

CHAPTER 24 – OREGON eCOURT IMPLEMENTATION

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 court record.

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.

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.

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 memorandum of law, a statement of points and authorities, 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.

24.206 ENTERING JUDGMENT BASED ON NEGOTIABLE INSTRUMENT

Notwithstanding UTCR 2.060, in all cases when a judgment is to be based on a negotiable instrument, the party with custody of the original instrument must submit a certified copy of such instrument to the court before the entry of judgment.

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

- (1) Any stipulated or *ex parte* matter may be electronically filed for purposes of submitting to a judge for signature.
- (2) If an *ex parte* motion and corresponding proposed order are electronically filed, the order must be submitted as a separate document from the motion.

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 also may require that a party submit a copy of the jury instructions and verdict forms, in the manner and time that the court specifies.

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.

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.

**CERTIFICATE OF SUPPLEMENTARY LOCAL COURT
RULES OF THE 22ND JUDICIAL DISTRICT**

CROOK & JEFFERSON COUNTIES

I, Amy Bonkosky, Trial Court Administrator, of the 22nd Judicial District of Oregon, hereby certify that attached hereto is a complete, true and correct copy of Supplementary Trial Court Rule Chapter Twenty-four (24) of the Circuit Court for Crook and Jefferson Counties.

Dated this 21 day of November, 2013.

/s/ Amy Bonkosky
Amy Bonkosky, Trial Court Administrator