



Oregon Judicial Department

Web Navigation

Quick Reference Guide

What's New?

Navigation improvements and re-organized content provide faster access to OJD's Web-based tools, court information, and services using visual aids and categories. Find what you need, fast.

Internet home page - blue banner

- Information is organized by popular subject areas with a photo image, a category title, and a list of topics within each category
- Key areas of information are brought to the home page for immediate access such as Court Calendars, Court Information Finder, and Jury Information



Intranet home page - green banner

- Information is organized by popular subject areas with a photo image, a category title, and a list of links within each category
- Key areas of information are brought to the home page for immediate access such as the Electronic Time Sheet program and Oregon eCourt links
- Link to a re-organized Statewide Forms page
- The session timer has been increased substantially before being logged off the system for security reasons due to inactivity





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What to look for in the updated Internet and Intranet home pages?

Overview

The 'home' pages contain categories and links that make accessing the information you want an easy process. Categories are designed with you in mind. For example The Judges page on the intranet contains topics such as Legal References, Tools, and OJD Resources. The Self-Represented page on the Internet lists self-help resources and topic areas such as Do-It-Yourself Legal Help, Forms and Fees, Online Services, and so on. You can find what you need in just a couple of clicks.

Internet Features

How do I topics (Internet): Contains links to pages for information such as finding forms, making payments, contacting courts, finding a case and/or attorney and so forth.

I am: categories (Inter- and intranet) take you directly to 'role' pages such as Attorneys, Jurors, Case Participants, Self-Represented and so forth.



Intranet Features

Role-relevant pages and links are available for Judges and TCAs & Managers.

Staff and TSSs & Other Technology Staff links are active, but specific role-relevant pages are not available at this time.



Intranet Access

Logging in to the intranet is necessary for security reasons. As an additional security layer when judges and staff connect to the internal Web pages, known as the intranet, a session timer is started that is designed to log us out after a certain period of inactivity, so that we don't walk away from our PC leaving an established connection open and available for misuse. In this Web enhancement, the session timer has been increased substantially before you are automatically logged out.



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To log in to the intranet:

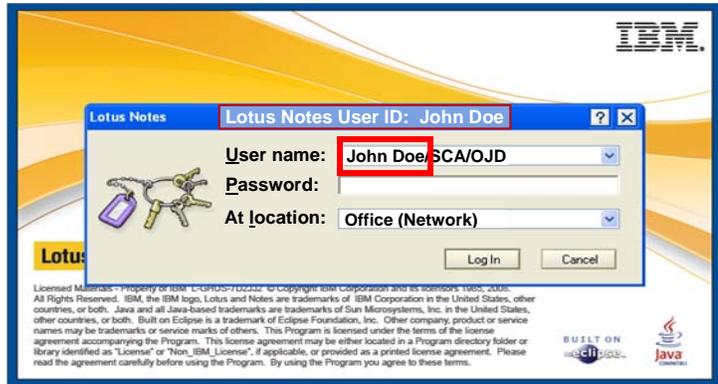
- From the Internet home page banner, click **Judge/Employee Sign In**
- Log in using your current Lotus Notes user ID and password.
 - Enter your Lotus Notes user ID in the **User name** text box.
 - Enter your Lotus Notes password in the **Password** text box.
 - Click **Sign In**.



How to Locate Lotus Notes User Name

Your Lotus Notes user ID can be found on the Lotus Notes Log on screen in the **User name** text box.

Your Lotus Notes user ID is the text prior to the slash. In this example: "John Doe" is the Lotus Notes user ID.



3. **Success! Welcome to the Oregon Courts Intranet**

You now have access to the OJD intranet.

The session time has been increased before you are automatically logged off the system for security reasons due to inactivity.

Click the **My Portal** link in the intranet banner to access your personalized page.





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Intranet Navigation Example

How do I find the Judges page?

1. Log in to access the intranet web site.

2. Click the photo or the word **More** to view the **Judges** page.

The Judges page opens.

