

In the Matter of Approving Out-of-)	CHIEF JUSTICE ORDER
Cycle Amendment of Uniform Trial)	*AMENDED ORDER
Court Rules (UTC R) 1.110, 6.050,)	No. 25-003
6.080, and 6.120; and Approving)	
Out-of-Cycle Adoption of)	ORDER APPROVING OUT-OF-CYCLE
Supplementary Local Rule (SLR))	AMENDMENT OF UNIFORM TRIAL
6.101 for the Eleventh Judicial)	COURT RULES (UTC R) 1.110, 6.050,
District (Deschutes County),)	6.080, AND 6.120; AND APPROVING
Fifteenth Judicial District (Coos)	OUT-OF-CYCLE ADOPTION OF
and Curry County), Eighteenth)	SUPPLEMENTARY LOCAL RULE (SLR)
Judicial District (Clatsop County),)	6.101 FOR THE ELEVENTH JUDICIAL
and Twenty-Third Judicial District)	DISTRICT (DESCHUTES COUNTY),
(Linn County))	FIFTEENTH JUDICIAL DISTRICT (COOS
)	AND CURRY COUNTY), EIGHTEENTH
)	JUDICIAL DISTRICT (CLATSOP
)	COUNTY), AND TWENTY-THIRD
)	JUDICIAL DISTRICT (LINN COUNTY)

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 UTCR 1.020(2), (3), and (4) are waived for the amendment of UTCR 1.110, 6.050, 6.080, and 6.120.
2. UTCR 1.110, 6.050, 6.080, and 6.120 are amended as shown in Attachment A to this order. For the convenience of the reader, deleted wording is shown in *[brackets and italics]* and new wording is show in **{braces, underline, and bold}**.
3. The amendments to UTCR 1.110, 6.050, 6.080, and 6.120 take effect on March 17, 2025.
4. Pursuant to UTCR 1.020(5), the UTCR Reporter shall take the steps necessary to post the amendments to UTCR 1.110, 6.050, 6.080, and 6.120 for public comment as soon as practicable and shall place them on the agenda for the March 20, 2025, UTCR Committee meeting for review of public comment.

I HEREBY FURTHER ORDER, pursuant to ORS 1.002, ORS 3.220(2)(b), and UTCR 1.050(2)(h), that:


1. Good cause has been shown and the time limits established by UTCR 1.050(2) are waived for adoption of the rules approved by this order as necessary for the Oregon Judicial Department's implementation of its new Digital Evidence

* Order amended to separate the forms required by new SLR 6.101 to allow courts the discretion to update such forms without Chief Justice approval, as per UTCR 1.050(d).

System. These rules are the basis for a standardized set of rules that will be adopted by judicial districts as they implement that system.

2. Out-of-cycle adoption of SLR 6.101, as shown in Attachment B to this order, is approved for:
 - The Eleventh Judicial District (Deschutes County);
 - The Fifteenth Judicial District (Coos and Curry County);
 - The Eighteenth Judicial District (Clatsop County); and
 - The Twenty-Third Judicial District (Linn County).
3. The Eleventh, Fifteenth, Eighteenth, and Twenty-Third Judicial Districts shall provide notice of amendment of their rules, as approved by this order, to state and local bar organizations, appropriate state and local agencies, and appropriate business partners in the manner that each Presiding Judge determines will give sufficient notice.
4. A judicial district may, in its local SLR 6.101, modify subsection (4) of that rule to ensure efficient judicial administration within the district. A judicial district may not otherwise modify any part of its local SLR 6.101.
5. Pursuant to ORS 3.220(2)(b), each judicial district's SLR 6.101 takes effect 30 days after a certified copy of the rule is received in the Office of the State Court Administrator.
6. This order takes effect on March 17, 2025.

Dated this 17th day of April, 2025, *nunc pro tunc* February 10, 2025.



Meagan A. Flynn
Chief Justice

UNIFORM TRIAL COURT RULES

1.110 DEFINITIONS

As used in these rules:

(1) * * *

* * * * *

{5} “Digital Evidence” means any trial exhibit that is submitted to the court in digital format (e.g., documents, PDF, images, or multimedia).

{6} “Digital Evidence System” means the court’s web-based application and cloud storage system for submitting digital evidence to the court.}

{5}{7} “Document” means any instrument filed or submitted in any type of proceeding, including any exhibit or attachment referred to in the instrument. Depending on the context, “document” may refer to an instrument in either paper or electronic form.

