

# Appellate eFiling and Public Portal Guide

Appellate Case Management System

Appellate Court Services Division  
Oregon Judicial Department



## Table of Contents

Appellate eFile and Public Portal Account .....	4
Registering for Appellate eFile and Public Portal Account.....	4
Searching Within the Public Portal .....	7
Filing a New Case or Document .....	8
Receiving System Notifications .....	11
Court Notification Email.....	12
Training Materials for Appellate eFile and Public Portal .....	12
Frequently Asked Questions (FAQs).....	12
Training Materials .....	12
<b>Where can I find training materials for electronically filing documents or searching for cases in the Court of Appeals and Supreme Court?</b> .....	12
<b>What is eFiling?</b> .....	12
<b>Are there any eFiling rules?</b> .....	12
Registration and Account Information.....	12
<b>How do I register for an eFiling account if I am an OJCIN Online subscriber?</b> .....	12
<b>How do I register for an eFiling account if I am a member of the public?</b> .....	13
<b>Do I need to register for eFiling in both the Court of Appeals and the Supreme Court?</b> .....	13
<b>What is Multifactor Authentication and is it required?</b> .....	13
<b>How do I change my password?</b> .....	13
<b>How do I change my contact information with the court?</b> .....	13
Access.....	13
<b>What is Request Case Access?</b> .....	13
<b>What is Request Attorney Access?</b> .....	13
<b>How does case and document access work in the system?</b> .....	13
<b>Can I search for cases without a portal account?</b> .....	14
<b>As a self-represented party, can I access documents filed in my case?</b> .....	14
<b>How can I see documents on cases where I am not the attorney of record?</b> .....	14
eFiling .....	14
<b>Is eFiling mandatory?</b> .....	14
<b>Are there fees for using the eFiling system?</b> .....	14
<b>If I do not have an attorney and am self-represented, can I eFile?</b> .....	15

**Will paralegals and other support staff be able to eFile or receive system notices? ..... 15**

**How do I electronically serve a party?..... 15**

**If there is a technical problem with the eFiling system, how will it affect the timeliness of my filing? ... 15**

**When are documents considered filed by the court? ..... 15**

**How long will it take for my eFiling to be accepted by the court? ..... 15**

**When is technical support available for eFiling?..... 15**

**How will I know if the eFiling system is not available?..... 15**

**What document format is accepted? ..... 16**

**How will I know I have successfully filed a document using the new system?..... 16**

Glossary of Terms..... 17

## Appellate eFile and Public Portal Account

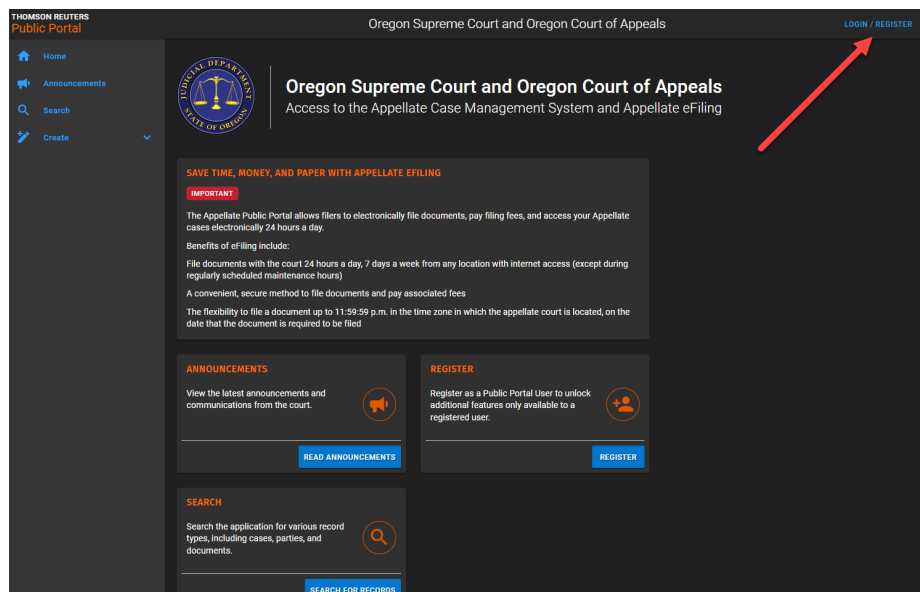
This document provides instructions for registering and electronically filing documents in the appellate courts and accessing case information available to the public. There are two types of user accounts that may file:

- 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.

