

Crook County Courthouse
300 NE Third Street
Prineville, OR 97754-1990
(541) 447-6541 or (FAX) 447-5116
Reply to ☒



Jefferson County Courthouse
75 SE "C" Street, Ste C
Madras, OR 97741-1750
(541) 475-3317 or (FAX) 475-3421
Reply to ☒

Amy D. Bonkosky
Trial Court Administrator

Twenty-Second Judicial District Trial Courts

IMPORTANT NOTICE – READ CAREFULLY
PLEASE ROUTE TO ALL MEMBERS OF YOUR FIRM/ORGANIZATION.

October 26, 2004

TO: Jefferson & Crook County Bar
District Attorneys
Sheriff's Offices
Adult Community Corrections

FROM: Amy Bonkosky, Trial Court Administrator

RE: Court Minutes/Journal Entries

The State of Oregon Judicial Department is in the midst of implementing Graphical User Interface (GUI) OJIN statewide. This includes the Uniform Criminal Judgment (UCJ). All staff in the 22nd Judicial District have now completed the second phase of GUI training, which is entitled Hold a Proceeding (HAP). Using HAP, staff now complete all data entry on criminal cases during the proceeding, with the exception of the entry of the judgment. HAP is a required step before proceeding to the UCJ.

We are tentatively scheduled for training on the UCJ in April and May of 2005. Once UCJ is implemented, we will enter the majority of criminal judgments in the courtroom. Upon entry of the UCJ, we will be able to print the judgment immediately and provide copies to all parties. We will also be able to e-mail copies of the judgment as applicable (i.e. Department of Corrections, Community Corrections, DA, Attorney, Jail, etc.).

The original purpose of the court minutes/journal entry was so that the data entry clerk in the records office could do the data entry after the proceeding, based on the information written on the court minutes/journal entry. This is no longer necessary since the data entry is being done in-court during the proceeding. Previously, as a courtesy, the court provided copies of the court minutes/journal entry to all parties. Unfortunately, we are no longer able to continue this courtesy. Staff simply do not have the time to do the entry and write down what they are entering at the same time. ***As of November 1, 2004 the court clerks will no longer prepare court minutes or journal entries for criminal cases.***

We will still generate and distribute the following documents as applicable:

- Release Agreements *(DA, Defense Counsel, Defendant, and Jail)*
- Limited or Supplemental Judgment for defendants ordered to pay an application or contribution fee. *(DA, Defense Counsel, and Defendant)*
- *A notice of the future date. *(DA, Defense Counsel, Defendant, Jail, and others as requested.)*

To gain access to information other than what is available on the above documents, you might want sign up for OJIN online. Everything that is entered into OJIN during the proceeding will be immediately available in OJIN. For information on how to get OJIN Online go to the Oregon Judicial Department homepage at www.ojd.state.or.us. Once there, double-click on the link entitled Online Services on the left side of the page. We also have a free public access terminal available at both courthouses which is available for your use.

If you have any questions please feel free to contact me.

c: Judges
Court Staff

**Within the next few months we will start gathering e-mail addresses for attorneys, officers, etc. and will be sending all notices of future dates via e-mail. If you would like to start getting your notices via e-mail now, please give your e-mail address to Fawn Farrester for Jefferson County and Deanna Evans for Crook County.*