

SUPPLEMENTARY LOCAL COURT RULES

for the

23rd Judicial District

LINN COUNTY CIRCUIT COURT

2016

TABLE OF CONTENTS

	Page
Chapter 1 - GENERAL PROVISIONS	
1.151 LOCATION AND HOURS OF COURT OPERATION	4
1.161 FILING OF DOCUMENTS.	4
1.171 WEBSITE ADDRESS	5
Chapter 2 – STANDARDS FOR PLEADINGS AND DOCUMENTS	5
2.115 SUBMISSION OF MOTIONS AND PROPOSED ORDERS	5
Chapter 3 – DECORUM IN PROCEEDINGS	
3.141 DISQUALIFICATION OF JUDGE IN LINN COUNTY.	5
3.181 MEDIA COVERAGE	5
Chapter 6 - TRIALS	
6.012 SETTLEMENT CONFERENCES	5
6.061 JURY INSTRUCTION REQUIREMENTS IN CIVIL CASES; ELECTRONIC COPY REQUIRED.	5 & 6
6.063 JURY INSTRUCTION REQUIREMENTS IN CRIMINAL CASES; ELECTRONIC COPY REQUIRED.	6
Chapter 7 - CASE MANAGEMENT AND CALENDARING	
7.015 CRIMINAL CASE SCHEDULING.	6 & 7
7.025 CIVIL CASE SCHEDULING	6
7.045 JUDGMENT DEBTOR EXAM	6 & 7
7.055 DISMISSAL OF INACTIVE CASES	7

Chapter 8 - DOMESTIC RELATIONS

8.005 TEMPORARY RELIEF HEARINGS. 7 & 8
8.011 DOMESTIC CASE SCHEDULING. 8
8.012 SUMMARY DOMESTIC RELATIONS TRIAL. 9 & 10
8.015 REQUIRED FILINGS IN DOMESTIC RELATIONS CASES. 10 & 11
8.021 PARENT EDUCATION PROGRAM 11 & 12

Chapter 9 - PROBATE PROCEEDINGS

9.081 PROTECTIVE PROCEEDINGS OBJECTIONS. 13
9.082 ALLEGED INCAPACITATED PERSONS -- NOTICE 13
REGARDING FREE OR LOW COST LEGAL AND OTHER
RELEVANT SERVICES

Chapter 11 - JUVENILE COURT PROCEEDINGS

11.005 APPEARANCE IN JUVENILE COURT DEPENDENCY CASES. 13
11.051 REQUESTS FOR REVIEW HEARINGS. 14

Chapter 12 - MEDIATION

12.005 MANDATORY MEDIATION PROGRAM 14 & 15
12.011 MEDIATION IN DOMESTIC VIOLENCE CASES. 15

Chapter 13 - ARBITRATION

13.005 MANDATORY ARBITRATION PROGRAM- DOMESTIC RELATIONS. 15
13.055 REFERRING CASES TO ARBITRATION 16

13.095 ARBITRATION PANEL 16 & 17

13.125 SUSPENSION OF PROCEEDINGS PENDING PAYMENT DEPOSIT 18

13.126 PAYMENT BY ONE PARTY OF ANOTHER’S DEPOSIT..... 18

Chapter 16 - VIOLATIONS

16.005 TESTIMONY BY AFFIDAVIT.....17

Chapter 24 – OREGON ECOURT IMPLEMENTATION

24.201 ELECTRONIC DOCUMENTS19

24.202 ELECTRONIC COURT SIGNATURES 19

24.203 COMBINED MOTION AND ORDER DOCUMENT NOT PERMITTED19

24.205 BINDING DOCUMENTS; USING OF STAPLES 19 & 20

24.501 STIPULATED OR EXPARTE MATTERS MAY BE ELECTRONICALLY FILED. .
.....20

24.601 SUBMISSION OF REQUESTED JURY INSTRUCTION AND VERDICT
FORMS20

24.801 Actions for Dissolution of marriage, Separate Maintenance and Annulment, and
Child Support; Documentation for Department of Justice, Division of Child Support
.....20

24.901 Delivering Probate Materials to the Court, No self-addressed, stamped
envelope if document electronically filed20

APPENDIX A

APPENDIX B

APPENDIX C

CHAPTER 1
LOCATION AND HOURS OF COURT OPERATION

1.151 Location and Hours of Court Operation

(1) Hours - Court Records

(a) The Court Records Office is located in Room 107 of the Linn County Courthouse. Unless otherwise ordered due to emergency conditions, information regarding business hours for the Twenty-Third Judicial District can be found at: <http://courts.oregon.gov/linn>.