**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** or **Public**.

**Welcome back, Coty!**  
Let's finish setting up your user account.

**USER TYPE**  
If you would like enhanced access within the system please review the user types and choose the one that most closely fits your situation. Otherwise you may skip this step.

**Attorney**  
Select this option if you are an attorney and would like to have your account reviewed by the Court. Upon approval of your request you will be provided access to view additional information related to your cases and update your contact profile on file with the Court.

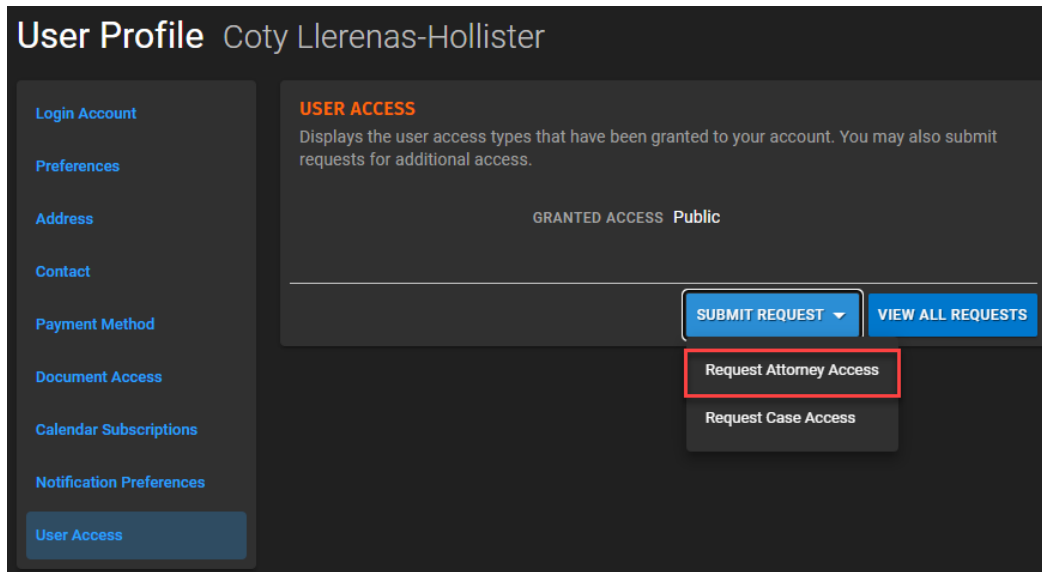
**Public**  
Select this option if you are a general public user and would like additional access to your case(s). Upon approval of your request you will be provided additional information related to your cases and the ability update your contact profile on file with the Court.

**SKIP THIS STEP**  
You may skip this step if you do not require additional access. You can visit your User Profile if you want to request additional access in the future.

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](mailto:ojcin.online@ojd.state.or.us) to set up an account.

5. Complete the rest of the required fields as directed.
6. If the screen above does not display, once user is logged in, navigate to the top-right corner of the screen where name is displayed. Click name and select **Profile**. Otherwise, skip to Step 8.

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).



8. Next, user must fill out Attorney or Case 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 and public user.)
  - d. Comments – enter any comments for 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.)

