

Appellate eFiling and Public Portal Guide

Appellate Case Management System

Appellate Court Services Division
Oregon Judicial Department



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Appellate eFile and Public Portal Account

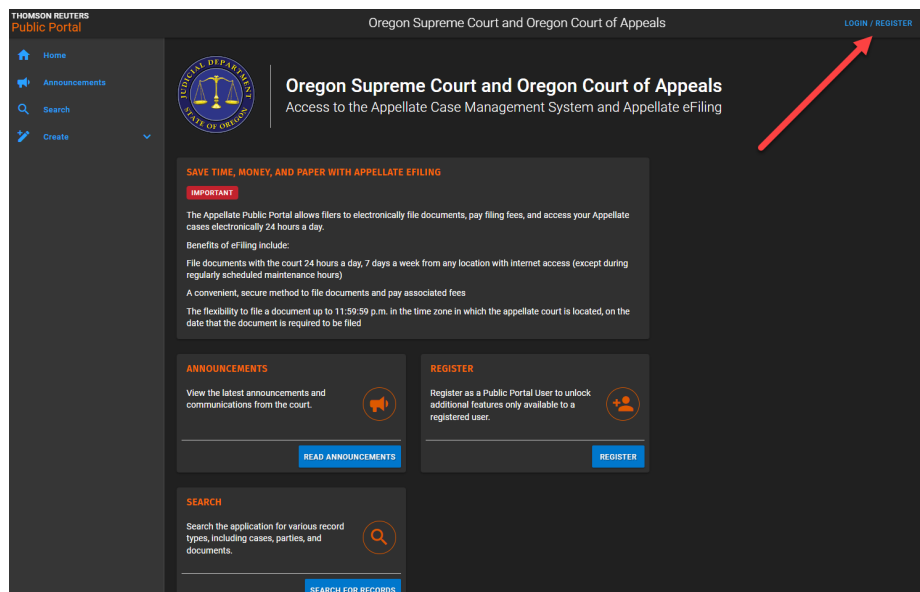
This document provides instructions for registering and electronically filing documents in the appellate courts and accessing case information available to the public. There are three types of user accounts:

- **Attorney** – any member of the Oregon State Bar may sign up for an Attorney user account. Registered attorney users are provided access to the register of actions of any public case available through the system, access to all their cases where they are the attorney of record (including documents), the ability to electronically file documents, and be eServed.
- **Public** – any member of the public, such as pro se filers, landlords/tenants, or process servers may sign up for a Public user account. This level of access provides access to the register of actions of any public case available through the system and the ability to electronically file. This level of access does not provide access to documents. Self-represented parties may request specific case access to their own case where they may view documents, electronically file new documents, and be eServed.
- **Organization Administrator** – any member of a legal organization, agency, or firm may request access as the Organization Administrator. This account user type allows legal organizations to group and manage user portal accounts within their organization which includes providing access to authorized support staff users to attorneys accounts to assist with filings and case management.

Note: Anyone can view the register of actions of any public case available through our system without registering or logging into the system.

Registering for Appellate eFile and Public Portal Account

1. From the public portal main page, a new user will navigate to the top-right portion of the screen and select **LOGIN / REGISTER**.



2. On the *Sign in* page, select **Sign Up Now** to begin the registration process, including setting up a multifactor authentication (MFA) which is required to set up an account. Follow the prompts to register and set up account, which include:
 - a. Entering and verifying the email address user will use for their portal account. This requires the system to send user a code to the provided email address. Enter code on sign in screen and click **Verify**. (OJCIN Online subscribers must use same email to sign up for the portal to receive the same access rights.)
 - b. Enter user password which must be 15 characters, a number, a symbol, and an uppercase character.
 - c. Follow the prompts to sign in (i.e. enter full name and email.)
3. At every sign in, users are required to sign in using MFA to verify user identity.
4. Upon first signing in, select the appropriate user type account to set up: **Attorney**, **Public**, or Organization Administrator.

Note: If user is an OJCIN Online subscriber and experiencing access issues, please contact OJCIN Online for access. Call 1-800-858-9658 or send an email to ojcin.online@ojd.state.or.us to set up an account.

5. Complete the rest of the required fields as directed.
6. Once user is logged in, navigate to the top-right corner of the screen where name is displayed. Click name and select **Profile**.
7. **User Profile** will display. From the **User Profile**, select **User Access**, and then click **Submit Request** and select **Request Attorney Access** (if new user is an attorney) or **Request Case Access** (if new user is a party to the case and not an OSB member), or **Organization Administrator**.

Oregon Supreme Court and Oregon Court of Appeals

COTY HOLLISTER 1

User Profile Coty Hollister 2

- Login Account
- Preferences
- Address
- Contact
- Payment Method
- Document Access
- Associated Organization
- Calendar Subscriptions
- Notification Preferences
- User Access

USER ACCESS

Displays the user access types that have been granted to your account. You may also submit requests for additional access.