{6}{8} “Electronic Signature” means an electronic symbol intended to substitute for a signature, such as a scan of a handwritten signature or a signature block that includes the typed name preceded by an “s/” in the space where the signature would otherwise appear.

Example of a signature block with “s/”:

s/ John Q. Attorney
JOHN Q. ATTORNEY
OSB #
Email address
Attorney for Plaintiff Smith Corporation, Inc.

{7}{9} “Original Signature” means a handwritten signature on a printed document.

{8}{10} “Party” means a litigant or the litigant’s attorney.

{9}{11} “Plaintiff” or “Petitioner” means any party asserting a claim for relief, whether by way of claim, third-party claim, crossclaim, or counterclaim.

{10}{12} “Remote Means” or “Remote Proceeding” means the use of telephone, telecommunication, video, other two-way electronic communication device, or

simultaneous electronic transmission, in a manner that permits all participants to hear and speak with each other.

(111){13} “Trial Court Administrator” means the court administrator, the administrative officer of the records section of the court, and where appropriate, the trial court clerk.

6.050 SUBMISSION OF TRIAL MEMORANDA AND TRIAL EXHIBITS

- (1) A party must file any trial memorandum. The court also may require that a party submit a copy of the trial memo, in the manner and time that the court specifies.
- (2) All trial memoranda must be served on the opposing party.
- (3) Trial exhibits must be delivered or submitted as ordered by the assigned judge {or, if applicable, as required by the court’s SLR 6.101 governing the submission of digital evidence through the court’s digital evidence system. Trial exhibits may not be}[and not] filed with the court except as required by UTCR 11.110 or UTCR 24.040(3)(a).

6.080 MARKING EXHIBITS

- (1) {Except as provided in subsection (7) of this rule, b}[B]efore the commencement of the trial, parties must mark all exhibits in the following manner:
 - (a) Plaintiff’s exhibits must be marked consecutively from 1 through 99.
 - (b) Defendant’s exhibits must be marked consecutively from 101 through 199.
 - (c) On request, the court must assign additional blocks of numbers.
 - (d) In cases involving multiple parties or large numbers of exhibits, the parties shall agree on the assignment of the numbers. If the parties cannot reach agreement, or if for any reason the numbering system cannot accommodate the parties, then the court may direct the parties to use any other numbering system not inconsistent with the intent of this section.
- (2) Upon request, the trial court administrator shall provide a party with appropriate stamps, labels or tags for exhibit marking.
- (3) {Except as provided in subsection (7) of this rule, t}[T]he parties must submit to the court at the time of trial a list of premarked exhibits.
- (4) * * *

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{(7) Subsections (1) and (3) of this rule do not apply if the judicial district has adopted SLR 6.101 governing the submission of digital evidence through the court's digital evidence system.}

6.120 DISPOSITION OF EXHIBITS

(1) * * *

* * * * *

(4) Exhibits not returned to the parties shall be processed as follows:

- (a) Such exhibits shall be retained by the trial court until the appeal period has elapsed and there is a final disposition of the case.
- (b) After final disposition of the case, a notice shall be sent to the parties of record that, unless they withdraw their respective exhibits within 30 days, the exhibits will be disposed of by the court.

{(c) Subsections 4(a) and (b) of this rule do not apply to the disposition of digital evidence submitted through the court's digital evidence system. See SLR 6.101(6) governing the disposition of such evidence.}

(5) * * *

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SUPPLEMENTARY LOCAL COURT RULES

Eleventh Judicial District – Deschutes County

6.101 TRIAL EXHIBITS SUBMITTED THROUGH THE COURT’S DIGITAL EVIDENCE SYSTEM

- (1) Definitions. The following definitions apply to this chapter:
 - (a) “Digital Evidence” means any trial exhibit that is submitted to the court in digital format (e.g., documents, PDFs, images, or multimedia).
 - (b) “Digital Evidence System” means the court’s web-based application and cloud storage system for submitting digital evidence to the court.
 - (c) “Physical Exhibits” means trial exhibits that cannot be converted to digital format and submitted through the court’s digital evidence system.
- (2) Required Use of the Digital Evidence System. Parties must submit exhibits using the court’s digital evidence system for the following case types:
 - (a) Violations;
 - (b) Contested protective orders;
 - (c) Small claims; and
 - (d) Landlord/tenant.
- (3) Manner of Submission; Format and Size Limitations
 - (a) The court will send a link to the parties to upload digital evidence directly to the court’s digital evidence system.
 - (b) The digital evidence system accepts almost all digital formats (e.g., photographs, PDFs, Word files, Excel files, audio files, and video files). A complete list of accepted digital file formats is available on the Oregon Judicial Department website:
<https://www.courts.oregon.gov/services/online/Pages/case-center.aspx>.

