the moving party within seven days after entry of the notice of assignment of the disinterested judge.
- (8) Any response by the challenged judge to a motion for disqualification or supplemental affidavit must be filed within seven days after the due date for the supplemental affidavit.