

File & Serve Webinar FAQs

| Subject | Question | Answer |
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| eFiling Exhibits | When does this change take effect? | March 27, 2020, the date Amended CJO 20-006 was issued. |
| eFiling Exhibits | Is the change permanent? | No, it is in effect until further order of the Chief Justice. |
| eFiling Exhibits | Am I required to electronically submit exhibits for remote trials and hearings? | No, it is permissive. |
| eFiling Exhibits | Do I have to add both document links and bookmarks? | Yes, Amended CJO 20-006(7) requires PDFs containing exhibits to have both document links and bookmarks. |
| eFiling Exhibits | Since exhibits are eFiled as confidential documents, opposing counsel will not be able to see them in OECL. What are my options to send exhibits to opposing counsel through File & Serve? | You can either use the eService option or include opposing counsel's email in the "courtesy copies" field. |
| eFiling Exhibits | Do I also have to submit an exhibit list? | Yes, you must still comply with UTCR 6.080(3). Amended CJO 20-006(7)(d)(a) requires a linked index, which can be an exhibit list. |
| eFiling Exhibits | There are specific UTCRs that cover submitted exhibits in Post-Conviction Relief and Juvenile Dependency cases. Which rules should I follow for those case types? | Amended CJO 20-006 provides a temporary exception to allow exhibits to be electronically filed for remote hearings and trials. Follow the UTCRs specific to Post-Conviction Relief cases (UTCR 24.040(3)(a)) and Juvenile Dependency cases (UTCR 11.110) when electronically submitting documents in those case types. |
| eFiling Exhibits | Are Self-Represented Litigants permitted to electronically file exhibits? | Yes, they may submit exhibits through File & Serve and the same rules apply. |
| eFiling Exhibits | Can you bookmark and document link an exhibit that does not contain text, such as a photograph? | Yes, scroll to the page containing the image you wish to bookmark, add a bookmark, then name the bookmark. |
| eFiling Exhibits | What software did you use in the webinar to create document links and bookmarks? | Adobe Pro 2017. |
| eFiling Exhibits | Does Adobe Pro 2015 have bookmark and document link options? | Yes, it will work with Adobe Pro 2015 as well. If you are having trouble with Adobe Pro contact Adobe support. |
| eFiling Exhibits | Does Nuance support bookmarks and document links? | Yes, Nuance allows users to create bookmarks and a linked table of contents. See links below for more information: https://www.nuance.com/products/help/NuancePDF/en_US/Bookmarks_Panel.htm https://www.nuance.com/products/help/NuancePDF/en_US/About_the_Table_of_Contents.htm |

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| eSignatures | When does this change take effect? | March 27, 2020, the date CJO 20-008 was issued. |
| eSignatures | Who qualifies as a non-filer? | Generally, non-filers are represented parties and non-party declarants. |
| eSignatures | Is this a permanent change? | Yes, Chief Justice Walters issued CJO 20-008, which amended UTCR 21.090 and repealed UTCR 21.120. |
| eSignatures | Am I required to use eSignature software for declarations signed by non-filers? | No, you may still submit imaged versions of declarants signed in ink (see UTCR 21.090(6)(b)). |
| eSignatures | Where can I find eSignature software? | There are dozens of these programs on the internet. Look for whether the software advertises that it is compliant with the Uniform Electronic Transactions Act (see UTCR 21.090(6)(a) and ORS 84). |
| eSignatures | Can I submit notarized documents that have been electronically signed? | No, the notary must sign the document and it must be imaged before it can be electronically filed (see UTCR 21.090(4)). |
| eSignatures | If available, should I include the electronic certification and audit trail with the declaration when submitting it to the court? | No, there are some eSignature certificates that File & Serve will reject. Additionally, courts do not need the audit trail. You should submit a flat PDF to the court. However, you should retain the original containing the electronic certification and/or audit trail in accordance with UTCR 21.090(8)(a). |
| eSignatures | May I use "s/" for the documents and declarations I sign? | Yes, filers may use "s/" as their electronic signature. Non-filers must sign the declaration in ink or use electronic signature software per UTCR 21.090(6)(a). |
| eSignatures | Do I need to include a "filer certification" in UTCR 21.090(7) when submitting a declaration signed by a non-filer? | No, by submitting the declaration you are certifying that, to the best of your knowledge, the signature purporting to be that of the signer is the signer's signature. Nothing else is needed. |
| eSignatures | Do the same eSignature requirements apply to motions? | Motions submitted have different eSignature requirements, see UTCR 21.090(1) and (2). |
| eService | When I file into a case is my contact information added automatically? | No, you must add your contact information manually to each case. |
| eService | Can I add an opposing party's eService information? | No, if the opposing party uses File & Serve that party must enter their own service information (see UTCR 21.100). Further, once you enter eService information you are responsible for keeping it up to date (see UTCR 21.100(2)(c)). |

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| eService | If you eServe someone in File & Serve but do not eFile the document, does it reflect in the register of actions in OECl? | No, the document has not been filed with the court. The document will only display in OECl if it is eFiled and accepted by the court. |
| eService | When using the eService only option, how can I verify that the person has been served? | Go to the filing, click on "filing details," then scroll to the bottom of the page to "eService Details." Those details will include whether the document was sent, the email address it was sent to, whether it has been opened, and the date and time the document was opened. |
| eService | If an opposing counsel has not added contact information, is there a way to use eService? | No, opposing counsel's service information must be entered in the case in File & Serve before you will be able to eServe them. |
| Templates | Can other eFilers in my firm see templates I have created? | Yes, depending on which version of File & Serve you are using, you will either be able to automatically view all templates anyone in your firm has created or you will have to click a dropdown menu and select the "My Firm" option. |