

Supplementary Local Rules

For

The Circuit Court of the State of Oregon

For Clackamas County

The Fifth Judicial District

Effective February 1, 2016

**Supplementary Local Rules
Fifth Judicial District, Circuit Court of the State of Oregon
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CHAPTER 1 – GENERAL PROVISIONS

SLR 1.151: LOCATIONS AND HOURS OF OPERATION

- (1) The main courthouse is located at 807 Main Street, Oregon City, Oregon 97045. The Juvenile Court Building is located at 2123 Kaen Road, Oregon City, Oregon 97045. The Jury Assembly Room is in the Ralph M. Holman Law Center located at 821 Main Street, Oregon City, Oregon 97045.
- (2) The Clackamas County Courthouse is open to the public from 8:00 A.M. to 5:00 P.M. on days the court is open for business.
- (3) Court operations may have limited public service hours for document filing, paying of fees and fines and for other Court business. Current public service hours and any exceptions will be published on the Court’s website at <http://courts.oregon.gov/clackamas>.
- (4) The Civil Case Unit and the Accounting and Collection Unit have a drop box located outside of Room 104 for civil case filings, making payments and for submitting payment plans. The drop box is available from 8:00 A.M. to 5:00 P.M. on days the court is open for business.

SLR 1.155: REQUEST FOR DIGITAL RECORDING OF COURT PROCEEDINGS

- (1) A request for a copy of a digital recording of a court proceeding must be made in writing. A request form can be obtained from the Court or on the Court’s website at <http://courts.oregon.gov/clackamas> on the Forms page. The fee for a recording of a judicial proceeding is set forth in Chief Justice Order 14.066, effective January 1, 2015. Allow twenty-one (21) to twenty-eight (28) judicial days for the request to be processed. For more information, please call 503-722-2719.
- (2) The request must include all of the following information:
 - (a) The case number;
 - (b) The case name;
 - (c) The date of the proceeding;
 - (d) The name of the judge who heard the matter;
 - (e) The name, address and telephone number of the person making the request; and
 - (f) Instructions on delivery: sent electronically by email, or for a CD to be mailed or picked up at the courthouse.
- (3) The request must be delivered by:
 - (a) Email to cla-sftp@ojd.state.or.us, or
 - (b) By mail to FTR Coordinator, 807 Main Street, Room 104, Oregon City, OR 97045), or
 - (c) Hand delivery to the Court Cashier window Room 104 (first floor) of the Clackamas County Courthouse, 807 Main Street, Oregon City, Oregon 97045.

- (4) Payment must be made at the time of request, as follows:
 - (a) By Mail: Please make checks payable to the State of Oregon; or
 - (b) By Phone: Pay by phone by calling 503-655-8453, Option 2; or
 - (c) In Person: Hand in your request and make payment at the Court Cashier Window located at 807 Main Street, Room 104, Oregon City, OR 97045.
- (5) Emailed digital recordings will expire within seven (7) to fourteen (14) days after arriving in the requestor's email inbox, but once downloaded becomes the property of requestor; CD digital recordings will be destroyed if not picked up within thirty (30) days from the date requestor was notified that the recording was available for pickup.

SLR 1.171: COURT WEBSITE

The court's website is <http://courts.oregon.gov/clackamas>.

SLR 1.201: INFORMATION ON FREE OR LOW-COST SERVICES

There are free or low-cost legal services or other relevant services available in Clackamas County that may be helpful to the parties in a case. Information about these services is available at the public service counters and the information center on the first floor as well as on the ground floor near the elevator of the courthouse, 807 Main Street, Oregon City, Oregon.

CHAPTER 2 - STANDARDS FOR PLEADINGS AND DOCUMENTS

SLR 2.015: RETURN OF DOCUMENT TO PARTY

In addition to the authority to decline to receive or file a document under ORCP 9E and UTCR 2.010(12)(c), in certain limited situations, a document may be returned to the party who submitted it, without being filed by the Court. Those situations include:

- (1) A document with an existing case number and case caption from another jurisdiction, unless filed pursuant to an order signed by a judge allowing a change of venue or authorizing the filing on some other basis;
- (2) A document which requires a fee but the fee or an order to waive or defer such fee is not provided and the fee requirement has not been satisfied;
- (3) A document without sufficient identifying information to determine in which case it should be filed or entered;
- (4) A document which requires court action, but the court action cannot be taken without the filing of statutorily-required preceding documents;
- (5) A document with a case caption from a jurisdiction not recognized by the Oregon Constitution or established by the Oregon Legislature, or a judgment purportedly issued by a nonexistent court; and

- (6) A document submitted for filing by facsimile transmission (FAX), unless expressly authorized by the court.

SLR 2.016: DESIGNATION OF KNOWN PARTIES BY FICTITIOUS NAMES

In civil actions, the designation of a known party by a name other than the party's true name shall be allowed only upon an order of the Court. If ordered, the designation of such party shall be by use of such party's initials or a fictitious name other than "Jane Doe" or "John Doe". The name "Jane Doe" or "John Doe" is reserved for a party whose identity is unknown and the party is being designated as provided in ORCP 20H.

SLR 2.025: FEE WAIVERS AND DEFERRALS

Waiver and deferral requests for all civil court fees and costs shall be submitted to the Collections Unit, Room 104, 807 Main Street, Oregon City, Oregon 97045, not later than 11:30 A.M. on the day of filing for the request to be decided on the same day.

SLR 2.095: FILINGS FOR CONSOLIDATED CASES

- (1) Pleadings, memoranda or other documents filed pursuant to UTCR 2.090, which affect each of the consolidated cases, must include:
 - (a) Complete case captions listing all parties and case numbers; and
 - (b) An original pleading, memoranda or other document for each case that highlights the case number in which the pleading, memoranda or other document should be filed.
- (2) Pleadings, memoranda and other documents that do not apply to each of the consolidated cases shall contain only the case caption and case number for the case to which they apply.

SLR 2.501: STIPULATED OR *EX PARTE* MATTERS FOR WHICH THE DOCUMENTS MUST BE PRESENTED CONVENTIONALLY AND MAY NOT BE ELECTRONICALLY FILED.

In the following subject matter areas, the listed stipulated or *ex parte* documents, and any documents that will be served simultaneously with a document listed in this rule, must be presented conventionally and may not be electronically filed.

