

COURTS' PUBLIC SERVICE HOURS BY LOCATION

(Last Updated: August 19, 2004)

The chart below shows the public service hours for state appellate courts, Tax Court, and circuit courts.

State circuit courts establish times and days of court services availability ("court hours") in two ways, by their local rules (SLR 1.151) and, when temporary service limitations or closures are necessary for budget reasons, by order of the local presiding judge (PJO). A PJO issued on court hours temporarily supercedes an SLR on court hours without requiring the reprinting of SLR to show the change. That change may only be shown in the order, by posting at the local court, and on the attached chart.

As a public convenience, the Oregon Judicial Department provides the following "court hours" chart to make it easier for the public and those practicing before the courts to likely know the current court hours for a specific state court. The chart has a column showing the "source/filing date" for the court hours shown for each specific court location listed. **If that column shows the source as a "PJO," the court hours shown in the SLR for that court will have been superseded, and the hours established by the PJO will control and be the complete statement of court hours for that court.**

WARNING. The attached court hours chart represents information on file with the Office of the State Court Administrator. Changes may have occurred to court hours after that time. Information not on file by or changes made after that date and time are still controlling even if not reflected in the attached court hours chart. If you are subject to a specific date or deadline concerning a court activity, you may want to verify with the court that the information shown on the attached court hours chart is still correct.

APPELLATE AND TAX COURTS

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Tax Court Records Office	TX	<u>Open</u> (excluding holidays) M-F 8am - 5pm	Robertson Building 3 rd Floor 1241 State Street Salem, OR	n/a
Appellate Records Office for Court of Appeals and Supreme Court	AP	<u>Open</u> (excluding holidays) M-F 8am - noon 1pm - 5pm <u>Closed</u> noon - 1pm <u>Telephone</u> <u>Counter</u> 8am - 5pm	Supreme Court Building 1163 State Street Salem, OR	n/a

CIRCUIT (TRIAL) COURTS

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Baker	8 th	Open M-F 8am - noon 1pm - 5pm Closed noon - 1pm	Baker County Courthouse 1995 Third St., Ste. #220 Baker City, OR	2004 SLR 1.151
Benton	21 st	Open (excluding holidays) M-F 8am - noon 1pm - 5pm M-F noon - 1pm (cashiers' window only) Closed noon - 1pm	Benton County Courthouse 120 NW Fourth Street Corvallis, OR	2004 SLR 1.151; 8/11/04 email from trial court administrator
Clackamas	5 th	Open M-F 8am - 5pm	Clackamas County Courthouse 807 Main St., Room #104 Oregon City, OR	2004 SLR 1.151
Clatsop	18 th	Open M-F 8am - noon 1pm - 5pm Closed noon - 1pm* 4pm - 5pm 1 st Wednesday of each month* **	Clatsop County Courthouse Astoria, OR	2004 SLR 1.151 *Approved by Chief Justice 8/6/04. **PJO #2004-08, 7/23/04
Columbia	19 th	Open (excluding holidays) M-F 8:30am - 5pm	Columbia County Courthouse 244 Strand Street St. Helens, OR	2004 SLR 1.151
Coos	15 th	COQUILLE Open M-F 8am - noon M,T,W,F 1pm - 5pm Th 1:30pm - 5pm Closed M,T,W,F noon - 1pm Th noon - 1:30pm NORTH BEND ANNEX Open M-F 8am - noon M,T,W,F 1pm - 5pm Th 1:30pm - 5pm Closed M,T,W,F noon - 1pm Th noon - 1:30pm	Coos County Courthouse 250 N. Baxter Coquille, OR North Bend Annex of the Coos County Courthouse 1975 McPherson Street North Bend, OR	2004 SLR 1.151; 8/11/04 email from trial court administrator
Crook	22 nd	Open (excluding holidays) M-F 8am - 5pm Closed noon - 1pm on Wednesday of 2 nd full week of each month	Crook County Courthouse 300 E. Third Street Prineville, OR	2004 SLR 1.151

