

# COURTS' PUBLIC SERVICE HOURS BY LOCATION

(Last Updated: May 10, 2012)

The chart below shows the public service hours for state appellate courts, Tax Court, and circuit courts.

State circuit courts establish times and days of court services availability ("court hours") in two ways, by their local rules (SLR 1.151) and, when temporary service limitations or closures are necessary for budget reasons, by order of the local presiding judge (PJO). A PJO issued on court hours temporarily supersedes an SLR on court hours without requiring the reprinting of SLR to show the change. That change may only be shown in the order, by posting at the local court, and on the attached chart.

As a public convenience, the Oregon Judicial Department provides the following "court hours" chart to make it easier for the public and those practicing before the courts to likely know the current court hours for a specific state court. The chart has a column showing the "source/filing date" for the court hours shown for each specific court location listed. **If that column shows the source as a "PJO," the court hours shown in the SLR for that court will have been superseded, and the hours established by the PJO will control and be the complete statement of court hours for that court.**

**WARNING.** The attached court hours chart represents information on file with the Office of the State Court Administrator. Changes may have occurred to court hours after that time. Information not on file by or changes made after that date and time are still controlling even if not reflected in the attached court hours chart. If you are subject to a specific date or deadline concerning a court activity, you may want to verify with the court that the information shown on the attached court hours chart is still correct.

## APPELLATE AND TAX COURTS

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Tax Court Records Office	TX	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Robertson Building 3 <sup>rd</sup> Floor 1241 State Street Salem, OR 503.986.5645	11/20/07 Tax Court Order
Appellate Records Office for Court of Appeals and Supreme Court	AP	<b>Open</b> (excluding holidays) M-F 8am – 5pm	Supreme Court Building 1163 State Street Salem, OR 503.986.5555	n/a

## CIRCUIT (TRIAL) COURTS

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Baker	8 <sup>th</sup>	<b>Open</b> M-F 8am - noon 1pm - 5pm <b>Closed</b> noon - 1pm	Baker County Courthouse 1995 Third St., Ste. #220 Baker City, OR 541.523.6305	SLR 1.151
Benton	21 <sup>st</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon* 1pm - 5pm <b>Closed</b> noon – 1pm  *Limited service during noon hour	Benton County Courthouse 120 NW Fourth Street Corvallis, OR 541.766.6859	SLR 1.151
Clackamas	5 <sup>th</sup>	<b>Open</b> M-F 8am – 5pm*  *Some offices may have reduced public counter/phone hours. See <a href="#">court website</a> for details.	Clackamas County Courthouse 807 Main Street Oregon City, OR 503.655.8447	SLR 1.151
Clatsop	18 <sup>th</sup>	<b>Open</b> M-F 8am – noon 1pm – 4pm <b>Closed</b> noon – 1pm* 4pm – 5pm*  *Drop box available for payments and filings until 5pm.	Clatsop County Courthouse 749 Commercial Street Astoria, OR 503.325.8555	PJO No. 2011-05 (eff. 12-5-11)
Columbia	19 <sup>th</sup>	<b>Open</b> (excluding holidays) M-Th 8:30am – 4:45pm <b>Closed</b> M-Th 8am – 8:30am* M-Th 4:45pm – 5pm* F 8am – 5pm**  *Drop box available until 5pm for filings and payments inside Strand Street entrance to the courthouse annex. **Court pleadings with a deadline that falls on Friday will be accepted as timely filed if filed by 5pm on the next open judicial day.	Columbia County Courthouse 230 Strand Street St. Helens, OR 503.397.2327, ext 0	PJO 11-05 Amended (eff. 5-4-12)
Coos	15 <sup>th</sup>	<b>COQUILLE</b> <b>Open</b> M-F 8am – noon M,T,W,F 1pm – 5pm Th 1:30pm – 5pm <b>Closed</b> M,T,W,F noon – 1pm Th noon – 1:30pm  <b>NORTH BEND ANNEX</b> <b>Open</b> M-F 8am – noon M,T,W,F 1pm – 5pm Th 1:30pm – 5pm <b>Closed</b> M,T,W,F noon – 1pm Th noon – 1:30pm	Coos County Courthouse 250 N. Baxter Coquille, OR 541.396.3121, ext 0  North Bend Annex of the Coos County Courthouse 1975 McPherson Avenue North Bend, OR 541.756.2020	SLR 1.151
Crook	22 <sup>nd</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Crook County Courthouse 300 NE Third Street Prineville, OR 541.447.6541	PJO No. 2007-14