GRANTED ACCESS Public

3
 SUBMIT REQUEST ▾

VIEW ALL REQUESTS

Request Attorney Access

Request Case Access

4
 Request Organization Administrator Access

8. Next, user must fill out Attorney, Case, or Organization Administrator access form, which includes:
 - a. Bar State – Oregon will already display (attorneys only.)
 - b. Bar ID – this field is required (attorneys only.)
 - c. Reference File – user must upload a copy of photo identification which includes a photo, first and last name. This field is required (attorney, public, organization administrator user.)
 - d. Comments – enter any comments for court administrators to review. This field is not required.
9. Click **Submit Request**. User will receive a confirmation sent to the email provided.
10. Court administrators review requests daily; user will receive an email allowing or rejecting access. If access has been rejected, a reason will be provided. If the request has not been allowed or rejected within two (2) business days, please call 503-986-5555 to inquire.

Note: All users requesting an account for the first time must upload a copy of photo identification with first and last name (including any government issued identification such as driver's license, passport, etc.)

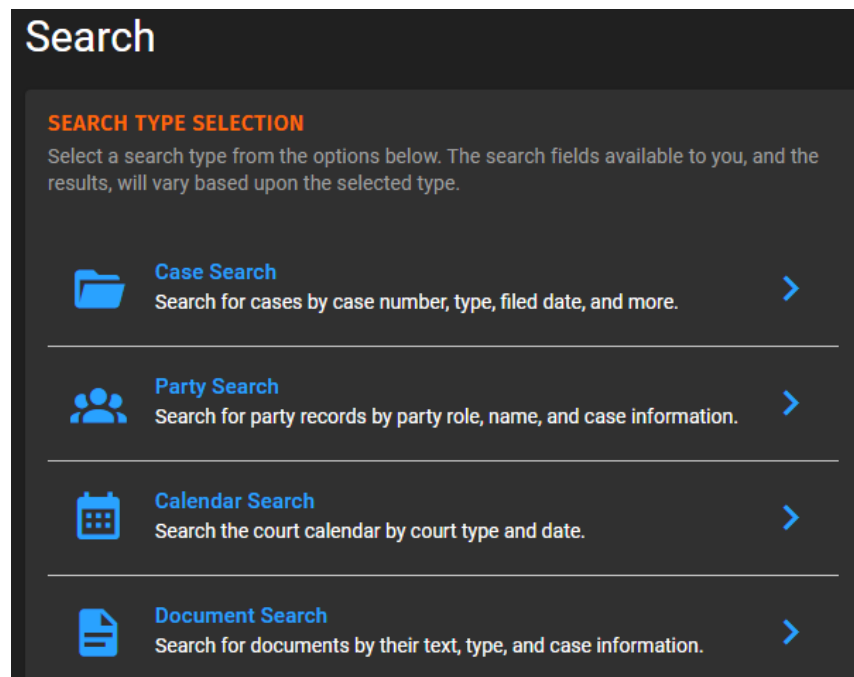
Searching Within the Public Portal

1. From the public portal main page, navigate to the menu on the left-hand side of the screen. Select **Search**.
2. From the **Search** page, user may select any of the four search options to locate appellate case or calendar information. Enter the details required for the search.

There are four types of searches users may perform within the public portal:

- Case Search – search for cases by case number, type, filed date, and more.
- Party Search – search for party records by party role, name, and case information. This section also includes a search for attorneys by name or Oregon State Bar number and a search for Legal Organization.
- Calendar Search – search for court calendars by court and date.
- Document Search – search for documents by text, type, and case information.

Note: If the user is unable to access information from the search page, verify the information entered is correct. If the user is still unable to access case information, the information may be restricted, and the user may not be authorized to view restricted case information.



3. From the **Search Results** page, select the case number to view case information.
4. User will be able to view the following information on the **Case View** screen:
 - a. Case title
 - b. Case number

- c. Party information
- d. Actions tab
5. From the **Actions** tab, user may select the following actions:
 - a. **Request Case Access** – if user is a party to the case, complete the required information to request additional access to case information.
 - b. **Create Filing** – user may draft and submit an electronic case filing for the court to review.

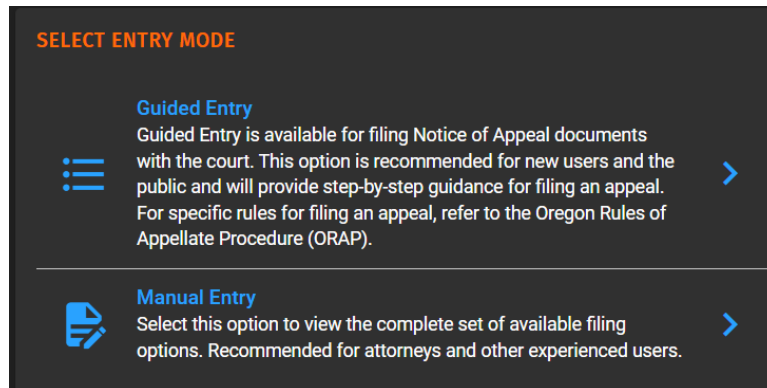
Note: If the user case access request has not been allowed or rejected within two (2) business days, please call 503-986-5555 to inquire.

