This document is a supplemental guide to CJO 15-026, the Uniform Trial Court Rules (UTCR) Chapter 21, and other applicable Oregon Rules of Civil Procedure (ORCP) and UTCRs. Use this guide to ensure a successful eFiling experience and avoid returned eFilings through the OJD eFiling (File and Serve) system.

STANDARDS FOR ACCEPTANCE

The Oregon Circuit Courts accept filings submitted through the OJD eFiling (File and Serve) system unless such filing falls under a specific reason to return that filing as defined in CJO 15-026. When a filing does not meet the standards for acceptance, the court will return the filing to the eFiler (through email notification) and provide a reason for that return. The technical term that File and Serve uses for this return is Rejection.

CURING A RETURNED FILING AND RELATION BACK

Returned filings that are cured and resubmitted to the court can have their filing date relate-back to the original submittal date of that filing. The process and rules can be found under UTCR 21.080(5). Please note that there are specific deadlines that must be met under the rule or your relation-back request will be denied.

WHY eFILINGS ARE RETURNED

The Oregon Judicial Department strives to provide an open and efficient court system. Electronic Filings (eFilings) that do not meet the standards for acceptance will result in significant issues to court operations and technical problems with our multiple Oregon eCourt systems. For this reason, the Oregon Circuit Courts will not accept filings if they fall into one of three broad categories:

1) The filing fails to comply with an eFiling process requirement;
2) The filing fails to comply with a Uniform Trial Court Rule or ORCP 9E; or
3) The filing includes or has encountered a technical error.

The following pages discuss each specific reason for the return of an eFiling under these broad categories. This includes the description of the reason for return that will appear in the court's notification to you and how to avoid a returned filing. The technical term that File and Serve uses for this return is Rejection.

NOTE: Several codes contain a requirement for [Court Input]. When this is noted, the court will provide the applicable information necessary for resubmission.

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Failure to Comply with an eFiling Process

Initiates a New Case When a Case Already Exists

- **Rejection Description:** This case already exists, please file through the existing case.

- **How to avoid this rejection reason:** The court will return a filing if there is an attempt to file a new case, but a case already exists. This can occur when the eFiler clicks **NEW CASE** instead of typing the case number and clicking **Go**.

NEW CASE [Case Number] [Go]

NOTE: If a case exists, always type the case number into the search box or file directly from your workspace. NEW CASE should only be used when filing an initiating pleading (e.g. Complaint, Petition, etc.)

Wrong Case Type Selected When Initiating a Case

- **Rejection Description:** The wrong case type was selected, please use the following case type: [Court Input]

- **How to avoid this rejection reason:** The court will return the filing if the incorrect case type was selected when initiating a case.

  eFilers should select a specific code (e.g. Property – Foreclosure; Tort – Malpractice) if one exists. If no specific case type fits, select one of the generic case types (e.g. Contract, Tort - General, Property – General).

  If you are looking for a case type and you cannot find it, consult the *Filing Code Quick Reference Guide* under the LEARN section on the OJD eFiling login page.

Wrong Filing Code(s) Selected

- **Rejection Descriptions:**
  a. The wrong filing code was selected, please us the following code: [Court Input].
  b. Document must be submitted as Order – Proposed – PPOR
  c. Document must be submitted as Judgment – Proposed – PPJG
  d. Document must be submitted as Writ – Proposed – PPWR

- **How to avoid these rejection reasons:** The court will return a filing if the incorrect filing code was selected. There are hundreds of codes within the system; correctly labeling a filing will ensure that court case tracking will occur properly and that the proper fees are available for selection.

  eFilers should select a specific code (e.g. Motion – Continuance) if one exists. If no specific code exists for what is being filed, select the generic filing code that most corresponds to the filing (e.g. Motion, Affidavit, Notice). The *Filing Code Quick Reference Guide* can provide guidance on what filing code to use in some specific situations. This guide can be found under the LEARN section on the File and Serve login page.