3. Select a link to the topic you want to view.

The selected topic page opens.



Follow the same steps to select the **TCAs & Managers** role and access the TCAs & Managers page.

1. Click the photo or the word **More** to view the **TCAs & Managers** page.

The TCAs & Manager page opens.

2. Select a link to the topic you want to view.

The selected topic page opens.



The links to topics within the Staff and TSSs and Other Technology Staff roles are active, but there are no specific role pages at this time.



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Internet Navigation Examples

How do I find self-help resources?

1. Select **Self-Represented** from the **I am** area.

The Self-Help page opens.

2. Select a link to a topic within a main heading to view it.

For example, under the heading **Forms & Fees**, click the **Forms** link to view the **Forms** page.

Follow the same procedures to access a different **I am** role such as **An Attorney**, **A Juror**, or **A Case Participant**.

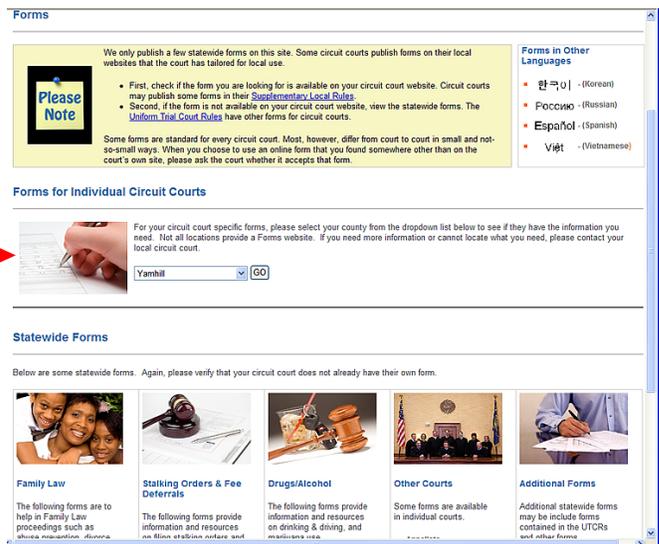


How do I find a form?

1. From the **How Do I** section on the left side of the home page, click **Find a Form**.

The Forms page opens.

2. Select the type of form you need within a specific topic heading.





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Internet New Page Examples

JUROR INFORMATION *RESOURCES & LINKS*

Trial by jury is a cornerstone of our democracy. The Oregon and United States Constitutions protect our right to jury trial. Jury service is one of the most important rights and responsibilities of American citizenship. These pages have information to help jurors, employers, and the public find useful information about Oregon's jury system and jury service.

Some circuit court websites have additional information for jurors in their courts. If a state court has summoned you to serve as a juror and you have questions, check the [court's website](#), read the summons carefully, and review these pages.

If you have misplaced your summons or have questions that the websites and summons don't answer, please contact your [local circuit court's jury coordinator](#).

Juror Links

- Important Notice about Identity Theft Scam
- Thank You for Serving Oregon
- Handbook for Jurors
- Jury Service Improvements
- Glossary of Terms
- Oregon Rule of Civil Procedure 58

I want to confirm or defer my call for jury service

I want to check if my juror number has been selected for me to report for my jury service

Many circuit courts have their own online jury response forms that you may fill out in order to confirm or defer your jury service. Please check the dropdown list below to see if your court has an online form.

Many circuit courts post the schedules of when certain juror numbers are to report to the courthouse. Please check the dropdown list below to see if your court has a jury schedule. If not, you will need to call the phone number listed on your card.

View the juror experience video:
Windows Media - [Flash](#) or [Java](#)
Flash - [High](#) or [Low](#)

What Should I Expect?