6. Under **Future Hearings**, user may scroll down to view the following information:
 - a. **Docket Entries** – user can view case documents based on access rights.
 - b. **Parties** – user can view all parties and participants on a case.
 - c. **Hearings** – user can view scheduled oral arguments.
 - d. **Ticklers** – user can view filing due dates.

Filing a New Case or Document

1. From the public portal main page, navigate to the menu on the left-hand side of the screen. Select **Create** and then select **New Filing**.
2. Select the **Court** you wish to file a document into.

3. Select **Case Type**:
 - a. **Create a New Case**
 - b. **File on Existing Case**
4. Next, select the **Entry Mode**:
 - a. **Guided Entry** – this option provides step-by-step guidance for filing an appeal.
 - b. **Manual Entry** – this option provides a complete set of available filing options.

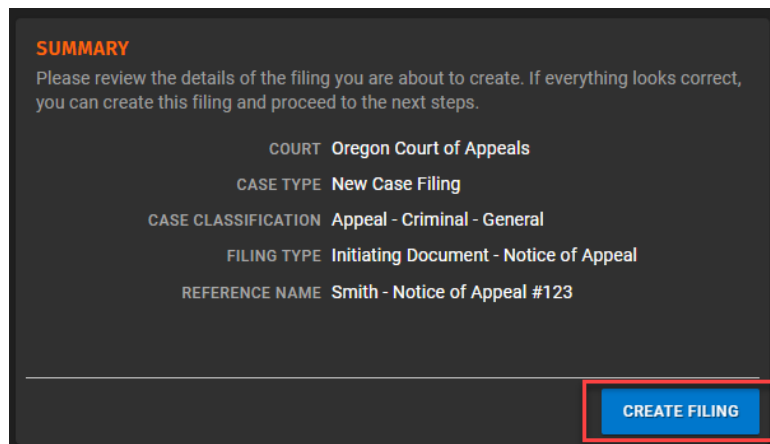


SELECT ENTRY MODE

Guided Entry
Guided Entry is available for filing Notice of Appeal documents with the court. This option is recommended for new users and the public and will provide step-by-step guidance for filing an appeal. For specific rules for filing an appeal, refer to the Oregon Rules of Appellate Procedure (ORAP).

Manual Entry
Select this option to view the complete set of available filing options. Recommended for attorneys and other experienced users.

5. Complete the required details, including a reference name.
6. Review the **Summary** and click **Create Filing**.



SUMMARY

Please review the details of the filing you are about to create. If everything looks correct, you can create this filing and proceed to the next steps.

COURT Oregon Court of Appeals

CASE TYPE New Case Filing

CASE CLASSIFICATION Appeal - Criminal - General

FILING TYPE Initiating Document - Notice of Appeal

REFERENCE NAME Smith - Notice of Appeal #123

CREATE FILING

Note: Guided Entry is available for users filing a notice of appeal. For all other filings, users must select Manual Entry.

7. From the **Manage Filing** screen, follow the steps to add parties, filing information, docket entries, and service details.
 - a. **Parties** – if filing an appeal, user will need to select party roles and party type. If the party is not an organization, first and last name are required. Complete the rest of the required details including contact information and representation details. On the

Summary page, if there are more parties, select the box to **Add Another Party**, if there are no other parties, select **Finish**.

Note: If user is filing a document within an existing case, do not add existing parties to the case. Only add new parties, if the document being filed introduces new parties to the case for the first time.

- b. **Filing information** – confirm filer and filing reference name. Enter comments for the clerk handling the filing, if necessary. Check either box if filing is confidential or an emergency. Select **Save**.
- c. **Docket Entries** – enter docket entry information and attach filing, including supporting documents. Enter fee waiver information, if necessary.
- d. **Service** – select the parties requiring service; select **Set Service** and select service method and **Save**. For users who are public portal users, the default service method is Public Portal eService. A filer may change the service method if they intend to serve the party through another means.
 - i. **Service Method** includes conventional, emailed, or Public Portal eService.
 - ii. There is an option to select *Not Served*. This is an option for case participants that do not require service.

