Ten eCourt Tips

1. **Update and Check Your Email!** Notices sent through Odyssey go to the Attorney of Record on the case, by email. The email addresses in Odyssey are imported from the Oregon State Bar. It is imperative for attorneys to have an up-to-date email address with the Bar and to check that email inbox. Court staff is able to verify when an email is sent from the system and when it is opened.

2. **Who Else Needs to See Your Email?** Currently, Odyssey can only send email to one email address per attorney on file with the case. Make sure you have an email forwarding plan in place if you go on vacation or need another person in your office to receive notices from the court.

3. **Email Notification of Orders –** Since November 16, 2015, all attorneys on a case receive notices regarding entry of orders. Odyssey continues to send a notice of entry of judgment. The system sends the email from Court_Notification@ojd.state.or.us. OJD is evaluating expanding the program to provide notification when other documents are entered in the system. Other email addresses the Court/Tyler sends notices from: Hearing_Rescheduled@ojd.state.or.us, Hearing_CANCELED@ojd.state.or.us, Hearing_scheduled@ojd.state.or.us, Judgment@ojd.state.or.us, donotreply@tylertech.com and no-reply@tylerhost.net

4. **Dates -** The Oregon eCourt Case Information (OECI) System displays two or three dates for each event that is entered into the register of actions:
   Date Column: The Date Column is found on the left side of the event. It is the date that you filed your document. This is the equivalent to getting a date stamp.
   Signed Date: The Signed Date of an event is the date that the court signed the order or judgment described in the entry.
   Created Date: The Created Date of an event is the date court staff added the event to the register. This date is date of entry for purposes of appeal in ORS 7.020(2).

5. **No Notices for Unsigned Documents -** If a proposed order or judgment is not ready for signature, i.e., it is missing a necessary item; presiding court will sign it as "unsigned." The court will not send out a notice. Make sure that you are monitoring your case and open the unsigned order or judgment in OECI to find comments, on the signature line, regarding why it was not signed.

6. **Integrity of the Case History** - If an order or judgment has been unsigned, you must make the corrections and an updated form must be resubmitted. The previous unsigned item will remain unsigned in the record, in order to preserve the integrity of the case history.

7. **UTCR 5.100 Amendment** – Effective January 1, 2016. This amendment requires parties to submit a "certificate of readiness" with a proposed judgment. This requirement assists the court in managing electronic "submitted for signature" documents while awaiting assurances from parties that those documents are ready for judge signature. See UTCR 5.100(2) for language to use on the certificate of readiness.

8. **How do you request a relation-back date?** Review UTCR 21.080 (5), which reads in part: If the court rejects a document submitted electronically for filing, the electronic filing system will send an email to the filer that explains why the court rejected the document, unless the filer has elected through system settings not to receive the email. The email will include a hyperlink to the document. (a) A filer who resubmits a document within 3 days of the date of rejection under this section may request, as part of the resubmission, that the date of filing of the resubmitted document relate back to the date of submission of the original document to meet filing requirements. This request must be in written form and not just a note on the filing. You are also required to include the words, in all caps, "RESUBMISSION OF REJECTED FILING, RELATION-BACK DATE OF FILING REQUESTED" in the Filing Comments field.

9. **Leave the signature line blank** - Documents submitted to the court for signature must comply with UTCR 21.040(3). This requires having a blank space of not less than 1.5 inches and a blank signature line following the last line of text, to allow space for judicial signature. Do not list a name or title underneath the line. If you have been assigned a judge or have a hearing in front of a judge, it is helpful to put the judge's name underneath the case caption. This helps the court route the document to the correct judge for signature.

10. **Problems? Questions? Who Should You Contact?**

Tyler – File & Serve – Technical Issues – At 1-800-297-5377 or email efiling.support@tylertech.com
Salem OJD– OJCIN Access Technical Support 503-986-5582 of 1-877-826-5010 or ETSDHelp@ojd.state.or.us
Multnomah County Circuit Court – eFile rejections, general questions - Contact the specific department that processed your efiling. Presiding Clerks can be reached at 503-988-3846. General questions can be directed to Rachel McCarthy, Public Information Officer, at 503-988-4794 or mul.public.information@ojd.state.or.us