

**CLACKAMAS COURTS  
SUPPLEMENTARY LOCAL RULES**

**SLR 1.151: HOURS OF OPERATION**

Clackamas County Court operates from 8:00 a.m. to 5:00 p.m. on the business days prescribed by state statute. Court Administration accepts filings beginning at 8:30 a.m. each business day. The calendaring office and the file room close from 12:00 Noon to 1:00 p.m. for lunch.

**SLR 4.021: CASE MANAGER APPEARANCE DATES**

(1) Felonies: At the time a defendant is arraigned on an indictment containing a felony charge, other than a Ballot Measure 11 offense, in addition to a trial date, there shall be scheduled a case manager appearance date. This appearance will be scheduled two weeks from the date of arraignment in Room 200 of the Courthouse between the hours of 8:30 a.m. and 11:00 a.m.

(i) The defendant shall appear personally at the scheduled time to advise the case manager of the status of his or her legal representation unless;

(a) Defendant's retained attorney files with the case manager a notice of representation and confirms with the case manager by phone, by that date and time, that he or she is in good contact with the defendant; or

(b) Defendant is appointed an attorney by the court and that attorney confirms with the case manager, by phone, by that date and time, that he or she is in good contact with the defendant.

(2) Misdemeanors: At the time a defendant is arraigned on a charging instrument containing only misdemeanor charges, there shall be a case manager appearance date set. This appearance will be scheduled three weeks from the date of arraignment in Room 200 of the Courthouse between the hours of 8:30 a.m. and 11:00 a.m.

Except as provided in (ii) below:

(i) The defendant shall appear personally at the scheduled time to advise the case manager whether plea negotiations with the District Attorney have been successful. If a plea agreement has been reached, the case shall be docketed for a plea. If a plea agreement has not been reached, the case shall be docketed for trial.

(ii) The defendant is excused from appearing personally before the case manager if his or her attorney, retained or appointed, reports to the case manager by phone or in person, by the scheduled date and time, that he or she is in good contact with the defendant and he or she

dockets the case for defendant's appearance for plea or for trial.

(3) If the defendant fails to appear at the scheduled case manager appearance, and his or her appearance is not made by an attorney as set forth above, this will be reported to a supervising circuit court judge, and a warrant will issue for the defendant's arrest to bring defendant back before the court.

#### **SLR 5.061**

Ex Parte matters will be heard for both courts each day at 8:45 a.m. and 1:30 p.m.

#### **SLR 7.015: CRIMINAL TRIALS**

(1) Felony criminal trials are set at arraignment. Notices are given directly to the defendant and counsel who acknowledge receipt thereof by signature.

(2) Misdemeanor criminal trials are set by the case manager as set forth in SLR 4.021(2) above.

(3) Criminal motions in Circuit Court are held prior to the beginning of trial and must be filed in accordance with UTCR 4.010. Parties are notified by mail.

#### **SLR 7.025: CIVIL TRIALS, MOTIONS AND SHOW CAUSE HEARINGS**

(1) Civil motion oral argument is heard on Monday morning. Notices are mailed.

(2) Civil and domestic relation show cause hearings are set for 15 minute hearings on Thursday afternoon. Hearings requiring more time are specially set on the regular calendar. Parties are notified of times by mail.

#### **SLR 8.015: EDUCATION FOR DIVORCING PARENTS**

(1) The following cases are subject to this rule: annulment or dissolution of marriage actions, legal separation actions, petitions to establish custody or visitation, and post-decree litigation involving custody or visitation.

(2) All parties, where the interest of a child under the age of 18 years is involved, shall successfully complete the education for divorcing parents program offered by the court designated providers or a pre-approved alternative education program. Parties shall register for the program or make application for approval of an alternate program within 15 days of receiving notice of this education requirement. All parties shall complete the program before trial or entry of decree

(3) Notice and instructions to the petitioner of the requirement that the parties complete the education program or alternative education program will be provided by the trial court administrator when the

petition is filed. Petitioner, when serving the respondent with the petition, shall also include a copy of the trial court administrator's notice. The petitioner's return of service on the respondent shall indicate service of the notice with the summons and petition.

(4) Each party shall pay a fee determined by the program provider to cover program costs. The fee may be waived if the party presents a verified affidavit of indigency to the Court, and the party meets indigency guidelines.

(5) Each person who successfully completes the Court's program or the pre-approved alternative program, shall present a certificate of completion to the judge before trial or entry of decree.

(6) Upon a showing of good cause, a party may request a waiver of this rule. The request must be made by motion, supported by affidavit, and filed within 15 days of receipt of the trial court administrator's notice.

(7) Court action on a petition shall not be delayed by a party's refusal or delay in completing the program unless the non-complying party is the petitioner or the moving party. Upon a party's failure to successfully complete the education program pursuant to this rule, the assigned judge may take appropriate action including, but not limited to, proceedings for contempt.

**SLR 9.015:**

(1) For all protective proceedings involving adult respondents, the Notice to Respondent must include the information listed in ORS 125.070(2) and (3).

(2) An adult respondent may make an objection to a petition by telling the probate coordinator in Room 104 of the courthouse that he or she objects.

**SLR 13.005:**

(1) Arbitration is required in matters involving less than \$50,000.



Certified True Copy Of The Original  
Dated This 27 Day Of Dec, 2001  
Trial Court Administrator  
By: Jacques E. Phifer