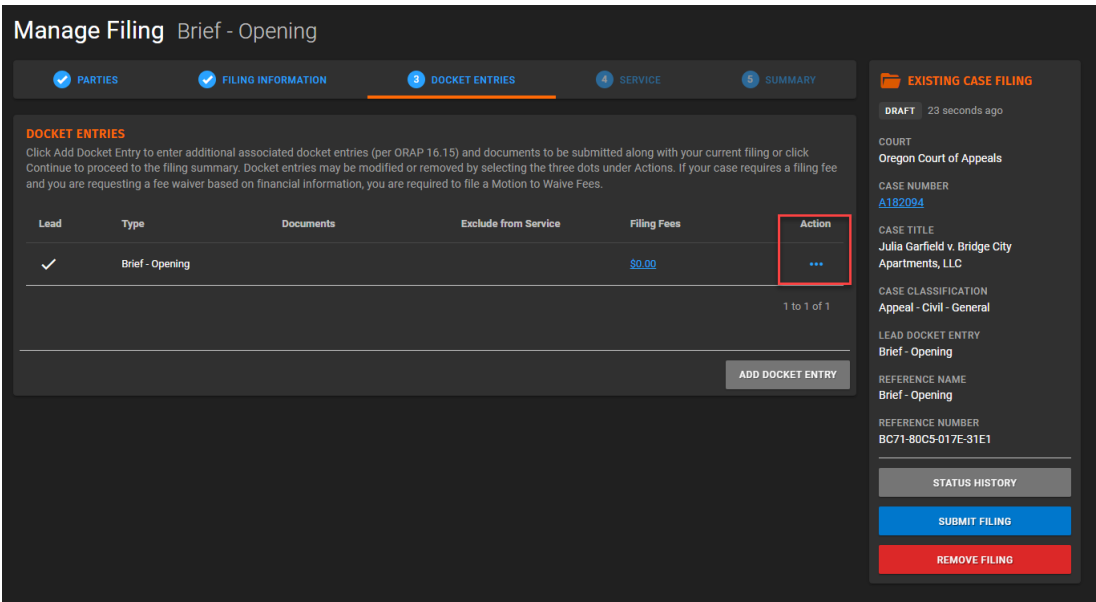
Note: For information regarding classifying filings as confidential or emergency, refer to the Oregon Rules of Appellate Procedure (ORAP) and Oregon Revised Statutes (ORS). For information on how to electronically file a confidential attachment, please refer to ORAP 8.52 and 16.15 (5)(b). Other rules may apply.

8. On the **Manage Filing** screen, review the **Summary** of the filing before submitting. If correct, select **Submit Filing**. Pay filing fees, if applicable.
9. Filer will receive a confirmation on the next screen that filing has been submitted. Filer will also receive a **Filing Submission** email and **Filing Received** email.
10. Filer may check **Filing Status History** to check the status of their filing.

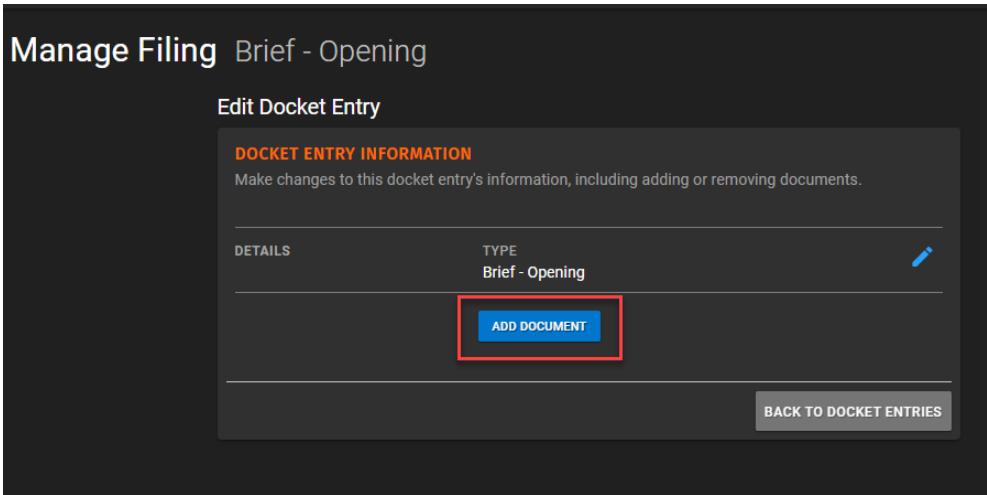
Filing Status History			
Status	Status Date ↓	Time in Status	
Received	07/14/2023 12:02 PM	1 minute 51 seconds	
Submitted	07/14/2023 12:02 PM	2 seconds	
Draft	07/14/2023 11:13 AM	48 minutes 41 seconds	
			CLOSE

Adding Supporting Documents to a Filing

1. After adding an initial filing, the filer will be on the **Docket Entries** page, to add additional filings, click the three dots under **Action** on the right side of the screen, see below.



2. After clicking the three dots, click **Edit**. The following screen will display.



3. Click **Add Document** to add supporting documents. See next screenshot for examples of a multipart brief and excerpt of record.

Manage Filing

Brief - Opening

Edit Docket Entry

DOCKET ENTRY INFORMATION

Make changes to this docket entry's information, including adding or removing documents.

DETAILS	TYPE	
	Brief - Opening	
DOCUMENT	NAME	
	Brief - Opening Part 1	
DOCUMENT	NAME	
	Brief - Opening Part 2	
DOCUMENT	NAME	
	Excerpt of Record	

ADD DOCUMENT

BACK TO DOCKET ENTRIES

4. Once all supporting documents have been added, click **Back to Docket Entries** to return to the **Docket Entries** page shown in the first screenshot. From that screen, filer may add additional filings (motions, etc.) or continue submitting the existing filing.

Manage Filing

Brief - Opening

PARTIES

FILING INFORMATION

DOCKET ENTRIES

4

SERVICE

5

SUMMARY

DOCKET ENTRIES

Click Add Docket Entry to enter additional associated docket entries (per ORAP 16.15) and documents to be submitted along with your current filing or click Continue to proceed to the filing summary. Docket entries may be modified or removed by selecting the three dots under Actions. If your case requires a filing fee and you are requesting a fee waiver based on financial information, you are required to file a Motion to Waive Fees.