- (1) Family Case Matters. To be presented pursuant to SLR 5.061:
 - (a) Contempt Order to Show Cause
 - (b) Emergency Custody and Parenting Relief based on Immediate Danger

- (c) Guardian *ad Litem* Appointment
 - (d) Family Abuse Prevention Act
 - (e) Elderly Persons and Persons with Disabilities Abuse Prevention Act
 - (f) Sexual Abuse Prevention Act
 - (g) Orders of Assistance
 - (h) Parenting Time Enforcement Order to Show Cause
 - (i) Post Judgment Status Quo Order to Show Cause
 - (j) Pre-Judgment Temporary Protective Orders of Restraint (Status Quo)
 - (k) Orders to Show Cause for Temporary Relief (*Pendente Lite*)
 - (l) Fee Deferral and Waiver
- (2) Civil Case Matters. To be presented pursuant to SLR 5.061:
- (a) Assurance of Voluntary Compliance
 - (b) Commission for Out-of-State Deposition
 - (c) Dstraint Warrant
 - (d) Exoneration of Undertaking on Appeal
 - (e) Guardian *ad Litem* Appointment
 - (f) Preliminary Injunction Show Cause / Temporary Restraining Order
 - (g) Provisional Process Show Cause
 - (h) Receivership Show Cause
 - (i) Registration of a Foreign Writ, Mandate, Commission, Letter Rogatory, or Order to Complete Discovery in Oregon pursuant to ORCP 38 and UTCR 5.140
 - (j) Writ of Assistance
 - (k) Writ of Mandamus
 - (l) Writ of Review

- (m) Fee Deferral and Waiver

CHAPTER 3 - DECORUM IN PROCEEDINGS

SLR 3.181: PUBLIC ACCESS COVERAGE IN AREAS OUTSIDE OF COURTROOM

No public access coverage is allowed in any area outside the courtroom that is on the courthouse premises and under the supervision and control of the Courts without the written permission of the Presiding Judge. Requests to conduct public access coverage in such areas may be made to the Office of the Presiding Judge at any time during the business day.

SLR 3.185: PERSONAL COMMUNICATION DEVICES IN JURY ROOMS DURING DELIBERATIONS AND IN COURTROOMS DURING PROCEEDINGS

- (1) Unless otherwise permitted by the judge presiding over the trial, personal communication devices (any electronic or other equipment capable of communication with others outside a jury room, including, but not limited to cell phones and pagers) are not allowed in a jury room during jury deliberations.
- (2) After a jury has been instructed and charged to commence deliberations the courtroom clerk will collect all such devices and retain them in a secure place during deliberations.
- (3) Unless otherwise permitted by the judge presiding over the proceeding, personal communication devices (any electronic equipment capable of communicating with others outside a courtroom by transmission of sound or images, including, but not limited to cell phones and pagers) taken into a courtroom by any person shall be turned off upon entering the courtroom and shall remain off until after the person has departed from the courtroom.

CHAPTER 4 - PROCEEDINGS IN CRIMINAL CASES

SLR 4.021: CASE MANAGER APPEARANCE

- (1) Excluding Ballot Measure 11 offenses and homicide cases, all criminal cases will be given a case manager date.
- (2) The defendant shall appear with counsel and this mandatory appearance cannot be waived.

SLR 4.091: ELECTRONIC FILING OF VIOLATION, MISDEMEANOR AND FELONY CITATIONS, WITH OR WITHOUT COMPLAINTS

- (1) Pursuant to ORS 153.770 and 133.073 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. 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 133.073, to be included in an electronically filed citation;
 - (b) The electronically filed citation contains a unique identification number of the law 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 must be transmitted to the Circuit Court by the issuing agency to be available to the public under ORS 153.770(2)(c) and 133.073;
 - (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 ten (10) offenses on a single citation.
 - (3) Citations submitted by a law 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 by requesting a copy of the image in Room 12 of the courthouse or by mailing to the Traffic Unit at the address listed in SLR 1.151. Fees applicable to court records apply to requests for images of electronically filed citations.

CHAPTER 5 - PROCEEDINGS IN CIVIL CASES

SLR 5.015: SUMMARY JUDGMENT MOTIONS

Motions for summary judgment (ORCP 47 motions) are heard twice a month on Thursdays, unless a case is in arbitration and the motion will be heard by the arbitrator, or there is a time constraint and the motion cannot be set prior to the trial on the regular summary judgment docket, at which time, the motion will be set as a special set on a Monday. A copy of the motion, exhibits and any supporting documents must be provided with the original at the time of filing. All required documents must be filed in the Civil Case Unit, Room 104, 807 Main Street, Oregon City, Oregon, 97045. A motion is not considered filed if the motion fee is not paid. Once filed, the motion will be scheduled and parties will be notified. It is not necessary to file a motion to continue a summary judgment hearing if all parties agree to a reset.

SLR 5.055: STAMPED, SELF-ADDRESSED CONFIRMATION CARDS REQUIRED

- (1) Any party desiring information on any filing, (e.g. date of filing, date of signature, costs and attorney fees awarded or name of judge) shall attach a stamped, self-addressed confirmation card. On orders or judgments, confirmation cards shall be attached for all parties. Unless required by law or rule, conformed copies of the order or judgment will not be provided by the Trial Court Administrator's Office as further proof of signing. Copies of signed orders and judgments may be obtained from the Circuit Court's Records Center, Room 12, 807 Main Street, Oregon City, Oregon 97045.
- (2) The moving party of an *ex parte* motion and order for trial set over shall attach a separate confirmation card for each party.

SLR 5.061: EX PARTE MATTERS

- (1) *Ex parte* matters will be heard Monday through Friday, excluding legal state holidays, at 1:00 P.M.
- (2) An in-person *ex parte* appearance may be required in those stipulated and *ex parte* matters for which the documents must be presented conventionally and may not be electronically filed as designated in SLR 2.501. An in-person *ex parte* appearance is not required for Orders to Show Cause. If an Order to Show Cause is being filed in conjunction with documents that require an in-person *ex parte* appearance, all documents may be presented at *ex parte*.
- (3) Except as provided in subsection (2) of this rule, any stipulated or *ex parte* matter may be electronically filed for purpose of submitting to a judge for signature. No appearance is required.
- (4) Motions for *ex parte* order must be accompanied by a separate proposed order.
- (5) When service is required by law, any motion that is to be presented *ex parte* shall have

attached to it a certificate of service, which shall include the date, time, manner of service upon the opposing party, and the name of the person served. If no service was made, the moving party shall submit a statement documenting the reasons that no service was made.