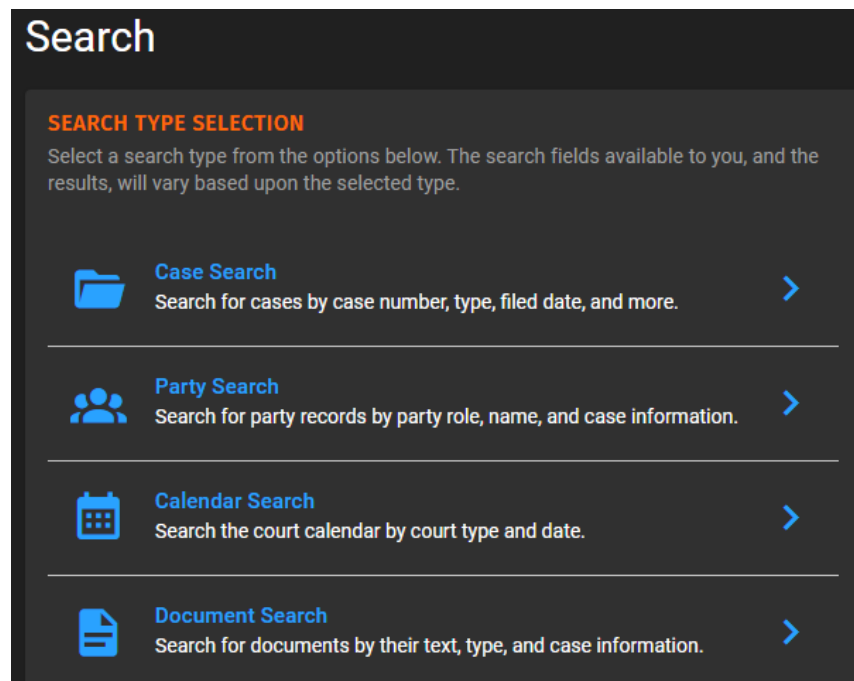
## Searching Within the Public Portal

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.
- 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.

**OREGON COURT OF APPEALS**

STATE OF OREGON,  
Plaintiff-Respondent,  
v.  
[Redacted]  
Defendant-Appellant.

CASE NUMBER  
[Redacted]

**ACTIONS**  
ACTIONS  
PRINTABLE VIEW

CLASSIFICATION Appeal - Criminal - General  
FILED DATE 06/23/2023 9:58 AM  
ORIGINATING COURT Deschutes County Circuit Court  
STATUS Waiting for Transcript/Agency Record  
STATUS DATE 06/23/2023 9:58 AM

**PARTIES**  
Shows the first few parties on the case.

APPELLANT	REPRESENTATION
State of Oregon	Benjamin Gutman
RESPONDENT	REPRESENTATION

**FUTURE HEARINGS**  
No future hearings were found.

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**.
  - i. **Service Method** includes conventional or emailed (for new appeals).
  - 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	

## 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):



## 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.

**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@ojd.state.or.us](mailto:ojcin.online@ojd.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](mailto: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. Support staff may use an attorneys' account to file. From the attorneys' account, support staff may be copied on all notifications. This setting can be access through User Profile by clicking on the user's name.

**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 satisfactorily 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

<b>Appellate eFile</b>	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.
<b>Attorney Access</b>	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.
<b>Case Access Request</b>	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.
<b>Conventional Service</b>	Filing documents in paper format with the court or other parties.
<b>Guided Entry</b>	A step-by-step guide to assist with filing a notice of appeal.
<b>Manual Entry</b>	A complete list of all appellate filings available to be filed with the court.
<b>Multifactor Authentication</b>	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.
<b>OJCIN Online Subscriber</b>	Users with a paid subscription to access OJD court records.
<b>Process Servers</b>	Individuals who deliver and serve legal documents to people involved in court cases and other legal actions.
<b>Pro Se</b>	An individual who represents themselves in a legal proceeding without an attorney.
<b>Public Portal</b>	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.
<b>Public User</b>	A registered user who can view the register of actions of any public available cases and may file into any case.
<b>Represented</b>	An individual that stands in place of a party under authority recognized by law.
<b>Service</b>	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.

**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.