Lead	Type	Documents	Exclude from Service	Filing Fees	Action
	Brief - Opening	Brief - Opening Part 1 Brief - Opening Part 2 Excerpt of Record		\$0.00	...

1 to 1 of 1

CONTINUE

ADD DOCKET ENTRY

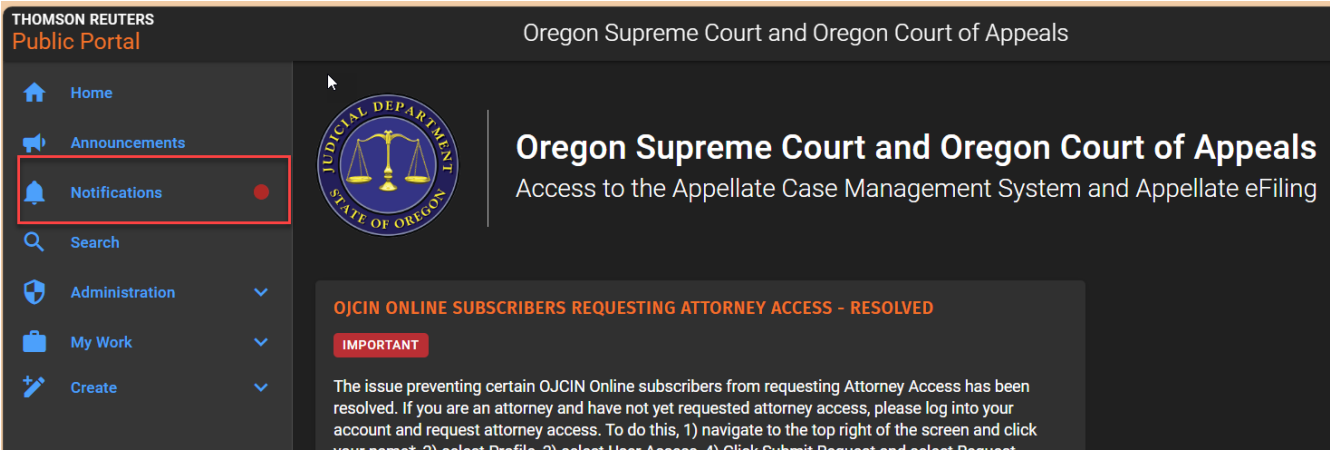
Receiving System Notifications

The Appellate eFiling and Public Portal system provides multiple ways to receive system messages such as when a filing is accepted or when a filer is served a document. Users may receive messages through in-app notifications, or notifications directly in the portal account. **The court recommends that all users turn on all in-app notifications.**

1. After logging into portal account, select name from the top-right corner.
2. Click **Profile** and select **Notification Preferences** from the **User Profile** menu.
3. Select all boxes shown below and then **Save**:

Filing Accepted Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Accepted Service Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Received Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Rejected Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Rejected Service Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Service Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Submission Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. To access in-app notifications, click the Notifications tab when logged into the system (a red dot appears when there is an unread notification):



How to Manage your Legal Organization

This section provides information for setting up users within an organization. The purpose of this feature is to allow legal organizations to group and manage their public portal accounts, provide access to their attorneys to support staff and other attorneys, and share payment methods.

1. From the main portal webpage, navigate to **Manage Organization**. From here, the administrator will need to add all users in their organization. To add users, click **Users**.

Manage Organization

Oregon Judicial Department

Organization Details

Payment Method

Users

Receipts

ORGANIZATION DETAILS

View the details associated with this organization. Please contact the Court if any of the following details are inaccurate.

NAME

Oregon Judicial Department

TYPE

Legal Organization

ADDRESS

ADMINISTRATORS

Coty Hollister

2. Organization Administrator will be listed with a checkmark under **Administrator**. To add attorneys and support staff to the organization, click **Add User**.

USERS

Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ▲	User	Attorney	Payment Access	Administrator	Action
<input type="checkbox"/>	Hollister, Coty	coty.m.hollister@ojd.state.or.us			✓	...

0 selected1 to 1 of 1

ADD SUPPORT STAFF

EDIT USERS

ADD USER

3. Enter user email and click **Next**. If user is an attorney, a checkmark will appear under the **Attorney** column. Add all users within your organization (this includes attorneys and their staff such as legal assistants, paralegals, office managers, etc.).

Note: A user must have a public portal account to add them to your organization. This process does not create an account for them.

Non-attorney users cannot be associated with other non-attorney users. Non-attorney and attorney users can be associated with attorney users.

- To associate support staff with an attorney user, check the box next to attorney name and click **Add Support Staff**.

USERS

Manage the details for all users associated with this organization.

	Name ▲	User	Attorney	Payment Access	Administrator	Action
<input type="checkbox"/>	Hollister, Coty	coty.m.hollister@ojd.state.or.us			✓	...
<input type="checkbox"/>	Hudson, Stephanie	stephanie.hudson@ojd.state.or.us				...
<input checked="" type="checkbox"/>	Parr, Daniel	daniel.parr@ojd.state.or.us	✓			...
<input type="checkbox"/>	Robles, Jeralese	jeralese.m.robles@ojd.state.or.us				...