- (6) Family Abuse Prevention Act, Sexual Abuse Prevention Order, and Elderly Persons and Persons with Disabilities Abuse Prevention Act petitions filed pursuant to ORS 107.718, ORS 163.760 or ORS 124.010 through ORS 124.020 shall be heard Monday through Friday at 1:00 P.M. in the courtroom designated. All required documents must be filed in the Civil Case Unit, Room 104, 807 Main Street, Oregon City, Oregon, 97045 no later than 11:00 A.M. on the day of the *ex parte*.
- (7) Matters that may not be submitted *ex parte* are as follows:
 - (a) Motion to Continue Trial or Hearing Date
 - (b) Motion to Continue UTCR 7 Dismissal Date
 - (c) Motion to Reinstate, except in domestic relations cases if accompanied by a general judgment and opposing party has been notified
 - (d) Motion for Attorney Withdrawal, except in domestic relations cases if accompanied by a general judgment
 - (e) Civil Default Judgments
 - (f) Motion for Telephonic Testimony
 - (g) Motion for Alternative Service
 - (h) Motion for In Camera Review
 - (i) All foreclosure matters
 - (j) All probate matters, unless prior approval has been given

SLR 5.105 JUDGMENT IN CIVIL ACTION THAT INCLUDES MONEY AWARD

- (1) Pursuant to ORS 18.042, civil judgments that contain a money award must contain a separate section clearly identified as a money award. This statute sets forth information that is required to be included and information that is required to be included to the extent known by the judgment creditor. Any information that is required to be provided to the extent known by the judgment creditor must either be provided or the separate section must state affirmatively that the information required by the statute is unknown.
- (2) Any judgment in a civil action that includes a money award, but does not contain all

required information, including stating where such information is unknown, will be returned to the judgment submitter for compliance with this rule.

CHAPTER 6 - TRIALS

SLR 6.012: CONFERENCES IN CIVIL PROCEEDINGS

- (1) The Court requires settlement conferences prior to trial pursuant to UTCR 6.010(1)(g) on all civil cases except domestic relations, FEDs, and small claims. The pretrial settlement conference will be held pursuant to UTCR 6.200(1) & (2)(a) unless the Court finds good cause why the settlement conference should not be held. The Court may order a settlement conference in selected domestic relations matters.
- (2) A trial-setting conference is not held prior to the pre-trial settlement conference.
- (3) Without the consent of both parties, the settlement conference judge shall not be permitted to act as the trial judge if the case does not settle.
- (4) The following must be personally present at the settlement conference, unless excused in advance by the Court for good cause:
 - (a) The parties;
 - (b) The trial attorneys; and
 - (c) The insurance company representatives who have the authority to settle the case.
- (5) When appropriate, an insured party may appear by such party's trial counsel and insurance carrier. Under UTCR 6.010(2), any party who is required to appear, or any insurance agent appearing for the party, may apply to the Court to appear by video conference. If a party secures advance permission of the Court for an appearance by video conference, that party must provide the laptop and the technology to accomplish the video conference. The party making the request shall be responsible for setting up the video conference and ensuring a successful video and audio connection for the duration of the conference.
- (6) Notwithstanding the information required in subsection (7) of this rule, pretrial statements are not required in civil cases. Upon the request of either party, any pretrial statements and supporting documents that are voluntarily submitted by the parties are maintained in a separate confidential file, except for those documents required to be filed in Domestic Relations cases.
- (7) In Domestic Relations cases, information and documents required under UTCR 8.010 (4) and (5), regarding distribution of assets and support, must be filed and served at the time of the pretrial conference.
- (8) In the event the case settles, the judge reports the settlement to the Docketing Unit. The Docketing Unit removes the matter from the active trial docket, and the Court sends out

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Effective February 1, 2016

an administrative Notice of Dismissal. If the Court does not receive an appropriate order or judgment within twenty-eight (28) days of the Notice, the case will be dismissed for want of prosecution in accordance with UTCR 6.020(2).

- (9) The materials and notes prepared by the pretrial settlement judge are not placed in the trial court file and are maintained as separate confidential records.
- (10) Failure to comply with any of the above may result in sanctions being imposed by the court as provided under UTCR 1.090, ORCP 69B, or any other applicable rule or law.

SLR 6.025: PAYMENT OF TRIAL FEES AND HEARING FEES

- (1) The Court shall verify that payment has been made or that fees have been waived or deferred prior to the commencement of trial or hearing where a fee is required to be paid under ORS Chapter 21 and ORS 105.130. If the Court is unable to verify that payment has been made, a fee receipt, fee waiver or fee deferral must be presented to the courtroom clerk prior to the commencement of a trial or hearing.
- (2) Fees payable at the conclusion of the trial shall be paid by 5:00 P.M. on the day trial concludes unless the fee is waived or deferred. If the trial concludes after the close of business, the fees shall be paid the morning of the first court day thereafter. For purposes of this rule, a jury trial shall be deemed concluded when the jury returns a verdict.
- (3) The trial judge may elect to delay commencement of the case until the fees are paid, but failure to pay the fees as stated in SLR 6.025(1) shall not be grounds for a postponement.

SLR 6.031: POSTPONEMENT OF TRIAL

A request to postpone trial must be made by filing a motion, affidavit and order with the appropriate processing unit. Faxes will not be accepted. All requests to postpone trial will be forwarded to the Presiding Judge for a decision, and a hearing will be held only at the direction of the Presiding Judge. Requests to postpone trial will not be accepted at *ex parte*.

SLR 6.081: VALUE OF EXHIBITS OFFERED AS EVIDENCE

In order for the Trial Court Administrator to comply with Oregon Judicial Department Policy pertaining to the listing and valuing of exhibits offered as evidence, the exhibits will be assigned a value of zero (0), unless the party submitting the exhibit supplies a written opinion as to their value to the Trial Court Administrator.

SLR 6.082: EXHIBIT MARKING

In addition to marking the exhibits pursuant to UTCR 6.080, the case number shall also be noted on the exhibit label.

SLR 6.083: STIPULATION TO EXHIBITS

All exhibits marked pursuant to UTCR 6.080 shall be shown to opposing party before the commencement of trial. Parties shall stipulate to those exhibits to which there are no objections and shall deliver the stipulated exhibits to the clerk. At the commencement of the trial the judge shall state on the record that the stipulated exhibits have been received into evidence.