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Curry	15 <sup>th</sup>	<b>Open</b> M-F 8am – noon M,T,W,F 1pm – 5pm Th 1:30pm – 5pm <b>Closed</b> M,T,W,F noon – 1pm Th noon – 1:30pm	Curry County Courthouse 29821 Ellensburg Avenue Gold Beach, OR 541.247.4511	SLR 1.151
Deschutes	11 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – 5pm*  *Some offices may have reduced public counter/phone hours. See <a href="#">court website</a> for details.	Deschutes County Courthouse 1164 NW Bond Bend, OR 541.388.5300	SLR 1.151
Douglas	16 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – 5pm	Justice Building 1036 SE Douglas, Room 201 Roseburg, OR 541.957.2471	SLR 1.151
Gilliam	7 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 1pm – 5pm <b>Closed</b> 8am – 1pm	Gilliam County Courthouse 211 S. Oregon Condon, OR 541.384.3572	SLR 1.151
Grant	24 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Grant County Courthouse 201 S. Humbolt Street Canyon City, OR 541.575.1438	SLR 1.151
Harney	24 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Harney County Courthouse 450 N. Buena Vista Burns, OR 541.573.5207	SLR 1.151
Hood River	7 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Hood River County Courthouse 309 State Street Hood River, OR 541.386.3535	SLR 1.151
Jackson	1 <sup>st</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Justice Building 100 S. Oakdale Medford, OR 541.776.7171, ext 120	PJO No. 2011-07 (eff. 9-1-11)
Jefferson	22 <sup>nd</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Jefferson County Courthouse 75 SE AC@ Street Madras, OR 541.475.3317	PJO No. 2007-14
Josephine	14 <sup>th</sup>	<b>Open</b> M-F 8am – noon 1pm – 4pm <b>Closed</b> noon – 1pm* 4pm – 5pm*  <b>FAMILY COURT</b> <b>Open</b> M-F 8am – noon 1pm – 4pm <b>Closed</b> noon – 1pm* 1pm – 4pm*	Josephine County Courthouse 500 NW 6 <sup>th</sup> , Dept. 17 Grants Pass, OR 541.476.2309  <b>FAMILY COURT</b> 301 NW AF@ Street Grants Pass, OR 541.476.2309, ext 3	PJO (eff. 10-17-11)
*Documents can be filed at the Court Services Window drop box until 5pm.				