  NOTE (b-d): For filing a proposed document, please consult the *Proposed Order Quick Reference Guide* under the LEARN section for more information.

Duplicate Filing

- **Rejection Description:** This is a duplicate filing, please check your records.

- **How to avoid this rejection reason:** The court will return a filing if it is found that a document or documents have already been eFiled through File and Serve or conventionally filed into the same case.

  Check with others in the office to make sure no one else has either eFiled or conventionally filed the same document(s).

  To review all current efilings:

  a. Selecting **My Firm** from the Filings tab.
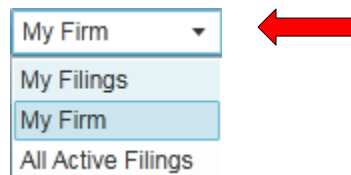
  b. Then sort the list by case number [Case or Envelope] [Filter] .
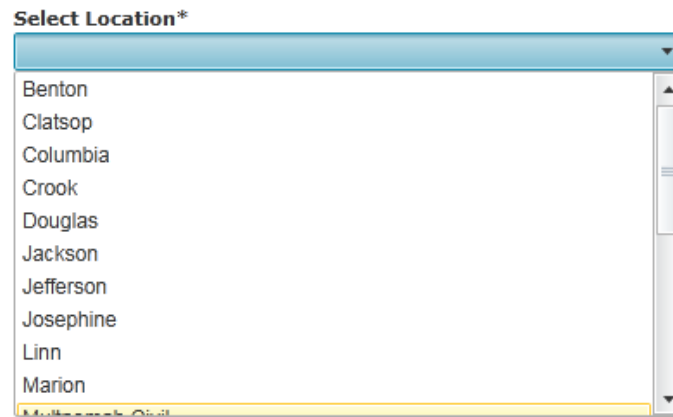
Selected the Wrong Court Location

- **Rejection Description:** This filing was submitted to the wrong court location, please check your records.

- **How to avoid this rejection reason:** Selecting the wrong court location usually occurs for one of two reasons.

  a. When initiating a case the incorrect court location is selected to file the initial pleadings.

  b. When attempting to eFile into an OJIN case number the wrong case from the list of counties that have a case with that number is selected.

Selected the Wrong Case Number or Submitted a Document Without a Case Number

- **Rejection Description:** This filing was submitted into the wrong case number or the document does not have a case number.

- **How to avoid this rejection reason:** Before converting a document to PDF, ensure the case number appears on the document (unless this is an initial filing). Once the filing process begins, ensure that the case number appearing on the File and Serve screens matches the number on the document.

Case 001054   *******   Tillamook   -   Offense Felony
① Parties   ② Filings   ③ Summary

Failure to Comply with a UTCR/ORCP

Submitted a Document that Does Not Meet ORCP/UTCR Requirements (UTCR 21.040(4))

- **Rejection Description:** Document does not meet ORCP/UTCR Requirements. See UTCR 21.040(4).

- **How to avoid this rejection reason:** Documents submitted through File and Serve should meet all of the formatting requirements for filing a document over the counter. Each PDF document, if printed out, must meet those requirements.

Submitted a Document that Must Be Presented at Ex Parte UTCR 21.070(3)(m))

- **Rejection Description:** Ex Parte Filing: Please submit this document at Ex Parte. See UTCR 21.070(3)(m).

- **How to avoid this rejection reason:** Each circuit court may, under UTCR 21.070(3)(m), list any stipulated or ex parte matter under SLR 2.501 that must be presented in person. Check the court's SLR 2.501 for a list of these filings.

Parties Entered Incorrectly (UTCR 21.040(5))

- **Rejection Description:** Parties entered incorrectly. See UTCR 21.040(5).