SLR 6.084: NUMBER OF EXHIBITS REQUIRED

All documentary exhibits, excluding audio and visual, must be submitted to the Court with one (1) original and three (3) copies.

CHAPTER 7 - CASE MANAGEMENT AND CALENDARING

SLR 7.015: CRIMINAL TRIALS

- (1) Felony and misdemeanor criminal trials in which the defendant is in custody are set at arraignment. Notices are given directly to the defendant and counsel who acknowledge receipt thereof by signature.
- (2) Felony and misdemeanor criminal trials in which the defendant is out of custody are set at a pre-plea conference (titled Case Manager Hearing). The pre-plea conference (Case Manager Hearing) is held approximately thirty-five (35) days following defendant's arraignment.
- (3) Criminal motions in Circuit Court are heard prior to the beginning of trial and must be filed in accordance with UTCR 4.010. Parties are notified by mail.

SLR 7.016: REMOVING PARTY FROM FILED ACTION OR THIRD PARTY ACTION IF AMENDED COMPLAINT OMITTS THE PARTY

After commencing an action under ORCP 3 or after commencing a third party action under ORCP 22, a party named will only be removed from the case as a party by entry of a court generated order pursuant to UTCR 7.020 or by an appropriate form of judgment (Limited or General) presented to the court. Merely omitting a party previously named from an amended pleading does not remove that party from the case.

SLR 7.025: CIVIL TRIALS, MOTIONS AND SHOW CAUSE HEARINGS

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

SLR 7.055: ABATED AND STAYED CASES

For good cause shown, the Presiding Judge may abate any case upon motion of counsel or upon motion of the Court.

- (1) Unless prohibited by law, an abated case may be dismissed, without prejudice, for want of prosecution following notice by the Court of intent to dismiss pursuant to ORCP 54B(3) two (2) years from the date of removal order if the case has not been removed from abated status or dismissed at an earlier time. A case may be removed from abated status upon motion of counsel or on the Court's own motion.
- (2) No abated case shall be placed on the trial docket, or be subject to court arbitration or mediation, or have any motion practice conducted during the period of abatement. Parties may proceed with discovery during the period of abatement or inactive status by mutual consent.
- (3) A notice of bankruptcy will stay a case pursuant to UTCR 7.050, rather than abate as provided in this section.
- (4) Once a case is reinstated to the active trial docket, the case will be assigned a date for trial.

SLR 7.061: NOTICE TO THE COURT FOR SPECIAL ACCOMODATION UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)

- (1) Parties requesting special accommodations under the Americans with Disabilities Act (ADA) must comply with UTCR 7.060. All requests for special accommodation must be made no later than four (4) judicial days prior to each proceeding in the action and must be made to the Trial Court Administrator's Office.
- (2) The Trial Court Administrator's Office in Clackamas County may be contacted by calling (503) 655-8627. Requests may be made in person or in writing to: ADA Coordinator, Clackamas County Circuit Court, 807 Main Street, Room 310, Oregon City, Oregon, 97045. The Trial Court Administrator's Office is open each business day from 8:00 a.m. to 5:00 p.m.

CHAPTER 8 - DOMESTIC RELATIONS PROCEEDINGS

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 or petitions to establish custody or visitation and post-judgment litigation involving custody or visitation.
- (2) All parties, where the interest of a child under the age of eighteen (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 judgment.

- (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 judgment.
- (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 fifteen (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 8.016: STATEMENT OF ASSETS AND LIABILITIES

- (1) Prior to filing statements of assets and liabilities pursuant to UTCR 8.010(4), the parties shall confer in an effort to agree on the following:
 - (a) Terminology to be used to describe each asset and liability;
 - (b) Values of each asset and liability;
 - (c) The order in which each asset and liability is to be listed; and
 - (d) Which assets and liabilities are part of the marital property.
- (2) In lieu of filing separate statements of assets and liabilities, the parties may file one joint statement of assets and liabilities which either or both parties claim to be subject to distribution by the court.
- (3) In the event parties file separate statements, such statements must include all assets and liabilities which either or both parties claim to be subject to distribution by the Court. Each party's statement of assets and liabilities shall use the agreed-upon terminology for each asset and liability. If the parties are unable to agree on terminology for any particular asset or liability, each party shall refer to each such asset or liability with their own preferred terminology, followed immediately by the opposing party's terminology for that item in parentheses.

- (4) Assets and liabilities shall be listed in the same order. If the parties are unable to agree upon the listing order, petitioner's listing order shall prevail and respondent's statement and any other party's statement shall follow petitioner's listing order.
- (5) Each party's statement of assets and liabilities shall first list all items the parties agree are part of the marital estate. Any assets or liabilities that the parties do not agree are part of the marital estate shall be separately listed at the end of the statement.
- (6) Statement of asset and liabilities shall be filed with the Court at least two (2) judicial business days prior to the date set for trial and a copy faxed, e-mailed or delivered to the assigned judge as soon after the assignment is made as possible.

SLR 8.051: POST JUDGMENT ORDER TO SHOW CAUSE FOR MODIFICATION OF THE JUDGMENT

- (1) The Order to Show Cause shall require the opposing party to file a written response in answer to the Motion and Affidavit, with a responding Uniform Support Declaration if the issue of support is to be contested, within the time prescribed by ORS 107.135(14). The Court will schedule a hearing on the motion at the time a written response is filed by the opposing party.
- (2) The Order to Show Cause shall include the Notice about a Written Response to a Petition or Motion to Modify Filed in Clackamas County Circuit Court. This notice is available on the Court's Website at <http://courts.oregon.gov/Clackamas/Pages/formsFamilyLaw.aspx>.
- (3) If the opposing party fails to file the written response in opposition within the time allowed in ORS 107.135(14), the moving party shall forthwith submit a motion, declaration and order for default with supplemental judgment allowing the relief requested in the order to show cause. The Court reserves the right to require the taking of testimony of the moving party in such default matters.

CHAPTER 9 - PROBATE AND ADOPTION PROCEEDINGS

SLR 9.035: DELINQUENCIES OR DEFICIENCY IN PROBATE FILINGS

- (1) The attorney and fiduciary will be sent a Courtesy Notice and given thirty (30) days to rectify any delinquency or deficiency in filing a document required by statute or court order.
- (2) After thirty (30) days have passed if the defect has not been corrected the attorney and the fiduciary will be sent a Citation for removal of the fiduciary or a finding of contempt.

