

**LINN COUNTY CIRCUIT COURT
OREGON E-COURT LOCAL IMPLEMENTATION TEAM**

Hon. Daniel R. Murphy, Presiding Judge
Hon. Carol Bispham, Circuit Judge
Donald C. Smith, Trial Court
Administrator

Leslie Cheney, Records Supervisor
Evelyn Raymond, Court Operations
Supervisor

Frank Homar, TSS
Amy Fairall, Management Assistant /
eCourt Representative to FIT Committee

Oregon eCourt Message to External Users #5

Approved: October 9, 2012

Issued: October 11, 2012

TO:

Linn County Bar
Linn County District Attorney's Office
External Agencies
Court Staff

Re: Court Notices and Email for Attorneys **IMPORTANT******

On December 10, 2012 the Linn County Circuit Court will open using a new computer system for document and case management. Effective that day forward you will receive all notices of court "events" (hearings, trials, etc.) through email or through direct notice in a courtroom. Only pro se litigants will receive notices by US Mail.

This is all done through software called Odyssey which replaces OJIN. Odyssey automatically retrieves all attorney email addresses from the Oregon State Bar. The email address you have on file there will be downloaded to the Court and used for all notices effective December 10.

It will no longer be necessary for attorneys to send the Court an email giving notice of a new email address. When attorneys change their address they must change the address with the Oregon State Bar to effect a change in the Court record.

How to Segregate Court Notices

There are two ways for attorneys to segregate court notice emails in their system. The first way is to use an especially dedicated address for the Oregon State Bar. This way the only emails you will get at that address will be OSB messages and court notices.

The second way to segregate court notices or send them to staff is to create a "rule" in your email programs. All major email programs allow this. You must go to the "settings" section or the "preferences" section of your email program. The rule should direct that all emails from a certain source (the email address used by the court to send such messages) or with a consistent word in the subject line will be automatically forwarded to a second email address. We will provide all attorneys with the sending email address

and the subject line code word shortly. Be sure to test your email forwarding to make sure it works.

Notices to “agencies”

In addition to sending emailed court hearing notices to private practice attorneys the Court will send them to agencies. Agencies can be divided into “attorney agency” and “non-attorney agency”.

Attorney Agency

An attorney agency is a public agency made up of attorneys. Examples are the Attorney General’s Office, the District Attorney, Legal Aid, etc. These agencies may elect either to have court notices sent to each member attorney at the attorney’s OSB designated email address or the attorney agency may designate a central email address for the notice to be sent to. This choice must be communicated to the Court no later than November 1, 2012. Attorney agencies may use the same central email address they have been using for this purpose. If you do nothing the notices will automatically go to the address you have provided to the Oregon State Bar.

Non attorney agencies

Non attorney agencies include all state and county agencies and offices that receive court generated hearing notices, including but not limited to the Juvenile Department, DHS-Child Welfare, OYA, CASA, Linn County Sheriff, etc. These agencies should designate a central email address for the Court to send email notices to. If any change in that address is to occur before December 10 such changes must be provided to us no later than November 1, 2012.

We will hold two information meetings for attorneys and other agency staff in the coming weeks during noon hours. You will receive separate notice of those meetings. Please feel free to attend them to ask questions. You can also contact either of us directly with questions.

Thank you for your cooperation. If you have questions do not hesitate to contact me.

Daniel R. Murphy
Presiding Judge
Daniel.r.murphy@ojd.state.or.us
541-967-3848

Donald C. Smith
Trial Court Administrator
Donald.c.smith@ojd.state.or.us
541-967-3889

External User List			
District Attorney Juvenile Department Dept. of Human Services Linn C. Sheriff	CASA of Linn County Linn-Benton Bar Association Oregon Youth Authority Linn County Mental Health	Linn County Commissioners Linn County Parole and Probation Legal Aid	

Criminal Defense Attys. Juv. Defense Attys.	Linn County A and D Citizen Review Board		
--	---	--	--

Where recipient is agency head you are requested to disburse this internally as appropriate. Thank you.