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Klamath	13 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – 5pm* <b>Closed</b> F 8am – 9am (Court Operations area)	Klamath County Courthouse 316 Main Street Klamath Falls, OR 541.883.5503, ext 0	SLR 1.151
Lake	26 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Lake County Courthouse 513 Center Street Lakeview, OR 541.947.6051	SLR 1.151
Lane	2 <sup>nd</sup>	<b>CIRCUIT COURT</b> <b>Open</b> M-F 8am – 5pm  <b>JUVENILE COURT</b> <b>Open</b> M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm  Some offices may have reduced public counter/phone hours. See <a href="#">court website</a> for details.	<b>CIRCUIT COURT</b> Lane County Courthouse 125 East Eighth Avenue Eugene, OR 541.682.4020  <b>JUVENILE COURT</b> Juvenile Justice Center 2727 Martin Luther King Jr. Blvd. Eugene, OR 541.682.4726	SLR 1.151
Lincoln	17 <sup>th</sup>	<b>Open</b> M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Lincoln County Courthouse 225 W. Olive Newport, OR 541.265.4236, ext 0	webpage
Linn	23 <sup>rd</sup>	<b>Open</b> M-F 8am – noon 1pm – 4pm <b>Closed</b> noon – 1pm 4pm – 5pm*  *Drop box available 1 <sup>st</sup> floor, Rm 107, for documents and filings until 5pm.	Linn County Courthouse 300 Fourth Avenue SW Albany, OR 541.967.3802	PJO 8-26-11 (eff. 9-12-11)
Malheur	9 <sup>th</sup>	<b>Open</b> (Mountain time) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm*  *The window in the Records Office will be open Tuesdays during the arraignment process.	Malheur County Courthouse 251 AB@ Street W. Vale, OR 541.473.5178	SLR 1.151
Marion	3 <sup>rd</sup>	<b>COURTHOUSE CLERK=S OFFICE</b> <b>Open</b> M-F 8am – 5pm  <b>COURT ANNEX &amp; JUVENILE COURT</b> <b>Open</b> M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Marion County Courthouse 100 High Street NE Salem, OR 503.588.5105  <b>COURT ANNEX</b> 4000 Aumsville Hwy. SE Salem, OR 503.588.8489  <b>JUVENILE COURT</b> 3030 Center Street NE Salem, OR 503.566.2974	SLR 1.151

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Morrow	6 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 4:30pm* <b>Closed</b> noon – 1pm 4:30pm – 5pm*  *Drop boxes available for payments and filings until 5pm.	Morrow County Courthouse 100 Court Street Heppner, OR 541.676.5264	SLR 1.151
Multnomah	4 <sup>th</sup>	<b>Open</b> M-F 8am – 5pm* M-F 8:30 am – 5pm**  *For filing of documents that do not require payment of a fee prior to filing. **For filing of documents that require payment of a fee prior to filing.  Some offices may have reduced public counter/phone hours. See <a href="#">court website</a> for details.	Multnomah County Courthouse 1021 SW Fourth Avenue Portland, OR 503.988.3957  Justice Center Third Floor 1120 SW Third Avenue Portland, OR  Juvenile Justice Center 1401 NE 68 <sup>th</sup> Avenue Portland, OR  East County Courthouse 18480 SE Stark Street Gresham, OR 97233	SLR 1.151
Polk	12 <sup>th</sup>	<b>CIVIL RECORD=S OFFICE, ROOM 301</b> <b>Open</b> (excluding holidays) M-F 8am – 12pm 1pm – 4:30pm  <b>Closed</b> noon – 1pm 4:30pm – 5pm  <b>CRIMINAL COURT RECORD=S OFFICE</b> <b>Open</b> M-F 8:45am – noon 1pm – 4pm  <b>Closed</b> 8am – 8:45 am noon – 1pm 4pm – 5pm  <b>JUVENILE RECORDS OFFICE</b> <b>Open</b> M-F 8am – noon 1pm – 4pm  <b>Closed</b> noon – 1pm 4pm – 5pm	Polk County Courthouse 850 Main Street Dallas, OR 503.623.3154  Criminal Court Record=s Office 884 SE Jefferson Street Dallas, OR 503.831.1778  Juvenile Records Office 850 Main Street Dallas, OR	PJO 11-001 (eff. 9-19-11)
Sherman	7 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 1pm – 5pm <b>Closed</b> 8am – 1pm	Sherman County Courthouse 500 Court Street Moro, OR 541.565.3650	SLR 1.151
Tillamook	27 <sup>th</sup>	<b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 5pm <b>Closed</b> noon – 1pm	Tillamook County Courthouse 201 Laurel Avenue Tillamook, OR 503.842.2596, ext 0	SLR 1.151