- (3) The personal representative, conservator or guardian, together with counsel of record, must appear unless the matter has been corrected at least three (3) judicial days prior to the Citation hearing. If the delinquency or defect has not been corrected by the time of the hearing, sanctions may be imposed.

SLR 9.041: SETTLEMENT OF PERSONAL INJURY OR WRONGFUL DEATH CLAIMS:
REQUIREMENTS WHEN MINOR CHILD OR INCAPACITATED PERSON
APPEARS BY GUARDIAN *AD LITEM*

- (1) Except as permitted by ORS 126.725 for a minor child, a petition for approval of a settlement of a personal injury or wrongful death claim on behalf of a minor child, incapacitated person or decedent shall be accompanied by an affidavit which sets forth the following:
 - (a) A description of the incident causing the injury or death;
 - (b) A description of the injuries;
 - (c) The amount of the prayer and settlement. (If a structured settlement is requested, the present value of the future payments should be indicated);
 - (d) The amount of the attorney fees and costs;
 - (e) The proposed disposition of the settlement proceeds;
 - (f) A concise statement explaining the reasons for the settlement and the efforts to maximize recovery;
 - (g) A statement explaining that the attorney has independently evaluated the interests of the injured party;
 - (h) A statement explaining that the attorney has examined every medical record; and
 - (i) A statement explaining why it is necessary and proper to settle the case at the present time.
- (2) If a civil action has been filed in this Circuit Court on behalf of a minor child, incapacitated person or decedent for the loss, injury or death which is the basis of the proposed settlement, the original petition and affidavit must be filed in the civil action. A copy of the petition with a form of proposed order for approval of the settlement shall be delivered to the Probate Section.
- (3) A conservatorship on behalf of the minor child or incapacitated person generally will be required for any case where personal injury or wrongful death settlement proceeds are at issue.
 - (a) Bond and standard annual accounting requirements may be waived if the funds are restricted until the minor attains the age of majority. In lieu of such

accountings, the court will require Annual Report of Restricted Funds.

- (b) Restricted accounts on behalf of a minor child or incapacitated person must be confirmed by a signed acknowledgment from the bank or brokerage firm which discloses the account number, type and account balance as required by UTCR 9.050 and 9.080. Exceptions for diminutive amounts may be requested.
 - (c) Approval of damage settlement amounts for the benefit of a minor child or incapacitated person appearing by a guardian *ad litem* in a lawsuit, except those cases assigned for trial to a trial department, are a basic responsibility of the Probate Court. The allocation of funds and the structuring of such funds is likewise the Court's responsibility.
 - (d) Minors and incapacitated persons should be provided with independent counsel for such issues and most commonly when a minor's funds are proposed to be withheld from them after age eighteen (18).
- (4) A fiduciary appointed by the Probate Court is required to comply with paragraph (1) of this rule and must file a motion for an order approving a settlement of a personal injury or wrongful death claim on behalf of a protected person. The motion must be supported by an affidavit setting out the required information.

SLR 9.045: RESIGNATION OF COUNSEL IN PROBATE MATTERS; NOTIFICATION REQUIREMENTS

If a bond has been posted, resigning counsel must notify the insurer or surety of the resignation and substitution of counsel.

SLR 9.055: BONDS IN ESTATES WHERE PERSONAL REPRESENTATIVE OF INTESTATE ESTATE IS SOLE HEIR OR DEVISEE

Consistent with ORS 113.105, the personal representative of an intestate estate may be required to file a bond if the Court is not satisfied that the creditors will be paid.

SLR 9.065: CONFERENCES IN PROBATE PROCEEDINGS

- (1) Settlement conferences are required prior to trial in all trust litigation and will contest cases. The pretrial settlement conference will be held unless the court finds good cause why the settlement conference should not be held.
- (2) Without the consent of both parties, the settlement conference judge shall not be permitted to act as the trial judge if the case does not settle.
- (3) The following must be personally present at the settlement conference, unless excused in advance by the Court for good cause:
 - (a) the parties; and

- (b) the attorneys.

SLR 9.075: GUARDIANSHIP

- (1) A Petition for Guardianship shall designate, in the caption, that it is for guardianship of an adult, whether it is for a temporary or indefinite time (or both), and whether a conservatorship is also being requested.
- (2) Petitions for Appointment of a Temporary Guardian should be accompanied by appropriate affidavits and medical reports. The Petition should be filed with the Probate Section of the Civil Case Unit.
- (3) Within thirty (30) days after each anniversary of appointment, a guardian of a minor shall file with the court a verified written report. Copies of the guardian's report must be given to those persons specified in ORS 125.060 (3). The report shall be in substantially the same form as that described in ORS 125.325.

SLR 9.076: NON-PROFESSIONAL FIDUCIARY EDUCATIONAL PROGRAM

- (1) The following court appointed non-professional fiduciaries are subject to this rule:
 - (a) Any guardian or conservator appointed pursuant to ORS Chapter 125 on or after the effective date of this Rule.
 - (b) Any personal representative appointed pursuant to ORS Chapter 113 on or after the effective date of the Rule.
 - (c) Any trustee appointed pursuant to ORS Chapter 130 on or after the effective date of the Rule.
 - (d) Any non-professional fiduciary cited for a deficiency in the handling of fiduciary duties pursuant to the show cause process.
- (2) All non-professional fiduciaries involved in a case described under subsection (1) above, shall:
 - (a) Successfully complete an education class for non-professional fiduciaries with a curriculum as prescribed by the Presiding Judge of Clackamas County within ninety (90) days of appointment as fiduciary by the Court; and
 - (b) Register for the program no later than fifteen (15) days from appointment as fiduciary by the Court.
- (3) A professional fiduciary, for purposes of this Rule, is defined in ORS 125.240(5). Professional fiduciaries are exempt from this Rule.

- (4) The Court will send notice and instructions of this requirement to the non-professional fiduciary at the time of appointment as guardian, conservator or personal representative. The attorney representing a trustee shall provide notice and instruction to the trustee of this requirement.
- (5) Fees for the court-required class shall be considered a cost of administration of the protective proceeding, estate or trust. The fee for the court-required class may be waived or deferred in the Court's discretion, in keeping with the Court's policy of fee waiver and deferrals.
- (6) Upon successful completion of the court-required class, the non-professional fiduciary shall file a certificate of completion with the Probate Department stating the date and time the class was taken as well as the provider of the class.
- (7) Upon a showing of good cause, a non-professional fiduciary may request a waiver of the requirements of this Rule. The request must be made by motion, supported by affidavit and filed within fifteen (15) days of receipt of notice.
- (8) The Court may, in its discretion, require a non-professional fiduciary to retake the class.
- (9) Failure to timely comply with this Rule may result in removal of the non-professional fiduciary by the court.