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Curry	15 th	Open M-F 8am - noon M,T,W,F 1pm - 5pm Th 1:30pm - 5pm Closed M,T,W,F noon - 1pm Th noon - 1:30pm	Curry County Courthouse 29821 Ellensburg Avenue Gold Beach, OR	2004 SLR; 1.151; 8/11/04 email from trial court administrator
Deschutes	11 th	Open (excluding holidays) M-F 8am - 5pm	Deschutes County Courthouse 1164 NW Bond Bend, OR	2004 SLR 1.151
Douglas	16 th	Open (excluding holidays) M-F 8am - 5pm	Justice Building, Room 201 1036 SE Douglas Roseburg, OR	2004 SLR 1.151
Gilliam	7 th	Open (excluding holidays) M-F 1pm - 5pm Closed 8am - 1pm	Gilliam County Courthouse 211 S. Oregon Condon, OR	2004 SLR 1.151
Grant	24 th	Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm	Grant County Courthouse 201 S. Humbolt Street Canyon City, OR	2004 SLR 1.151
Harney	24 th	Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm	Harney County Courthouse 450 N. Buena Vista Burns, OR	2004 SLR 1.151
Hood River	7 th	Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm	Hood River County Courthouse 309 State Street Hood River, OR	2004 SLR 1.151
Jackson	1 st	Open (excluding holidays) M-F 8am - 5pm	Justice Building 100 S. Oakdale Medford, OR	2004 SLR 1.151; 8/11/04 email from trial court administrator notifying courts open 8-8:30am
Jefferson	22 nd	Open (excluding holidays) M-F 8am - 5pm Closed noon - 1pm on 3rd Tuesday of each month	Jefferson County Courthouse 75 SE "C" Street Madras, OR	2004 SLR 1.151

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Josephine	14 th	<p>CIVIL AND CRIMINAL <u>Open</u> M-F 8am - 4pm <u>Closed</u> M-F 4pm - 5pm*</p> <p>ACCOUNTING <u>Open</u> M-F 8am - 5pm</p> <p>FAMILY COURT <u>Open</u> M-F 8am - noon 1pm - 4pm <u>Closed</u> M-F noon - 1pm** 4pm - 5pm**</p> <p>*Documents can be filed at the accounting customer service window. **Family court documents can be filed at the juvenile department reception area.</p>	<p>Josephine County Courthouse Room 252, 500 NE 6th Grants Pass, OR</p> <p>301 NW "F" Street Grants Pass, OR</p>	2004 SLR 1.151
Klamath	13 th	<p><u>Open</u> (excluding holidays) M-F 8am - 5pm* <u>Closed</u> *F 8am - 8:30am (Operations area only; judges' offices are open)</p>	Klamath County Courthouse 316 Main Street Klamath Falls, OR	2004 SLR 1.151
Lake	26 th	<p><u>Open</u> (excluding holidays) M-F 8am - noon 1pm - 5pm <u>Closed</u> noon - 1pm</p>	Lake County Courthouse 513 Center Street Lakeview, OR	2004 SLR 1.151
Lane	2 nd	<p>CIRCUIT COURT <u>Open</u> M-F 8am - 5pm</p> <p>JUVENILE COURT <u>Open</u> M-F 8am - noon 1pm - 5pm <u>Closed</u> noon - 1pm</p>	<p>CIRCUIT COURT Lane County Courthouse 125 East Eighth Avenue Eugene, OR</p> <p>JUVENILE COURT Juvenile Justice Center 2727 Martin Luther King Jr. Blvd. Eugene, OR</p>	2004 SLR 1.151
Lincoln	17 th	<p><u>Open</u> M-F 8am - 5pm</p>	Lincoln County Courthouse 225 W. Olive Newport, OR	2004 SLR 1.151; 8/12/04 email from trial court administrator notifying courts open noon-1pm

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Linn	23 rd	Open M-F 8:00am - 5pm Closed noon - 1pm 2 nd Wednesday of each month Records and Cashiers office will be closed*	300 Fourth Avenue SW Albany, OR	2004 SLR 1.151 *Approved by Chief Justice 3/11/04
Malheur	9 th	Open (Mountain time) M-F 8am - 5pm	Malheur County Courthouse 251 "B" Street W. Vale, OR	2004 SLR 1.151 Court rescinded lunch hour closure 3/1/04
Marion	3 rd	COURTHOUSE CLERK'S OFFICE Open M-F 7:30am - 5:30pm COURT ANNEX & JUVENILE COURT Open M-F 8am - noon 1pm - 5pm Closed noon - 1pm	Marion County Courthouse 100 High Street NE Salem, OR COURT ANNEX 4000 Aumsville Hwy. SE Salem, OR JUVENILE COURT 3030 Center Street NE Salem, OR	2004 SLR 1.151
Morrow	6 th	Open (excluding holidays) Tu-F 8am - noon 1pm - 5pm Closed Tu-F noon - 1pm M 8am - 5pm	Morrow County Courthouse 100 Court Street Heppner, OR	2004 SLR 1.151
Multnomah	4 th	Open M-F 8am - 5pm* M-F 8:30 am - 5pm** *For filing of documents that do not require payment of a fee prior to filing. **For filing of documents that require payment of a fee prior to filing.	Multnomah County Courthouse 1021 SW Fourth Avenue Portland, OR Justice Center Third Floor 1120 SW Third Avenue Portland, OR Juvenile Justice Center 1401 NE 68 th Avenue Portland, OR Gresham Justice Center 150 W. Powell Gresham, OR	2004 SLR 1.151