1 selected
1 to 4 of 4

ADD SUPPORT STAFF

EDIT USERS

ADD USER

- Under **Authorized Support Staff**, select all staff who are authorized to work on behalf of the attorney and click **Save**.

Add Support Staff

ADD AUTHORIZED SUPPORT STAFF

Utilize the field below to add Authorized Support Staff to the selected users.

USER INFORMATION

NUMBER OF SELECTED USERS 1

AUTHORIZED SUPPORT STAFF

Authorized Support Staff *

Select individual(s) who have your authorization to access Public Portal on the behalf of the selected users.

SAVE

CANCEL

Note: Attorneys can be added as authorized support staff to other attorneys.

- To remove a user, the organization administrator may click the three dots under the **Action** column on the **User** screen and select **Remove**.
- Attorneys may also manage their authorized support staff from their **User Profile**. To do so, click name on top-right section of the portal.

- 8. Select **Support Staff** from the left-hand menu. From this screen, attorney user may select any user listed to be authorized to work on their behalf. Additionally, all notifications the attorney receives, may be forwarded to the selected support staff by selecting the **Forward notifications** checkbox.

The screenshot shows the 'User Profile' page for Daniel Parr. On the left is a sidebar menu with options: Login Account, Preferences, Address, Contact, Payment Method, Associated Organization, Support Staff (highlighted), Calendar Subscriptions, Notification Preferences, and User Access. The main content area is titled 'SUPPORT STAFF' and includes a description: 'Your associated Support Staff are displayed below. These Users will have access to your permission within Public Portal. Additional Support Staff can be associated and existing Support Staff can be removed via the field below.' Below this is a dropdown menu labeled 'Authorized Support Staff' with 'Hollister, Coty' selected. A note says 'Select individual(s) who have your authorization to access Public Portal on your behalf.' There is a checkbox for 'Forward notifications' with the text 'Forward all notifications to the Authorized Support Staff listed above.' A 'SAVE' button is at the bottom right.

Working On Behalf of an Attorney

Support staff whose accounts have been associate with an attorney account can work on behalf of that attorney. To do this:

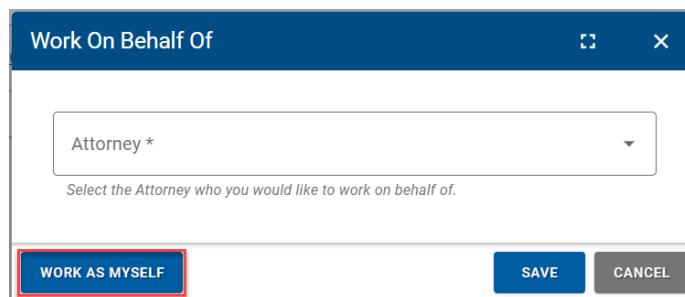
- 1. Click name on top-right section of the portal. Select **On Behalf Of**.

The screenshot shows the 'User Profile' page for Coty Hollister. The top header says 'Oregon Supreme Court and Oregon Court of Appeals'. The user's name 'COTY HOLLISTER' is in the top right, next to a shopping cart icon and a help icon. A dropdown menu is open under the name, showing options: Profile, On Behalf Of (highlighted with a red box), and Logout. The main content area is titled 'User Profile Coty Hollister' and has a sidebar with 'Login Account' and 'Preferences'. The 'LOGIN ACCOUNT' section states: 'Your login account (which includes your name, email, and password) is managed by another application. You will be redirected to that site to edit these values.'

- 2. From the **Attorney** dropdown, select the attorney to work on behalf of and then click **Save**.

The screenshot shows a modal window titled 'Work On Behalf Of'. It contains a dropdown menu labeled 'Attorney *' with a note below it: 'Select the Attorney who you would like to work on behalf of.' At the bottom right are 'SAVE' and 'CANCEL' buttons.

3. After saving, a green success message will display and the name at the top of the screen will become user's initials and display attorney name. (Example: C.H as Daniel Parr.)
4. User is now logged into the attorney's account and will have the same permissions as the attorney, including access to the attorney's cases, filings, and notifications.
5. To switch back to the original account, click user initials on the top-right section of the screen, click **On Behalf Of**, and select **Work as Myself**.




6. User will now resume working in the portal with their own credentials.

How to Leave an Organization

If a user is no longer associated with or works for the legal organization they are associated with in the public portal, the following instructions will guide that user in removing themselves from the legal organization in the public portal.

1. Once logged into the portal, navigate to the name on the top-right section of the screen and click **Profile**.
2. From the left-hand **User Profile** menu, click **Associated Organization**.
3. Under **Organization Details**, click **Leave Organization**.



Court Notification Email

The appellate courts use the following email address to distribute notices and orders:

[Oregon Appellate Courts@thomsonreuters.com](mailto:Oregon_Appellate_Courts@thomsonreuters.com) (Thomson Reuters is the case management system vendor.) The court suggests taking the necessary steps within email program(s) to ensure email notifications from this email address are not diverted to spam or junk mail folders.

