



Columbia County Circuit Court Remote Hearings: Exhibits and Witnesses

During COVID-19 restrictions, the court will hold most court hearings remotely. This means, parties will appear remotely, by video conferencing software or at times by phone. Parties may also submit exhibits and have witnesses testify, which **must** also be done remotely.

Labeling Exhibits – Exhibits must be labeled with “Exhibit #” on the bottom right hand corner of each page of each exhibit.

Exhibits that are submitted prior to a court hearing, **must be submitted at least 48-hours prior to the hearing and in one of the following ways:**

E-Filing

- Users can visit <https://oregon.tylerhost.net/ofswb> and register for an account
- There is no filing fee to file exhibits
- Filers must use a cover sheet in substantially the same format as the attached local “Exhibit List Cover Page and Witness List”
- All exhibits may be filed under one “EB” (Exhibit) code as long as they are listed on the cover sheet.
- All exhibits and list of potential witnesses must be served on all parties in the case. A certificate of service (included in attached cover sheet) must be completed and accompany any submitted exhibits or witness lists.

Filing In Person

- There is no filing fee to file exhibits
- Filers must use a cover sheet in substantially the same format as the attached local “Exhibit List Cover Page and Witness List”
- All exhibits and list of potential witnesses must be served on all parties in the case. A certificate of service (included in attached cover sheet) must be completed and accompany any submitted exhibits or witness lists.

IN THE CIRCUIT COURT OF THE STATE OF
OREGON FOR THE COUNTY OF COLUMBIA

)	
)	
Petitioner/Plaintiff,)	Case No. _____
)	<input type="checkbox"/> Petitioner/Plaintiff
and)	<input type="checkbox"/> Respondent/Defendant
)	EXHIBIT LIST COVER SHEET AND
)	WITNESS LIST
Respondent/Defendant.)	

Date of Hearing: _____

Exhibit #	Description of Exhibit

Additional Page – “Exhibit List Continued” Attached

POTENTIAL WITNESSES

Name (first, last)	Contact Telephone Number

Additional Page – “Potential Witness List” Attached

CERTIFICATE OF SERVICE

I certify that on (date) _____ I served a copy of this document and all attachments to (name of party/attorney) _____ at the following address and/or fax number: _____
_____ by the following methods:

- by **mailing** a full, true and correct copy in a sealed, first-class postage-prepaid envelope, addressed to the party(ies) listed above, and deposited with the United States Postal Service, on the date set forth above.
- by **hand-delivering** a full, true and correct copy thereof to the party(ies) listed above, on the date set forth above.
- by **faxing** a full, true and correct copy thereof to the party(ies) listed above at the fax number(s) shown above, on the date set forth above.

Date: _____

Signature: _____

Printed Name: _____

Contact Address

City State, Zip Code

Phone Number