

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



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

Amy D. Bonkosky
Trial Court Administrator

Twenty-Second Judicial District Trial Courts

MEMORANDUM

June 4, 2004

TO: Jefferson & Crook County Bar Association
FROM: Amy Bonkosky, Trial Court Administrator
RE: UTCR 6.120 - Disposition of Exhibits

Attached is a copy of a new policy court staff in both Crook and Jefferson Counties have been directed to follow effective immediately. The policy is in regards to UTCR 6.120, Disposition of Exhibits. UTCR 6.120 in part reads,

“(1) Unless otherwise ordered, all exhibits shall be returned to the custody of counsel for the submitting parties upon conclusion of the trial or hearing. Such counsel must sign an acknowledgment of receipt for the exhibits returned...”

Please note that the UTCR directs, “counsel to sign an acknowledgment of receipt for the exhibits returned.” We understand your time is valuable and you may not always be available to come to the courthouse to sign for your exhibits. As a result, we have included a provision in the policy which allows counsel to assign a designee in writing for each case to sign for and pick up the exhibits.

Please remember to sign for and take your exhibits at the conclusion of each matter, unless otherwise ordered by the Judge. Your assistance in this matter is greatly appreciated.

Thanks in advance for your cooperation.

c: Judges