

Oregon eCourt Updates

Oregon eCourt Traps

We occasionally remind practitioners about traps for the unwary while practicing in eCourt. The following pitfalls are not new changes to eCourt but pose potential stumbling blocks for lawyers.

Created Date = Entry Date:

The “Created Date” of an event is the entry date for purposes of ORS 7.020(2). Don’t be fooled by the date appearing in the “Date Column” in the Oregon eCourt Case Information system Register of Actions. Look for the Created Date and time stamp in the description of the specific court event. Calculate deadlines from this date.

SeethelloginpagefortheOECIsystem:<https://publicaccess.courts.oregon.gov/PublicAccessLogin/Login.aspx?ReturnUrl=%2fPublicAccessLogin%2fdefault.aspx>. This landing page explains the meanings of all the headings and fields used in the OECI Register of Actions, including the meaning of “Created Date.”

eService Is a Separate Step:

A filer can submit documents electronically without receiving service electronically. To receive service electronically, you must take the separate step of ensuring you are on the Case Service Contact List for each matter that is eFiled. Refer to UTCR 2.010(8) and (9) for definitions of Service Contacts and Other Service Contacts, and to UTCR 2.100(2) and (3) regarding entry of contact information and selecting service contacts. You cannot add

yourself to a Case Service Contact List if you have never filed into the case. The opposing party cannot select you as a Service Contact if you have not added yourself.

Once you have eFiled into a case, it is mandatory to enter your contact information in the Case Service Contact List to ensure that you will receive notification of the e-service of any documents by others in the case. See UTCR 21.100(2). eService is covered in the Odyssey eFile & Serve live training sessions. There are sessions coming up in each of the next few successive months: <https://attendee.gotowebinar.com/rt/513749923422282242>.

Provided the filer properly chooses his or her service contacts at the time of eFiling, service is completed automatically. UTCR 21.100(4) states: “When the court accepts an electronic document for filing under UTCR 21.060(1)(a), the electronic filing system sends an email to the email address of each person whom the filer selected as a service contact. Transmission of the email by the electronic filing system to the selected service contacts in the action constitutes service.” UTCR 21.100(5) states: “Electronic service is complete when the electronic filing system sends the email to the selected service contacts in the action.”

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Changes to Oregon eCourt

Practitioners should be aware of the following recent changes to eCourt.

Court Signature Lines

After November 13, 2015, all documents (e.g., proposed orders, judgments, writs) submitted to the court for signature must comply with UTCR 21.040(3). This includes having a blank space of not less than 1.5 inches and a blank signature line following the last line of text to allow space for judicial signature. There should be no title or name listed underneath the line, such as “Circuit Court Judge.”

If you use templates to create documents for judicial signature, be sure to update them accordingly. Allow the appropriate amount of space before the signature line and remove any name/title information from below the signature line.

Example:

Petitioner’s motion for a stay is granted. The proceedings in this action are held in abeyance pending further notification from petitioner of completion of the conditions set out in this order.

(at least 1.5 inches of blank space following the last line of text)

Electronic Notices of Signed Orders

Beginning November 16, 2015, all Oregon circuit courts using the Oregon eCourt system will notify attorneys by email when orders are entered on their cases. When the court enters an order in the register of actions, the case management system will generate and email a notice to all attorneys on the case. The email will be sent to the email address where the attorney already receives notices of hearings and trials. The system will send the email from Court_Notifications@ojd.state.or.us. Make sure this email address is whitelisted in your email settings.

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