Training Materials for Appellate eFile and Public Portal

Training materials including this user guide, a recorded webinar, Frequently Asked Questions (FAQs), and other helpful resources are located on the Appellate eFile page, located at:

<https://www.courts.oregon.gov/services/online/Pages/appellate-eFile.aspx>

Frequently Asked Questions (FAQs)

Training Materials

Where can I find training materials for electronically filing documents or searching for cases in the Court of Appeals and Supreme Court?

Training materials including a user guide and recorded webinar are located on the Appellate eFile page, located at: <https://www.courts.oregon.gov/services/online/Pages/appellate-eFile.aspx>

What is eFiling?

Electronic filing, otherwise known as eFiling, allows a user to file a document with the court directly from a computer with an internet connection or a smart phone.

Are there any eFiling rules?

Yes, Chapter 16 of the Oregon Rules of Appellate Procedure governs electronic filing.

<https://www.courts.oregon.gov/courts/appellate/rules/Pages/orap.aspx>

Registration and Account Information

How do I register for an eFiling account if I am an OJCIN Online subscriber?

From the eFile webpage, click LOGIN / REGISTER. On the Sign In page, click Sign Up Now to begin the registration process. OJCIN Online subscribers must register with the same email they use for their existing OJCIN Online account. Contact OJCIN Online if access has changed.

How do I register for an eFiling account if I am a member of the public?

From the eFile webpage, click LOGIN / REGISTER. On the Sign In page, click Sign Up Now to begin the registration process.

Do I need to register for eFiling in both the Court of Appeals and the Supreme Court?

No. You only need to register once. When filing a document, select the court you wish to file into.

What is Multifactor Authentication and is it required?

Commonly referred to as MFA, MFA is an electronic authentication method that requires a user to provide two or more pieces of information before access is granted to a system. MFA is required each time a user logs into the appellate eFile system. There is not a way to bypass the MFA.

How do I change my password?

Once logged into the portal, navigate to your name on the top-right portion of the screen and click Profile. Under Login Account, you may click Edit Login to change your login information.

How do I change my contact information with the court?

For attorneys: the court automatically obtains attorney name and contact information, including email addresses, from the Oregon State Bar (OSB) through a nightly data transfer. To ensure the accuracy of contact information, attorneys must keep their OSB profile up to date.

For the public: you must notify the court in writing of any changes to your name or contact information. You may also update your public portal account information.

Access

What is Request Case Access?

Request Case Access is a feature that allows self-represented litigants and parties the ability to link their user account with their case record in the case management system. This level of access will provide the party with document access on their case.

What is Request Attorney Access?

Request Attorney Access allows an attorney to link their user account with their attorney record in the case management system. This level of access will provide the attorney access to all cases and documents in which they are the attorney of record. It also allows them to be eServed through the system.

Who can sign up as an Organization Administrator?

Anyone within your legal organization may sign up as the organization administrator. This role is responsible for managing users within the organization, such as adjusting support staff, adding and removing new staff (attorneys and support staff.)

Can more than one person be an Organization Administrator for a legal organization?

Yes, the system allows for multiple organization administrators.

Can more than one person be listed as an authorized user for an attorney?

Yes. Multiple support staff, including attorneys, can be authorized support staff users.

Can support staff be added to non-attorney users?

No, however, attorneys can support other attorneys.

What if I am not longer associated or work for my legal organization?

Under User Profile, from Associate Organization, click Leave Organization to remove yourself as a member of the organization. The Organization Administrator may also remove your membership from the legal organization.

How does case and document access work in the system?

There are five levels of user access in the portal, users may have one or more of these access levels associated with their account.

- 1) Anonymous User (no user account): A user that is not logged into the system can search for public cases and view the register of actions on those cases.
- 2) Public (Registered User): A user that is logged into the system with no additional permissions may eFile into any case. This user can also search for and view the case register on any public case.
- 3) Verified Public User (Registered User): This is a registered user that is also a self-represented party that has an account and has requested and received case access to their cases. This user may eFile, search and view the register of actions on all public cases and view their cases and documents. A self-represented litigant can request access to their cases through the Request Case Access process.
- 4) Verified Attorney: This is a registered user that is an attorney that has requested and received Attorney Access through the system. A Verified Attorney may eFile and view the register of actions on all public cases. This user also has access to all cases and documents in which the user is the attorney of record.
- 5) OJCIN Online Subscriber: An OJCIN Online Subscriber has access to cases and documents based on their agreement with OJCIN Online. This could include documents on all cases as well access to confidential cases. For questions about OJCIN Online should be directed to 1-800-858-9658 or send an email to ojcin.online@oid.state.or.us.

Can I search for cases without a portal account?

Yes, from the main portal page, navigate to the left-side of the screen and click Search. Without an account, anyone can view the register of actions of non-confidential cases. Documents, however, are unavailable.

As a self-represented party, can I access documents filed in my case?

