

**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

External Message #8

Tuesday, November 6, 2012 – Meeting with Attorneys

Outline of Subjects Covered

See Glossary Below

1. General Time Table (subject to change):
 - a. Oregon eCourt Odyssey activated in Linn County: December 10, 2012
 - b. eFiling for pilot law firms activated in Linn County: ~January 30, 2013
 - c. eFiling for all lawyers activated in Linn County: February 19, 2013
 - d. Electronic signature for judges activated in Linn County: TBD
 - e. Emailed notices of court events starts in Linn County: December 10, 2012
 - f. eFiling becomes mandatory in Linn County for attorneys: TBD
 - g. eFiling for District Attorney and Juvenile Department: TBD
2. Oregon eCourt has been active in Yamhill County since June 4, 2012. They were the first pilot court. On December 10, 2012 Linn County and Crook/Jefferson Counties will go on line for eCourt as early adopters. Jackson County will follow in January 2012. Then between January 2013 and June 2016 the remainder of the state will be converted in waves, one or more counties at a time.
3. The system used by Oregon eCourt is provided by Tyler Technologies and is called Odyssey. It is currently used around the nation in more than 6 states and many counties. As each county come on board their records will become accessible through Odyssey around the state.
4. Once Odyssey is active in a county the case numbering system will change to a state wide uniform system and case numbers will be assigned in chronological order regardless of location.
5. Local Supplemental Rule Changes (SLR 24):
 - a. Electronic documents become documents for legal purposes. 24.201

- b. Electronic documents may be electronically signed by the Court. 24.202
 - c. Combined motions and orders prohibited. No exceptions. 24.203
 - d. Pro Se litigants may communicate and receive notice by email. 24.204
 - e. Stipulated and Ex Parte orders and judgments may be submitted electronically. 24.501 – this will become effective only when eFiling is activated.
6. Information and Training – attorneys and other external users will be able to access information about how to use eCourt through links on the Linn County Circuit Court website. <http://courts.oregon.gov/linn/Pages/index.aspx>
7. There will be no Tyler or OETO sponsored training for attorneys and external users. However the Linn County Circuit Court staff will provide limited assistance to all members of the public on how to use the system.
- a. Tyler will provide access to on line tutorials which will explain Odyssey systems that the public will use.
 - b. Using the public access function of Odyssey is easier than using public access to OJIN. No training should be needed. On line tutorials will be available.
 - c. The Linn County Circuit Court will schedule limited training sessions for Odyssey access and eFiling after the initial activation occurs on December 10. Those sessions will be at the Courthouse and will be publicized on our website.
8. Rule Changes
- a. Law and Policy Committee Change Recommendations
 - b. UTCR and SLR changes
9. Statute of Limitations with eFiling
10. The importance of dependable email and electronic security for your office.
- a. Emails must be through Oregon State Bar email address
11. How Paper on Demand Works
12. How you will get notices of hearings and trials.
13. How you will communicate with the Court.
14. The increased importance of the Court's websites.

15. Access to court files on line:

- a. Roles and Security Access Controls
- b. Attorneys of Record access
- c. Parties access
- d. General public access
- e. Agency access

16. If you have a problem or questions – to whom do you go?

17. Tips from Rooms 107/108 for documents filed after December 1, 2012:

- a. No more staples. Paper clips are allowed. Separate each document type with a paper clip.
- b. No longer any need to punch any holes in pleadings and documents.
- c. The Court will no longer conform copies returned after an order or judgment is signed.
- d. Please be sure to leave space at the top of each document for the file stamp. This is currently required by UTCRs.
- e. Use fonts that are easy to read. Use Arial 12 point font preferably. No script fonts. No colored fonts. Do not use Times New Roman. Do not use any font less than 12 points except that 10 point font is allowed for footnotes.
- f. Do not submit or file any two sided documents.
- g. On Uniform Support Affidavits and Declarations redact all Social Security Numbers, credit card numbers, bank account numbers, etc. when the document is being filed in support of motions, etc.