* Attachment B amended to separate the forms required by new SLR 6.101 to allow courts the discretion to update such forms without Chief Justice approval, as per UTCR 1.050(d).

- (i) A single document file uploaded to the digital evidence system cannot exceed 2 gigabytes (GB) or 500 pages, whichever is less. A single document file that exceeds the limit must be broken down and uploaded as separate files that do not exceed 2 GB or 500 pages each.
 - (ii) A single multimedia file (e.g., audio and/or video files or photographs) uploaded to the digital evidence system cannot exceed 10 GB. A single multimedia file that exceeds the size limit must be broken down and submitted as separate files that do not exceed 10 GB each.
 - (iii) Physical exhibits must be delivered or submitted to the court as ordered by the court in accordance with UTCR 6.050(3).
- (c) The requirements set out in UTCR 6.080(1) and (3) (Marking Exhibits) do not apply to digital evidence that must be submitted through the court's digital evidence system, except as required by the court. Instead:
 - (i) Parties must submit through the digital evidence system an exhibit list in substantially the form provided in Appendix 9 to these rules. The exhibit list must be submitted as the first document in the digital evidence system and must include all exhibits being submitted.
 - (ii) The exhibit list must indicate whether an exhibit is a "physical exhibit."
 - (iii) All exhibits submitted through the digital evidence system must be submitted in the order indicated in the exhibit list.
- (4) Exhibit Submission Deadline and Exchange
 - (a) Each party must submit all digital evidence through the digital evidence system no later than two business days before the start of trial or hearing.
 - (b) Request for alternative submission must be made to the court no later than two business days before the start of the trial or hearing.
 - (c) Parties must exchange exhibits with all other parties before the start of trial or hearing unless otherwise ordered by the court.
- (5) Digital Evidence System Unavailable. If the digital evidence system is temporarily unavailable, or a technical malfunction prevents a party from satisfying the exhibit submission deadline, the party must contact the court at 541-388-5300.
- (6) Disposition of Digital Evidence
 - (a) The court must retain digital evidence uploaded to the digital evidence system until the appeal period has elapsed and a final disposition in the case has been made.

- (b) After final disposition, the trial court clerk may, without notice to the parties of record, remove and dispose of digital evidence. The court will not return digital evidence to the parties. The parties are responsible for maintaining original copies of trial exhibits that are submitted to the court.

Fifteenth Judicial District – Coos and Curry County

6.101 TRIAL EXHIBITS SUBMITTED THROUGH THE COURT’S DIGITAL EVIDENCE SYSTEM

- (1) Definitions. The following definitions apply to this chapter:
 - (a) “Digital Evidence” means any trial exhibit that is submitted to the court in digital format (e.g., documents, PDFs, images, or multimedia).
 - (b) “Digital Evidence System” means the court’s web-based application and cloud storage system for submitting digital evidence to the court.
 - (c) “Physical Exhibits” means trial exhibits that cannot be converted to digital format and submitted through the court’s digital evidence system.
- (2) Required Use of the Digital Evidence System. Parties must submit exhibits using the court’s digital evidence system for the following case types:
 - (a) Violations;
 - (b) Contested protective orders;
 - (c) Small claims; and
 - (d) Landlord/tenant.
- (3) Manner of Submission; Format and Size Limitations
 - (a) The court will send a link to the parties to upload digital evidence directly to the court’s digital evidence system.
 - (b) The digital evidence system accepts almost all digital formats (e.g., photographs, PDFs, Word files, Excel files, audio files, and video files). A complete list of accepted digital file formats is available on the Oregon Judicial Department website:
<https://www.courts.oregon.gov/services/online/Pages/case-center.aspx>.
 - (i) A single document file uploaded to the digital evidence system cannot exceed 2 gigabytes (GB) or 500 pages, whichever is less. A single document file that exceeds the limit must be broken down and uploaded as separate files that do not exceed 2 GB or 500 pages each.
 - (ii) A single multimedia file (e.g., audio and/or video files or photographs) uploaded to the digital evidence system cannot exceed 10 GB. A single multimedia file that exceeds the size limit must be broken down and submitted as separate files that do not exceed 10 GB each.