(b) During the hours when all customer service windows are closed on a day that the Court is open for business, a secure drop box will be available until 5:00 p.m. for filings and payments. The drop box is located at the public information area, Room 107 on the first floor of the courthouse, 300 Fourth Avenue S.W., Albany, Oregon.

(2) Court Operations - Courtroom Facilities

Courtroom facilities are only open to the public when activity is scheduled and courtroom staff is in attendance. Otherwise the courtrooms are to remain locked. Cases are scheduled throughout the day from 8:00 a.m. to 12 noon and from 1:00 p.m. to 5:00 p.m. in all courtrooms at various time intervals. If it becomes necessary to change courtroom schedules, these changes can be found at <http://courts.oregon.gov/linn>.

(3) Location

Linn County Courthouse: 300 Fourth Avenue SW, Albany, Oregon 97321

1.161 Filing of Documents in Court

A party requesting conformed copies and/or time stamped copies must submit the copy(ies) of the document(s) to be conformed/time stamped along with a self-addressed stamped envelope. The copy(ies) must be marked "copy" in the top right hand corner of the document(s).

1.171 WEBSITE ADDRESS

<http://courts.oregon.gov/linn>

**CHAPTER 2
STANDARD FOR PLEADINGS AND DOCUMENTS**

2.115 Submission of Motions and Proposed Orders

(1) When a motion and order are submitted to the court and the order is intended to allow or deny the motion the order must contain sufficient information to identify the motion ruled upon or the relief granted or denied.

It shall be sufficient if the order recites the name of the motion; the party that filed the motion and the date it was filed, as in: “the defendant’s motion to continue dated Month/Day/Year is allowed”. However transport orders are governed by UTCR 4.030 and require more detailed information.

**CHAPTER 3
DECORUM IN PROCEEDINGS**

3.141 Disqualification of Judge in Linn County

Pursuant to SB 350 (Or Laws 2015, ch 272 effective June 4, 2015) the provisions of ORS 14.260 shall govern any requested change of judge and ORS 14.270 shall not apply.

MEDIA OR OTHER PUBLIC ACCESS COVERAGE OF COURT EVENTS

3.181 Media coverage

Public access coverage is generally allowed in the common areas located on the third floor of the Linn County Courthouse. The trial judge/presiding judge has the right to restrict such access in cases where the judge makes a finding that the coverage is unduly interrupting the court proceedings.

CHAPTER 6 TRIALS

6.012 SETTLEMENT CONFERENCES

A settlement conference may be set in every Circuit Court civil case. The settlement conference judge will not preside at the trial if any party objects thereto. At the settlement conference:

- (a) No information disclosed will be revealed by the settlement judge or by any of the parties to the settlement to the judge or jury who will thereafter try the case.
- (b) Parties and others with authority to settle the case must appear in person unless they reside out of state and would therefore need to be available by telephone.

6.061 JURY INSTRUCTION REQUIREMENTS IN CIVIL CASES; ELECTRONIC COPY REQUIRED

(2) In all civil jury trials the parties shall submit all requested jury instructions and verdict form(s) to the Court not less than one week prior to trial. This requirement is in addition to the requirements of ORCP 59A, UTCR 6.060 and UTCR 6.070.

(3) Simultaneously, each party must also submit to the Court an electronic copy of all requested jury instructions and verdict form(s). The electronic copy must be in jury ready form. The electronic copy should be in Microsoft Word format. This rule applies to all Oregon Uniform Civil Jury Instructions requested as well as any special instructions requested. This copy must be emailed to:

<mailto:lin.calendaring.mailbox@ojd.state.or.us> unless otherwise directed by the Court.

(4) For good cause shown, a party may request relief from the requirements of this rule.

6.063 JURY INSTRUCTION REQUIREMENTS IN CRIMINAL CASES; ELECTRONIC COPY REQUIRED

(1) In all criminal jury trials the parties shall submit all requested jury instructions and verdict form(s) to the Court not less than one week prior to trial. This requirement is in addition to the requirements of UTCR 6.060 and UTCR 6.070.