SLR 9.077: PROFESSIONAL FIDUCIARY REQUIREMENT FOR DISCLOSURES IN COMPLIANCE WITH ORS 125.240(1)(L)

A professional fiduciary who seeks appointment in a corporate name must comply with the provisions of ORS 125.240(1)(L) and all disclosures required by the Clackamas County Probate Court's Policy Regarding Corporate Fiduciaries.

SLR 9.081: OBJECTION TO PETITION FOR APPOINTMENT OF GUARDIAN/ CONSERVATOR

- (1) Any interested person, as described in ORS 125.075(1), may make an oral objection to a petition in a protective proceeding by appearing in person in the Civil Case Unit, Room 104, 807 Main Street, Oregon City, Oregon 97045 during normal business hours. Upon receipt of the objection and payment of the applicable fee required by ORS 21.170 and ORS 21.135, the Court clerk shall reduce the objection to writing, signed by the objector.
- (2) If the objecting party wishes to file a written objection to a petition or motion, the court clerk will provide the objection form or it may be obtained on the Court's website at <http://courts.oregon.gov/clackamas> on the Forms page.

- (3) Objections must be received by the Court in the Civil Case Unit, Room 104, 807 Main Street, Oregon City, Oregon 97045 within the timeline specified in ORS 125.075(2).

SLR 9.085: SELF REPRESENTED PARTIES APPEARANCE IN PROBATE COURT;
APPROVAL

- (1) If a personal representative or conservator intends to appear without an attorney in any matter assigned to the Probate Court, that person must provide to the Court notice of such intent and demonstrate competency in such matters. The Court shall take appropriate action if at any time during the administration of the action the demonstration of competency is not sufficient to assure the Court that the estate or interest will be protected.
- (2) A person other than a personal representative, conservator or corporation may appear in person without counsel in any matter before the Probate Court as authorized or allowed by law. The person appearing and counsel for the personal representative shall notify the Probate Court if any party to a proceeding is appearing without representation. The Judge or designee shall decide whether further hearings shall be required.

SLR 9.091: ATTORNEY FEES AND FIDUCIARY FEES IN PROBATE MATTERS;
APPROVAL

- (1) Attorney fee and fiduciary expenses under ORS 116.183 and 125.095 must be approved by the court. All attorney fee and fiduciary expenses under ORS 116.183 and 125.095 which are to be paid out of the decedent's or protected person's estate, must so state and be pre-approved by the Court.
 - (a) Such requests must be accompanied by an itemized affidavit for attorney fees and fiduciary fees, filed in the form required by UTCR 5.080, showing the number of hours expended, the hourly rate charged and a designation of title for each person performing work.
 - (b) In addition to the information required by UTCR 5.080 for a civil action, under this rule the statement also must include a description of normal attorney tasks with hours expended. For extraordinary activities, the statement must also concisely address the following issues to be resolved and the process and time spent on each:
 - (i) For establishing and funding trusts, a brief narrative must identify complexities involved;
 - (ii) For tax planning, describe objectives and activities required;
 - (iii) For tax returns, indicate the number filed and the nature of the returns;
 - (iv) For tax audits and hearings, describe the issues addressed;
 - (v) For disclaimers, describe the circumstances and complexities;

- (vi) For real estate management problems, include issues regarding compliance with local, state and federal authorities;
 - (vii) Discuss sales of real property;
 - (viii) Discuss operation or sale of business interests;
 - (ix) Discuss management of family-owned corporation or closely held stock;
 - (x) For contested matters, indicate whether they were of benefit to or in defense of the estate;
 - (xi) Discuss election of spouse/marital share;
 - (xii) Discuss disputed creditor's claims.
- (c) If tasks performed appear to be the duties of a personal representative, the Court will question and possibly reduce attorney fee payments for such activities.
- (2) Consent by the parties to the attorney fee requests shall not waive the requirements of this rule.
- (3) Corporate Fiduciary Fees: Any request for approval of corporate fiduciary fees in addition to the basic percentage fee allowed pursuant to applicable statute, must be accompanied by an affidavit in compliance with 9.095(1)(A), above.
- (4) Private Fiduciary Fees: All requests for fiduciary fees (except those from a Personal Representative) shall be supported by an affidavit which details the services provided, the purpose of the services rendered, the results (if applicable), the hourly rate charged by the fiduciary and the reasons that hourly rate is deemed fair and reasonable.

SLR 9.165 FORM OF ACCOUNTINGS

Accounting in estates and conservatorships must be submitted in the format specified in UTCR 9.160.

CHAPTER 11- JUVENILE COURT PROCEEDINGS

SLR 11.005: APPEARANCE IN JUVENILE COURT DEPENDENCY CASES

- (1) A parent who is served with a summons in a child dependency case shall appear personally in court at the time and place specified in the summons for a hearing on the allegations of the petition.
- (2) A parent who fails to appear shall be subject to entry of a default order and/or judgment

granting the relief sought by the petitioner.

CHAPTER 12 – MEDIATION

SLR 12.005: MEDIATION IN SMALL CLAIMS ACTIONS; FAILURE TO COMPLY WITH SETTLEMENT

- (1) All disputed small claims actions shall go to mediation before going to trial, except for good cause acceptable to the Court.
- (2) The Court may, subsequent to an opportunity for a hearing, enter a judgment against any party not appearing for mediation in the amount of any claim against the non-appearing party, and for the adverse party's costs and disbursements.
- (3) Agreement reached while in mediation shall be signed by the parties and filed as a stipulated order.
- (4) Failure of either party to abide by the stipulated order will be grounds for the opposing party to file an Affidavit/Declaration of Non-Compliance and obtain a judgment on the original claim.

CHAPTER 13 - ARBITRATION

SLR 13.005: ARBITRATION

Clackamas Circuit Court maintains an arbitration program in accordance with UTCR Chapter 13.

