

# Wedding Ceremony Request Form

\_\_\_\_\_  
Pronouns: \_\_\_\_\_

\_\_\_\_\_  
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Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_

*(Court and judge availability are subject to court schedules; a Judicial Assistant will contact you to confirm)*

Preferred Language: \_\_\_\_\_

Location: \_\_\_\_\_

Address *(if off site)*: \_\_\_\_\_

\_\_\_\_\_

Do you have the marriage license? \_\_\_\_\_

*(Marriage license must be obtained from [Jackson County Clerk](#) prior to ceremony; licenses are not available at Jackson County Circuit Court)*

## Wedding Fees

At Courthouse: \$117.00

Off Site: \$117.00 + Personal Fees

Personal Fees: \$100.00 + Travel Costs  
(\$ .67 per mile)

Fees are defined in [ORS 106.120](#)

**For all weddings:** \$117.00 fee must be paid  
at the courthouse before 4pm

**For off-site weddings:** Show receipt for \$117  
and pay personal fees directly to judge

Do you have two witnesses for the ceremony? \_\_\_\_\_ I am requesting witnesses from the court

*(Preference is to bring witnesses; witnesses must be 18+; the court cannot provide witnesses for off-site weddings)*

## Ceremony Details

Will you have friends and/or family attending? \_\_\_\_\_ Approx. #: \_\_\_\_\_

Will you exchange rings? \_\_\_\_\_ Will you have your own written vows? \_\_\_\_\_

Will parties keep their current last names? \_\_\_\_\_ If not, which party: \_\_\_\_\_

Is there any specific wording you would like included in the ceremony?

Please email completed form to \_\_\_\_\_

\_\_\_\_\_. Requests submitted two (2) weeks ahead will be easier to accommodate, but the court will attempt to accommodate requests on shorter notice. If unable to email, please print and mail or deliver in-person to Jackson County Circuit Court at 100 S. Oakdale, Medford, OR, 97501.