(2) Simultaneously, each party must also submit to the Court an electronic copy of all requested jury instructions and verdict form(s). The electronic copy must be in jury ready form. The electronic copy should be in Microsoft Word format. This rule applies to all Oregon Uniform Criminal Jury Instructions requested as well as any special instructions requested. This copy must be emailed to: <mailto:lin.calendaring.mailbox@ojd.state.or.us> unless otherwise directed by the Court.

(3) For good cause shown, a party may request relief from the requirements of this rule.

CHAPTER 7 CASE MANAGEMENT AND CALENDARING

7.015 CRIMINAL CASE SCHEDULING

All criminal case scheduling shall be done pursuant to the current Case Flow Management / Docket Plan in effect and posted on the court's website.

7.025 CIVIL CASE SCHEDULING

- (1) Hearings on Motions and other pre-trial matters will be specially set. The Court will send a written notice for those matters not set in open court in the presence of the parties.
- (2) Hearings on Contempt Motions in Circuit Court

The adverse party should be cited to appear at 1:30 p.m. on any Thursday of the month. When the responding party appears, the Court will set a contempt hearing or early resolution conference at the Court's discretion for a later date.

- (3) Except as provided otherwise herein all scheduling shall be done in accordance with the Case Flow Management / Docket Plan. A copy of this plan shall be on the court's website.

7.045 JUDGMENT DEBTOR EXAM

The party requesting the debtor's exam may select the time for the examination provided: (1) the examination is set during days when the Court is in session

between 9:00 a.m. and 3:00 p.m.; and, (2) the debtor is allowed at least ten (10) days between date of service and the date of examination.

The debtor should be cited to appear as follows:

Linn County Courthouse- Room 107

7.055 DISMISSAL OF INACTIVE CASES

- (1) After the Court has rendered a decision in any civil or domestic relations case if a party does not submit a proposed order or judgment for a period of sixty (60) days or more the trial court administrator shall send a notice to the parties notifying them that the case will be dismissed if an order or judgment is not received within thirty (30) days.
- (2) If an order or judgment is not received within thirty (30) days of the notice sent pursuant to Section (1) of this rule, the case shall be dismissed without prejudice unless otherwise ordered by the Court.
- (3) A dismissal pursuant to this rule may be vacated upon a showing of good cause supported by affidavit.

CHAPTER 8 DOMESTIC RELATIONS

8.005 TEMPORARY RELIEF HEARINGS

- (1) Temporary Relief Hearings

All temporary relief motions shall be show cause motions, except as provided by ORS 107.097, and shall be handled as follows:

- (a) Motions for temporary relief shall be accompanied by an affidavit setting forth the justification for the requested relief including their Uniform Support Declaration if child support, spousal support or the interim payment of debt(s) is requested. The Order to Show Cause shall require the filing of a response within fourteen (14) days following service, if the adverse party wishes to contest the relief sought, except that no respondent shall be required to respond before the time required by law to respond on the summons in the case.

- (b) The Motion, Affidavit, and Order to Show Cause shall be filed with the Trial Court Administrator before being submitted to a judge.
- (c) A copy of this Supplementary Local Rule shall be served on the adverse party along with true copies of the Motion, Affidavit and Order to Show Cause.
- (d) If temporary child support or spousal support or payment of debts is sought, each party shall submit a Uniform Support Declaration with the Response.
- (e) The Response shall admit and/or deny the relief sought and shall set forth any additional motions for temporary relief. The Response shall be accompanied by an Affidavit setting forth the justification for the relief opposed or sought by the responding party.
- (f) Within ten (10) days following service of the Response and Responding Affidavit on the moving party or their attorney, either or both parties may submit a Supplemental Affidavit in support of their respective positions. If service of the Response is made by mailing, the date of service shall be considered to be three days after the date of mailing, excluding days when the U.S. Postal Service does not deliver mail. Except for good cause shown, no further pleadings are required or permitted.
- (g) Temporary relief shall be determined without testimony, based upon the affidavits submitted. Failure to submit an affidavit or Uniform Support Declaration where required, may result in an adverse ruling or denial of relief. There is no requirement, however, to file supplemental affidavits. On matters of custody and parenting time only, upon written motion filed within ten (10) days after the Court's letter ruling, a de novo review hearing will be scheduled to review that ruling.