- (iii) Physical exhibits must be delivered or submitted to the court as ordered by the court in accordance with UTCR 6.050(3).
- (c) The requirements set out in UTCR 6.080(1) and (3) (Marking Exhibits) do not apply to digital evidence that must be submitted through the court's digital evidence system, except as required by the court. Instead:
 - (i) Parties must submit through the digital evidence system an exhibit list in substantially the form provided in Appendix I to these rules. The exhibit list must be submitted as the first document in the digital evidence system and must include all exhibits being submitted.
 - (ii) The exhibit list must indicate whether an exhibit is a "physical exhibit."
 - (iii) All exhibits submitted through the digital evidence system must be submitted in the order indicated in the exhibit list.
- (4) Exhibit Submission Deadline and Exchange
 - (a) Each party must submit all digital evidence through the digital evidence system no later than two business days before the start of trial or hearing.
 - (b) Request for alternative submission must be made to the court no later than two business days before the start of the trial or hearing.
 - (c) Parties must exchange exhibits with all other parties before the start of trial or hearing unless otherwise ordered by the court.
- (5) Digital Evidence System Unavailable. If the digital evidence system is temporarily unavailable, or a technical malfunction prevents a party from satisfying the exhibit submission deadline, the party must contact the court at 541-396-8372 (Coos) or 541-373-6894 (Curry).
- (6) Disposition of Digital Evidence
 - (a) The court must retain digital evidence uploaded to the digital evidence system until the appeal period has elapsed and a final disposition in the case has been made.
 - (b) After final disposition, the trial court clerk may, without notice to the parties of record, remove and dispose of digital evidence. The court will not return digital evidence to the parties. The parties are responsible for maintaining original copies of trial exhibits that are submitted to the court.

Eighteenth Judicial District – Clatsop County

6.101 TRIAL EXHIBITS SUBMITTED THROUGH THE COURT’S DIGITAL EVIDENCE SYSTEM

- (1) Definitions. The following definitions apply to this chapter:
 - (a) “Digital Evidence” means any trial exhibit that is submitted to the court in digital format (e.g., documents, PDFs, images, or multimedia).
 - (b) “Digital Evidence System” means the court’s web-based application and cloud storage system for submitting digital evidence to the court.
 - (c) “Physical Exhibits” means trial exhibits that cannot be converted to digital format and submitted through the court’s digital evidence system.
- (2) Required Use of the Digital Evidence System. Parties must submit exhibits using the court’s digital evidence system for the following case types:
 - (a) Violations;
 - (b) Contested protective orders;
 - (c) Small claims; and
 - (d) Landlord/tenant.
- (3) Manner of Submission; Format and Size Limitations
 - (a) The court will send a link to the parties to upload digital evidence directly to the court’s digital evidence system.
 - (b) The digital evidence system accepts almost all digital formats (e.g., photographs, PDFs, Word files, Excel files, audio files, and video files). A complete list of accepted digital file formats is available on the Oregon Judicial Department website:
<https://www.courts.oregon.gov/services/online/Pages/case-center.aspx>.
 - (i) A single document file uploaded to the digital evidence system cannot exceed 2 gigabytes (GB) or 500 pages, whichever is less. A single document file that exceeds the limit must be broken down and uploaded as separate files that do not exceed 2 GB or 500 pages each.
 - (ii) A single multimedia file (e.g., audio and/or video files or photographs) uploaded to the digital evidence system cannot exceed 10 GB. A single multimedia file that exceeds the size limit must be broken down and submitted as separate files that do not exceed 10 GB each.