SLR 13.031: ARBITRATION COMMISSION

To ensure continuity, the attorney Arbitration Commission Board Members currently appointed will serve one (1), two (2) and three (3) year terms so that their terms will expire in alternate years. Thereafter, appointments will be staggered so that a new attorney board member is appointed yearly for a three (3) year term. The Presiding Judge will replace the judicial representative(s) as needed and the Trial Court Administrator is a standing *ex officio* member.

SLR 13.051: TRIAL DATE

In all cases subject to mandatory arbitration, a trial date will be set in accordance with the Court's regular trial setting procedure and UTCR 7.020(5). All arbitration hearings must occur no later than forty-five (45) calendar days prior to the judicial settlement conference date set in the case. All requests to reset a trial date must comply with UTCR 6.030 and SLR 6.031.

SLR 13.091: ARBITRATORS

- (1) In addition to the requirements set forth in UTCR 13.090, to qualify as an arbitrator, a person must sign and file an application to be placed on the list of arbitrators. The

Arbitration Commission may adopt additional requirements for inclusion or retention on the list of arbitrators, including experience, training and continuing education.

- (2) The parties may stipulate to any arbitrator, including a non-lawyer arbitrator or a lawyer arbitrator who practices outside of Clackamas County. Such alternative arbitrators shall be required to follow all Clackamas County arbitration rules, procedures and deadlines.
- (3) An arbitrator who is no longer willing or able to serve as an arbitrator shall immediately notify the arbitration clerk.
- (4) An arbitrator may refuse to serve on an individual case, but must notify the arbitration clerk immediately.
- (5) If such disqualification or refusal occurs, the arbitrator must immediately notify all parties and return all appointment materials in the case to the court.

SLR 13.121: COMPENSATION OF ARBITRATOR¹

Within fourteen (14) days of the appointment of the arbitrator, each party must tender to the arbitrator the sum of \$500.00 as preliminary payment unless a party has secured a fee waiver or deferral, in which case the party must submit a copy of the order waiving or deferring arbitration fees to the arbitrator.

SLR 13.122: INDIGENT PARTIES

- (1) In the event funds are available under ORS 36.420, indigent parties may seek deferral or waiver of arbitration fees by applying within fourteen (14) days from the date the case is transferred to arbitration. Applications are available at the Clackamas County Circuit Court, Collections Unit, Room 104, 807 Main St., Oregon City, Oregon 97045. The fee deferral/waiver application, declaration and order must be submitted to the Clackamas County Circuit Court, Collections Unit, Room 104 in accordance with SLR 2.025.
- (2) Any party who obtains a deferral or waiver of arbitration fees as provided in ORS 36.420(3) and UTCR 13.120(3), must immediately provide the arbitrator with a supplemental copy of the court order granting the waiver or deferral. This does not relieve the Court of its obligation under UTCR 13.120(3), but supplements that obligation to ensure the arbitrator is promptly informed.
- (3) In the event funds are available under ORS 36.420 and a fee deferral or waiver has been granted by the Court, the arbitrator shall be reimbursed after completion of the

¹ NOTE: On May 6, 2013 the Arbitration Commission established the arbitrator's fee at a rate of \$175.00 per hour, not to exceed \$1,400.00 except upon a showing of extraordinary conditions and with either the concurrence of both parties, or the approval of the Presiding Judge of the Clackamas County Circuit Court.

arbitration, filing of the arbitration award, and submission of a request for payment to the Trial Court Administrator for Clackamas County Circuit Court.

- (4) The arbitrator must submit a copy of the order deferring or waiving fees of the indigent party with the request for payment, which must be in the form of a certificate and include the following:
 - (a) Case identifying information;
 - (b) Total hours of service the arbitrator provided; and
 - (c) The share of those hours chargeable to the indigent party.

SLR 13.141: JUDGMENT DOCUMENT MUST BE FILED IF NO TRIAL DE NOVO

If no request for trial *de novo* is filed within the time established by ORS 36.425(3), then the arbitration decision and award must be incorporated into a General Judgment document that complies with ORS 18.035 et. seq., ORS 18.042 et.seq., ORS 36.425(3) and with all other applicable ORS, ORCP and UTCR. The General Judgment must be filed with the Court within thirty (30) days after the time to request a trial *de novo* has elapsed. The arbitrator is responsible for filing the General Judgment document with the Court, but may delegate that filing responsibility to a party.

SLR 13.161: LOCATION OF ARBITRATION PROCEEDINGS

Unless otherwise stipulated by all parties, arbitration proceedings shall be scheduled at a location in Clackamas County, Oregon. The arbitrator may schedule telephone conference calls to deal with scheduling and procedural issues.

CHAPTER 16 – VIOLATIONS

SLR 16.005: VIOLATIONS BUREAU

- (1) Pursuant to ORS 153.800 the Fifth Judicial District has established a Violation Bureau.
- (2) The Trial Court Administrator is appointed as Violations Clerk, and duly appointed deputies of the Administrator are further appointed as Deputy Violations Clerks.
- (3) The Violation Bureau may exercise authority over traffic and non-traffic violations as defined in ORS 153.008.
- (4) A person may appear in person or by mail to pay the Violations Bureau fine, costs and assessments.
- (5) The fine(s) and applicable assessment(s) shall be paid immediately and in full unless the court approves a deferred payment plan.

SLR 16.015: DEFENDANT REQUESTING VIOLATION TRIAL, PRESUMPTIVE FINE REQUIRED

Pursuant to ORS 153.061(4) the defendant requesting a trial shall be required to deposit the presumptive fine amount listed on the citation if the defendant has failed to appear in any court on one or more charges in the past. The amount deposited shall be applied against any fine imposed by the Court.

SLR 16.021: TRIAL BY AFFIDAVIT/DECLARATION, VIOLATION

Trial by affidavit or declaration, as provided in ORS 153.080 is authorized for all violations. If the defendant chooses to waive the right to have testimony presented orally in court or waive the right to a hearing in Court, the defendant must make this request by completing a signed written waiver and filing it with the Court. A sample Waiver form and a sample Testimony by Affidavit/Declaration form is available on the Court's website at <http://courts.oregon.gov/clackamas>.

SLR 16.025: POSTPONEMENTS, VIOLATION TRIAL

- (1) Each party may request a single postponement of a scheduled court trial with a showing of good cause.
- (2) A party's request for a postponement of a court trial must be made in written form, signed by the party and received by the Court not less than five (5) judicial days prior to the scheduled trial date.
- (3) Subsequent requests for a postponement of a court trial must be made in written form signed by the party. The motion will only be granted upon a showing of extraordinary circumstances.
- (4) When the Court grants a postponement, the Court will notify all parties to the action.