- **How to avoid this rejection reason:** Filing will be returned if the eFiler does any of the following when entering party information on the Parties screen:

  a. Enter a party's name using all capital letters (parties must be entered in proper case).
  b. Adding a DBA, AKA, C/O or other name in an address field.
     NOTE: Court staff will enter this information into the case management system after accepting a filing.
  c. Failing to include all parties contained on the documentation.
  d. Entering an additional defendant on a criminal case.

e. Entering a victim on a criminal case.
f. Adding an attorney as a party or adding a duplicate party to assign an attorney on the case.
    NOTE: If an attorney is already listed as representing a party in the case management system and you are now representing that party, file proper documentation with the court and the court will add your record.
g. Adding a party that is redacted in File and Serve, resulting in a duplicate party in the case management system.
    NOTE: If party names are redacted (e.g. juvenile, parent, adoptee, victim, etc.) do not add an additional party record on the case. Party names and identifying information for certain individuals are confidential.
h. Failing to add a new party (3rd party defendant or plaintiff) to the case.

Submitted a Document that Must Be Filed Conventionally (UTCR 21.070(3))

- **Rejection Description:** This document must be filed conventionally. See UTCR 21.070(3).

- **How to avoid this rejection reason:** Become familiar with the list of documents and cases that fall under UTCR 21.070(3). One of the most common filings that get returned for this reason is a Motion for Remedial Contempt.

Proposed Order or Judgment that Contains an Invalid Date Line (UTCR 21.040(3))

- **Rejection Description:** The proposed order or judgment contains an invalid date line. See UTCR 21.040(3).

- **How to avoid this rejection reason:** UTCR 21.040(3) provides an example of a proper date line for these filings. Part of what Oregon eCourt provides for the judges is the ability to electronically sign (eSign) documents. When a judge eSigns a document the date is stamped above their signature. The most commonly used INVALID date line is "Dated this _____ of _____." Using this type of date line will result in a returned filing.

Filings and Documents with Fee Issues (UTCR 21.050(1))

- **Rejection Descriptions:**
  a. No payment for filing fee included (See UTCR 21.050(1)), please resubmit with fee: [Court Input]
  b. Incorrect filing fee or incorrect responsible party was selected (see UTCR 21.050(1)): [Court Input]

- **How to avoid these rejection reasons:** Statutory filing fees must be paid at the time of filing. Ensure that the filing code selected has the proper filing fee available. These filing fees are listed as "Optional Services". Select the appropriate **Optional Service** and click **Add**.

The filing fee will appear on the upper left corner of the screen. Verify that the *Party Responsible for Fees* is the correct party to ensure proper credit for paying the fee(s).

Attachment Filed as a Separate Document (UTCR 21.040(2))

- **Rejection Description:** Documents not submitted as a single unified PDF. See UTCR 21.040(2).

- **How to avoid this rejection reason:** Attachments to primary documents such as documentary exhibits, supporting affidavits, declarations, or uncaptioned certificates of service must be submitted as a single PDF with their primary document. If the document is

not part of the primary document it should be its own PDF, this includes affidavits or declarations that are not an attachment to the underlying primary document.

Document Contains a Proposed Order or Judgment and a Motion as a Single PDF (UTCR 21.040(2)(a))

- **Rejection Description:** Proposed Documents must be submitted as separate documents in the same envelope. See UTCR 21.040(2)(a).

- **How to avoid this rejection reason:** In an envelope containing a proposed order or judgment, the proposed order or judgment should be a separate PDF from supporting documentation (such as a motion) but all of the documents should be submitted in the same eFiling envelope. For example, if submitting a motion with an affidavit attachment and a proposed order:
  a. Select the proper motion filing code and upload the combined Motion/Affidavit document under that code.
  b. Click **Add Another Filing**.
  c. Select **Order – Proposed – PPOR** as the filing code and upload the proposed order.

  The two major reasons a filing is returned under this rule are 1) the filer combined the motion and order document into a single PDF, or 2) the motion is eFiled in one envelope and the proposed order is eFiled in another envelope.