8.011 DOMESTIC RELATIONS CASE SCHEDULING

(1) Hearings on Motions to Hold a Party in Contempt

The adverse party must be cited to appear at 1:30 p.m. on any Thursday of the month or at such other time specified at <http://courts.oregon.gov/linn>. When the responding party appears, the Court will set a contempt hearing or early resolution conference at the Court's discretion for a later date.

(2) Settlement Conferences

A judge conducting the pretrial conference may conduct settlement negotiations in dissolution cases.

- (3) Except as provided otherwise herein all scheduling shall be done in accordance with the Case Flow Management / Docket Plan. A copy of this plan shall be on the court's website.

8.012 SUMMARY DOMESTIC RELATIONS TRIAL

(1) Summary domestic relations trials or hearings may be held to resolve issues in original actions, modifications in dissolution of marriage, separate maintenance, annulment, child support, and child custody filed under ORS Chapters 107, 108, 109.103 and 109.701-834.

(2) The summary domestic relations trial shall be conducted as follows:

- (a) At the time that a domestic relations trial or motion hearing is scheduled the parties will be asked if they wish to agree to proceed pursuant to this Domestic Relations Trial procedure. The Court shall ensure that they agree on this procedure voluntarily and that no one has threatened or coerced them in to this procedure. To the extent necessary the parties shall waive any objections under the Oregon Evidence Code when this procedure would conflict with those provisions.
- (b) This procedure may be used by unrepresented parties, by parties with an attorney, and in cases when one or more parties have an attorney and one or more do not.
- (c) The Court may ask the parties ("parties" hereafter includes where applicable counsel for a party) to provide a brief summary of the issues of the case.
- (d) The moving party (or in original case, the petitioner) shall be allowed to speak first under oath concerning all issues in dispute. The Court will guide the testimony to insure that it is coherent and organized. The party is not questioned by counsel, but may be questioned by the Court to develop evidence required by any statute or rule, for example, the applicable requirements of the Oregon Child Support Guidelines if child support is at issue.
- (e) The Court will ask the moving party whether there are any other areas the party wishes the Court to inquire about. The Court will inquire into these areas if requested and if the questions appear relevant.

- (f) The process in (d) and (e) will be provided for each other party in the case.
- (g) Expert reports will be entered into evidence as a Court's exhibit. If either party requests, the expert will be sworn and subjected to questioning by counsel, the parties or the Court.
- (h) The parties may offer any documents they wish the Court to consider. The Court will determine what weight, if any, to give each document. The Court may order the record to be supplemented. Letters or other submissions by the parties' children intended to suggest or influence custody or parenting time preference are discouraged.
- (i) The parties will be offered an opportunity to respond briefly to the comments of the other party.
- (j) The parties will be offered the opportunity to make a brief legal argument.
- (k) At the conclusion of the case the Court shall render judgment or take the matter under advisement and render judgment in a timely manner.
- (l) The Court shall retain jurisdiction to modify these procedures as justice and fundamental fairness requires.

8.015 REQUIRED FILINGS IN DOMESTIC RELATIONS CASES

- (1) In all contested domestic relations cases where the parties are seeking a division of assets and/or debt, the parties may prepare a joint exhibit referred to as the "six column list". This list is to contain:
 - a. each item of property
 - b. in columns to the right of the property description there is to be listed:
 - i. each parties' estimated fair market value of the property
 - ii. each parties' proposed distribution of the property
 - iii. any claim as to whether the property is pre-marital or inherited
 - c. at the bottom of each page there is to be a subtotal of the page's fair market valuations;
 - d. the last page shall contain a total of each parties' claims, fair market valuations, debt distributions and offsets, and proposed equalizing judgment if any.
- (2) The six column list shall be submitted to the Court and the Arbitrator not less than one week prior to arbitration. In the event that arbitration is waived it shall be

submitted to the Court one week prior to any settlement conference or trial, whichever occurs first.