Yes. Once registered for a portal account, you may request access to your specific case. To do this, sign in, navigate to the left-side menu and click Create. Next, click Request Case Access and fill out the form. The court will review your request within two (2) business days.

How can I see documents on cases where I am not the attorney of record?

This level of access continues to be provided through an OJCIN Online account. If you have questions about your OJCIN Online account or access, you can contact OJCIN Online Business Support at 1-800-858-9658 or send an email to ojcin.online@ojd.state.or.us.

eFiling

Is eFiling mandatory?

eFiling is mandatory for active Oregon State Bar (OSB) members. eFiling is not required for self-represented parties.

Are there fees for using the eFiling system?

No. It is free to use the electronic filing system. There may be statutory filing fees associated with filing an appeal or a motion that you may be required to pay.

If I do not have an attorney and am self-represented, can I eFile?

Yes! Register for a public account and navigate to the left-side menu and click Create and then New Filing.

Will paralegals and other support staff be able to eFile or receive system notices?

Yes. We suggest support staff create their own public account to file. The organization administrator of your legal organization should add all support staff as Users to their organization within the portal.

How do I electronically serve a party?

If the opposing party is registered for a portal account, they may be served through the portal. When you file a document, one of the steps is to select how you are serving the other parties on the case. If the party can receive service through the portal, there will be a check mark next to their name under eService.

If there is a technical problem with the eFiling system, how will it affect the timeliness of my filing?

If there is a technical problem that prevents the court from receiving your eFiling, the court may permit the filing date of the document to relate back to the date you first attempted to file the document electronically. For this to occur, the filer must submit satisfactory proof of the issue, per ORAP 16.25(4). Issues related to your equipment, hardware, software, or otherwise within your control will not excuse an untimely filing.

When are documents considered filed by the court?

A document will be considered filed when it is received by the eFiling system. When court staff accept your filing, the date and time of the filing entered in the register will date back to the time the document was received by the eFiling system. The court will consider documents filed at 11:59 p.m. on the document due date to be timely, however, eFilers are encouraged to file documents well before that time to avoid potential issues.

How long will it take for my eFiling to be accepted by the court?

All filings will be reviewed as soon as practically possible, timing depends on court workload, staffing, and whether there is a court closure due to the weekend or a holiday.

When is technical support available for eFiling?

The Help Desk is available 7:00 a.m. to 5:00 p.m., Monday through Friday (excluding court closure days) at (503) 986-5582.

How will I know if the eFiling system is not available?

OJD will post information about the availability of eFiling on the Appellate eFile webpage and on the portal homepage.

What document format is accepted?

Any original document submitted to the court must be in a Portable Document Format (PDF) and allow for text searching, copying, and pasting. It must not be larger than 25 megabytes.

How will I know I have successfully filed a document using the new system?

Filers will receive several confirmation emails with the same reference number. The filer will receive a Submitted email when the filing is submitted, and then a Received email when the court receives the filing. When the filing is Accepted or Rejected by the court, the filer will receive a final email.

Glossary of Terms

ACMS	Appellate Case Management System.
Appellate eFile	Electronic filing (eFile) allows members of the public and attorneys to securely file documents and pay filing fees online from any location with internet access, except during regularly scheduled maintenance hours.
Attorney Access	Registered attorney users can view the register of actions of any public available cases and may access their cases, including documents, in where they are the attorney of record. They are also able to eFile and be eServed.
Behalf of an Attorney	The functionality that allows a support staff or attorney to seamlessly “switch” from their account to an associated attorney’s account.
Case Access Request	Members of the public who are parties to a case may request case access. With this access level, users can view the register of actions of the case they are a party to, including documents, and are able to eFile and be eServed.
Conventional Service	Filing documents in paper format with the court or other parties.
Guided Entry	A step-by-step guide to assist with filing a notice of appeal.
Legal Organization	A law firm, state agency, or other organization that interacts with ACMS and includes both attorneys and their staff.
Manual Entry	A complete list of all appellate filings available to be filed with the court.
Multifactor Authentication	Commonly referred as MFA, MFA is an electronic authentication method that requires a user to provide two or more pieces of information before access is granted to a website.
OJCIN Online Subscriber	Users with a paid subscription to access OJD court records.
Process Servers	Individuals who deliver and serve legal documents to people involved in court cases and other legal actions.
Pro Se	An individual who represents themselves in a legal proceeding without an attorney.
Public Portal	The appellate website that provides access to members of the public and attorneys to search cases, documents, parties, and calendars in the Court of Appeals and Supreme Court.

Public User	A registered user who can view the register of actions of any public available cases and may file into any case.
Represented	An individual that stands in place of a party under authority recognized by law.
Service	When a party filing a document with the court serves a true copy of the document on each party or attorney for the party on a case.
Support Staff Account	The basic public portal account created when someone signs up for the portal. This is also known as a “registered user” and is generally the account used by paralegals and legal secretaries to eFile on behalf of attorneys. NOTE: No additional access or request to the court is needed to create this type of account.
Ticklers	A term used at the court to describe a document or action due date.
User Account	Allows an individual to connect and access information within the public portal and appellate eFiling system.