

**Judge Tom Ryan**  
Email Instructions

Attorneys should exercise professional judgment before sending an email directly to the judge. Opposing counsel should always be copied on emails to the judge.

Do not copy the judge or judge's staff on email communications among counsel without the judge's prior approval. WORD format is preferred for documents attached to an email.

Jury instructions and verdict forms should be emailed to the judge's clerk, Mr. Kevin Ko at [kevin.d.ko@ojd.state.or.us](mailto:kevin.d.ko@ojd.state.or.us).

Communications directed to the judge's judicial assistant should be sent to Ms. Jane Franey at [jane.h.franey@ojd.state.or.us](mailto:jane.h.franey@ojd.state.or.us).

Email is not a substitute for proper filing or delivery of a hard copy to the judge's chambers.