

In the Matter of the Designation of	)	CHIEF JUSTICE ORDER
Locations for the Sitting of the	)	No. 24-018
Supreme Court, Court of Appeals,	)	
Oregon Tax Court, and Each	)	LOCATIONS FOR THE SITTING OF THE
Circuit Court	)	SUPREME COURT, COURT OF
	)	APPEALS, OREGON TAX COURT, AND
	)	EACH CIRCUIT COURT

I HEREBY FIND AS FOLLOWS:

1. ORS 1.085(1), which concerns designating the physical principal location of a state court, provides that:
  - a. The Chief Justice shall designate the principal location for the sitting of the Supreme Court, Court of Appeals, Oregon Tax Court, and each circuit court; and
  - b. For each circuit court, there shall be a principal location in each county in the judicial district.
2. ORS 1.085(2) provides that the Chief Justice may designate additional locations for the sitting of any court listed in paragraph 1.a., other than those designated as their principal locations, provided that all locations designated for a circuit court must be in the circuit court's judicial district.
3. ORS 1.085(3) provides that, in the event of an emergency, the Chief Justice may designate locations in the state for the sitting of circuit courts and that such locations need not be in the circuit court's judicial district.
4. ORS 2.560(1) provides that the Court of Appeals shall sit primarily in Salem, but also may sit in other locations designated under ORS 1.085(2).
5. ORS 305.475 provides that the principal office of the Tax Court shall be in the state capital, but the court may hold hearings in any location designated under ORS 1.085.

I HEREBY ORDER AS FOLLOWS:

1. Statewide Courts
  - a. The principal location and mailing address of the Supreme Court is the Supreme Court Building, 1163 State Street, Salem, Oregon.
  - b. The principal location and mailing address of the Court of Appeals is the Supreme Court Building, 1163 State Street, Salem, Oregon. The court's

additional courtroom location is Room 306, Justice Building, 1162 Court Street NE, Salem, Oregon.

- c. The principal location of the Oregon Tax Court is the Robertson Building, Third Floor, 1241 State Street, Salem, Oregon. The mailing address of the Oregon Tax Court is 1163 State Street, Salem, Oregon.
- d. From time to time, any statewide court may sit in any other location in the state of Oregon.

## 2. Circuit Courts


- a. Every circuit court shall maintain a principal courthouse location in each county in the judicial district.
- b. In addition to a principal courthouse location, each circuit court may establish other courthouse locations within a county in the judicial district, subject to approval by the Chief Justice.
- c. For any circuit court that establishes one or more other courthouse locations under subparagraph 2.b., nothing in this order affects the court's authority to schedule proceedings in any of its locations.

## 3. Change of Circuit Court Designated Principal Location

- a. A circuit court may change a designated principal courthouse location, subject to approval by the Chief Justice.
- b. Any circuit court recommendation for the principal location of a new courthouse shall be based on the following considerations:
  - (1) The new location will facilitate providing court proceedings that are accessible and conducted in a mode and manner that best serves the need for justice in our communities;
  - (2) The new location will allow the court to provide safe, accessible, and modern facilities that accommodate the use of technology, and that make the justice system accessible to all members of our communities; and
  - (3) The new location will maximize jury participation and improve the jury service experience to promote equitable, informed, and engaged civic participation.

4. Publicly Available Information about Principal and Other Courthouse Locations
  - a. The State Court Administrator shall create two lists, each setting out the following types of locations:
    - (1) The designated principal courthouse location for each statewide court and each circuit court, including the court's mailing address if different from its principal location, as provided in subparagraphs 1.a., 1.b., 1.c., and 3.a.; and
    - (2) Any other courthouse location for any statewide court or circuit court, as provided in subparagraphs 1.b. and 1.c.; and also as provided in subparagraph 2.b., as approved by the Chief Justice.
  - b. The State Court Administrator shall make the lists described in subparagraph 4.a. publicly available on the Oregon Judicial Department website.
  - c. For purposes of updating the publicly available lists, the Chief Judge of the Court of Appeals or the Court of Appeals Administrator, the Tax Court Judge or the Tax Court Administrator, and each Presiding Judge or Trial Court Administrator of a circuit court, or any designee, shall notify the State Court Administrator about any change to the court's designated principal location or any change to any other court location. The State Court Administrator shall present any such update to the Chief Justice for approval, and, upon receiving approval, shall update the publicly available list or lists, as applicable.
5. This order supersedes CJO 88-113 (Locations for the Sitting of Supreme Court, Court of Appeals, Tax Court, Circuit and District Court (November 23, 1988); CJO 98-007 (Order Designating the Principal Location for the Sitting of the Supreme Court, Court of Appeals, Tax Court, and Circuit Courts) (January 12, 1998), CJO 22-020 (Order Designating Appellate Courts' Principal Locations) (October 7, 2022), and any prior order designating principal locations under ORS 1.085.
6. This order is effective immediately.

Dated this 21st day of June, 2024.

  
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Meagan A. Flynn  
Chief Justice