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Umatilla	6 <sup>th</sup>	<p><b>PENDLETON</b>  <u>Open</u> (excluding holidays)  M-F 8am – 4:30pm*  <u>Closed</u>  4:30pm – 5pm*</p> <p><b>HERMISTON</b>  <u>Open</u> (excluding holidays)  M-F 8am – 4:30pm*  <u>Closed</u>  4:30pm – 5pm*</p> <p><b>MILTON-FREEWATER</b>  <b>CLOSED</b>  (Available upon written request  as facilitators, judges, and staff  are available)</p> <p>*Drop boxes available for payments and  filings until 5pm.</p>	<p><b>PENDLETON</b>  Umatilla County Courthouse  216 SE 4<sup>th</sup> Street  Pendleton, OR  541.278.0341, ext 220</p> <p><b>HERMISTON</b>  Stafford Hansel Government Center  915 SE Columbia Drive  Hermiston, OR  541.667.3020</p> <p><b>MILTON-FREEWATER</b>  Milton-Freewater City Hall  722 S. Main Street  Milton-Freewater, OR  541.667.3020</p>	PJO No. 11-003 (eff. 2-1-10)
Union	10 <sup>th</sup>	<p><u>Open</u>  M-F 8am – noon  1pm – 4:30pm  <u>Closed</u>  noon – 1pm*  4:30pm – 5pm*</p> <p>*Drop box available at 1007 4<sup>th</sup> Street until  5pm.</p>	<p>Union County Courthouse  1008 AK@ Avenue (<b>civil records</b>)  1007 4<sup>th</sup> Street (<b>courtrooms,  traffic, accounting, and  criminal records</b>)  La Grande, OR  541.962.9500, ext 0</p>	PJO No. 11-02 (eff.11-1-11)
Wallowa	10 <sup>th</sup>	<p><u>Open</u>  M-F 8am – noon  1pm – 4:30pm  <u>Closed</u>  noon – 1pm*  4:30pm – 5pm</p> <p>*Drop box available in Rm. 204 until 5pm.</p>	<p>Wallowa County Courthouse  Second Floor  101 S. River St., Room 204  Enterprise, OR  541.426.4991</p>	PJO No. 11-02 (eff.11-1-11)
Wasco	7 <sup>th</sup>	<p><u>Open</u> (excluding holidays)  M-F 8am – noon  1pm – 5pm  <u>Closed</u>  noon – 1pm</p>	<p>Wasco County Courthouse  511 Washington Street  The Dalles, OR  541.506.2700, ext 10</p>	SLR 1.151
Washington	20 <sup>th</sup>	<p><u>Open</u> (excluding holidays)  M-F 8am – 5pm</p> <p><b>JUVENILE SERVICES BUILDING</b>  <u>Open</u> (excluding holidays)  M-F 8:30am – 5pm  <u>Closed</u>  8am – 8:30am</p>	<p>Washington County Courthouse  145 N. Second Avenue  Hillsboro, OR  503.846.8888</p> <p>Justice Services Building  150 N. First Avenue  Hillsboro, OR</p> <p>Juvenile Services Building  222 N. First Avenue  Hillsboro, OR</p>	SLR 1.151
Wheeler	7 <sup>th</sup>	<p><u>Open</u> (excluding holidays)  M-F 8:30am – 11:30am  <u>Closed</u>  8am – 8:30am  11:30am – 5pm</p>	<p>Wheeler County Courthouse  701 Adams Street  Fossil, OR  541.763.2541</p>	SLR 1.151

COURT/ COUNTY	JUDICIAL DISTRICT	PUBLIC SERVICE COURT HOURS	COURT LOCATION	SOURCE / FILING DATE
Yamhill	25 <sup>th</sup>	<p><b>Open</b> (excluding holidays) M-F 8am – noon 1pm – 4pm</p> <p><b>Closed</b> noon – 1pm* 4pm – 5pm*</p> <p>*Drop box available for payments and filings.</p>	Yamhill County Courthouse 535 NE Fifth Street McMinnville, OR 503.434.7530	PJO No. 2011-3 (eff. 10-1-11)

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