SLR 16.031: SETTING ASIDE DEFAULT JUDGMENTS FOR VIOLATIONS

A defendant against who a default judgment is entered may file a motion for relief from default judgment, within a reasonable time, not to exceed one (1) year. The Court requires a written motion for relief, accompanied by an affidavit setting forth facts which demonstrate that the failure to appear was due to mistake, inadvertence, surprise or excusable neglect. At the time the motion for relief is filed, the defendant must pay to the Court the amount of the fine imposed in the judgment. The payment requirement may be waived by the Court for good cause. A motion for relief cannot be filed until the payment is made or waived. The Court may rule on the motion without a hearing or may require the defendant to appear and present oral argument.

CHAPTER 18 – FORCIBLE ENTRY AND DETAINER (FED)/LANDLORD TENANT

SLR 18.005: FORCIBLE ENTRY AND DETAINER (FED)/LANDLORD TENANT: PAYMENT OF ADDITIONAL FILING FEES FOR TRIAL DEMAND

- (1) If a defendant makes a demand for a trial under ORS 105.137 (6) at the time of the first appearance, the filing fees required to be paid under ORS 105.130 (3) and (6) shall be paid no later than 4:00 pm of the same judicial day unless otherwise ordered by the Court. No trial will be scheduled in the action until the required fees are satisfied.
- (2) Failure of the plaintiff to pay the required trial fee under ORS 21.225(2) prior to trial start may result in the trial being postponed or not heard.

SLR 18.015: FORCIBLE ENTRY AND DETAINER (FED)/LANDLORD TENANT TRIAL; APPEARANCE REQUIRED

Parties must appear at trial in all Forcible Entry and Detainer (FED) cases to avoid dismissal of the case. Appearance of all parties at trial is required regardless of whether a Stipulated Agreement has been fully executed.

SLR 18.025: FORCIBLE ENTRY AND DETAINER (FED) LANDLORD TENANT TRIAL; AMENDING STIPULATED AGREEMENTS AFTER ENTRY

If the parties in an FED agree to amend a Stipulated Agreement after it has been entered, the Amended Stipulated Agreement shall not contain any due dates for payments that extend more than six (6) months from the date the original Stipulated Agreement was signed for past due rent, or three (3) months from the date the original Agreement was signed for future rent. If due dates extend past these time frames, noncompliance with any disallowed due date shall not be accepted by the Court as a basis for entry of a Judgment of Restitution.

SLR 18.035: FORCIBLE ENTRY AND DETAINER (FED) LANDLORD TENANT TRIAL; REINSTATING JUDGMENTS

Any party that moves to vacate a Judgment of Restitution and reinstate the Stipulated Agreement in an FED case must provide a newly drafted Judgment of Restitution document. Reinstated Stipulated Agreements shall not extend any due dates for payment of past due or future rent beyond the statutory maximum deadlines as calculated from the date of signing of the original Stipulated Agreement.

CHAPTER 24 – OREGON eCOURT IMPLEMENTATION

SLR 24.201: ELECTRONIC DOCUMENTS

- (1) Depending on the context, as used in these rules, “document” refers to an instrument in

either paper or electronic form.

- (2) Documents that are electronically filed or manually imaged, including those to which judicial signatures have been added, and documents generated in electronic format by the Court are the official record.

SLR 24.202: ELECTRONIC COURT SIGNATURES

The Court may issue judicial decisions electronically and may affix a signature by electronic means.

- (1) The Trial Court Administrator must maintain the security and control of the methods for affixing electronic signatures.
- (2) Only the judge and the Trial Court Administrator, or the judge's or Trial Court Administrator's designee, may access the methods for affixing electronic signatures.

SLR 24.203: COMBINED MOTION AND ORDER DOCUMENT NOT PERMITTED

Notwithstanding UTCR 2.010(12)(c) or any other Supplementary Local Rule, a motion and order may not be submitted as a single document. If a motion and corresponding proposed order are electronically filed, the order must be submitted as a separate document from the motion.

SLR 24.205 BINDING DOCUMENTS; USE OF STAPLES PROHIBITED

- (1) Pleadings and documents submitted to the Court for filing that are not electronically filed must be bound by paperclip or binder clip and must not contain staples.
- (2) If a document to be filed includes one or more attachments, including but not limited to a documentary exhibit, an affidavit or a declaration, then
 - (a) the document and each attachment must be separately bound by paperclip or binder clip; and
 - (b) the attachment or attachments must be bound in one packet to the document being filed by paperclip or binder clip.
- (3) Subsection (2)(a) does not apply to an attachment to a motion to strike filed under UTCR 5.020(2) or an attachment to a motion for leave to amend a pleading filed under UTCR 5.070. An attachment of either type must be bound in one packet to the document being filed by paperclip or binder clip.

SLR 24.501 STIPULATED OR *EX PARTE* MATTERS MAY BE ELECTRONICALLY FILED

- (1) Except as provided in subsection (2) of this rule, any stipulated or *ex parte* matter may be electronically filed for purposes of submitting to a judge for signature.
- (2) SLR 2.501 is reserved for judicial districts to adopt a local rule regarding specific stipulated or *ex parte* matters for which the documents must be presented conventionally and may not be electronically filed.

SLR 24.601 SUBMISSION OF REQUESTED JURY INSTRUCTIONS AND VERDICT FORMS

The original of the requested jury instructions and verdict forms must be submitted to the Court. The Court may require that a party submit a copy of the jury instructions and verdict forms, in the manner and time that the Court specifies.

SLR 24.801 ACTIONS FOR DISSOLUTION OF MARRIAGE, SEPARATE MAINTENANCE AND ANNULMENT, AND CHILD SUPPORT; DOCUMENTATION FOR DEPARTMENT OF JUSTICE, DIVISION OF CHILD SUPPORT

Notwithstanding UTCR 8.010(8), parties who have been requested to submit a proposed judgment need not submit a copy of the proposed judgment and the most current confidential information form(s) to the Court.

SLR 24.901 DELIVERING PROBATE MATERIALS TO THE COURT; NO SELF ADDRESSED STAMPED ENVELOPE OR POSTCARD IF DOCUMENT ELECTRONICALLY FILED

UTCR 9.010 does not apply to an electronically filed document.