- (iii) Physical exhibits must be delivered or submitted to the court as ordered by the court in accordance with UTCR 6.050(3).
- (c) The requirements set out in UTCR 6.080(1) and (3) (Marking Exhibits) do not apply to digital evidence that must be submitted through the court's digital evidence system, except as required by the court. Instead:
 - (i) Parties must submit through the digital evidence system an exhibit list in substantially the form provided in Appendix IV to these rules. The exhibit list must be submitted as the first document in the digital evidence system and must include all exhibits being submitted.
 - (ii) The exhibit list must indicate whether an exhibit is a "physical exhibit."
 - (iii) All exhibits submitted through the digital evidence system must be submitted in the order indicated in the exhibit list.
- (4) Exhibit Submission Deadline and Exchange
 - (a) Each party must submit all digital evidence through the digital evidence system no later than two business days before the start of trial or hearing.
 - (b) Request for alternative submission must be made to the court no later than two business days before the start of the trial or hearing.
 - (c) Parties must exchange exhibits with all other parties before the start of trial or hearing unless otherwise ordered by the court.
- (5) Digital Evidence System Unavailable. If the digital evidence system is temporarily unavailable, or a technical malfunction prevents a party from satisfying the exhibit submission deadline, the party must contact the court at 503-325-8555, option 0.
- (6) Disposition of Digital Evidence
 - (a) The court must retain digital evidence uploaded to the digital evidence system until the appeal period has elapsed and a final disposition in the case has been made.
 - (b) After final disposition, the trial court clerk may, without notice to the parties of record, remove and dispose of digital evidence. The court will not return digital evidence to the parties. The parties are responsible for maintaining original copies of trial exhibits that are submitted to the court.

Twenty-Third Judicial District – Linn County

6.101 TRIAL EXHIBITS SUBMITTED THROUGH THE COURT’S DIGITAL EVIDENCE SYSTEM

- (1) Definitions. The following definitions apply to this chapter:
 - (a) “Digital Evidence” means any trial exhibit that is submitted to the court in digital format (e.g., documents, PDFs, images, or multimedia).
 - (b) “Digital Evidence System” means the court’s web-based application and cloud storage system for submitting digital evidence to the court.
 - (c) “Physical Exhibits” means trial exhibits that cannot be converted to digital format and submitted through the court’s digital evidence system.
- (2) Required Use of the Digital Evidence System. Parties must submit exhibits using the court’s digital evidence system for the following case types:
 - (a) Violations;
 - (b) Contested protective orders;
 - (c) Small claims; and
 - (d) Landlord/tenant.
- (3) Manner of Submission; Format and Size Limitations
 - (a) The court will send a link to the parties to upload digital evidence directly to the court’s digital evidence system.
 - (b) The digital evidence system accepts almost all digital formats (e.g., photographs, PDFs, Word files, Excel files, audio files, and video files). A complete list of accepted digital file formats is available on the Oregon Judicial Department website:
<https://www.courts.oregon.gov/services/online/Pages/case-center.aspx>.
 - (i) A single document file uploaded to the digital evidence system cannot exceed 2 gigabytes (GB) or 500 pages, whichever is less. A single document file that exceeds the limit must be broken down and uploaded as separate files that do not exceed 2 GB or 500 pages each.
 - (ii) A single multimedia file (e.g., audio and/or video files or photographs) uploaded to the digital evidence system cannot exceed 10 GB. A single multimedia file that exceeds the size limit must be broken down and submitted as separate files that do not exceed 10 GB each.

- (iii) Physical exhibits must be delivered or submitted to the court as ordered by the court in accordance with UTCR 6.050(3).
- (c) The requirements set out in UTCR 6.080(1) and (3) (Marking Exhibits) do not apply to digital evidence that must be submitted through the court's digital evidence system, except as required by the court. Instead:
 - (i) Parties must submit through the digital evidence system an exhibit list in substantially the form provided in Appendix B to these rules. The exhibit list must be submitted as the first document in the digital evidence system and must include all exhibits being submitted.
 - (ii) The exhibit list must indicate whether an exhibit is a "physical exhibit."
 - (iii) All exhibits submitted through the digital evidence system must be submitted in the order indicated in the exhibit list.
- (4) Exhibit Submission Deadline and Exchange
 - (a) Each party must submit all digital evidence through the digital evidence system no later than two business days before the start of trial or hearing.
 - (b) Request for alternative submission must be made to the court no later than two business days before the start of the trial or hearing.
 - (c) Parties must exchange exhibits with all other parties before the start of trial or hearing unless otherwise ordered by the court.
- (5) Digital Evidence System Unavailable. If the digital evidence system is temporarily unavailable, or a technical malfunction prevents a party from satisfying the exhibit submission deadline, the party must contact the court at 541-967-3845.
- (6) Disposition of Digital Evidence
 - (a) The court must retain digital evidence uploaded to the digital evidence system until the appeal period has elapsed and a final disposition in the case has been made.
 - (b) After final disposition, the trial court clerk may, without notice to the parties of record, remove and dispose of digital evidence. The court will not return digital evidence to the parties. The parties are responsible for maintaining original copies of trial exhibits that are submitted to the court.