- (3) Parties to all contested domestic relations cases where spousal or child support is sought shall submit a Uniform Support Declaration to the Court no later than one week prior to a settlement conference or trial, whichever is scheduled first. Nothing herein shall relieve parties of the obligations to submit a Uniform Support Declaration pursuant to Linn County Supplemental Rule 8.005.
- (4) If a party fails to comply with any portion of this rule the Court may grant the relief sought by the opposing party in whole or in part, may deny relief sought by the party in violation, in whole or in part, or may postpone trial.

8.021 PARENT EDUCATION PROGRAM

(1) Mandatory Parent Education Program

- (a) Linn County shall establish a parent education program of the type authorized by ORS 3.425. The program shall provide information on the impact of family restructuring on children to each person named in the following types of proceedings, when the proceedings involve minor children.
 - (1) Annulment or dissolution of marriage.
 - (2) Legal separation.
 - (3) Petition to establish custody or visitation (including paternity), and
 - (4) Post-judgment litigation involving custody or visitation.
- (b) Each party who files an appearance in a proceeding of the types described above shall complete the program unless exempted by the Court. A judgment shall not be entered in the proceeding until each party not otherwise exempted by the Court who has filed an appearance has completed the program or appropriate sanctions have been applied.
- (c) Parent Education Classes are automatically waived in domestic cases involving Co-Petitioners, uncontested cases, cases where children are not involved and in cases involving stipulated judgments.

- (d) After a response is filed in a case that involves children, unless otherwise exempted or automatically waived by the Court, a date and time for each party to appear for the parenting class shall be scheduled and the notice shall be sent to each party by the Court.
- (e) The Trial Court Administrator shall provide a copy of this rule to the initiating party for service upon all parties against whom relief is sought, together with a statement describing the program including contact telephone numbers, addresses, and statement of costs.
- (f) The program provider shall issue a certificate of completion to the participants when they have completed the program. This certificate must be presented to the Court.
- (g) The Court may exempt one or more of the parties from the program if, after reviewing the requesting party's motion and supporting affidavit, the Court determines that participation is unnecessary or inappropriate.
- (h) The Court may allow one or more of the parties to participate in a comparable education program.

(2) Sanctions

- (a) The Court shall actively promote each party's completion of the program. Failure or refusal to complete the program in a timely manner shall be considered by the Court in making its ruling on issues which are in dispute.
- (b) A party who has completed the program shall have the right to:
 - (1) Request that the pleadings of a party who has appeared be stricken if that party has not completed the program in a timely manner without good cause.
 - (2) Request entry of an order from the Court to compel the non-complying party's completion of the program should the non-complying party not have completed the program in a timely manner without good reason. The Court shall enter an award of attorney fees in favor of the complying party who utilizes this option to force the non-complying party's compliance with this rule.

(3) Effective Date

This rule shall apply to all cases and modifications proceedings filed after February 1, 2005.

**CHAPTER 9
PROBATE PROCEEDINGS**

9.081 PROTECTIVE PROCEEDINGS OBJECTIONS

Persons wishing to object to a motion in a protective proceeding or to object to a petition in a protective proceeding pursuant to ORS 125.075 shall make such oral objection at Room #107 located on the first floor of the Linn County Courthouse, 300 - Fourth Avenue SW, Albany, Oregon. The clerk will receive oral objections and provide the means for such objections to be reduced to writing. Upon request, the clerk will assist in reducing such objections to writing.

9.082 ALLEGED INCAPACITATED PERSONS -- NOTICE REGARDING FREE OR LOW COST LEGAL AND OTHER RELEVANT SERVICES

In a proceeding for the appointment of a guardian for an alleged incapacitated person, the notice required under ORS 125.070(3), shall include the following language or its equivalent:

Free legal services for persons at least 60 years of age who are subject to a guardianship proceeding may be obtained by calling Oregon Legal Services' Senior Law Program at 926-8678 or (toll-free) 1-800-817-4605. Free or low cost services may be obtained by calling Senior Services at 967-8630 or (toll-free) 1-800-638-0510. Senior Services provides services to help people maintain maximum independence, remain in their homes as long as possible, select an appropriate adult foster care home or nursing home, obtain necessary personal and/or medical care, and stop or prevent physical or financial abuse.

