



#### **4.091 Electronic Filing of Violation, Misdemeanor and Felony Citations, With or Without Complaints**

- (1) Pursuant to ORS 153.770 and section 15, chapter 566, Oregon Laws 2005, and UTCR 4.090, violation complaints and criminal citations (herein after collectively referred to as citations for purposes of this rule) may be filed electronically by law enforcement agencies and parking enforcement agencies. Citations filed electronically must meet the following criteria:
  - (a) the data transmitted to the circuit court by the filing agency contains all information required by ORS 153.770(2)(a) and section 15, chapter 566, Oregon Laws 2005, to be included in an electronically filed citation;
  - (b) the electronically filed citation contains a unique identification number of the law enforcement or parking enforcement officer issuing the citation, the officer's name, and the identity of the agency employing the officer;
  - (c) if the citation is a criminal citation with a form of complaint, then no complaint may be filed in the circuit court until the review required by ORS 133.069(2) has been conducted by the district attorney;
  - (d) an image of the citation issued by the law enforcement officer or the parking enforcement officer must be transmitted to the circuit court by the issuing agency to be available to the public under ORS 153.770(2)(c) and section 15, chapter 566, Oregon Laws 2005;
  - (e) each citation submitted for filing must be numbered by the issuing agency using a number series approved by the Trial Court Administrator, and the number assigned to the citation by the agency must be unique and not duplicate any number previously submitted to be filed; and,
  - (f) the transmission of data and images as provided in this rule has been tested and meets completely the system requirements for electronically uploading data and images into the Oregon Judicial Department's automated information systems. Testing of data for electronic filing shall be administered by Oregon Judicial Department staff. No citations may be filed electronically until written approval for electronic filing is provided to the agency by the Trial Court Administrator. This standard for testing and approval applies only to agencies requesting to implement electronic filing on or after the effective date of this rule.
- (2) Subject to the limits regarding the type of offenses which may be included in a criminal citation, set out in ORS 133.066, a citation filed electronically, as provided by this rule, may contain up to 10 offenses on a single citation.
- (3) Citations submitted by a law enforcement agency or parking enforcement agency which do not comply with this rule may not be filed electronically.
- (4) Members of the public may obtain from the circuit court a printed image of a citation filed electronically by a law enforcement agency or parking enforcement agency in the same manner as for paper records of the circuit court by requesting a copy of the image in Room 131 of the Courthouse, or by mailing to the Records Supervisor, Multnomah County Courthouse, such a request. The mailing address for the courthouse is set out in SLR 1.161. Fees applicable to court records apply to requests for images of electronically filed citations.