

Municipal/Justice Court

ORS 1.855 **COURT** REGISTRY FORM

ORS 1.855 requires all Oregon cities with municipal courts and all Oregon counties with justice courts to provide registry information on their courts to the Oregon State Court Administrator (SCA) and to promptly notify the SCA of changes.

If you have questions or need assistance completing this form, please contact the Office of the State Court Administrator at 503-986-5500.

TYPE OF COURT REGISTRY CHANGE			
<input type="checkbox"/> New Registration <input type="checkbox"/> Newly Created Court <i>(Attach Ordinance/Resolution)</i> <u>Effective Date:</u>	<input type="checkbox"/> Dissolution of Court <u>Dissolution Date:</u> <input type="checkbox"/> Other – Describe:		
<input type="checkbox"/> Update Existing Court Registry Information <i>(Change to court contact information, address, etc.)</i>			
Court Name			Type of Court: <input type="checkbox"/> Municipal <input type="checkbox"/> Justice
Court Address		Mailing Address <i>(if different)</i>	
City	ZIP Code	County	Court Phone
Court Email		Court Website	
Authorized Court Contact		Contact Title	
Contact Phone		Contact Email	
Boundaries <i>(Justice Courts Only):</i>			
If revised, effective date of change:			

I certify, on behalf of the City County of _____ to the above information:

Signature of Authorized Court Official or Authorized City/County Official Date

Print or Type Name Title

RETURN REGISTRY FORM TO:

By Mail: Municipal and Justice Courts Registry
 Office of the State Court Administrator
 Supreme Court Building
 1163 State Street
 Salem, OR 97301-2563

By Email: ojd.muni-justice.registry@ojd.state.or.us

NOTE: Submission of this form does not register a municipal court under ORS 221.344 for purposes of enforcement of judgments. For that type of registration, please contact the Oregon Department of Revenue.