Document that Fails to Meet the Signature Requirements of UTCR 21.090

- **Rejection Description:** Document fails to meet signature requirements. See UTCR 21.090.

- **How to avoid this rejection reason:** The court will return filings that don't have a proper original or electronic signature or a document that must be, but is not, notarized. The rule does not have a detailed requirement on what constitutes an electronic signature, but it does give examples, such as a scanned handwritten signature or a signature block that includes the typed named of the signer preceded by s/.

PDF Document with a Confidential Attachment Included in the Document (UTCR 21.040(2)(b))

- **Rejection Description:** A PDF document contains a confidential document that must be a separate PDF. See UTCR 21.040(2)(b).

- **How to avoid this rejection reason:** Any document required by law to be confidential, such as a Confidential Information Form (CIF) or Segregated Information Sheet, must be
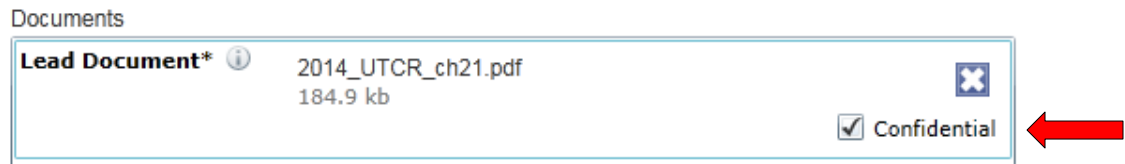
submitted as its own PDF document and marked as confidential. Most documents submitted to the court are public and do not fall under this rule.

Proposed Order or Judgment Without a Certificate of Readiness (UTCR 5.100)

- **Rejection Description:** A proposed order or judgment must include a Certificate of Readiness attached to the proposed order or judgment. See UTCR 5.100.

- **How to avoid this rejection reason:** For all proposed orders or judgments that fall under UTCR 5.100, a Certificate of Readiness must be included as the last page of the PDF that contains the proposed order or judgment submitted to the court.

Technical Errors (Either by the eFiler or the System)

Document Submitted With One or More Illegible Pages

- **Rejection Description:** One or more of the pages is illegible.

- **How to avoid this rejection reason:** After converting a document to PDF format, view the document in electronic form before uploading and submitting through File and Serve to ensure it is legible.

Document Submitted With One or More Upside-Down or Sideways Pages

- **Rejection Description:** One or more of the pages is upside-down and /or sideways.

- **How to avoid this rejection reason:** After converting a document to PDF format, view the document in electronic form before uploading and submitting through File and Serve to ensure all pages are right-side up.

eFiler Requested Rejection

- **Rejection Description:** Filer requested rejection.

- **How to avoid this rejection reason:** This code is used when an eFiler has contacted the court and requested the filing be returned (rejected) to make correction(s). If this is not the case, please contact the court where the document(s) were filed.

PDF Document has or has Encountered a PDF Conversion Error

- **Rejection Description:** PDF document conversion error; please contact Tyler Technologies at 1-800-297-5377.

- **How to avoid this rejection reason:** There is a listing of recommended PDF converter tools in the *File and Serve Knowledge Base* under the SUPPORT section on the File and Serve login page as well as tips to avoid conversion issues. If you are encountering problems, contact Tyler Technologies immediately to help remedy the problem.

PDF Document that is Not Text Searchable

- **Rejection Description:** The PDF document submitted is not text searchable.

- **How to avoid this rejection reason:** Make sure the PDF conversion process includes applying Optical Character Recognition (OCR) to the document before submitting the document(s).

Rejected (UNIQUE)

- **Rejection Description:** Rejected: [Court Description]

- **How to avoid this rejection reason:** Occasionally a problem can arise with a filing that falls outside of the above standards where acceptance of the filing will cause an issue with the case management system. Read the description provided by the court clerk and contact that court if you have any questions on how to cure the filing.