**CHAPTER 11
JUVENILE COURT PROCEEDINGS**

11.005 APPEARANCE IN JUVENILE COURT DEPENDENCY CASES

- (1) A parent 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 upon a prima facie showing granting the relief sought by the petitioner. “Failing to appear” includes being served with a summons and failing to appear in court at the time designated to appear, and failing to appear subsequent to that date for any court appearance where the parent was previously ordered to appear in open court.
- (3) This rule applies both to petitions filed pursuant to ORS 419B.100 (dependency petitions), ORS 419B.498 (termination of parental rights) and any guardianship proceedings initiated pursuant to any of the provisions of ORS 419B.

11.051 REQUESTS FOR REVIEW HEARINGS

In dependency and/or delinquency cases, a party may file a motion or request for review of disposition, placement or any other pretrial matter. Before such a motion is filed, the moving party or attorney shall certify that they have consulted with the other party or parties and attempted to resolve the matter. The motion shall inform the Court of the other parties’ position regarding the relief sought. The Court may decline to set a hearing, unless there is compliance with this rule.

CHAPTER 12 MEDIATION

12.005 MANDATORY MEDIATION PROGRAM

- (1) Except for good cause, mandatory mediation is ordered in all domestic relations, dissolution, annulment, or separation cases involving issues of child custody, parenting time and/or visitation. “Good cause” may include cases where allegations of domestic abuse and/or power imbalance exists. Either party may petition the Court to exclude them from mandatory mediation based on such circumstances. Requests for exemption shall be in writing and shall be made at any time during the pendency of the case. Mediation fees are set by the Linn

County Board of Commissioners. The mediation program policies and guidelines are governed by the Linn County Mediation Commission.

- (2) If the parties reach full agreement in mediation the mediator shall reduce the agreement to writing, shall file the same with the court, and provide copies to the parties and their attorneys not more than ten (10) days after the agreement is reached. The agreement shall become final and binding on the parties if no one objects to it within twenty one (21) days after it is provided to the parties. Objections must be filed with the Court and the mediator describing exactly what parts of the mediated agreement do not reflect the parties' agreement. The Court may refer the matter back to the mediator at its discretion.

12.11 MEDIATION IN DOMESTIC VIOLENCE CASES

- (1) In all cases subject to mandatory mediation pursuant to SLR 12.005 where one or more parties is restrained from contact with the other party pursuant to a Family Abuse Prevention Act restraining order, Elder Abuse restraining order, juvenile dependency restraining order, criminal release agreement or juvenile release agreement, the restraining orders will not prohibit mediation unless the restraining order expressly so provides.
- (2) The mediator shall determine the form of mediation best suited to the circumstances where some form of restraining order is in effect, subject to further order of the court.

CHAPTER 13 ARBITRATION

(This chapter supplements ORS 36.400 et seq and UTCR Chapter 13)
An Arbitration Coordinator will be appointed by the Court.

13.005 MANDATORY ARBITRATION PROGRAM- DOMESTIC RELATIONS

- (1) The Court may require arbitration in any Domestic Relations case where the only issues in controversy involve the division of property and debt unless the Court finds good and compelling cause to exempt such a case from arbitration. An exemption shall be granted only upon the filing of a motion with supporting affidavit setting forth good cause for the exemption sought.

- (2) This rule does not prohibit the parties from stipulating to arbitration of property and debt issues where there are other issues to be resolved by the Court.

13.055 REFERRING CASES TO ARBITRATION

- (1) Cases which are otherwise subject to arbitration will be referred to arbitration as follows:
 - (a) Within twenty days of the date on which the Answer is filed.
 - (b) Within fourteen days of the termination or completion of mediation where mediation is required in domestic relations cases.
 - (c) At any time as specifically directed by the Presiding Judge.
- (2) Once a case is referred to arbitration all motions against the pleadings, all motions for discovery, and all similar pretrial motions not yet resolved will be determined by the arbitrator. The arbitrator's determination, however, will only apply during the arbitration proceeding. If an appeal is filed, those issues may be raised again in Circuit Court. If a party believes that the arbitrator's decision on a pretrial motion will prejudice the parties if an appeal from the arbitrator's decision is filed, that party may file an appropriate motion with the Presiding Judge of the appropriate Court.