Jury service has several steps:

- Citizens who are registered voters or have drivers licenses or other ID

Public service is a summons from the court

Information about the American jury system

You can find more information on the American jury system and jury service on these sites:

- Juries In-Depth - (American Judicature Society)
- How Courts Work - (American Bar Association)
- Law Day - (American Bar Association)

Juror Information page

OJD Home | Español | ADA

Courts | Services | Materials & Resources | Administration | Programs

Home

News & Links **Find a Case**

Many of our documents are in Portable Document Format (PDF) and require the free Adobe Acrobat Reader Software.

Each court case contains an official Register of Actions, which lists all the past events and scheduled events for the case. You may need to find out information on a case.

To find a case, there are three options:

Call the Court
Court personnel may provide some case information over the phone. Please use the Court Information Finder below to find your local court's telephone number.

Go to the Courthouse
Physically going to your local courthouse, you may ask court personnel case information. The circuit court in each county also has a free, public-access OJIN terminal, which allows you to look up case information yourself. Please use the Court Information Finder below to find your local court's address.

OJIN Online
OJIN is the Oregon Judicial Information Network. It contains the judgment dockets and official Register of Actions from Oregon state courts, both trial and appellate.

OJIN lets users search those records for a single Oregon state court or all Oregon state courts with one command. OJIN is available online from [OJIN Online](#) for a modest fee, using your local Internet Service Provider (ISP) and a web browser.

- Register for OJIN Online
- Log In

Find a Case page

Intranet New Page Examples

Oregon Courts Intranet My Portal | Intranet Home | OJD Intranet | ADA | Text Size A+ A- A

Human Resources | Oregon eCourt | OSCA | Courts | Programs & Services | Reference

Home > Judges & Magistrates

JUDGES

Legal Reference

- Judges Directory
- Jury Info
- Lexis-Nexis
- Multnomah County Judges Intranet
- Oregon Revised Statutes (ORS)
- Oregon State Bar (OSB)
- Oregon State Library
- State of Oregon Law Library
- Supplementary Local Rules (SLRs)
- Westlaw

Tools

- Criminal Benchbook
- Judges Forum ([opens in Lotus Notes](#))
- Juvenile Court Dependency Benchbook
- OARs
- OJIN Court Calendar ([Beta](#))
- Public Safety Checklist for Oregon
- Sentencing Guidelines
- Smart Sentencing

Other OJD Resources

- Appellate Court Options
- Human Resources
- OJD Statewide Forms
- Performance Measures
- Statistics & Other Reports
- Travel/Misc. Business Expense

Judges page

Oregon Courts Intranet My Portal | Intranet Home | OJD Intranet | ADA | Text Size A+ A- A

Human Resources | Oregon eCourt | OSCA | Courts | Programs & Services | Reference

Home > TCAs & Managers

TCAs & MANAGERS

Human Resources

- Classification & Compensation
- Electronic Leave Requests
- Family Leave Information
- HRSD Intranet Home
- Personnel Rules
- Workplace Safety & Health

Financial

- BFS D Forms
- BFS D Policies
- Budget Services
- Collections
- Travel/Misc. Business Expenses

Tools

- Court Workflows
- Judges Forum ([Lotus Notes](#))
- Legislative News
- Lexis-Nexis
- Westlaw
- OJIN Court Calendar ([Beta](#))
- Oregon Bluebook
- OSCA Documents Library
- OSCA Policies
- OSCA Reference Manual Index
- Security & Preparedness
- TCA Discussion Database

Administrative

- Court Interpreter Services (CIS)
- Criminal Benchbook
- Fees
- Juvenile Court Dependency Benchbook
- Oregon Revised Statutes (ORS)
- Performance Measures
- State of Oregon Law Library
- Statistics & Other Reports
- Supplementary Local Rules (SLR)
- Uniform Trial Court Rules (UTCRC)

TCAs & Managers page

Note: If you have any questions or problems, please contact the ETSD Help Desk at 503-986-5582 or ETSDhelp@ojd.state.or.us

If you have any comments or suggestions regarding this quick reference guide, contact OETO@ojd.state.or.us