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Polk	12 th	<p>COURT RECORD'S OFFICE, ROOM 301 Open (excluding holidays) M-F 8am - 5pm</p> <p>CRIMINAL COURT RECORD' OFFICE Open M-F 8:45am - noon 1pm - 4pm</p> <p>Closed M-F 8am - 8:45 am noon - 1pm 4pm - 5pm</p> <p>(Note: Criminal pleadings may also be filed in the Court Record's Office.)</p>	<p>Polk County Courthouse 850 Main Street Dallas, OR</p> <p>Criminal Court Record's Office 884 SE Jefferson Street Dallas, OR</p>	2004 SLR 1.151; 8/17/04 email from trial court administrator
Sherman	7 th	<p>Open (excluding holidays) M-F 1pm - 5pm</p> <p>Closed 8am - 1pm</p>	Sherman County Courthouse 500 Court Street Moro, OR	2004 SLR 1.151
Tillamook	27 th	<p>Open (excluding holidays) M-F 8am - noon 1pm - 5pm</p> <p>Closed noon - 1pm</p>	Tillamook County Courthouse 201 Laurel Avenue Tillamook, OR	2004 SLR 1.151
Umatilla	6 th	<p>PENDLETON Open (excluding holidays) M-F 8am - noon 1pm - 5pm</p> <p>Closed M-F noon - 1pm</p> <p>HERMISTON Open (excluding holidays) M-F 8am - noon 1pm - 5pm</p> <p>Closed M-F noon - 1pm</p> <p>MILTON-FREEWATER CLOSED (Available upon written request as facilitators, judges, and staff are available)</p>	<p>PENDLETON Umatilla County Courthouse 216 SE 4th Pendleton, OR</p> <p>HERMISTON 243B East Main Hermiston, OR</p> <p>MILTON-FREEWATER Milton-Freewater City Hall 922 S. Main Street Milton-Freewater, OR</p>	2004 SLR 1.151
Union	10 th	<p>Open M-F 8am - 5pm</p>	<p>Union County Courthouse 1008 "K" Avenue (civil records) 1007 4th Street (courtrooms, traffic, and criminal records) La Grande, OR</p>	2004 SLR 1.151

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Wallowa	10 th	Open M-F 8am - noon 1pm - 5pm Closed noon - 1pm	Wallowa County Courthouse 101 S. River St., Room 204 Enterprise, OR	2004 SLR 1.151
Wasco	7 th	Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm	Wasco County Courthouse 511 Washington Street The Dalles, OR	2004 SLR 1.151
Washington	20 th	Open (excluding holidays) M-F 8am - 5pm JUVENILE SERVICES BUILDING Open (excluding holidays) M-F 8:30am - 5pm Closed M-F 8am - 8:30am	Washington County Courthouse 145 N. Second Avenue Hillsboro, OR Justice Services Building 150 N. First Avenue Hillsboro, OR Law Enforcement Center 215 SW Adams Street Hillsboro, OR Juvenile Services Building 222 N. First Avenue Hillsboro, OR	2004 SLR 1.151; 8/11/04 email from trial court administrator
Wheeler	7 th	Open (excluding holidays) M-F 8:30am - 11:30am Closed 8am - 8:30am 11:30am - 5pm	Wheeler County Courthouse 701 Adams Street Fossil, OR	2004 SLR 1.151
Yamhill	25 th	Open (excluding holidays) M-F 8am - noon 1pm - 5pm Closed noon - 1pm	Yamhill County Courthouse 535 NE Fifth Street McMinnville, OR	2004 SLR 1.151