13.095 ARBITRATION PANEL

- (1) The Twenty-third Judicial District may establish two or more Arbitration Panels, a General Civil Panel, a Domestic Relations Panel, and such other panels as the Arbitration Commission deems necessary; each consisting of a panel of attorneys practicing in Linn and/or Benton Counties, selected by the Arbitration Commission and having the following minimum qualifications:
 - (a) Civil Panel: an attorney meeting the requirements set forth in UTCR 13.090 with five years continuous practice including significant experience in civil litigation, with a present emphasis in civil litigation for service on the Civil Panel;
 - (b) Domestic Relations Panel: five years continuous practice including significant experience in domestic relations litigation, with a present

emphasis in domestic relations cases for service on the Domestic Relations Panel; or

(c)A retired or senior judge.

- (2) The panel will be selected by the Arbitration Commission subject to approval of this Judicial District's Presiding Judge.
- (3) The parties may stipulate to any arbitrator, including a non-lawyer arbitrator or a lawyer arbitrator who practices outside Benton and Linn counties.
- (4) The Arbitration Clerk will assign arbitrators to cases in a manner to ensure random selection.
- (5) A person desiring to serve as an arbitrator shall complete an information sheet on the form prescribed by the Court. A list showing the names of the members of the Arbitration Panel will be available for public inspection in the Arbitration Clerk's office. Execution of the form, oath, and agreement to serve must be completed and filed before an applicant is eligible to arbitrate a case.
- (6) Refusal and Disqualification: The appointment of an arbitrator is subject to the right of that person to refuse to serve. An arbitrator must notify the Arbitration Clerk immediately if refusing to serve, or if any cause exists for the arbitrator's disqualification from the case upon any grounds of interest, relationship, bias or prejudice governing the disqualification of judges. If disqualified, the arbitrator must immediately return all materials in the case to the Arbitration Clerk.

13.125 Suspension of Proceedings Pending Payment of Deposit

The arbitrator(s) may decline to begin a hearing or to continue with a hearing or to render an award until the necessary deposits are made. An arbitrator shall notify all parties prior to the hearing if any party's compensation deposit has not been paid or if, during the course of the proceedings, an additional deposit is necessary because it appears that the deposit will not be sufficient to compensate for the time necessary to complete the arbitration.

13.126 Payment by One Party of Another's Deposit.

If a party has not timely paid, or has indicated its inability to timely pay, part or all of an arbitrator's compensation deposit, the other party or parties may advance

such compensation deposit in order to continue the arbitration, and the advancing party shall be entitled to an adjusting offset or reimbursement in the award if the parties have not otherwise adjusted the matter between themselves. The court may take into consideration the failure of a party to pay arbitration fees when making decisions on property division and attorney fee award.

CHAPTER 16 VIOLATIONS

16.005 TESTIMONY BY AFFIDAVIT OR BY DECLARATION UNDER PENALTY OF PERJURY

Pursuant to ORS 153.080, if a signed waiver (Appendix A) is filed by the alleged violator, testimony in a trial of any violation shall be allowable by affidavit or by declaration under penalty of perjury. A copy of the Witness' affidavit or declaration shall be provided to the alleged violator before trial.

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

(1) 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 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.

24.501 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.

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.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF LINN

STATE OF OREGON, Plaintiff,)

vs.)

_____))
Defendant.)

CASE NO. _____

WAIVER AND DECLARATION UNDER
PENALTY OF PERJURY
(For Violation Trials)

I, the undersigned Defendant, having entered a plea of Not Guilty to the Violation(s) charged in the above case, hereby submit this declaration under penalty of perjury in lieu of my personal appearance at trial. Although I do not give up my right to a trial, I do waive my right to appear at trial, to offer oral testimony in open court at trial, and to confront any witnesses called against me. I further understand and consent that the State's witnesses may appear at said trial and give oral testimony, or may submit written testimony.

I further acknowledge that I have received and read the Linn County "Court Rules for Traffic and Other Violation Trials."

My testimony is as follows (attach additional sheet if necessary): _____

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made of use as evidence in court and is subject to penalty of perjury.

DATED this _____ day of _____, 2015.

Defendant Signature

Appendix A

23RD JUDICIAL DISTRICT

CIRCUIT COURT

This will certify pursuant to UTCR 1.040 that appended hereto is a true and correct copy of proposed Supplemental Local Rules of the Circuit Court for Linn County.

Presiding Judge

Dated: _____