

**IN THE CIRCUIT COURT FOR THE STATE OF OREGON**

**FOR THE FIFTEENTH JUDICIAL DISTRICT**

**In the Matter of Exhibits for  
Hearings under UTCR 6.050  
And CJO 21-009**

) **Presiding Judge Order 21-05**  
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**FILED  
APR 21 2021**

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Circuit Court

THE ABOVE MATTER coming before the court on its own motion:

Chief Justice Order (CJO) No. 21-009(3) provides that a Presiding Judge may determine how nondocumentary exhibits, such as audio or video exhibits, are to be submitted for a remote proceeding;

Uniform Trial Court Rule (UTCR) 6.050 provides that trial exhibits must be delivered or submitted as ordered by the assigned trial judge; and

All judges of the 15<sup>th</sup> Judicial District desire a uniform process for the delivery or submission of exhibits for remote hearings or trials; now, therefore:

**IT IS HEREBY ORDERED:**

1. Exhibits are to be delivered or submitted to the Court for remote hearings or trials as follows:
  - a. Documentary exhibits filed electronically with the Court in compliance with CJO 21-009(3) must be filed by 5:00 PM at least two (2) court days prior to the date of the remote hearing or trial.
    - i. Filers must submit exhibits in a single unified PDF document unless the envelope is larger than 25MB in which case as otherwise directed by the court. The filer must include an index which identifies the exhibits and submit them as confidential.
  - b. Documentary exhibits not filed electronically shall be submitted to the court in printed form, numbered as required by UTCR 6.080, by 5:00 PM at least two (2) court days prior to the date of the remote hearing or trial. A party may either provide the court with a self-addressed postage pre-paid envelope to return exhibits to the party or may pick up the exhibits not less than 30 days after entry of judgment in cases

other than juvenile cases, and not less than 90 days after entry of judgment in juvenile cases. Exhibits will be destroyed 60 days after entry of judgment in cases other than juvenile cases, and 120 days after entry of judgment in juvenile cases.

- c. Non-documentary exhibits that are in electronic form, such as audio or video recordings, shall be submitted to the court on a CD, DVD or thumb drive at the clerk's window associated with the case by 5:00 PM at least two (2) court days prior to the date of the remote hearing or trial. A party may either provide the court with a self-addressed postage pre-paid envelope to return exhibits to the party or may pick up the exhibits not less than 30 days after entry of judgment in cases other than juvenile cases, and not less than 90 days after entry of judgment in juvenile cases. Exhibits will be destroyed 60 days after entry of judgment in cases other than juvenile cases, and 120 days after entry of judgment in juvenile cases.
    - i. Video exhibits must be submitted in either AVI, MP4 or WMA formatting.
    - ii. Audio exhibits must be submitted in either MP3 or WAV formatting.
    - iii. Photographic imagery must be submitted in either JPG, TIFF or BMP formatting.
  - d. Parties that wish to submit exhibits that are physical objects, other than audio or video recordings, must contact the court at least two (2) court days prior to the date of the remote hearing or trial for further instructions regarding providing the exhibits to the court and other parties.
2. At least two (2) days prior to the date of the remote hearing, all parties must exchange the exhibits they intend to offer at the hearing. The court will not scan and email exhibits before or during the hearing.
  3. Parties appearing for a hearing or trial by remote means who have submitted exhibits as outlined above must be prepared to share their exhibits through the WebEx sharing feature, unless another method has been approved by the court.
  4. This order takes effect on the date set forth below and shall remain in effect until vacated or superseded by further order of the court.

It is so ordered this 21<sup>st</sup> day of April 2021.

*Martin E Stone*

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**Martin E. Stone, Presiding Judge  
Fifteenth Judicial District**